

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE EVENTS AND MEDIA COMMITTEE MEETING
HELD ON 30TH MARCH 2016**

PRESENT:

Miss S Lawn	Mr R Wooden
Mr J Emsell	Mr R Robson
Mr J Ward	Mr L Reeves
Mr G Lawton	Mr T Barber
	Mrs J Fisher

1. In Attendance: Mr T Foreman (Town Clerk)

Apologies for Absence: Mr N Shaw

2. Declarations of Interest: None

3. Minutes of meeting held on 22nd February 2016

The minutes of the meeting held on 22nd February 2016 were signed and approved as a true record.

4. Queens 90th Birthday Beacon Lighting

Mr T Foreman provided an overview of the information provided by Her Majesty's Pageant Master Bruno Peek regarding the beacon lighting. Miss S Lawn explained that she would like to see the traditional beacon being used based on the recreation ground at Laundry Lane. Mr T Foreman explained that the gas beacon given last year could be used on the site and would make the lighting and extinguishing process simple and much safer. It was **AGREED** for the gas beacon to be integrated into the traditional beacon on the recreation ground and ignited by the Town Mayor. Mr T Foreman confirmed the beacon would be lit at 7.30pm on 21st April 2016.

5. St Georges Day 2016

Miss S Lawn requested an update on the preparations for St Georges Day on 24th April 2016. Mr T Foreman explained that the number of stalls totalled in excess of 20, meaning that the income received to date had surpassed the expenditure on Punch and Judy and straw seating. Mr J Emsell stated that the preparation was almost complete and he was working closely with Assistant Clerk Mrs F Bass who was leading on the event. The committee **NOTED** this report.

6. Beating of the Bounds

Mr J Ward provided an update on the first annual beating of the bounds event on Sunday 8th May. Mr J Ward explained that the distance around the boundary of the town by foot was estimated to be in excess of 6 miles and that the most accessibly northern, southern, easterly and westerly points of the town would be covered during the walk. Mr J Ward proposed the walk to begin at 2.00pm on Sunday 8th May 2016 at the Fitzmaurice Pavilion. Mr T Foreman confirmed that maps and bottles of water would be made available. Miss S Lawn asked for all donations for the bottled water and maps be put towards funds for a park defibrillator. The committee **AGREED** this proposal and **NOTED** the report.

7. Future Events

Miss S Lawn gave an overview of the forthcoming events as follows:

St Georges Day on 24th April 2016

Beating of the Bounds on 8th May 2016

Town Mayors Reception on 11th May 2016 to be organised by the Town Council office

Parish Church 150th Anniversary on 29th May 2016 to be organised by the Church with guidance from Miss S Lawn and Mrs J Fisher.

8. Finance

Mr T Foreman provided an overview of the finance for events in 2015/16. It was explained that the balance overall for the year was -£2825.16, however this included significant one off costs including a new lamp post for the Christmas light motifs and installation of support wires for the Christmas lights which cross Yarmouth Road. Mr T Barber requested greater information on the receipts and payments including the budgeted total for events over the year. Mr T Foreman explained that events were budgeted a total sum as a contingency for its operation, but the events committee endeavor to ensure that events are overall cost neutral where possible. The finance information was **NOTED** by the committee.

Meeting closed at 20.50

Thomas Foreman Town Clerk

Date of next meetings

Events and Media Committee Tuesday 17th May 2016 at the Morse Pavilion

Events and Media Committee Wednesday 13th July 2016 at the Fitzmaurice Pavilion

Events and Media Committee Monday 22nd August 2016 at Roxley Hall