



THORPE ST ANDREW TOWN COUNCIL

## EVENTS AND MEDIA COMMITTEE MEETING

Wednesday 1<sup>st</sup> September 2021, 7:30pm

Roxley Hall, Yarmouth Road, NR7 0QF

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### AGENDA

25.08.21

#### **To all members of the Events and Media Committee**

You are hereby summoned to attend the Events and Media Committee meeting of Thorpe St Andrew Town Council to be held at Roxley Hall on 1<sup>st</sup> September 2021 at 7.30pm for the purpose of transacting the following business:

*Foreman*

Thomas Foreman Clerk to the Council

- 1 **Attendance and Apologies for Absence**
- 2 **Declarations of Interest in Items on the Agenda**
- 3 **To Confirm the Minutes of the Meeting held on 28<sup>th</sup> July 2021**
- 4 **Christmas arrangements 2021**
- 5 **Fireworks Update**
- 6 **Street food Update**
- 7 **Halloween**
- 8 **Poppy Trail**
- 9 **Date of next meeting – Monday 27<sup>th</sup> September 2021**

**Thorpe St Andrew Town Council  
Minutes of the Virtual Events and Media Committee Meeting  
held on 28<sup>th</sup> July 2021 at 7.30pm**

**1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

It was proposed, seconded and duly **RESOLVED** that Councillor Emsell continue as Chairman, and proposed, seconded and duly **RESOLVED** that Councillor Lawn continue as Vice Chairman.

**2. CO-OPTION OF COMMITTEE MEMBERS**

It was **RESOLVED** that Father Stewart, Mrs Dawson, Mrs Munday and Mr Lawton would continue in their role as co-opted members.

**3. ATTENDANCE AND APOLOGIES FOR ABSENCE**

**Present:**

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

**In attendance:**

Dr T Foreman (Town Clerk)                  Mrs R McCarthy (Admin Officer)

**Apologies:** Mr J Ward

**4. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None

**5. MINUTES OF COMMITTEE MEETING HELD ON 31<sup>st</sup> MARCH 2021**

The minutes of the meeting held 31<sup>st</sup> March 2021 were agreed as a true record and signed by the Chairman.

**6. SUMMER 2021 EVENTS**

Councillor Emsell outlined the proposal to hold a Community Fun Day “Picnic in the Park” on Wednesday 11<sup>th</sup> August 2021 at the Sir George Morse Park. It was **RESOLVED** to proceed with the event, with expenditure of £650 for live singers, £550 for wood carver and a maximum of £1,000 for a mobile skatepark. **All in favour.**

**6. FIREWORKS 2021**

The Town Clerk presented options for a Fireworks Display to take place at Fitzmaurice Park on Friday 5<sup>th</sup> November. It was Proposed, Seconded and duly **RESOLVED** to proceed with the event, with a maximum budget of £4,300 + VAT, to include a pyrotechnics fireworks display, ideally set to music and with an accompanying lightshow. **All in favour.**

**7. EVENTS TICKETING**

The Admin Officer presented the Tactile Solutions ticketing software, for use on Town Council events, with transaction fees of 20p + 2.6%. It was proposed, seconded and **RESOLVED** to proceed with the software and following successful trial, use for the Fireworks Display to be clearly advertised as non-refundable, advance purchase only. **All in favour.**

Councillor Snelling raised the change in responsibility for Remembrance Sunday events and it was suggested that a working group be set up with representatives from the Town Council, Royal British Legion and the Church to plan the event and bring to the next meeting.

*There being no other business, the meeting closed at 9.12pm*

**NEXT MEETING: Wednesday 8<sup>th</sup> September 2021 at 7:30pm**

*Signed: ..... Dated: .....*