

Minutes of the Events Committee
Meeting held on 23 June 2025
In the Large Meeting Room at the Library building

Councillors present: Ward (Chair), Bhatt, Cornwall, French, Varley, Ward
Councillors not present: None
In attendance: Eight members of the public and the Town Clerk

A. TO NOTE ANY APOLOGIES FOR ABSENCE

No apologies for absence were received.

RESOLVED that:-
the information be noted.

B. DECLARATIONS OF INTEREST

Cllr Cornwall declared an interest in any matter relating to the Scouts.

RESOLVED that:-
the information be noted.

C. TO NOTE THE MINUTES OF THE MEETING HELD ON 4 JUNE 2025 AND THE COUNCIL'S DECISION

The minutes of the meeting of the Committee held on 4 June 2025 had been previously circulated.

RESOLVED that:-
the minutes and the Council's decision be noted.

D. TO NOTE THE CURRENT SITUATION WITH AND MAKE ARRANGEMENTS FOR FORTHCOMING EVENTS:-

i) 09/08/25 VJ Day party in the park

The Committee considered issues relating to the event.

RESOLVED that specific arrangements as set out in Appendix A be approved.

ii) 13/09/25 1940s Day

The Committee considered issues relating to the event.

RESOLVED that specific arrangements as set out in Appendix A be approved.

iii) 11/10/25, 04/04/26, and 04/07/26 Street Market

Following a discussion about the location and timing of street markets, and the lead-in time necessary, it was DECIDED:-

- a) that the proposal for a street market in 2025 be rejected; and,
- b) a street market be planned for Spring 2026.

iii) 30/10/25 Pumpkin carving & parade

The Committee discussed arrangements for the event and it was DECIDED that:-

- a) Cllr Varley enquire about using the Heritage Centre as a venue;
- b) the Town Clerk be requested to seek a road closure for Station Road from 18:00 to 18:30 for the parade to take place from The George Car Park area to the Heritage Centre.
- c) participants be encouraged to wear their own costumes, buy and carve their own pumpkins, and provide their own battery-operated T-lights;
- d) vouchers (in the order of £30, £20, and £10) from local shops be sought as prizes and small tubs of sweets be given to all child participants; and,
- e) arrangements for judging be confirmed later.

vi) 28/11/25 Gala night

The Town Clerk reported that the road closure had been applied for and licences sought.

vii) April 26 Family fun day

The Committee discussed arrangements for the event and it was DECIDED that:-

- a) the suggested date be 2 May 2026;
- b) the Town Clerk be requested to apply for an event licences and request the use of the Recreation Ground;
- c) the idea of incorporating a dog show be pursued;
- d) the Town Clerk make arrangements for toilet provision.

E. TO AGREE THE DATE OF THE NEXT MEETING

RESOLVED that:-
the next meeting be held on 7 July 2025

The meeting closed at 19:19

NOTE: after the meeting it was discovered that it was not possible to meet on the evening proposed and the meeting was rescheduled to 14 July 2025

Appendix A

No.	Item	Comment	1940s	VJ Day
1	Event Date		13/09	09/08
2	Theme		1940s	VJ Day
3	Location	Station Road / High Street	Street	Rec
4	Road closure	a) Entire Station Road b) 09:00 - 18:00 c) High St in front of little co-op d) Has been applied for	a) Y b) Y c) Y d) Y	N/A
5	Road Barriers	Substantial barriers needed to protect pedestrians and participants	Y	N/A
6	Timetable		Noon - 4	Noon - 5
7	Music - Acts	a) To be asked:- • Kettering Silver band • Singers (possibly as a compere) • Morris dancing b) Fees about £150 - £200 each	As 2024	2 - 3 bands, compere
8	Stalls and gazebos	a) Pitch fee £15 b) Gazebo hire £15 c) Forms software to be purchased by TC at approx cost of £235	a) TC b) TC c) TC	a) TC b) TC c) TC
9	Commercial rides etc	a) Fee for commercial stalls (about £60 per food stall - multiple stalls more) b) Provision of insurance details / safety certificates	a) Y b) Y	a) Y b) Y
10	Food / drink	a) Must be 5* rating b) Provision of insurance / safety certificates	a) Y b) Y	a) Y b) Y
11	Delivery of letters to frontagers	Requirement of road closure	Cllrs	N/A
12	Stewarding / staff	a) Volunteers and Councillors b) Advertise for volunteers for stewarding and gazebos	a) Y b)	a) Y b)
13	Posters and banners	a) Based on last year's template - separate banners b) Erect / remove / deliver	a) Y b) Cllrs	a) Y b) Cllrs
14	First Aid	As before for 1940s - Scouts to provide 1st Aid and refreshments / Event HQ	Scouts	1st Responder?
15	Power supply	TC to obtain prices	Hired generator	Investigate
16	BANNED	a) Animals b) Inflatables c) "Axis" powers representations of any kind	a) Y b) Y c) Y	a) Y b) Y c) Y
17	Litter	a) Nothing special needed b) Stallholders to remove own c) Check charges with NNC d) Skip from Mick George?	a) Y b) Y c) Y d) N	a) Y b) Y c) Y d) TC
18	Cancellation protocols	As before - investigate what could continue if Operation London Bridge	Y 02/09/25	Y 29/07/25
19	Flypast	Spitfire - subject to the usual caveats - timing tbc	Y	No
20	Vehicle cavalcade	a) Route as before b) Booked in advance - online, minimal details	a) Y b) Y	N/A
21	Toilets	a) Accessible and standard b) Located	a) 1 + 1 b) Mansefield Close	a) 2 + 2 b) Field
22	Newspaper	a) As before, printed	Y	N/A
24	Refreshments	a) Scouts as before b) Comps for vehicle occupants and volunteers	a) Y b) Y	N/A
25	Not in event	Invite businesses to make a contribution if they want to be on the street	Y	N/A
26	Event opening	MP to be requested to open	Cllr DC	Cllr DC
27	Press	a) Press release to be drafted b) Press release issued by TC	a) Cllr TH b) Tbc	-