

Minutes of the Events Committee
Meeting held on 21 August 2025
In the Large Meeting Room at the Library building

Councillors present: French (Chair), Cornwall, Varley, Ward
Councillors not present: Bhatt, Healy
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 and Cllr Varley declared an interest in item H(i).

RESOLVED that:-
the information be noted.

C. TO NOTE THE MINUTES OF THE MEETINGS HELD ON 23 JUNE 2025 AND 14 JULY 2025 AND THE COUNCIL'S DECISIONS THEREON

The minutes of the meetings held on 23 June 2025 and 14 July 2025 had been previously circulated.

RESOLVED that:-
the minutes be noted.

D. TO REVIEW THE VJ DAY PICNIC IN THE PARK

The Committee noted that the event had been successful and that those who attended seemed to have enjoyed themselves. It was reported that two gazebos had been damaged by gusts of wind and the possibility of repair was being explored. It was also noted that one set of weights had been lost.

RECOMMENDED that:-
the Council be requested to consider the replacement of gazebos with better quality ones when considering the 2026/27 budget.

E. TO NOTE THE CURRENT SITUATION WITH AND APPROVE ARRANGEMENTS FOR 1940s DAY

The Committee considered issues relating to the event. It was noted that two volunteers would be needed at each road closure exit/entry for safety. It was considered that each entrance should have a low metal barrier in addition to those with higher visibility.

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

F. TO AGREE THE DATE OF THE NEXT MEETING

RESOLVED that:-
the next meeting be scheduled for 2 October 2025.

G. TO CONSIDER A MOTION FOR THE EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that:-
in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972, the Committee exclude the press and public for the remaining agenda items by reason of the confidential nature of the business to be transacted on the grounds that publicity would be prejudicial to the public interest.

H. TO RECEIVE A REPORT FROM THE TOWN CLERK

(i) VJ Day party in the park - complaint

Cllr Varley having declared an interest in this item left the meeting and took no part in the discussion or voting thereon.

The Town Clerk reported on two incidents at the VJ Day party in the park and a course of action was agreed.

(ii) VJ Day party in the park - equipment

The Town Clerk reported on damage to borrowed equipment at the event and it was agreed to fund the cost of its replacement.

(iii) Events - stallholders

The Town Clerk reported on issues with stallholders at previous events and a course of action was agreed.

The meeting closed at 19:22

Appendix A

No.	Item	Comment	1940s
1	Event Date		13/09
2	Theme		1940s
3	Location	Station Road / High Street	Street
4	Road closure	a) Entire Station Road b) 09:00 - 18:00 c) High St in front of little co-op d) Has been granted	a) Y b) Y c) Y d) Y
5	Road Barriers	a) Substantial barriers and signs needed to protect pedestrians and participants which may be borrowed b) Volunteers and Councillors staff the road closures c) The huts and barriers be retrieved from Albany Sheds / Men's Shed	a) JF b) All c) JF
6	Timetable		Noon - 4
7	Music - Acts	a) To be asked:- • Kettering Silver band • Singers (possibly as a compere) • Morris dancing b) Fees about £100 - £200 each	As 2024
8	Stalls and gazebos	a) Pitch fee £15 b) Gazebo hire £15 c) Charges apply to all (see point 14)	a) TC b) TC c) Y
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
10	Food / drink	a) Must be 5* rating (4* if acceptable administrative failing) b) Provision of insurance / safety certificates	a) Y b) Y
11	Delivery of letters to frontagers	TC to print by 05/09 for Cllrs to deliver	TC/Cllrs
12	Stewarding / staff	a) Volunteers and Councillors b) Advertise for volunteers for stewarding and gazebos etc	a) Y b) Y
13	Posters and banners	a) Based on last year's template b) Erect / remove	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
15	Power supply	HSS Booked at £79.68	Y
16	BANNED	a) Animals as part of stall or display b) Inflatables c) "Axis" powers representations of any kind	a) Y b) Y c) Y
17	Litter	a) Sacks from NNC at £3.97 per sack inc collection b) Stallholders to remove own rubbish c) Bags to be disposed of	a) N b) Y c) Y
18	Cancellation protocols	As before - key date 02/09/2025	Y
19	Flypast	Spitfire - subject to the usual caveats - timing tbc	Y
20	Vehicle cavalcade	Route as before	Y
21	Toilets	1x Accessible and 1x standard located - Mansefield CI £564	Y
22	Newspaper	500 from a previous year	Y
24	Refreshments	a) Scouts as before b) Tea/coffee/Bottled water for staff/volunteers at HQ	a) Y b) Y
25	Not in event	Invite businesses to make a contribution if they want to be on the street (cash or vouchers)	JF
27	Press	a) Press release to be drafted b) Press release issued by TC	a) Cllr TH b) TC
28	TENs etc.	Received	Y