

**Thorpe St Andrew Town Council
Minutes of the Events and Media Working Group
held on 27 February 2017 at 7.30pm**

1 Present:

Miss S Lawn	(Chairman)		
Mr J Emsell	Mrs J Fisher	Mr J Fisher	Mr G Lawton
Mr L Reeves	Mr R Robson	Mr J Ward	

Apologies:

Mr N Shaw	Mr R Wooden
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In attendance:

Mrs F Bass – Deputy Clerk (Committees & Events)	Mrs J Fenn – Deputy Clerk (RFO) – for item 3	Mr T Foreman (Town Clerk)	Mrs D Matthews (Committee Officer)
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1A DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

2 MINUTES

The Minutes of the meeting held on 30 January 2017 were agreed and signed as a true record.

3 UPDATE ON ST GEORGES DAY

Mr Emsell and Miss Lawn reported on the latest plans for St Georges day. It had not been possible to book the Morris dancers and so alternatives had been investigated. An opportunity had arisen to engage the Black Knights with a medieval tented village, crafts, archery and fighting knights including St George. The costs were £550 or £1,000 depending on the package. It was anticipated that income from the car boot, stall holders, funfair and bar could be sufficient to offset the cost of hiring the Black Knights. There was also the option to charge for donkey rides and there was the possibility of income from sponsorship. They commented that the event needed to benefit from a new twist as it was in danger of becoming stale and as the celebration would actually take place on St Georges day it was the ideal time to raise the profile of the event. It was vital that the event was well publicised, in the local press, on radio and via posters and fliers. The opportunity to promote the event had been taken by inclusion of an article on the front of the recently finalised newsletter which would provide widespread publicity for the event. Having regard to the uncertainties about the actual income which the event might generate, the Town Clerk invited members to consider a contingency plan in case the income did not meet the costs of the event. There was no provision in the Town Councils funds to cover this and it would not be

prudent for any deficit to be met from Town Council reserves. Members expressed support for booking the Black Knights for the event and were of the view that any loss should be covered by other events.

Members noted that the Black Knights show would not conflict with the performance of the Thorpe Players which was an illusion show.

It was **RESOLVED** to proceed with booking Black Knights for the St Georges day celebration at a cost of £1,000 plus vat and that, should the event run at a loss, this be funded by income from other events.

4 PAYMENTS

Members reviewed the events receipts and payment updates as at 22 February and in response to a request from the Chairman, Mrs Fenn reminded members that the income and expenditure for events was considered and approved by the Finance and Staff at its meetings but that the following adjustments had been made to allocate final receipts received and to make the adjustments requested by members at their last meeting to reallocate monies to other payment headings:

- Income of £65 from the Fat Cat added to St Georges day to reduce deficit from £121 to £56.
- Fireworks income/expenditure adjusted to include income from the fairground and reallocation of Fat Cat income with a net result of a profit of £5462 and not £5405.
- Xmas lights income adjusted with a resultant reduction in the deficit from £5179.47 to £4921.47.

It was noted that the anti-climb panels had been correctly charged to events but that they were used on other occasions.

It was noted that there appeared to be no income received from Ronaldos and it was **agreed** that this needed to be followed up with them. If no payment was received, they would be required to pay on the day to attend any future event. It was suggested that in future a fixed sum payment on the day might be a better option and it was **agreed** to look at previous income from them to determine the best way forward. It was also **agreed** that Mrs Fenn should be provided with a list of all attendees prior to and after events so that she could chase up any non-payments.

Mrs Fenn clarified the situation regarding VAT and that the Council was able to claim back VAT. It was **agreed** that all figures presented to members should be gross figures. It was also **agreed** that all entries in the payments list should include the supplier's details to provide a full picture of the payments made. Members felt it would be helpful if Mrs Fenn attended a meeting of the Events and Media Working Group after the income/expenditure for each of the main events had been finalised and this was **agreed**.

5 UPDATE ON NEWSLETTERS

A copy of the final newsletter was circulated and members welcomed the professional appearance of the newsletter and the quality of the articles. They thanked Mrs Bass for her work on the newsletter.

6 ANY OTHER BUSINESS

The Chairman reported that the Mayor, Mr Mackie, had asked the Group to consider staging an event at the River Green/Memorial Garden in August 2018 to commemorate 100 years since end of the first World War. He had put forward a list of potential activities which could take place. Members supported the idea in principal but felt it would be necessary to seek the closure of the road to ensure sufficient room for the celebrations and that the bank holiday Monday date suggested might not be the ideal day.

RESOLVED that support be given in principal to an event taking place in the summer of 2018 to celebrate 100 years since the end of the first World War – the date to be confirmed.

In response to a question, Mrs Bass undertook to find out if Arnolds Keys were still paying for their name displayed on the “Welcome to Thorpe St Andrew” sign.

7 DATE OF NEXT MEETING

27 March 2017

The meeting closed at 8:45pm

Signed:

Dated: