

**Thorpe St Andrew Town Council
Minutes of the Events and Media Working Group
held on 29 August 2017 at 7.30pm**

- 1 Present:** Miss S Lawn(Chairman)
Mr J Emsell Mr L Reeves Mr R Robson Mr J Ward

Apologies: Mrs J Fisher, Mr J Fisher and Mr G Lawton

In attendance: Father James
Mrs F Bass Mrs D Matthews (Committee Officer)
Deputy Clerk (Committees & Events)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

3 MINUTES

The minutes of the meeting held on 24 July 2017 were agreed and signed as a true record. The Deputy Clerk updated Members on actions taken since the last meeting on matters listed in the minutes.

St Georges Day:

| | |
|----------------|--|
| Black Knights | Response to request for itemised quotation was rather vague albeit they were still keen to take part. Fiona undertook to forward the email to Miss Lawn who would contact them to reinforce the need for a committed response to the booking having regard to the advanced notice being given. Update to be given at the next meeting. In the mean-time, as a back-up, contact be made with East Norfolk Militia re-enactment Group. |
| Archery | Contact had been made with Richard |
| Food Stalls | Fat Cat and Claridges had apologised for running out of food/beer. All food stalls had been contacted regarding the need to pay a deposit when booking and the majority were ok with this, indeed some had already booked and paid £25 deposits for one or more events with more to come. A number of new stalls had expressed an interest including cakes and Mexican. |
| Morris Dancers | Awaiting response from Kemps Men |
| Carnival Queen | Registered with Norwich City Council for the 2018 Carnival. Awaiting confirmation of costs (£225 for businesses or £30 for non-business). Fiona to contact Cromer for hints on how to appoint a Carnival Queen. Options for a car/float to be explored. |

Updates relating to the Fireworks Event and the Christmas lights Event are detailed in the following minutes.

4 FIREWORK EVENT - UPDATE - INCLUDING STALL CONFIRMATIONS

| Item | Action |
|-----------------------|--|
| School | Contact would be made with the school again after the summer holidays. |
| Stalls | All stall holders had been contacted and bookings were being received. Some food stalls had already confirmed and some new food stalls likely. A good response was being received which would help if one or two did not turn up or were not willing to pay a deposit upfront. |
| Car parking | Sainsburys had confirmed that use could be made of their carpark after 5pm. A quotation from Event Guard had been accepted at £343.20 – no other quotes had been returned. The Scouts had been advised they would not be needed. Contact would be made with interested groups about the school carpark once it was confirmed if this was available |
| Entrances | Cash trays had been sourced at £10.90 each but it was felt these were too small. Buckets were too deep so it was agreed to use plastic ice cream tubs or something similar. |
| Toilets | These had been booked for a cost of £468 including 2 male, 2 female and 1 for disabled users. In response to a suggestion, Fiona agreed to investigate costings for use of men's urinals instead of cubicles. |
| First aid | No quote had been received from the Red Cross and so the quote from St Johns Ambulance had been accepted at £675.84. There was disappointment this was so high. It was agreed to book them from 4:30pm to 7:30pm (instead of 5pm - 8pm) to ensure they were in place in good time and to ask them to arrive via the Commonwealth Way entrance and park in this vicinity. |
| Fireworks | The fireworks company had been contacted regarding the costings and a shorter display and were happy with this. |
| Entrance Fee | There was a discussion about costings and a suggestion was made to increase the entrance fees by 50p, This would generate a better return and possibly enable equipment/facilities to be purchased/provided for the benefit of the Town. It as however agreed to leave the fees at the same level for this year but to review them for next year. |
| Lighting Tower | Mr Robson confirmed that he would make arrangements for the Tower but that he would not be here on the night. |

5 CHRISTMAS LIGHTS - UPDATE

| Item | Action |
|--------------------------|--|
| Donkeys/Reindeers | Reindeers had been booked but confirmation was still awaited regarding the donkeys. |
| Stalls | All stall holders had been contacted and bookings were being received. Some food stalls had already confirmed and some new food stalls likely. A good response was being received which would help if one or two did not turn up or were not willing to pay a deposit upfront. |
| Choirs | The preferred choir was not available. Support was given to a suggestion about inviting a junior choir. Father James undertook to liaise with the junior choir as some members were also members of the church choir. He also undertook to see if a suitable senior choir could attend. There was a discussion about ideal numbers and the need for staging/platform. It was agreed to see how many children/adults would be involved in the 2 choirs and then provide appropriate staging/platforms for them to stand on. |
| Staging | Mr Reeves confirmed that arrangements were in place for use of the staging. It was agreed that this be set up on the Tuesday or Wednesday before the event. |
| Town Cryer | Booked |
| Father Christmas | There was a discussion about whether he should arrive by boat or sleigh. Fiona agreed to investigate if a boat was available (ask the Broads Authority) and look at alternative options. The boat was still the preferred option if possible. |
| Lights turn on | Father James/Miss Lawn undertook to see if Cameron Jerome/Jamie Mitchel would be free to do this. |
| Advertising | It was agreed to contact the EDP regarding the cost of advertisements as they still seemed very reluctant to publicise any events in the Town which was very disappointing. Contact also be made with radio Norfolk to see if they would promote events. |
| Funfair | Mr Emsell confirmed that 4 rides would be available for the Xmas lights and a full funfair for the Fireworks event. |

6 NEWSLETTER

It was noted that the poster for the fireworks event would form the front cover of the forthcoming newsletter and the xmas lights would form the back cover. It was agreed that the usual "news" header was still needed on the front cover. Father James made reference to the forthcoming Parish News and it was agreed to promote forthcoming events in the Parish News also. The following other items were suggested for inclusion in the next news edition:

- Safer Neighbourhood article
- Neighbourhood Plan update
- Father James to provide an article on upcoming events
- Include postcode for Pound Lane on the fireworks poster
- Parks project update
- Drainage works update
- Allotments available
- Made in Thorpe article
- Remembrance service

7 DATES OF NEXT MEETINGS

Monday 25 September 2017

Monday 23 October 2017

Wednesday 8 November 2017

The meeting closed at 8:40pm

Signed:

Dated: