



## Northampton TOWN COUNCIL

### COMMUNITY SERVICES COMMITTEE

MINUTES OF THE COMMUNITY SERVICES COMMITTEE HELD ON 12<sup>TH</sup> DECEMBER 2022 AT 6PM  
IN THE COMMITTEE ROOM OF NORTHAMPTON TOWN COUNCIL'S OFFICES IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Birch (Chair), Fuchshuber, Hibbert, Holland-Delamere and Soan

**OFFICERS PRESENT:** Mrs J Thorneycroft (Assistant Town Clerk), Mrs C Maclellan (Finance Officer) and Miss F Barford (Democratic Services Officer)

#### 25. APOLOGIES FOR ABSENCE

Apologies were received from Mr S Carter (Town Clerk) and Councillors Ashraf, Hallam, Ismail, Lane and Marriott.

#### 26. DECLARATIONS OF INTEREST

No declarations of interest were submitted.

#### 27. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD 5<sup>TH</sup> OCTOBER AND ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEMS

**RESOLVED:** That the Chair was authorised to sign the minutes of the last meeting held on 5<sup>th</sup> October 2022 as a true and accurate record.

#### 28. TO RECEIVE THE MINUTES FROM THE PREVIOUS GRANTS SUB-COMMITTEE MEETING HELD ON 28<sup>TH</sup> NOVEMBER 2022 FOR CONSIDERATION AND THEIR RECOMMENDATIONS.

**RESOLVED:** That the minutes of the Grants Sub-Committee of 28<sup>th</sup> November 2022 be adopted.

#### 29. TO RECEIVE THE MINUTES OF EXTRAORDINARY GRANTS SUB-COMMITTEE HELD ON 10<sup>TH</sup> NOVEMBER 2022.

The minutes of the Extraordinary Grants Sub-Committee held on 10<sup>th</sup> November 2022 was provided for Councillors information. Councillor Birch explained that an extraordinary Grants Sub-Committee was held due to a high volume of time-sensitive applications for Christmas projects. It was highlighted to members that the Grants Sub-Committee recommended that CGF47 would be provided £3,000 for their Christmas Programme rather than £4,510 that had been requested on the application.

#### 30. TO REVIEW GENERAL COMMUNITY GRANTS APPLICATION THAT HAD BEEN DEFERRED FOR FURTHER INFORMATION

- a) **Practical Matters CIC** – CGF39 – Cooking Classes - £4,900

Councillor Birch explained that application CGF39 had been reviewed at a previous Grants Sub-Committee meeting however, the members had some queries on where the classes would be held and the number of beneficiaries, therefore the application was deferred for further information. Moreover, Councillor Birch explained that the Town Clerk had contacted the applicant to request further information and this was included within the agenda. It was raised by a Councillor the additional information received had been beneficial. In response to a question, it was explained the organisation are a registered CIC and have annual accounts. It was suggested that a representative would attend one of their Zoom cooking classes.

**RESOLVED:** To approve application CGF39 for payment.

### **31. TO REVIEW TIME-SENSITIVE APPLICATION TO THE COUNCILLORS' COMMUNITY FUND**

**Northampton Association of Youth Clubs – CCF85 – NAYC Youth Development Project - £350 – Cllr Hallam – Parklands.**

It was highlighted by a Councillor the great work that had been completed by the Northampton Association of Youth Clubs and that the Youth Development Project would have a beneficial impact on the Town.

**RESOLVED:** It was resolved that application CCF85 be approved and paid.

### **32. EVENTS AND PROJECTS**

The Assistant Town Clerk provided an overview of the events completed in 2022 the events range from Northampton in Bloom, the Queen's Jubilee community celebrations, the Music Festival that was supported by the town council and a refugee welcome event which over 150 people had benefitted from. The Assistant Town Clerk continued that the Wall Games project had been greatly improved on compared to the same project last year and had facilitated youth workshops and a music event for all involved. A Councillor agreed that further work needs to be done to promote the Town Council to ensure residents are aware of all the events and activities that are performed by the council.

**NOTED**

### **33. FIREWORKS UPDATE**

The Fireworks Event on the Racecourse took place on Saturday 5<sup>th</sup> November. It was a successful evening with many positive comments on social media and in person. Due to the wet weather, there were less crowds this year with an estimate of 12,000 people but enough people to feel like a busy, yet safe event. The firework display was exceptional and the warm-up acts built up the crescendo to the display really well. De-brief with Events Partners to take place on Thursday 8<sup>th</sup> Dec. Further evaluation and planning proposals to be circulated post meeting.

**For full details of the event please see the firework report circulated with the meeting agenda.**

A Councillor raised they thought the event had been well received and had heard positive comments.

Another Councillor raised how some people had commended West Northamptonshire Council on the event when it was organised by ourselves and recommended this was an area for Northampton Town Council to work on.

**NOTED**

### **34. Christmas Update**

Circulated with the agenda was report on the Christmas events. The Assistant Town Clerk explained the Christmas Light Switch-on and the programme of events had been very successful with entertainment focused around the Market Square on the Saturdays leading up-to Christmas Day. It was raised by the Assistant Town Clerk that the Event team were considering the options for next year's event and the implications of the Market Square being closed shortly for major refurbishment. A Councillor welcomed the prospect of hosting some events in town council wards as some constituents do not come into the town centre for example entertainment/activities at Weston Favell.

**NOTED**

### **35. COMMUNITY SERVICES COMMITTEE – BUDGET PRINCIPLES FOR 2023/24**

The Chair summarised the events budget documents (accurate to date) and proposed changes that had been circulated as part of the meeting pack.

In response to a question in regards to an increase in the budget for Diwali, it was explained that the increase in support cost will bring the financial support cost in line with other flagship events such as Northampton Carnival and EID.

The Assistant Town Clerk explained the Christmas Budget had increased for costs of replacing some light fittings that were beyond repair and the technology used previously for the Switch-on is no longer be repairable through replacement parts. A Councillor suggested that some of the Christmas lights could be hired to ensure a new and fresh feel.

In response to a question, the Finance officer explained that if the budget remains on the trajectory we would be under budget by £45,000. A Councillor posed that if the budget were to be increased it would be for capital investment to improve the Christmas Decorations.

A Councillor praised the Events team for their choice of lighting that had provided some extra sparkle to the trees across the Town. The Assistant Town Clerk explained that some income was expected to come in from Northampton BID and Far Cotton & Delapre Community Council.

The Queens Platinum Jubilee budget code would be amended to the King's Coronation. A Councillor raised whether £10,000 be sufficient as it was once in a lifetime event. It was posed whether a street party could take place on Guildhall Road and communication with the Museum and Theatres were already in place.

**RESOLVED:** It was resolved that the Queen's Platinum Jubilee budget code would be amended to King's Coronation and the budget increased to £15,000.

In response to a question posed, the Assistant Town Clerk explained that no van had been hired previously and that the Event and Project Officers utilised their personal vehicles to transport equipment to and off-site.

The third part of the grant received from West Northamptonshire Council and the remainder would be facilitated by the precept. The Finance Officer explained that discussions would need to be held on budget.

In response to a question, the Chair explained additional events would be considered in a meeting held in late January 2023 in order to provide enough time for discussion. A Councillor posed that one-off events could be funded via the General Community Grants to enable a springboard for new events in the Town. The Chair explained that larger events that have been requested to be proposed at the Community Services Committee and that applicants provide a pitch to the committee to gain further understanding. A Councillor raised that some events could be held outside of the Town centre and in individual wards.

The following budget amendments were **RECOMMENDED** to the Policy and Finance Committee :

- Code TBC £5000 income from the Fireworks event. This year was the first NTC had control of the income from the fireworks event, which generates currently about £5,000 in income.

- 4140 Advertising and Marketing – As mentioned previously £10,000 reallocated from the general marketing budget.
- 4500 Diwali increase of £5,000 to £10,000 in line with other community events
- 4501 Christmas increase of £14,000 to £200,000. This budget encapsulates all of Christmas from the lights' maintenance, install, electricity etc, to the events, acts, trees etc.
- 4502 Fireworks – Increase of £10,000 offset by reduction in General events
- 4503 Bands in the Park – increase of £1,000 to represent costs this year
- 4510 General Events reduction of £59,000 to offset the majority of the other increase as explained previously.
- 4513 Northampton Carnival – Increase of £10,000 to £20,000 to support this major Northampton event. This was overspent in the current financial year with increased costs in security, traffic management etc.
- 4515 Pride, increase of £2,000 to £4,000. Pride is a large event and the committee that the Council plays a bigger role in it with the provision of a film/and or event to help mark the occasion.
- 4516 Queens Platinum Jubilee to be renamed King's Coronation and £5,000 added to the budget to make it £15,000. The committee want to hold an event to mark this and tie it in with the Council's second birthday.
- 4517 Remembrance Day, increase of £5,000 to £10,000 to cover increase costs in logistics, traffic management etc.
- 4521 Van Hire – New budget of £2,000 to assist staff in facilitating events where often there is large equipment that needs to be transported.
- New code TBC Virtual Heritage Tour – £7,000. The committee have agreed to support officers in the development of a heritage tour in the town to enhance the experience of visiting the town for visitors and residents.
- New Code TBC Ukraine Art Exhibition - £5,000. The council have been approached by local Ukrainians about putting on an art exhibition of work done by Ukrainians during the war. The museum is keen to work with the town council on this but we would need to meet the cost of mounts, labels etc. This would also strengthen links between Northampton and the Ukrainian community.

### **36. EVENT MANAGEMENT SERVICES CONTRACT**

The Assistant Town Clerk explained that the current event management services contract with Stage Right Productions Ltd had been transferred from the former Northampton Borough Council to Northampton Town Council and will cease in April 2023. A report explaining the options to renew this contract were circulated with the meeting agenda and were considered. A Councillor agreed it would make sense to utilise the same Event Management Services contractor to enable collaboration between the two organisations especially as many events are held on West Northamptonshire Council's land. A Councillor explained that the two organisations would need to engage with one another to ensure the proposed contract was acceptable to both parties. In response to a question, the Assistant Town Clerk explained that a representative of Northampton Town Council would be included at every step of the decision-making process.

**RESOLVED:** It was agreed by Committee members that the Event Management Services contract be procured in partnership with West Northamptonshire Council.

### **37. COVID 19 MEMORIAL INSTALLATION AT BECKETS PARK**

Councillor Birch explained that David Smith & Associates, who were Civil and Structural engineers would complete the plans and drawings pro-bono, whilst West Northamptonshire Council would undertake the construction of the memorial and their officers would manage the build at cost value. In addition, Councillor Birch highlighted that discussions were required regarding the copyright of the drawings and the Inter-Faith Forum have stated that this would be a great benefit to their practice.

In response to a question posed by the Finance Officer, Councillor Birch explained that West Northamptonshire Council would submit their final costings for the build. The Finance Officer explained that some funds from this financial year could be carried forward to ensure adequate funds to cover the cost. The Chair stated she had submitted the Council's plans to the Government's Commission on Commemorating COVID-19.

**NOTED**

### **38. COMMUNITY NEEDS ANALYSIS**

The Town Clerk provided a written update from Professor Griggs who was collating the report that would be completed and presented in the new year. The report focused on young people and Northampton and would hopefully give an insight on how the town council could engage, and do on behalf of them.

**NOTED**

### **39. UKRAINIAN ART EXHIBITION**

Councillor Birch explained she had been approached by Golden Time Talent in relation to hosting a Ukrainian Art Exhibition that include audio and visuals pieces alongside traditional pieces of art, the Northampton Museum had agreed to host the exhibition in June to enable plenty of time for preparation.

A budget had been recommended as part of the Community Services Committee to meet any costs for this.

**NOTED**

### **40. ITEMS FOR CONSIDERATION FOR THE NEXT AGENDA**

A Councillor requested an update be provided in relation to Bleed Kits at next Community Services Committee meeting to provide update on the logistics and any potential training. Another Councillor requested that General Community Grants Fund be discussed pertaining to applicant's requirement to complete a business plan and address the committee.

**MEETING CONCLUDED: 19:55pm**