



**Minutes of an Engagement & Events Committee Meeting
of Northallerton Town Council held
at 11:15 on Friday 6th February in the Town Hall**

Present: Cllr S Bell; Cllr P Cornfoot and Cllr A Hugill.

Also Present: Alexandra Robson, Clerk.

EE25/26 To receive and consider Apologies for Absence and Declarations of Interest

It was resolved that apologies be received and accepted from Cllr S Barber and Cllr J Hutson

EE25/27 To approve the Minutes of the Engagement and Events Committee Meeting held on 5th September 2025

It was resolved that the Minutes of the Engagement and Events Committee Meeting on 5th September be approved

EE25/28 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 the press or public

EE25/29 To consider the success of the following and agree any learning points:

1. Bonfire & Fireworks Event

- a. Very busy, with high attendance spread around the edge of the site.
- b. Two lost children were successfully reunited with guardians.
- c. No complaints were received.
- d. Donations of just over £3,000, with an additional £260 taken via SumUp.
- e. Disability access to the fair area was successfully maintained.
- f. A suggested theme for 2026 is Country Music.
- g. Learning Points:
 - i. Increase the number of bins.
 - ii. Consider reducing the length of the display.
 - iii. Continue to use the Purple Guide to inform future security planning.

2. Remembrance Parade

- a. The event ran smoothly.
- b. Posters were delivered to pubs to notify customers of the parking restrictions.
- c. Vehicle management was handled well by Police and RAF.
- d. Traffic management was satisfactory with Town Council staff included.
- e. Hot food provision was well received.
- f. Learning points:
 - i. Guests need to confirm food requirements to prevent over ordering.
 - ii. Continue offering the downstairs drop-in area for all who take part in the parade.

3. Christmas Event

- a. Zetland Street was a strong location and Treadmills functioned well, but lacked enough activity.
- b. Santa's Grotto had a steady flow of visitors
- c. The stage programme was limited due to not enough acts coming forward.
- d. A Gas-related emergency was handled effectively.
- e. Tractor Parade:
 - i. The Town Council supported the event with barriers, staff support and Santa gifts.
 - ii. Significant safety concerns were noted on the night.
 - iii. The Silver Band Christmas event should not take place on the same day in future.

It was resolved that organisation of a Christmas event will be reviewed by the Clerk and further discussion will take place at the next meeting

Signed
Chairman
Date



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EE25/30 To share a short update with Councillor on the progress of the Town Investment Plan Thematic Workshops for the Town Investment Plan are underway, however the first one was not well attended. Others are upcoming and the Council has at least two representatives at each.

EE25/31 To consider and agree the areas of Councillor priority for the Strategic Plan 2027 in relation to this committee Councillors discussed initial themes for development (appendix i) and agreed to refine these ahead of the next meeting into the following:

- Business as usual activities.
- Priorities that influence and improve the town.
- Areas within NTC's control or influence.
- Deliverable projects, including being "grant-ready".

Additionally a "Young person friendly" approach will be considered along with Climate Action Group involvement.

EE25/32 To note applications to the Vibrant & Sustainable High Street Fund from Northallerton Town Council and BID Northallerton BID has applied for funding for two events and the Clerk has submitted two applications on behalf of NTC, including one for a Christmas Lights infrastructure upgrade to support a switch on event.

EE25/33 To confirm the date and time of the next meeting and note the closure of the meeting
It was resolved that the next meeting will be 24th April at 11:15

The meeting closed at 12:23

Signed
Chairman
Date



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Appendix i

Engagement & Events Committee

Communication, partnerships, events, community engagement, youth, culture

A. Community Engagement & Partnerships

- Work with BID and NYC on High Street and Treadmills occupancy.
- Strengthen engagement with schools (training on NTC, work experience, twinning).
- Increase engagement with Youthspace and wider youth provision.
- Build links between voluntary organisations to promote cohesion.
- Partner with the Wombles on street-cleaning and appearance initiatives.
- Partner with Incredible Edible Northallerton on planting on town entry signage.
- Maintain communication across all platforms for sharing events and updates.
- Deliver a quarterly newsletter and maintain a social media strategy.
- Update and maintain noticeboards with regular publications.

B. Events Programme

- Deliver core annual events.
- Add and manage:
 - Twilight Market & Christmas Lights Event
 - Green Living Event
 - Small local artist-based music event
- Support community-led events where appropriate.

C. Arts, Culture & Public Realm Engagement

- Deliver public art in the East Road underpass.
- Support development of an Arts and Culture Centre.
- Support development of the Heritage Hub / museum.

D. Youth & Community Activity

- Support youth provision including clubs, spaces, and outdoor activities.
- Ensure youth voices are represented in Council engagement.

Signed
Chairman
Date