

**Thorpe St Andrew Town Council
Minutes of the Events and Media Working Group
held on 28 January 2019 at 7.30pm**

- 1 Present:** Miss S Lawn (Chairman)
Ms A Day Mr J Emsell Mrs J Fisher Mr J Fisher
Ms I Munday Mr S Snelling Mr J Ward

Apologies: Ms L Dawson Mr G Lawton Mr L Reeves

In attendance:
Mrs F Bass (Deputy Town Clerk) Mrs D Matthews (Committee Officer)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

3 MINUTES

The minutes of the meeting held on 7 November 2018 were agreed and signed as a true record, subject to the inclusion of Mr S Snelling in the list of attendees.

4 EVENTS ACCOUNTS FROM RFO

Members considered the income and expenditure accounts for events in 2018/19 and the overall summary. It was noted that, whilst overall the accounts indicated a deficit, the three main events had collectively made a profit. It was suggested that there was a need to restructure the way the income and expenditure for events were recorded in the accounts to demonstrate more accurately the actual cost of hosting events and to show other expenses separately. Examples given included:

- A number of items of a capital nature had been included, as had items of equipment which could be spread over several events/years such as the gazebo, cable ties, anti-climb panels, barriers, xmas bows etc;
- The income from sponsorship was not shown;
- The costs of the newsletter and the “there but not there” silhouettes were set against the cost of events.

It was also noted that a number of civic events had been held at a cost of approximately £1,500. Having regard to the growth in the events organised it was felt that it was now time to review the way the accounts were structured. It was also felt that additional explanations/details were needed within the accounts to provide a better understanding of entries. It was suggested that perhaps there could be three main areas of the accounts: core events, civic events and social media/newsletter/website matters.

It was agreed to defer consideration of the accounts pending further discussions with the RFO regarding the potential for restructuring the accounts to reflect the issues raised above.

5 UPDATE ON NEWSLETTER

It was noted that the deadline for articles for the newsletter had now passed and draft copies were circulated. Mr Emsell raised a query regarding the article on the garage sale and undertook to check this with the office the following day. The draft was approved subject to a final spelling check and an adjustment to link the dementia café photo with its own article and not with the luncheon club article.

6 ST GEORGES DAY

Mrs Bass updated members on the latest arrangements including confirmation of attendances by stallholders, Morris dancers, Knights and Punch and Judy. She was still waiting confirmation from the dog show. It was noted that Mrs Lawn, Mr Foreman and Mrs Bass would not be able to attend this year's event.

With regard to an offer to provide a first aid facility from a local resident who was currently developing a first aid training enterprise, members decided they would continue to use St Johns ambulance for this service but that the resident be invited to take up a stall at the event if she wished to promote her enterprise.

7 REVIEW OF CHRISTMAS LIGHTS

It was noted that the brass band had been rebooked for the 2019 Christmas lights event with the date to be confirmed.

Members discussed the issue of donations to groups taking part in the 2018 Christmas lights event, in particular the Rock Choir. Having regard to the fact that this year's event had not raised sufficient funds, the Town Council felt it was not in a position to make donations to any groups taking part in the 2018 event but would welcome the return of the groups at the 2019 event.

With regard to feedback from the 2018 event – the following issues were raised:

- The sound/speakers could not be heard away from the main stage. It was agreed that the positioning/direction of the speakers needed to be reviewed.
- There was a limited flow of people to the stalls located at the Rushcutters and this area was not particularly lively. There appeared to be a gap between the main stage/drinks area and the stalls at the Rushcutters and the layout needed reviewing. It was suggested there might be scope to suggest to the fairground operators that they locate their rides on the pubs' carparks and the layby.
- Lighting to the area needed to be checked.
- Lack of background Christmas music in addition to the traditional carol singing.

8 DEATH OF A NATIONAL FIGURE

Members considered and noted the protocol for marking the death of a senior national figure or local holder of high office which had been drafted into a document which would be used by the Town Council in the event of such a death.

9 UPDATE ON FUTURE EVENTS

Remembrance Parade – Mr Snelling reported that, following the change to the time of this year’s parade from 3pm to 11am, a recommendation was being made to the RBL to consider a permanent change to 11am.

It was again mentioned that it would be good to have a band accompany the parade but it was acknowledged that most bands were very busy on this day. Ms A Day undertook to make inquiries to see if any suitable bands/musicians could be available.

Reference was made to the fact that there had been a few issues with the arrangements for the parade, particularly as the parade arrived at the memorial, largely because of the large volumes of people taking part. There had also been an issue with access to the memorial by the church choir.

ANY OTHER BUSINESS

Agenda items for the next meeting:

- Christmas cards
- Lord Mayors Procession
- Twinning with St Andrews – Canada Day celebration

DATE OF NEXT MEETING

25 February 2019

The meeting closed at 9:05pm

Signed:

Dated: