



THORPE ST ANDREW TOWN COUNCIL

VIRTUAL EVENTS AND MEDIA COMMITTEE MEETING

Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich,
NR7 0SR

Tel/Fax: (01603) 701048

Email: office@thorpestandrew-tc.gov.uk

PUBLIC MESSAGE: This is an online meeting, using Zoom. If you wish to "attend" please email the Clerk for a copy of the link to the meeting before noon on Wednesday 31st March 2021.

22.03.21

Notice of Virtual Events and Media Committee Meeting

Committee members, you are hereby summoned to attend the meeting of the Events and Media Committee to be held on the 'Zoom' conference platform on 31st March 2021 at 7.30pm for the purpose of transacting the following business.

Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 1 Attendance book and apologies for absence.
- 2 Declarations of interest in items on the agenda.
- 3 To confirm the minutes of the Events and Media Committee meeting held on 22nd February 2021
- 4 Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting on matters relating to the agenda. This is limited to 3 minutes each – questions must be emailed to the Clerk before noon on Wednesday 31st March 2021.
- 5 Event Proposals 2021

Future Agenda Items. (Not for discussion)

Town Clerk – Dr Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

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**Thorpe St Andrew Town Council
Minutes of the Virtual Events and Media Committee Meeting
held on 22nd February 2021 at 7.30pm**

1. Present:

Mr J Emsell (Chairman)	Miss S Lawn	Mr J Fisher	Mr J Ward
Mrs J Fisher	Mr L Reeves	Mr S Snelling	Mr G Lawton
Mrs L Dawson	Mrs I Munday	Fr J Stewart	

In attendance:

Dr T Foreman (Town Clerk) Mrs R McCarthy (Admin Officer)
Mrs C Wedge-Clark (Admin Officer)

Apologies: None

2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3. MINUTES

The minutes of the meeting held 7th October 2020 were agreed as a true record

4. PUBLIC SESSION (limited to 3 minutes per speaker)

None

5. REVIEW OF CHRISTMAS 2020

The activities put together for Christmas 2020 were felt to have been a great success, with high resident participation and positive feedback about the bauble competition, lights at the Town Hall and 'Light-Up Thorpe' initiative. The Office staff were thanked for their hard work, particularly in improving community engagement with the social media channels.

Disappointment was felt about the lights on River Green which Thomas confirmed was due to an unstable electricity feed and water getting into the circuitry. Councillor Snelling suggested decorating every other lamp post at River Green in future.

The Committee wished to acknowledge thanks to Trudy and Gerard Mancini-Boyle for their involvement in the Santa Tour.

6. POSSIBLE EVENTS 2021 (Covid-19 Dependent)

The committee discussed the report of potential events and felt they should aim for an event to run at the end of June when social distancing rules should be eased, organised in tiers that can be stripped back if required. It was **AGREED** that Officers should develop a 'Picnic in the Park' idea to run on the 3rd/4th July, with live music, funfair and fireworks on the Saturday afternoon/evening and a family picnic on the Sunday afternoon.

Discussion was also made to running another Pop-Up Market in the summer, a duck race, a Treasure Hunt and a heritage trail with sculptures. It was suggested that residents could be polled about what they would like to see coming out of Lockdown and **AGREED** that Officers will formulate an Events Proposal for the committee to discuss at the end of March.

It was **AGREED** to aim to do the usual Fireworks event in November and the same Christmas events to 2020 (incorporating a weekend Christmas Fayre) but to postpone formal arrangements until the summer when the position with social distancing is more known.

There being no other business, the meeting closed at 8.37pm

NEXT MEETING: Monday 22nd March 2021 at 7:30pm

Signed: Dated:



THORPE ST ANDREW TOWN COUNCIL

EVENT PROPOSALS 2021

Further to the meeting of the Events & Media Committee on Monday 22nd February, we would like to propose the following as the 2021 Events Programme.

These events are suggestions that allow for the fact that we are still subject to a roadmap rather than a guaranteed list of confirmed dates and guidelines. We have also taken advice from Broadland DC about events licenses and what might be possible. Their advance is to err on the side of caution and go for events that can be postponed at short notice and which are based outside, with smaller numbers to allow for social distancing.

As such we have presented a realistic set of options, which can become bigger and/or smaller should government restrictions change and/or dates move. The proposed calendar starts with 2 events that are hosted by the TC but not on TC land.

MONTH	May	June	August	Sept	Nov	Dec
WHAT	Big Clean Up	Jumble Trail	Summer Picnic in the Park	Sensational Street Food	Fireworks	Christmas
SUMMARY	Small event socially distanced outside involving residents and councillors	Tabletop sale around the town - raising money for TM's chosen charity and managed centrally	Bigger summer event outside on F Park with a band and bar. Added options available	Based on Fitz Park – street food vans and stalls creating a food market. Pitches are available at a standard cost + a % of profits. A Sat suggested	Ticket only event at FP. Use established ticketing company to manage. Bar and food vendors (Use Sept contacts)	Brass band and choir at River Green. Light Up event (as 2020) and a series of events at FP – food stalls, reindeer, Father Xmas etc

Cllr INVOLV	Manning set points & antibac individual items	-	Mayor to open Marshalling Attendance	Marshalling Attendance	Marshalling Attendance	Marshalling Attendance
Office INVOLV	Advertising and marketing event. Book skip Resources ordered and then dropped to satellite locations. Estates team manage pick up litter and skip filling	Advertising and marketing event. Manage booking system, table Nos centrally and produce map.	Advertising and marketing event. Book band and bar. Marshalling the day. Prep and tidy up work by Estates team Allocate app spaces in the park	Advertising and marketing event. Book stalls and manage locations and sort pitch fees and % profits Gazebos/seating? Litter pick	Advertising and marketing event. Outsource ticketing F/works tender H&S requirem. Book stalls and manage locations and sort pitch fees Litter pick	Advertising and marketing event. Booking band and choir. Bandstand Sorting Lights Up Booking stalls at FP. H&S requirements Litter pick Lights Up - Manage booking system centrally and produce map (as 2020)

The Big Clean Up - Litter Pick

Potential issues – double handling of materials/pickers/bags/hi-vis jackets. Anti bac wipes required for all items which are for multiple users. Residents coming to collect items and returning again to bring rubbish bags back. Engagement?

Suggested Strategy: Clean up litter in your local area. Nominate local pick-up points (e.g. Roxley Hall, Morse Pavillion, Town Hall, Dussindale Centre) with Councillors manning each point with stock of bags, vests and litter pickers. Return bags of rubbish to central point for collection and taken away (Skip at Morse)

Jumble Trail

An event held remotely around the town. Each participating household registers with us and pays a small fee (suggested £7.00) for their table. We issue a table No. (may deter people who don't pay and allows element of contact tracing). Pitch fee of £7 can be split to cover costs and benefit charity (e.g. £5 charity, £2 admin). Can be socially distanced. We produce and publish map and market the event, predominantly on social media.

Summer Picnic

On the Fitzmaurice Park on a Sunday at the start of August. Allows us more time to watch the restrictions and to plan. May avoid the cricket fixture issue by having it on a Sunday. Event is free. We advertise and market the event where residents can bring their own table, chairs, blankets etc to FP and we book band and bar. Event can be socially distanced and outside. No ticketing required. No food stalls required as residents bring their own. Weather dependant.

Additions – funfair, dog show, competitions etc. Which we can plan and have up-our-sleeve, weather and restrictions allowing.

Sensational Streetfood

Book a series of outdoor and mobile vendors to come and be part of a pop-up streetfood market on a Saturday/Sunday in September. Pitch fees and %profits apply. %profits could be allocated to Leeway? We advertise and market the event. Book the pitches and collect the fees. Estates would be required for litter picking. If good weather food could be taken and eaten on the park. Otherwise, residents just come and takeaway. Event can be socially distanced and not weather dependant. Lots of new vendors have started during lockdown and success of the Junkyard Market is evidence that it can be a popular event. Could add gazebos/seating, beer tent, drink sellers etc.

Fireworks

Friday 5th November. Limited capacity based on social distancing/licensing rules nearer the time. All tickets must be purchased in advance and will be paper/electronic. All party members must arrive together and arrival times could be staggered. Personnel with devices to scan tickets at every entrance and other areas cordoned off and patrolled. Advertising limited to Thorpe St Andrew area to give residents priority. Firework display can go to tender with clear cancellation disclaimer. Funfair, bar and food stalls can be invited and pay pitch fee and sales commission.

Christmas

“Light Up Thorpe” initiative launch in early November. Carol Concert and lights switch on; Sunday 28th November. Co-ordinated switch-on of River Green and Town Hall lights by Town Mayor, and could be a dual event at River Green/Town Hall to spread numbers. Events are free but could have charity collection buckets. Yarmouth Road closure? Invite choir & Brass Band to perform at River Green. Food stalls and children’s games/rides at Town Hall could be invited and pay pitch fee and sales commission.