

**Minutes of an Engagement and Events Committee Meeting of  
Northallerton Town Council held at 12 midday on  
Friday 24th February 2023 in the Town Hall**

**Present:** Cllr P Eames, Cllr S Barber, Cllr D Calvert and Cllr P Cornfoot

**Also present:** S Garside, Assistant Clerk and A Robson, Clerk

EE 22/019 To receive and consider Apologies for Absence and Declarations of Interest  
No Apologies or Declarations of Interest were received.

EE 22/020 To consider if it is necessary to resolve to exclude members of the press and public by virtue of Public (Admission to Meetings) Act 1960, due to the confidential nature of any agenda items

**It was resolved it was not necessary to exclude members of the press and public**

EE 22/021 To approve minutes of the Engagement and Events Committee meeting on Friday 16th December 2022

**It was resolved that the minutes of the Engagement and Events Committee meeting on Friday 16th December 2022 be approved**

EE 22/022 To consider the Homegrown Food Festival request for use of the Applegarth, review layout plan and agree NTC support

The Festival team had submitted an outline plan for the upcoming 2023 event. Thanks were offered to the team for their work to accommodate the requirements of the land, as the area and covenants offer constraints, both physical and legal.

**1. It was resolved, subject to the covenants being respected, that the Homegrown Food Festival be supported on Applegarth**

**2. It was resolved that fencing at south edge of the events area be removed for the event day**

**3. It was resolved that the outline plan shared is acceptable**

**4. It was resolved that NTC will support the event with Amenities staff time to remove fence and assist in prep of the area, plus £500 donation (subject to Full Council Approval)**

EE 22/023 To agree how NTC will celebrate the coronation of King Charles III

**1. It was resolved that bunting will be erected on the High Street. BID will be asked to share installation costs**

**2. It was resolved to offer use of the Town Hall free for any organisation wishing to host a Big Lunch**

**3. It was resolved to publicise NYCC street fees waiving**

Consideration was given to providing a large screen TV on the square and the Assistant Clerk will look at cost and discuss this option with BID.

**4. It was resolved that the Town Council will plant a "Coronation Coppice" as a permanent commemoration of the event including a plaque.**

The Clerk will look at suitable locations with the Amenities Team.

EE 22/024 To consider the Christmas Event 2023 and confirm organisational process for this year

Councillors reiterated how good the Christmas Event had been and the Clerk advised that event feedback had been discussed in detail with volunteers.

The Clerk suggested that 3 key areas of work would be shared with three key volunteers, who would then report back to her directly. Additional volunteers would also support these people.

SAG and Health and Safety matters would be dealt with by the NTC team.

Financial decisions will be brought to the Events and Engagement Committee.

**It was resolved that this format be trialled for the 2023 event**

EE 22/025 To confirm NTC support of the 10k event organised by Pendragon

**It was resolved that the Town Council will provide the Town Hall for registration on Saturday evening and for the event on Sunday 28th**

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EE 22/026 To update councillors on the planned Freedom Parade

This is still under consideration as it may not be feasible, due to the coronation and band availability.

EE 22/027 To consider and agree a format for the Annual Town Meeting

Discussion took place around the best way to engage with stakeholders for the Annual Town Meeting on 15th May.

A format will be trialled to include local community groups and volunteers with information stalls and refreshments will be available to raise money for the Mayor's Charity.

**It was resolved the Annual Town Meeting will take place in 15th May in the early evening**

EE 22/028 To share BID event plans for 2023

An Event Guide was shared and will be circulated when prepared.

Provision of an Ice Rink had been suggested by BID. A suggestion of Treadmills on the same weekend of the Christmas Fair, or using the Events Area on Applegarth, had been made but NTC has no budget to support it in 2023.

**It was resolved that Northallerton Town Council will explore this with BID for a future year**

Feedback will be offered to BID by Cllrs Eames and Cornfoot on observations from the Pancake Race

EE 22/029 To note the Town Hall Wedding Showcase event planned for 4th March

Staff are putting together an event to show the Town Hall set up for a wedding and incorporating local suppliers to generate interest in the hire of the building for events.

EE 22/030 To agree the date and time of the next meetings as

**It was resolved that the next meetings will be at midday on 14<sup>th</sup> April, 14<sup>th</sup> July, 13<sup>th</sup> October and 12<sup>th</sup> January 2024**

Meeting closed 13.17