

Minutes of the Events Committee
Meeting held on 14 July 2025
In the Large Meeting Room at the Library building

Councillors present: Ward (Chair), Bhatt, Cornwall,
Councillors not present: French, Kennedy, Varley
In attendance: 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 23 JUNE 2025

The minutes of the meeting of the Committee held on 23 June 2025 had been previously circulated.

RESOLVED that:-
the minutes 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. The Town Clerk reported that earlier in the day consent had been granted to use the site and the event licence was in process. He added that the Northamptonshire Police and Northamptonshire Fire & Rescue Service required further details of:-

- a) the Event Management Plan;
- b) the Traffic Management Plan;
- c) confirmation how the attendee numbers will be managed / controlled; and,
- d) confirmation that the correct licenses have been approved.

He stated that he was working through the required documentation and applications, and sought guidance on specific issues.

The Town Clerk reported that he was obtaining prices for toilets, for furniture, and for generators and that a green alternative had been investigated and discounted on the grounds of excessive cost. He added that banners were being designed. In response to a suggestion about including inflatables the Town Clerk reported that he had raised the matter with the Council's insurers for advice but that he believed that these would not be covered by the Council's insurance. It was noted that a suggestion had been made to incorporate a static display of vintage cars.

It was RESOLVED that:-

- (1) the pitch fees of £15 and the gazebo hire price of £15 be confirmed;
- (2) additional hi-vis waistcoats be obtained for the Events Committee and organisers;
- (3) the Town Clerk attend the event as Event Manager with RIDDOR responsibilities;
- (4) attendee numbers will be managed / controlled by stewards at each entrance with mechanical counters and regular tallies;
- (5) specific arrangements as set out in Appendix A be approved.

vi) 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.

vii) 30/10/25 Pumpkin carving & parade

The Town Clerk reported that he would be applying for a road closure in due course.

viii) 28/11/25 Gala night

The Town Clerk reported that he had applied for road closures and licences, and would be seeking prices for the provision, installation, removal, and storage of decorations.

ix) 04/04/26, and 04/07/26 Street Market

It was noted that there had been no further action on these events.

x) April 26 Family fun day

It was noted that there had been no further action on this event.

E. TO AGREE THE DATE OF THE NEXT MEETING

RESOLVED that:-
the Town Clerk be requested to convene the next meeting as needed.

The meeting closed at 19:02

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) Charges apply to all (see point 14) d) Forms software to be purchased by TC at approx cost of £235	a) TC b) TC c) Y d) TC	a) TC b) TC c) Y d) 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 etc	a) Y b) Y	a) Y b) Y
13	Posters and banners	a) Based on last year's template - separate banners b) Erect / remove / deliver letters	a) Y b) Cllrs	a) Y b) Cllrs
14	First Aid	a) 1st Aid and refreshments / Event HQ b) 1st Aid and display stall (no charge for pitch and gazebo)	Scouts	1st Responder
15	Power supply	TC to obtain. Green alternative investigated and discounted for cost.	Hired generator	Hired generator
16	BANNED	a) Animals as part of stall or display b) Inflatables c) "Axis" powers representations of any kind d) alcohol and/or glass containers	a) Y b) Y c) Y d) n/a	a) Y b) Y c) Y d) 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) TC d) N	a) Y b) Y c) TC 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	Static
21	Toilets	a) Accessible and standard b) Located	a) 1 + 1 b) Mansefi eld Cl.	a) 2 + 2 b) Field
22	Newspaper	a) As before, printed	Y	N/A

No.	Item	Comment	1940s	VJ Day
24	Refreshments	a) Scouts as before b) Comps for vehicle occupants and staff/volunteers c) Bottled water for staff/volunteers at HQ d) Tea/coffee for staff/volunteers at HQ e) Loan of equipment	a) Y b) Y c) Y d) - e) -	a) - b) - c) Y d) Y e) DC
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 open	TBC	Yes
27	Press	a) Press release to be drafted b) Press release issued by TC	a) Cllr TH b) Tbc	-
28	TENs	Applied for. Further information on specific items required.	TC	TC