

**Minutes of a Engagement and Events Committee Meeting of
Northallerton Town Council held at 12 midday on
Monday 15th August 2022 in the Town Hall**

Present: Cllr P Eames (Mayor), Cllr D Calvert, Cllr P Cornfoot and Cllr J Hutson.

Also Present: Alexandra Robson, Clerk

EE 22/001 To receive and consider Apologies for Absence and Declarations of Interest

Cllr Hutson declared an interest in any items relating to Northallerton BID

EE 22/002 To elect a Chairman for the Engagement and Events Committee 2022

It was resolved that the Chairman will be Cllr P Eames

EE 22/003 Exclusion of the press and public

It was resolved that it was not necessary to exclude the press and public

EE 22/004 To review the Engagement and Events Committee table in the Strategic plan to identify any necessary additions and agree next steps.

It was agreed that, in order to improve communications, NTC will make best use of all media channels including press, advertising and surveys.

NTC will share news as available, interact with businesses and continue to engage with developers to provide better facilities for cycle/walking links around town.

It was also agreed to work on the development of a neighbourhood priorities statement.

EE 22/005 To consider priority order for contacting groups and individuals regarding key projects:

It was resolved that communication will be prioritised with:

BID

Simon Bailes

David Kerfoot CBE DL

Unitary Authority Councillors & Key Officers

EE 22/006 To consider ways of increasing use of the Town Hall and agree implementation of social media platforms

It was resolved that Town Hall social media will be set up and managed by the Clerk and VA

It was resolved that Town Hall Hire will be simplified and hall hire information and T&C will be put on website

It was resolved that the team will work on a local supplier list to provide to hirers

EE 22/007 To update the committee on the progress of organisation for the following events:

Bonfire & Fireworks Display	A promotional poster has been shared SAG Meeting is scheduled for 29th Sept Food Outlets have been arranged and signage has been ordered
Remembrance	Date requested for preliminary meeting with all stakeholders D Kerfoot CBE DL confirmed he will attend Refreshments upstairs for invited guests and other attendees downstairs
Christmas Illuminations	Jubilee childrens motif has been ordered Trees wrapped, but electric supplies needed Lamp posts to be surveyed Changes are needed due to implementation of NYCC Free Wifi Christmas Tree/Town Square/Town Hall Light Up Options discussed Lights will be switched on in the week prior to the late night shopping on 18th Nov
Christmas Event	An event summary was given by the Clerk A drive-by with Santa in a Pony & Trap for Late Night Shopping Event AR & PW are producing the Event Plan for the SAG

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EE 22/008 Town Hall 150 year celebration

It was resolved that agreement in principle was given to this event, subject to the results of the survey

EE 22/009 To consider and approve the Terms of Reference for the Christmas Sub Committee

It was resolved the Terms of Reference be approved

EE 22/010 To agree the date and time of the next meeting as 2nd Monday in October

The meeting closed at 13.25