



**Minutes of an Engagement and Events Committee  
Meeting of Northallerton Town Council held at 12:45  
on Friday 1st March 2024 in the Town Hall**

**Present:** Cllr P Eames, Chairman; Cllr S Barber; Cllr P Cornfoot and Cllr J Hutson.

**Also present:** S Garside, Assistant Clerk and Alexandra Robson, Clerk.

EE 23/032 To receive and consider Apologies for Absence and Declarations of Interest

**It was resolved that apologies be received and accepted from Cllr S Bell**

EE 23/033 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 resolve to exclude members of the press and public**

EE 23/034 To approve minutes of the Engagement and Events Committee meeting on Friday 15th December 2023

**It was resolved that the minutes of the Engagement and Events Committee meeting on Friday 15th December 2023 be approved**

EE 23/035 To receive an update on plans for the following events and agree necessary actions:

1. Freedom Parade
  - a. Save the Date - social media and press will be done each month between now and then
  - b. Businesses will be advised of the event and road closure via BID
  - c. Parade timings will be confirmed with the RAF
  - d. Guests will be invited including RAF personnel, councillors, staff and honoured guests to include the MP for the area and Lord Lieutenant
  - e. The Clerk will source costs and a local provider for a light buffet/drinks and a catering van for drinks for the service personnel in uniform attending the event.
2. Flying the Flag
  - a. Will take place on 24th June at 10:00
  - b. A small number of guests will be invited to share coffee/tea after the flag flying
  - c. RAF Leeming will bring a number of personnel
  - d. Music and a PA/Mic will be sourced by the Assistant Clerk/Clerk
3. Homegrown Food Festive
  - a. Cllr Cornfoot is on the HGFF Committee and the Clerk will continue to attend meetings
  - b. An event date of 23rd June has been agreed
  - c. NTC Amenities team will support with site preparation
  - d. Administrative support will be given, if needed
4. Bonfire & Fireworks
  - a. Event date is 5th November
  - b. Fireworks will be set to a Disney theme
  - c. Musical entertainment will be reviewed to offer a more broad range of music
  - d. Consider sponsorship requests from local business and grant requests to the costs
  - e. Collection buckets will be placed on the way in and out. Rotary, scouts and cadets will be asked to help. Wording on the poster will advise that cash donations will be taken and the Clerk will look into a crowdfunding style page.
5. Remembrance Wreath Laying
  - a. At the cenotaph on 11:11
  - b. Short ceremony and the Mayor to lay the wreath
  - c. Decorate market cross for the day and share the history of the cross via social media channels, press and website.
6. Remembrance Service and Hospitality Event
  - a. Will take place in the same format as previous years

Signed:  
Chairman  
Date:



**Minutes of an Engagement and Events Committee  
Meeting of Northallerton Town Council held at 12:45  
on Friday 1st March 2024 in the Town Hall**

7. Christmas Event

- a. Fundraising is underway with the first event being an Easter Disco 23rd March
- b. The number of fundraising events will be limited to reduce the workload on the volunteer

It was noted that Road Closures, Event Plan and SAG meetings are underway for all events.

EE 23/036 To receive feedback and agree next steps from the Local Transport Consultation Event on 10th February Feedback from this event was very positive. Around 150 people attended along with 15 local helpers including some from NYC and local organisations and one Mayoral candidate attended. A report is being produced which will be circulated to NTC and other stakeholders.

EE 23/037 To agree where funds raised at NTC Community Coffee Mornings will be allocated

**It was resolved that funds from the Community Coffee Mornings will be allocated as follows:**

27th March	Local Events
29th May	Local Events
25th September	Macmillan
27th November	Community Christmas Meal

EE 23/038 To consider the need for a Northallerton Community Emergency Plan and agree next steps

Consideration was given to the resilience project and councillors felt it important to see what is in place already and establish what the Town Council can do to support or contribute towards this.

**It was resolved that the Clerk will approach NYC for this information**

EE 23/039 To confirm the dates and times of the next meetings

**It was resolved that the next meeting will be Friday April 26th at 12:45**

The meeting closed at 13:55

Signed:  
Chairman  
Date: