



**Minutes of an Engagement & Events Committee
Meeting of Northallerton Town Council held at
11:30 on Wednesday 17th July in the Town Hall**

Present: Cllr P Eames, Mayor; Cllr S Barber; Cllr S Bell and Cllr P Cornfoot

Also present: Sophie Garside, Assistant Clerk and Alexandra Robson, Clerk.

EE24/001 To elect a Chairman for the Engagement & Events Committee 2024 2025

It was resolved that Cllr S Bell be elected Chairman for the Engagement & Events Committee 2024 2025

EE24/002 To receive and consider Apologies for Absence and Declarations of Interest

It was resolved that apologies for absence be received and accepted from Cllr J Hutson

EE24/003 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 that it was not necessary to exclude members of the press and public

EE24/004 To approve the Minutes of the Engagement & Events Committee Meeting held on 26th April 2024

It was resolved that the Minutes of the Engagement & Events Committee Meeting 26th April be approved

EE24/005 To receive a short update on matters progressed since the last meeting

A short update was given by the Clerk.

It was resolved that any increase to the Christmas Illuminations be made at cost of no more than £5,000

EE24/006 To consider and agree criteria for future Honorary Citizen Awards

Cllr Eames shared a document used historically, nominations were previously requested annually, from residents.

A number of actions were agreed:

1. Nominations to be accepted any time
2. Criteria for Award to be given more clarity
3. Nominations be considered at the council meeting following receipt
4. Use the website and social media platforms to promote the Awards to community groups
5. Present a certificate to recipients
6. Review the use of the Honours Board

It was resolved that the Assistant Clerk will work with committee members to develop appropriate criteria for the award

EE24/007 To review a template Emergency Plan and agree actions required to develop this

A template for an Emergency Plan has been sent from NYC who encourage the Town Council to have it, in case of a major incident. There is not a current Northallerton one and risks need to be identified.

- 1. It was resolved to liaise with neighbouring Parishes to review their plans and collaborate as appropriate**
- 2. It was resolved that the council will request input from local community groups**

EE24/008 To review plans for upcoming NTC Events of Bonfire, Remembrance and Christmas and agree actions

The Clerk gave an update on the progress of plans for upcoming events. Consultation with the Safety Advisory Group is in progress for all events.

This is the third year of the contracts for the Bonfire/Fireworks provider.

- 1. It was resolved that a tender will be put out for the stage and fireworks following this years event**

Consideration was given to the date and whether this would be better on a weekend day.

- 2. It was resolved to keep the event on 5th November**

Signed
Chairman
Date



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Donations were discussed.

- 3. It was resolved that a static donation point with a card machine will be provided and the position of the collection buckets be reviewed by the Clerk and Finance Officer**
- 4. It was resolved to keep the inclusive area**

Remembrance

- 5. It was resolved to update the guest list with 40 from each organisation invited**
- 6. It was resolved to provide refreshments for everyone who takes part in the parade in the Lower Hall**
- 7. It was resolved to ensure the RAF Sgt is aware of councillors and their positioning at the parade**

It was noted that the Christmas Event planning is similar to 2023, with a slight change to the street layout. Little Bird Markets will attend the outside area and Thirsk Independent Traders will run the inside stalls

EE24/009 To discuss recent events in Northallerton and agree feedback to organisers as required
Home Grown Food Festival (HGFF) was well organised, a great event, very busy and well attended with a good feel about it. There were people who came along and had their own food/drink, which caused some frustration to the organisers. Security at the event was discussed and it will be suggested to the HGFF committee, of which Cllr Cornfoot and the Clerk are members, that this should be in place all day and not just overnight for the marquees.

BID Vintage Day was a good event, generating positive feedback.

There is no feedback for the Carnival as this was cancelled due to inclement weather.

It was resolved that this committee would support a proposal to cover the Carnival insurance costs

EE24/010 To confirm the dates and times of the next meetings

It was resolved that the date of the next meeting will be Friday 27th September at 10:00

The meeting closed at 12:43

Signed
Chairman
Date