

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

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

Apologies: Mrs J Fisher Mr J Ward Father James

In attendance:

Dr T Foreman (Town Clerk)
Mrs F Bass (Deputy Town Clerk) Mrs D Matthews (Committee Officer)

Also attending were Isobelle Munday and Leslie Dawson from Thorpe Players, Alison Day – Salvation Army and Mr S Snelling.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

3 MINUTES

The minutes of the meeting held on 27 June 2018 were agreed and signed as a true record.

4 UPDATE ON NEWSLETTER

A copy of the newsletter as drafted so far was handed round and the following suggestions made:

Include a reference to the dementia café
Reduce the size of the boat hire article having regard to the fact that the season was now over
Include winter support /welfare articles – for older people - FB to investigate with the district council
Aim to deliver newsletter 10 days/2 weeks before the fireworks event
Include reference to 10 November - Thorpe Players memorial concert event at Roxley Hall - IM to supply FB with details
Include reference to centenary remembrance parade
Include article on youth council
Include article on potential Town Council app
Replace large photograph on the back cover with a number of smaller photographs and change date from 3 rd to 2 nd (explore pixabay for free images)
Include a list of events for the forthcoming year.
Approach the school for an article - TF
Ask if Salvation Army or Choir wish to include anything – FB

5 UPDATE ON FIREWORKS EVENT – 5 NOVEMBER 2018

The following was discussed / agreed:

Tickets/access	Tickets - £188 to print 2,000 tickets which would be enough for several years. Advantages and disadvantages were discussed and, on balance, agreed not to sell tickets in advance. Instead, to move tables on main entrance forward to create more space for more tables. Retain current entrance fees.
Timing	Gates to open at 5pm, air for fireworks at 7pm
Toilets	Look to increase numbers of toilets hired to reduce queues – aim for 10 if possible – ideally same colour –unisex.
Compare	Compare to start at 5pm. With a view to improving the public’s ability to hear the compare, TF and GL meet (Tuesday of half term at 10am) to carry out a test to see if erecting the speakers at a much higher level would help.
Parking	The School had offered use of their facility again but there were evening classes taking place that evening which would need access. FB to contact the school to discuss options, preferably for the evening classes to use an alternative access (Laundry Lane) as Pound Lane would be closed. Sainsburys had again offered use of their carpark. Advertise disabled parking available on Pound Lane.
Cost of Fireworks	Retained at same price as last year - £3,500 plus vat.
Publicity	Contact radio Norwich to enquire about advertising the event – perhaps using existing pre-recorded material.
St Johns	Need to be in place early via Commonwealth Way entrance.
Catering	14 outlets signed up.

6 UPDATE ON CHRISTMAS EVENT - 2 DECEMBER 2018

It was agreed that a small sub group get together to look at formulating the programme of events for the Christmas event, to include the brass band (2 x 20 minute sessions), the rock choir and the hillside choir. SL/GL/FB/TF to agree a suitable date and report back to the Committee’s next meeting in October.

7 WEBSITE

The Town Clerk reported that the inclusion of an embedded map into the proposed new website was likely to increase the overall cost by £1-2k and asked if members wished to secure a further quotation for the work in addition to the 2 already received having regard to the potential cost. An alternative would be to look at an App based programme instead of an embedded website map. He AGREED to look into the options and report back to the next meeting in October.

8 CO-OPTING LESLEY DAWSON TO THE COMMITTEE

It was proposed, seconded and AGREED that Lesley Dawson be co-opted onto the

Committee with immediate effect.

9 REMEMBRANCE SUNDAY 2018

It was AGREED to include an article in the newsletter about this event. The road closure would apply from 10am. Isobelle Munday undertook to check if Christine would be contacting all the various interested groups to invite them and to let TF know. It was noted that the Royal British Legion was promoting a new message to recognise all those who contributed during the war in addition to serving soldiers. It was also noted that options for purchasing / locating the "There but not there" Tommy figures were still being considered.

10 ST GEORGES DAY 2018 ACCOUNTS

These were circulated and noted.

11 MEMORIAL GARDEN

Miss Lawn thanked everyone for their involvement in the memorial garden event which had been an extremely moving and memorable event.

ANY OTHER BUSINESS

Thorpe Players – Lesley Dawson reported on the forthcoming event on 10 November at Roxley Hall being planned by the Thorpe Players to celebrate the centenary of the war. The event would include an abridged performance for the dementia café. Donations for tickets were being invited rather than a charge and all proceeds would go to the Royal British Legion. She invited the Town Council to nominate members to take part by way of delivering readings. Members welcomed the opportunity to take part and AGREED that the charge for the use of the hall would be waived. The Players were looking for a piano player for the event and the Town Council AGREED to put out a request on social media for a volunteer. It was noted that it would be more appropriate to refer to the event as a commemoration rather than a celebration. Lesley Dawson undertook to confirm the details in an email to the Town Clerk.

Poppy Appeal – Mr S Snelling undertook to liaise with the Town Clerk regarding arrangements for poppy collection boxes for the poppy appeal which was due to start on 27 October.

The meeting closed at 9:20pm

Signed:

Dated: