

**Thorpe St Andrew Town Council
Minutes of the Events and Media Working Group
held on 25 September 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 J Ward

Apologies: Mr R Robson

In attendance:
Mr T Foreman (Town Clerk) Mrs D Matthews (Committee Officer)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

3 MINUTES

The minutes of the meeting held on 29 August 2017 were agreed and signed as a true record.

4 FIREWORK EVENT - UPDATE

Item	Action
School/ Car parking	School had been contacted about parking on hard standing under the direction of a local charity with a mixed response – after much discussion it was agreed to <u>not use the school for carparking</u> but to direct everyone to Sainsburys for free parking from 5:30pm to midnight. Blue Badge holders to be directed by Event Guard to park on Pound Lane. Event Guard were booked and would organise road closure.
Stalls	Food stalls to confirm included Fat Cat, Waffles, Castros Spuds, Claridges, Fudge, Cheese man, Mexican, Doughnuts, Christopher Crepes. Booked but awaiting a deposit were Cake and Ronaldos. <u>Seek confirmation from Claridges they will provide 2 stalls. Chase Ronaldos – if not able to confirm - try and find another chestnut stall.</u>
Volunteers	Included Steve, Rotary (6) American footballers (11) (at the gates), Mr and Mrs Foreman as well as staff and councillors. All volunteers to arrive at 4pm. It was agreed it would be helpful to have one (informed) person available to direct stall holders to the right places as they arrived.
Refreshments	Coffee in the marquee (not the pavilion)
Timings	Parks staff to start at 10:00am Other staff/councillors to arrive between 10 - 12 noon Food stalls to arrive 3pm Volunteers to arrive at 4pm

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	Gates to open 4:30 Compare to start at 6pm and countdown to fireworks
TEN	Notice done
Entrances	3 entrances with lights and 2 radios at each to be staffed provisionally as follows: Gate 1 – John and Jane, Kevin and Trudy Gate 2 – Leigh Ian Zoe and Callum Gate 3 – Peter Julie Richard and Ricky Mobile/money collection – John W, Fiona, Jane, Jason
Money	Cllr Lawn had brought some plastic trays with 3 compartments for holding money at the gates. Possibly also use jars for notes or weights to stop them falling out of the trays. Float = £2,000 - £500 at each gate plus £500 in the office. (£200 in £1 coins and £300 in £5 notes at each gate)
Toilets	Porta Loos were booked – 5 in total including 1 for disabled. Unisex signs to be erected to help avoid queues. Cost of urinal facilities was too expensive.
First aid	St Johns Ambulance was booked 4:30 to 7:30
Music/Compare	Mr G Lawton agreed to compare from 6pm onwards – no music to be played during the firework display.
Banners	Cllr Reeves offered use of some sign boards to post notices
Marquees	Two to be erected – for the neighbourhood plan/pa system and for coffees.

5 NEWSLETTER - UPDATE

Feedback had now been received from councillors on the draft newsletter. It was suggested and agreed that the photo of Diana be removed and replaced with one of the pictures of the Mayor. Written articles to be kept as concise as possible. It was noted that one or two additional pieces still needed to be included. It was agreed that the newsletter needed to be circulated the Friday of the weekend before the firework event.

6 DATE OF NEXT MEETING

Wednesday 8 November 2017 (the meeting scheduled for Monday 23 October 2017 was cancelled)

The meeting closed at 8:55pm

Signed:

Dated: