

## COMMUNITY SERVICES COMMITTEE – 7<sup>TH</sup> MAY 2024

MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 7<sup>TH</sup> MAY 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillor Holland-Delamere (Vice Chair), Marriott, Hibbert, Miah and Ismail

**OFFICERS PRESENT:** Mr S Carter (Town Clerk), Mrs Hanam-Jones (Events & Projects Officer), Mr C Osborn (Community Engagement Officer) and Miss F Barford (Democratic Services Officer)

### 1. APOLOGIES

Apologies were submitted by Councillors Birch (Chair), Alwahabi, Hallam, Lane and Russell.

### 2. DECLARATION OF INTERESTS

No declaration of interests was submitted.

### 3. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 25<sup>TH</sup> MARCH 2024 – ATTACHED

**RESOLVED:** The Vice Chair was authorised to sign the minutes of the previous meeting held on 25<sup>th</sup> March 2024 as a true and accurate record of the meeting.

The Town Clerk stated application for the license for VAS signs had been submitted and a purchase order has been raised. Kingsley Residents Association had created a bid and would submit shortly to the PFCC, in relation to Headlands and Weston Favell Residents Association had not heard anything further. In response to a question, the Town Clerk explained he was informed verbally that additional VAS signs could be added with no extra fee however, clarification would need to be sought.

The Town Clerk explained smaller parish council areas would apply for funding for VAS signs however, there was a cap up-to £5,000 and with the large size of the Town Council's area it was recommended that resident associations apply for the funding individually to prevent this cap being met. The Town Clerk added the insurance of the VAS signs were covered by the Town Councils' insurance.

### 4. TO RECIEVE THE MINUTES OF THE EXTRAORDINARY GRANTS SUB-COMMITTEE MEETINGS HELD ON 6<sup>TH</sup> MARCH 2024 – ATTACHED

**RESOLVED:** The minutes of the Extraordinary Grants Sub-Committee meeting held on 6<sup>th</sup> March 2024 be approved and adopted.

### 5. EVENTS AND PROJECTS UPDATE

The Events and Projects Officer (EPO) referred to the report within the agenda. She requested that members share within their networks there was stalls available at the Eid Festival. A Councillor explained there was a number of stalls reserved out of the 20 available.

In relation to Heritage Open Day, she explained it worked well with former Mayors to attend to provide their stories and had sent invitations to former Mayors requesting their attendance.

In response to a question, the EPO explained the route was confirmed from Lady's Lane and the Drapery and the rolling road closure had been confirmed with Stage Coach and Northamptonshire Highways.

The EPO explained that Armed Forces Day route was cancelled due to the regeneration works in the Town Centre and the logistics with Stage Coach buses on the Drapery.

The EPO stated the Town Council currently used WNC's roadside boards and the inability to use the Abington Park boards and was offered Becketts Park's board however this would confuse the public. She added the Parks Team had offered the Town Council to install our own boards at Abington Park. The EPO highlighted that if the

expenditure was approved it would be costed to the Advertising and Marketing budget under Policy & Finance Committee. She added, the Town Council was offered a noticeboard within the Town Centre that would remain within our ownership pending authorisation from West Northamptonshire Council.

A Councillor raised concerns about the potential for maintenance and potential for graffiti. The EPO explained the Town Council's previous advertisements had not been graffitied and were well maintained. In response to a question, the EPO stated the locations proposed were high traffic areas and visible to pedestrians and vehicle users from the main road.

**RECOMMENDED:** It was resolved and recommended to the Policy & Finance Committee, that the two Abington Park boards be agreed to the sum of £3,278.80 from the Advertising and Marketing Budget.

#### **6. WESTON FAVELL'S 50<sup>TH</sup> ANNIVERSARY UPDATE – VERBAL UPDATE BY COUNCILLOR HOLLAND-DELAMERE**

The Vice Chair explained a budget of £10,000 had been allocated to the Weston Favell 50<sup>th</sup> Anniversary celebrations later this year. He explained part of the funding be used as match funding for Arts Council funding that would be submitted by Weston Favell Shopping Centre on behalf of 60 Miles by Road & Rail Group.

The Community Engagement Officer explained a bid for funding could be sourced via Councillor Community Funding to assist with work on the green space.

In response to a question, the Vice Chair explained some of the fund be used as match funding to enable £30,000 funding bid if approved.

Activities for a large-scale photo display in the engagement centre.

Pop-up exhibition, with archives and verbal stories and performance by Silhouette theatre.

#### **7. COMMUNITY NEEDS ANALYSIS UPDATE – ATTACHED**

Connor explained money had been earmarked to complete Community Needs Analysis since the Town Council's formation. He explained a proposal had been submitted from the University of Northampton that could be completed within 9 months and would provide information that can guide grant funding and any additional services.

A Councillor requested what guarantees the analysis would be completed. The Community engagement officer explained the funds would be payable upon completion of the Community Needs Analysis however, this committee requires approval for them to start the work. The people undertaking the work were three professors who would be assisted by some students.

In response to a question, the Community Engagement Officer explained that Terms of Reference had been provided and was bespoke to the Town Council.

**RESOLVED:** The Committee agreed for the Community Needs Analysis to start with the costs paid upon completed.

*Action: TOR to be circulated by CEO*

#### **8. COMMUNITY ENGAGEMENT OFFICER UPDATE**

The CEO highlighted the new out of town fund had been established for community events that take place in the outer-wards that already occur and boost their funding. He highlighted community events that were well subscribed and do not require much assistance in their management or hosting of the event. A Councillor posed whether Spring Borough's Festival could be considered as out-of-town. The community engagement officer stated it depends on what is defined as out-of-town but believe this is an event that should be funded.

The Community Engagement Officer explained he was invited to WNC's Youth Offer Board meeting which was instigated by a training session hosted by the Local Government Association. The meetings are held monthly and included many organisations who assist with providing Youth Provision.

He highlighted some changes that had been made to Grant application form to assist in measuring the impact and quantify it however, this would be presented to the Grants Sub-Committee.

The Town Clerk explained the two new Councillors would attend and have an in-depth induction in the coming weeks.

#### **9. COMMUNICATOINS OFFICER'S SOCIAL MEDIA ENGAGEMENT REPORT – ATTACHED**

The Town Clerk explained this would be a regular reoccurring item on the agenda to demonstrate the social media outreach. He added that Facebook generally performed better compared to other. In response to a question, the Town Clerk explained no paid advertising had been used so far. A Councillor suggested that the Communications Officer attends this committee or Policy & Finance Committee to provide further information and share any ideas.

A Councillor stated the number of followers was small amount compared to the amount of people within the wards. A Councillor suggested whether paid advertising could be used prior to an event to see the impact. A Councillor stated it would be great for the Communications Officer to attend to explain her strategies.

**MEETING CONCLUDED: 6:58PM**