

Thorpe St Andrew Town Council
Minutes of the Events and Media Working Group
held on 30 January 2017 at 7.30pm

1 Present:
Miss S Lawn (Chairman)
Mr J Emsell Mrs J Fisher Mr R Robson Mr J Ward

Apologies:
Mr L Reeves Mr R Wooden Mr G Lawton

In attendance:
Mrs F Bass- Deputy Clerk Mrs D Matthews
(Committees and Events) (Committee Officer)

1A DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

2 MINUTES

The Minutes of the meeting held on 24 October 2016 were agreed and signed as a true record.

3 UPDATE ON ST GEORGES DAY

Mrs Bass went through the arrangements to date for the St Georges day event and the following actions were noted or agreed accordingly:

Ronaldos/Spuds/ Castros	Awaiting confirmation of attendance.
St Johns	Quote of £138 accepted.
Punch and Judy	The cost was noted and it was agreed to invite him to join in with entertaining kids in the designated area for kid's activities.
Colouring Competition	J Emsell was awaiting confirmation of a prize donation from Thorpe Travel and sample colouring sheets with their names on were agreed.
Fancy Dress	It was agreed that fancy dress would be optional and there would be no formal fancy dress competition having regard to low levels of interest in the past.
Chloe Smith MP	Invitation be sent to attend the event.
Donkeys	Efforts to obtain written confirmation had not been successful – agreed to write again to ask how many donkeys would be attending and to ring the day before as a reminder.
Entertainers	Agreed to seek more entertainers for the main ring to

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	supplement existing bookings – ideas included Thorpe Players.
Dancers	Awaiting confirmation from Aspire – agreed to contact The Garage also.
Morris dancers	Awaiting confirmation – several unavailable due to other bookings. (It was noted that The Kemps Men, whilst not available, had offered teaching sessions for interested parties at a cost.)
Pam Clark	Had accepted and would be offered the opening slot.
EDP – Clear out	Agreed to seek publicity from the EDP for the car boot clear out on the day – to start at 11am to encourage people to stay for the start of events at 12noon. Food stalls should be ready to serve food from 11am onwards. Noted that J Emsell would be leaflet dropping all those who took part in the garage sale last year about the car boot sale.
Radio	Not being pursued.
Treasure Quest	Continue with efforts to get Treasure Quest to become involved in the day.
High School	Stall being organised by the school to help raise funds for a forthcoming trip to Borneo. School to supply the Town Council with an article for the Newsletter.
Fire Brigade	Had been invited but no positive response received.
Allotments	Agreed to take part in some way but unlikely to have any produce for a food stall.
Local food produce	Agreement given to encouraging food produce stalls – preserves, breads, cheeses etc.
Stalls	28 had been contacted and publicity posted on the stall finder web site. Contact Broadland District Council to see if those staff who exhibited at the BDC Christmas fair would be interested in attending/sharing a stall (contact helen.cowles@broadland.gov.uk)

4 PAYMENTS

The Working Group went through the events receipts and payments details for the following events: Xmas lights, Fireworks, St Georges Day and the summary. There were a number of queries raised as set out in the table below on which more information/clarification was sought. Questions arose about the issue of VAT as Members were not clear if the amounts shown for VAT were illustrative or needed to be taken into account in determining the profit/loss. They were unsure to what extent VAT was payable and reclaimable. They felt it was therefore difficult to assess the overall profit/loss and agreed that further consideration be given to the payments at the next meeting. Members felt that for the purposes of understanding the real costs/profits of events, they needed to keep a simple record of income/expenditure.

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Event/expenditure	Comments
St Georges Day	Showing a loss but not all income shown – could break even
Ronaldos/Fat Cat	No income shown
Banner changes	Query as to how many and when – need to keep a record?
Fire Works	Unsure about profit/loss because of VAT figures – are these just illustrative or do they need to be taken account of?
Anti-Climb Panels	Query if these were meant for River Green and not the fireworks event – remove?
Cable ties and fencing pins	Clarification sought as to why this cost was so high - does this need to be attributed to other events as well?
Road Closure	Clarification sought as to whether this was for Remembrance Sunday and the Fireworks events and whether a formal road closure was actually needed for Remembrance Sunday
PA System	Query why no cost included
Fireworks	Clarification about cost of fireworks (include/exclude VAT)
Fairground	£400 should be attributed to Fireworks and £120 to Xmas lights - need to swap
Xmas Lights Switch	It was noted that several of the expenses attributed to the Xmas lights event were one-off costs for equipment which would be used again in future years e.g. lights, batteries road closer signs etc. and therefore the cost of future events would not be so high (approx. £1,000)
Fat Cat	Add in income of £230
Lighting tower	No need in future to have lighting tower for xmas lights switch on – just for fireworks
PA system	Should this relate to the Fireworks event and not xmas lights?
Xmas tree	Costed twice – is this the actual figure or should there be a refund to set against this.
Licence Music	Not been costed before – clarification sought.

5 DONATIONS FROM S137 – AIR AMBULANCE/SCOUTS/SALVATION ARMY/WHITLINGHAM/CHOIRS

The Working Group considered the issue of donations to be made in accordance with S137. There was some discussion about the amount of money available and if this should be payable only to charities. Subject to confirmation by the Clerk that the following payments were appropriate it was agreed to suggest the following payments be made:

Air Ambulance - £100

Scouts - £100

Salvation Army - £50

Whitlingham £50 (subject to confirmation regarding the situation of funding charities only)

Choirs – The Working Group was minded to make a contribution of £25 to each of the

two choirs but that this should be payable from the Events funds and not via a S137 payment and therefore this matter should be deferred for consideration at the next meeting pending clarification of the final receipts and income from events.

6 UPDATE ON NEWSLETTERS

A draft copy of the newsletter was circulated for approval. Articles were still to be submitted by the Police and the High School and ideally were needed by the end of the week. The St Georges day article would be updated following finalisation of some of the arrangements. It was agreed to remove the heading on the last page.

7 GROW YOUR COMMUNITY

The Chairman briefly outlined the Grow Your Community Project coordinated by Broadland District Council. The project had been running for 15 months and had helped a number of Town and Parish Councils to engage volunteers within their communities to set up community based groups such as dementia cafes. The District Council was hoping to continue to run the project and it was felt it was something that the Town Council should consider getting involved in having regard to the benefits derived by those communities which had already taken part. It was agreed that this matter be referred to the Town Council for consideration.

8 ANY OTHER BUSINESS

None

9 DATES OF NEXT MEETINGS

27 February 2017 and 27 March 2017

The meeting closed at 9.15pm

Signed:

Dated: