

# Twywell Parish Council



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## Festival Committee Meeting Minutes

<b>Date</b>	Tuesday 3 <sup>rd</sup> September 2024	<b>Time</b>	7pm – 7.53pm
<b>Meeting held at</b>	MacQueen House, Twywell, Kettering, NN14 3AH		
<b>Present (Parish Cllrs (PC))</b>	Tim Green (Chair to FC (TG)) Councillor Seamus Leahy (SL) Councillor Peter Moynehan (PM), Members of the public in attendance (3)	Dale Boyce (DB) Nick Owens (NO)	
<b>Apologies</b>	Cllr James Totten.		
<b>Minutes taken by</b>	Helen Keech - Clerk to Twywell Parish Council		
<b>Discussion</b>		<b>Action</b>	
FC0924.11	<b>Apologies</b> (LGA 1972 Sch12, para 40). To receive and approve apologies for absence. Cllr James Totten - Emailed his apologies on 27.08.2024.	<b>RESOLVED:</b> That Cllr's James Totten absence be approved	
FC0924.12	<b>Declaration of interests</b> (Localism act 2011 and the relevant authorities (DPI) regulations 2012). Members to declare any pecuniary or prejudicial interests in relation to items on the agenda.	<b>RESOLVED:</b> That none were given at this meeting.	
FC0924.13	<b>Minutes of meeting - 11<sup>th</sup> April 2024.</b> (LGA 1972 Sch12 P41(1)). The minutes of the meeting confirmed as a correct record (see attached).	<b>RESOLVED:</b> That the minutes be signed by the chair as a correct record of the meeting (DB/NO)	
FC0924.14	<b>Public session</b> A member of the public commented that the FC were doing a good job	<b>NOTED</b>	
FC0904.15	<b><u>CLERK'S UPDATE &amp; CORRESPONDENCE</u></b> <b>Festival Committee - Terms of reference</b> Festival Committee - Terms of reference, approved in TPC meeting 07.05.2024 (0524.47)	<b>RESOLVED</b>	

	with Cllr James Totten (Vice Chair) & Cllr Seamus Leahy added to the committee.	
FC0924.16	<p><b><u>FESTIVAL FINANCES / ACCOUNTS</u></b> (Accounts &amp; Audit 2015 Reg 4)</p> <p>The current account balance stands at £282.64 21<sup>st</sup> August 2024.</p> <p>Decided to leave this amount in the TPC account under its own heading for repairs etc.</p> <p>Village Fete Small Society Lottery Registration - Annual Fee - Informed this is for the raffle tickets for events etc.</p>	<p><b>NOTED</b></p> <p><b>RESOLVED:</b> Clerk confirmed the funds are held separate. (TG/NO)</p> <p><b>REFERRED:</b> To next TPC on 10.09.2024 for discussion / approval</p>
FC0924.17	<p><b>TPC Cllrs would like to discuss the following in readiness for the next council meeting on 10<sup>th</sup> September 2024</b></p> <p><i>1. Charge fees for the use of TPC owned lottery equipment.</i></p> <p>Discussion around use and compliance for loaning equipment and cost implication as it is the FC loaning the equipment and not the TPC.</p> <p><i>2. Is equipment compliant / meets H&amp;S requirement for hire - Clerk holds nothing on file.</i></p> <p>FC hold all records and information on costs for hire, compliance etc.</p> <p><i>3. Numeration from hire - where is it kept?</i></p> <p>Discussion held on best way forward with payments into the bank account FC and TPC to create a website page to advertise the equipment.</p> <p><i>4. Container on TPC Allotments</i></p> <p>Needs retrospective planning permission - as TATA did not give permission for the container on the allotments - If this is granted then the container can stay.</p> <p><i>5. Organising events going forward and grant funding</i></p> <p><i>i) Causes for money raising</i></p> <p><i>(1) The Village Sign</i></p> <p><i>(2)Village Hall.</i></p>	<p><b>1. REFERRED:</b> To next TPC on 10.09.2024 for discussion of upkeep adding to precept.</p> <p><b>2. RESOLVED:</b> DB to copy all information for the clerk to hold on file. List of requirements for equipment to be collated.</p> <p><b>3. RESOLVED:</b> DB to supply TPC bank details to hirer. Clerk to make:</p> <ul style="list-style-type: none"> <li>- Bank details sheet for DB</li> <li>- FC web page</li> <li>- Email address for FC hire</li> </ul> <p><b>4. WORK IN PROGRESS:</b> Clerk to apply to East Northants for planning permission.</p> <p><b>5.RESOLVED:</b> Putting on events is not part of the FC terms of reference.</p>
FC0924.18	<b>Items for next meeting or general interest</b>	

FC0924.19	<p><b>Dates for future meetings -</b></p> <p>To be arranged (Chair suggested the meetings are 6 months apart - Proposed date for next meeting late February / Early March 2025)</p> <p>All Festival Committee meetings will be advised by way of a summons in the form of an agenda in line with statutory requirements.</p>	
FC0924.20	<p><b>Close of meeting</b></p> <p>Due to no other business the Chair closed the meeting at 7.53pm</p>	

Approved & Signed by Tim Green on

Mr Tim Green  
 Chair to Festival Committee on behalf of the  
 Twywell Parish Council