

**Thorpe St Andrew Town Council
Minutes of the Events and Media Working Group
held on 27th June 2018 at 7.30pm**

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

Apologies: Mr R Robson, Mr G Lawton and Mr J Ward

In attendance:

Ms F Bass (Deputy Town Clerk)

Dr T Foreman (Town Clerk)

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

None made.

3 **MINUTES**

The minutes of the meeting held on 22 May 2018 were agreed and signed as a true record.

4 **UPDATE ON NEWSLETTER**

Mrs F Bass provided an overview of the Newsletter and gave a run down to the planned stories. Dr T Foreman thanked Mrs Bass, Mr J Emsell and Miss S Lawn for their help in getting the newsletter together in such a timely manner. The overview of the newsletter was **NOTED**.

5 **UPDATE ON EVENT SATURDAY 21ST JULY 2018**

The Committee surveyed the River Green Memorial Garden area. It was **AGREED** that:

- Father James would provide the introduction and opening prayer
- That a professional choir would attend and sing
- A procession of standards of local groups including the Royal British Legion
- The unveiling of the stone by Councillors
- A reading by the Town Mayor
- Father James would bless the stone
- That stones would be laid, with the names of each person names on the war memorial
- That the Occasional Garden Singers would hopefully sing
- That the stone has a final blessing and concluding music

- Thorpe Players will be in WWI period costume, a donation of £100 will be made towards this
- The Salvation Army will provide light refreshments
- The Thorpe History Group will provide information about Thorpe St Andrew from the period

6 LAY OUT PLANS FOR CHRISTMAS AT RIVER GREEN

The Committee visited the site and made plans for the siting of stalls and the stage for the 2019 Christmas Light event. It was agreed that the stage would be moved slightly towards the Church and the fairground rides would be smaller this year following last years feedback.

7 WEBSITE

Dr T Foreman provided a verbal report on the current website and proposal to create a refreshed new site which better reflected the needs of the Town Council and the wider community. Mr L Reeves highlighted the need to include the 'Made in Thorpe' proposal, and Miss S Lawn felt this would also benefit Events. It was **RESOLVED** to seek quotations for a new website design.

DATE OF NEXT MEETING

TO BE CONFIRMED

The meeting closed at 8:45pm

Signed:

Dated: