

**Thorpe St Andrew Town Council
Minutes of the Events and Media Working Group
held on 10 April 2018 at 7.30pm**

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

Apologies: Mr R Robson and Mr J Ward

In attendance:

Ms F Bass (Deputy Town Clerk)

Mrs D Matthews (Committee Officer)

Also attending was Alison from the Salvation Army and Isabelle Monday and Leslie Dawson from the Thorpe Players.

2 **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None made.

3 **MINUTES**

The minutes of the meeting held on 26 February 2018 were agreed and signed as a true record.

Thorpe News – members congratulated staff on the production of an excellent newsletter.

4 **ST GEORGES DAY – UPDATE**

Members discussed the preparations for this event as follows:

Food stalls	A list of food stalls was attached to the agenda and it was noted that three of the main food stalls had paid up front for 3 events for the year. There was a good range of different foods and a good number of stall holders signed up which would allow for those who did not show up on the day.
Other stalls	A list was attached to the agenda.
Volunteers	A list of volunteer availability was attached to the agenda – arrive by 9:30am for setting up and a start time of 12:30.
Layout of site	J Emsell handed round a map of the proposed layout.
Colouring competition	L Reeves had again agreed to sponsor this competition. Presentation to the winner(s) to take place in the main ring. Office to oversee.
Police and Fire	Would be attending if available
Compare/music	G Lawton to purchase an up to date music CD to be reimbursed by the Town Council. He would also need access to electricity, PA and speakers.
Thorpe Players	Confirmed that they would not be using the main ring for their

Events and Media Working Group

	performances as these were not suited to that venue. Three showcases would be staged in their tent – times to be confirmed by Monday 16 April to the office /J Emsell/S Lawn so that they could be included in any programme/announcements. The players to source their own tables and chairs (possibly borrowing tables from Roxley Hall).
Programme	Provisionally agreed as: 12:35 – Vineyard Church 1:00 Punch and Judy (moved back to the main ring to replace the Thorpe Players) 1:20 Knights 1:45 Dogs 2:00 Morris Dancers 2:30 Knights 3:00 Morris Dancers 3:30 colouring competition results and prize giving 3:35 Dogs 3:45 Knights Office staff to arrange for a small A5 size flyer/programme for the day including information on the stalls available, competitions, timings of Thorpe Players performances and the neighbourhood plan.
Made in Thorpe	7 banners would be on display promoting Thorpe businesses.
Raffle	No raffle being held this year.
Donkey rides	£1 per ride.
Sunflower competition	Office to make arrangements to promote the competition.
Gazebo	Office to source an additional gazebo for use by the Town Council in addition to the current 2 – preferably to complement the existing ones.
Knights	Staying overnight so access to toilet area needed. S Lawn to respond to email regarding volunteer offering to join the enactment
Straw	J Emsell had ordered

5 UPDATE FROM FATHER JAMES FOR JULY

In the absence of Father James, this item was deferred for the next meeting. In the meantime the **Office** was asked to establish if the Wherry would be available for 21 July.

6 LORD MAYOR'S PROCESSION

The Chairman outlined the Town Council's thoughts for taking part in the Lord Mayor's procession which they envisaged would include young ambassadors from the Town

and involve a hired trailer to be towed by the Town Councils vehicle to meet insurance requirements. The ladies from Thorpe Players commented that they had taken part the procession many times in the past and would welcome the opportunity to get involved again but were not able to fund the costs. They had the experience and volunteers to create a suitable float and shared their ideas for a “steam punk” themed circus float which could include use of a large lorry trailer from East Coast Truckers and lights, music and smoke machine, colourful and flamboyant costumes for jugglers, trapeze artists and a ring master. Approximate costings, including insurance, which was essential to take part, would be in the region of £2-300. The float could be parked at the Good Shepherd Hall for preparation on the Friday night/Saturday morning. Members welcomed the suggestions and commented that part of the costs could perhaps be funded by inviting Made in Thorpe businesses to sponsor their banners on the skirt of the float. If 6 agreed to take part at say £50 per business this would go some way to meeting the costs. Thorpe Players were asked to work up a proposal and provide a more detailed estimate of the costs involved, in particular, the insurance costs and establish if the East Coast Truckers would be willing to provide a trailer. The float would jointly promote the Thorpe Players, sponsored by the Town Council and could include members of the Town Council.

ANY OTHER BUSINESS

Ladies shopping/pamper evening

The Deputy Town Clerk outlined proposals to host a ladies shopping/pamper evening on 21 July after the summer armed forces event that day to help raise funds for the dementia café. Members welcomed the idea and agreed to support the event and circulate flyers etc.

11 DATE OF NEXT MEETING

Tuesday 15 May 2018 at 7:30 pm

The meeting closed at 8:50pm

Signed:

Dated: