

**Thorpe St Andrew Town Council
Minutes of the Events and Media Working Group
held on 26 February 2018 at 7.30pm**

- 1 Present:** Miss S Lawn (Chairman)
Mr J Emsell Mrs J Fisher Mr J Fisher Mr G Lawton Mr J Ward Mr L Reeves

Apologies: none

In attendance:

Ms F Bass (Deputy Town Clerk)

Mrs D Matthews (Committee Officer)

Also attending was Father James.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

3 MINUTES

The minutes of the meeting held on 29 January 2018 were agreed and signed as a true record.

4 UPDATE ON ST GEORGE'S DAY

Members discussed the current preparations for this event as follows:

Thorpe Players	Father James to talk to Izzy to confirm what they will be doing and timings.
Main Ring - programme	Punch and Judy (20 mins) start at 1pm Knights (20 mins) Thorpe Players (20 mins) Morris Dancers (30 mins) Dogs (15 mins) Morris Dancers Punch and Judy Knights – aim to finish 4pm
Knights	Awaiting confirmation from the Black Knights about their proposal for the event and where they would be located. They had hoped to attend the meeting to discuss.
Salvation Army	G Lawton arranging to work with the Salvation Army at the start of the event from 12:30 for approximately 25-30 mins.
Compare	G Lawton agreed to man the microphone
Timing	Set up at 9:30 am - Finish setting up by 12:30
Straw bales	J Emsell to sort
Volunteers	F Bass to email all to gauge availability. Help needed with clearing up at 5pm as well as setting up.

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Stalls	12 catering stalls covering a wide range of foods were confirmed. F Bass to seek confirmation from other stall holders of their attendance – even if it is not by way of a form which it was noted had been held back pending GDPR.
Broadland District Council	F Bass to email to see if they would be taking part
Neighbourhood Plan	A draft plan was unlikely to be ready in time for this event.
Grow Your Community/Made in Thorpe	Agreed to include a stand to promote services/activities available in the Town. Consideration be given to purchasing a gazebo (9x3) and good quality display banners/flag banners rather than posters to display in the gazebo which could be used at other events
First Aid	St Johns had confirmed at a price of £100
Town Cryer	Awaiting confirmation
Fat Cat	Confirmed to provide the Beer tent

5 LORD MAYOR'S PROCESSION

It was noted that the Lord Mayor's theme for the event was "the Circus has come to Town" and that the Town Councils float would need to adopt this theme. It was agreed to approach the Thorpe Players to see if they would like to be involved in the procession. It was also agreed that the Float should be modest this year as it was the first year of taking part and should be a trailer able to be towed by the Town's truck. The trailer could be decorated with blue and white stripes to resemble a circus tent and include straw bales. Members reaffirmed the idea of inviting two young ambassadors to represent the Town on the float together with a teenage chaperone.

6 PROPOSAL FOR ADDITIONAL CHRISTMAS EVENT

The Chairman reminded members that, at the last meeting, they had discussed the desire to refocus the current Christmas event to a less commercialised, more traditional themed event. They had also discussed the possibility of organising a second weekend event at the Park aimed at younger people including bands and an ice-skating rink. Initial investigations had raised several queries about the viability of the ice-skating rink and other matters and it was felt that it would not be realistic to proceed with this event this year but to continue to look at the options for pulling it together for 2019.

With regard to this year's traditional Christmas event, it was agreed to re visit options for a stage/central focus point which was in keeping with the event but also provided a much needed focal point, perhaps at a different location (opposite the green near Southwell Ave?) and also to investigate options for carol singing with or without electricity having regard to potential safety issues if using electricity.

7 PROPOSAL FOR ADDITIONAL SUMMER ARMED FORCES EVENT

This event would take place on 21 July following the Church service/ Church fete in the morning and include a celebration at River Green perhaps by way of an afternoon tea type event and the formal opening of the gardens. Members noted the email from the Salvation Army stating that they had been unable to find a band available for this event but offering an alternative instead of a mobile canteen/emergency response vehicle to promote the work of the Salvation Army. Members thanked the Salvation Army for their offer but felt unable to rely on the canteen as it was possible it would have to leave site in the event of an emergency.

An approach was being made to the Muckleburgh Military Collection to see if they had any vehicles available.

8 UPDATE ON FORTHCOMING NEWSLETTER

Members went through the newsletter in detail raising suggestions as to amendments which included the following:

Page 1	Amend picture – move white wording below the picture and remove rose. Include date/time etc. Text on the front to include a summary of the main attractions rather than a narrative.
Page 2	Ok – Father James to update church events to include those after distribution
Page 3	Check typos in GDPR paragraph. Add contact number to verge cutting article. Increase size or move the Luncheon Club article.
Page 4	Reduce size of “in good company” logo. Include article from Mr J Ward.
Page 5	Remove references to events/facilities in Sprowston and replace with Thorpe St Andrew services. Alter wording in dementia café article.
Page 6	Remove photo from “Made in Thorpe” article and move the article to the top of the page.
Page 7	Amend wording of the Café project article (remove eye and toilet block). Move new footway lighting article elsewhere.

The deadline for submission to the printers was 26 March with distribution planned for 2 weeks before the St George's day event.

9 FINANCES

Members noted the finances for events and agreed to consider these again at the next meeting.

The meeting closed at 9:10pm

Signed:

Dated:

DRAFT