

**Thorpe St Andrew Events & Media Committee**  
**Minutes of Meeting Held on Monday 22<sup>nd</sup> August 2016**

**1 Present**      Miss S Lawn (Chairman)      Mr J Ward  
                     Mrs. J Fisher                              Mr R Wooden

**Apologies for absence**

Mr J Emsell, Mr L Reeves, Mr R Robson, Mr G Lawton

**In attendance**

Mr T Foreman (Town Clerk)  
Mrs. F Bass (Deputy Clerk, Committees & Events)  
Mr T Barber

**2.Declarations of Interest- None.**

**3. Minutes of meeting held 13th July 2016.**

The minutes of the meeting held on the 13<sup>th</sup> July 2016 were agreed and signed as a true record.

**4.Sponsorship Leaflet**

Mr Foreman distributed copies of the proposed letter and leaflet designed for sponsorship. Miss Lawn requested any alterations be made in time for a meeting on 14 September with herself and Councilors Emsell and Reeves. It was agreed that the roundabout in the leaflet looked extremely colorful and thanks passed to Parks and Estate Officers for their planting and continued care. Mrs J Fisher showed pictures of blue chipping used by an out of area council for possible consideration rather than planting in winter months, to maintain colour.

A/P Mr Foreman to complete any alterations/additions to said leaflet.

A/P Mr Foreman to enquire as to registering the name "Made in Thorpe".

**5. Fireworks.**

Mr T Foreman confirmed that Titanium would be conducting the fireworks after their successful bid was accepted.

It was proposed that a maximum amount was agreed to be spent on the fireworks. Miss S Lawn proposed, and Mr J Ward seconded and thereafter AGREED that a maximum of £3500.00 should be spent this year. It is hoped that as 5 November falls on a Saturday this year, that the display will be bigger and better than ever- weather permitting. It was discussed that the Fitzmaurice main hall would not be used this year following the excessive cleaning that had to take place last year due to the poor weather conditions. It was considered depending on costs, to have Porto loos rather than open the building. It was confirmed by Miss Lawn that at the September meeting finer details would be discussed fully.

A/P Mr Foreman to chase quotes for Porto Loos.

A/P- Mrs Bass to email councilors and obtain availability for attendance on the day.

A/P Mrs Bass to source Jacket potato provider to add to existing food outlets.

A/P Mrs Bass to add to poster advertising the event & food outlets.

A/P Mrs Bass to contact scouts to see if able to attend this year.

## 6. Christmas

a) **Christmas Tree**- It was agreed to purchase a 25ft tree (without roots) from Norfolk Christmas Trees at £250.00, (we collect and plant) with the intention of purchasing a rooted tree next year at the appropriate time for planting. Miss Lawn requested that she goes with the Town Clerk and Parks & Estates Manager to select the tree in September. This will then be tagged and netted awaiting our collection.

Discussions around the logistics of keeping queues down for both Father Christmas and the donkey rides were concluded with the suggestion of the grotto being moved into the church (subject to Father Stewart's permission) therefore utilizing the top end of the road closure by The Buck, and lead the donkeys, needing to be on the grass along River Green.

Stalls- Mrs Bass confirmed 10 stalls confirmed and paid. Advert to appear in Stallfinder online, as last year.

A/P Mrs Bass to check if reindeers booked from last year.

Office to contact-

Father Stewart at church- re use of church for Father Christmas

Peter Ibbett re PA system

## b) Christmas Lights

A/P Mr D Sayer Parks and Estates Manager to check all existing Christmas tree lights.

A/P Mrs Bass to look into net lighting for Christmas tree, and also get prices for robin/bell motifs as discussed. It was agreed that 4 new motifs could be purchased this year.

## 7. Thorpe St Andrew Newsletter

a) It was agreed that Mrs J Fisher would proof read the newsletter ahead of going to printers, which must be by 23<sup>rd</sup> September.

8) PA System and sale of event items.

Mrs F Bass gave details on the quotes received for the new PA system. CPC's quote of £974.21 inc vat was considered acceptable further to confirmation of some points arising from Mrs Bass. If relevant points satisfied Mrs Bass to proceed with order.

Sale Items- Consideration to the selling of the large, older marquee was considered, but decided that this may be needed in the future and should therefore be kept for the time being.

9) **AOB- none**

Date of next meetings

Events 26.9.16 Roxley Hall

Town Council 5.9.16

Plans 12.9.16

Finance & Staff 19.9.16

Meeting closed at.

Signed \_\_\_\_\_ (Chair)