



THORPE ST ANDREW TOWN COUNCIL

EVENTS AND MEDIA COMMITTEE MEETING

Monday 28 February 2022, 7:30pm

Roxley Hall, Yarmouth Road, NR7 0QF

Tel/Fax: (01603) 701048

Email: office@thorpeandrew-tc.gov.uk

AGENDA

23.02.2022

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 28th February 2022 at 7.30pm for the purpose of transacting the following business:

Thomas 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 31st January 2022**
- 4 **Financial Report 2021 Events**
- 5 **Update on 2022 Tenders and Best Value Quotes**
- 6 **Date of next meeting – Monday 28 March 2022**

**Thorpe St Andrew Town Council
Minutes of the Events and Media Committee Meeting
held on 31st January 2022 at 7.30pm**

1. ATTENDANCE AND APOLOGIES FOR ABSENCE

Present:

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

In attendance:

Mrs R McCarthy (OM/RFO)	Mrs C Wedge-Clark (Admin & Comms Officer)
Mr T Foreman (CEO)	Mrs D Wheatley (Admin & Comms Officer)

4 members of the public

Apologies: none

2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3. MINUTES OF COMMITTEE MEETING HELD ON 27th SEPTEMBER 2021

The minutes of the meeting held 27th September 2021 were agreed as a true record and signed by the Chairman.

4. EVENTS FOR 2022

Mr J Emsell presented his suggestions for events to run during 2022 and following discussions it was AGREED to proceed with the following events and associated actions:

- Streetfood Event - Saturday 23rd April at Fitzmaurice Park.
Office to contact preferred suppliers.
- Community Garage Sale - May (if sufficient interest).
Office to gauge level of support on social media.
- Platinum Jubilee Family Fun Day - Thursday 2nd June, 12pm-10pm.
Free event at Sir George Morse Park, to include stalls, food, bar, competitions, funfair, entertainment, beacon lighting & fireworks.
Office to contact preferred suppliers and bring costs to next meeting.
- Platinum Jubilee Street Party - Sunday 5th June, from 11:30am.
Free event at River Green in conjunction with the church, to include food, community groups & music.
- Streetfood event – Date TBC in September at Fitzmaurice Park.
- Halloween Trail & Pumpkin Carving – in advance of 31st October.

Events and Media Committee

- Poppy Trail – supporting Thorpe History Group.
- Fireworks – Saturday 5th November at Fitzmaurice Park.
RFO to provide financial projection for 7000, 8000 & 9000 ticket sales.
- Christmas Lights Switch On – Sunday 27th November/4th December
(depending on football) at River Green.
- Christmas Market – Saturday in December at Fitzmaurice Park.
Mr Emsell to discuss with suppliers and bring further info to next meeting.

There being no other business, the meeting closed at 9.20pm

**NEXT MEETING: 28th February 2022
28th March 2022**

Signed: Dated: