

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

1 Present:

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

Apologies: none

In attendance:

Mr T Foreman	(Town Clerk)	Mrs D Matthews	(Committee Officer)
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2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

3 MINUTES

The Minutes of the meeting held on 27 February 2017 were agreed and signed as a true record.

4 PUBLIC SESSIONS (Limited to 3 minutes per speaker)

No members of the public were present.

5 ST GEORGES DAY 2017

a) Advertising

The Clerk handed round sample posters which had been put up in various locations and Members welcomed the "Town Mayor's Tipple" poster. Radio Norfolk and Radio Norwich would be promoting the event from April onwards, messages were being put on Facebook and Twitter counting down to the event and an article was ready for the EDP. NHS East and Broadland District Council had also been promoting the event. Packs of posters had gone to all the Schools for pupils to take home and colour in over the Easter break and bring to the event with them. Posters had been put on the notice boards – the Dussindale notice board had recently been replaced and the notice would be posted there soon. Some banners had also been put in place with more to follow.

b) Stalls

Members noted the updated position with confirmed stall holders – 12 stall holders had confirmed and paid and others were still to confirm. The Black Knights still had to confirm formally, as did the electric boats, and St Johns would be confirming nearer the time. The Allotment group would now be attending and would have their own tent.

c) Mapping area

The Chairman took Members through a suggested layout map which was similar to last year's layout but included the car boot on the hard standing and the Black Knights and their tents in the centre of the field. It was noted that the Black Knights wished to set up the night before and camp and it was agreed to confirm with them what the arrangements were. It was also agreed that contact needed to be made with the Authors. The proposed layout was agreed.

d) Sponsorship

Mr Reeves reported that 5 sponsors from last year would be taking part together with 3 new ones. It was agreed that when repainting the posts these should be white. It was also agreed that the sponsorship banners should be placed in strategic locations on the day depending on how the layout came together, with a number of banners being incorporated into the ring of straw bales.

Sponsorship of hanging baskets was being promoted and the Town Clerk undertook to clear the wording of the signs for the baskets with Mr Reeves. The Town Clerk also confirmed that the Arnolds Key was still sponsoring the flowers at the "welcome to Thorpe St Andrew" sign.

6 ANY OTHER BUSINESS

Timetable for St Georges Day

The provisional timetable for events on St Georges day was as follows:

9 am – set up
10 am - car boot sellers arrive
11am – car boot opens and all stall holders ready to go
12:30 – Vineyard
1pm – formal welcome

This would then be followed by Black Knights, Punch and Judy, Aspire, Maypole, Black Knights, Aspire, Punch and Judy, Dog Agility.

The timetable was still provisional and Mr Emsell undertook to contact Black Knights for further details of their proposed activities to enable the programme to be finalised. It was agreed that the timetable be typed up and made available before the day as well as on the day so people could see what was going throughout the day.

There was some concern that the posters referred to a start time of the car boot of 11am and that other activities did not start until 1pm. The stall holders would however all be up and running at this time.

With regard to the school trip to Borneo, it was noted that the pupils would be taking

part in the car boot sale to help with their fundraising. It was also noted that Mr Lawton would be acting as a roaming compare on the day and chatting to visitors and stall holders. Some background information on the stalls would be of help to him.

Colouring Competition

The Chairman reported that Thorpe Travel had kindly donated a family pass to the London Eye and Morton Reeves had donated £25 for the colouring competition. There was a discussion about how best to use these. The idea to invite the school pupils to design a poster for next year's event was now not likely to happen which left the two colouring competitions, the older age group sponsored by Morton Reeves (their logo appeared on the older children's colouring posters) and the younger age groups by Thorpe Travel (whose logo was on the 3 younger children's colouring posters). It was felt that the prizes for the two competitions needed to be equivalent and so it was agreed that the £25 voucher from Morton Reeves would be the prize for the older age group and that the Town Council would donate a £25 voucher for the other colouring competition. A raffle would then be held on the day for the London Eye family pass, to raise money for the park defibrillator. Mr Emsell undertook to talk to Thorpe Travel about the suggestion.

7 DATE OF NEXT MEETING

22 April 2017 – informal meeting on site – 10.00am

31 May 2017 Roxley Hall – 7:30pm

The meeting closed at 8:30pm

Signed:

Dated: