

**Thorpe St Andrew Events & Media Working Group  
Minutes of Meeting Held on Wednesday 10<sup>th</sup> June 2015**

**1. Election of Chair and Vice-chair of Working Group**

Mr J Emsell nominated Miss S Lawn for Chair, seconded by Mr R Robson, and by unanimous vote Miss S Lawn was elected Chair.

Miss S Lawn nominated Mr J Emsell as Vice-chair, seconded by Mr R Robson and by unanimous vote Mr J Emsell was elected Vice-chair.

2. Co-option of Working Group to be addressed at the next Events meeting on 27<sup>th</sup> July 2015.

<b>3 Present</b>	Miss S Lawn (Chairman)	Mr L Reeves
	Mr J Emsell	Mr R Robson
	Mrs J Fisher	Mr T Barber
	Mr G Lawton	
	Mr T Foreman (Town Clerk)	Mrs F Bass (Assistant Clerk)

**Apologies for absence**

Mr N Shaw	Mr J Ward
Mr D Sears	Mrs T Mancini-Boyle

**4. Declarations of Interest-** none

**5. Minutes of meeting held 23 March 2015**

The minutes of the meeting held on the 23 March 2015 were agreed and signed as a true record.

**6. Newsletter Summer 2015 Update-**It was confirmed by Miss S Lawn that the decision had been made to discard the Summer 2015 newsletter. The printers did not have sufficient time to make the relevant changes we required in time for the promotion of the summer event. Miss S Lawn confirmed that postcards were being printed and that she would oversee the delivery of these. The postcards would advertise the Hot Car on one side and Teddy Bears Picnic on reverse. The remainder of the newsletter would be carried forward to the autumn addition. It was **AGREED** that future newsletters and their format would be discussed and the next meeting.

**7. St Georges Day-** The working group agreed that St Georges Day had been a success this year. More stalls of a craft nature are required, and Mr T Foreman (Town Clerk) confirmed that this had been advertised. Mr R Robson requested that a fridge be hired for events. Mrs Bass (Assistant Clerk) will make enquiries.

**8. Summer Event**

Mr J Emsell confirmed the following arrangements in place for the event-  
Fun Fair  
Punch & Judy  
Dog Show

Petting Zoo  
Hot Car Show

Mrs F Bass confirmed 13 bookings for the Hot Car and 8 stalls. 3 local authors were also attending.

Cask Ale ordered, extra refreshments required would be purchased by office.

Straw arranged

Picnic arranged

Mrs F Bass to contact Mr D Sayer Amenities Officer to check on banners in truck from previous year. Mr Robson agreed to get prices for new banners, including one for the bar area.

a. Laundry Lane Car Park- It was **AGREED** that Mr T Foreman (Town clerk) would contact to the bowls club to advise that the car park was for public use and therefore not be solely for their users. However the Bowls club can use the gate to gain access to the Laundry Lane field and park along the boundary as long as emergency and tennis court access is maintained. The bowls club will be responsible for monitoring this.

**9. November 5<sup>th</sup> Fireworks-** It was **AGREED** to discuss this at the next meeting on 27<sup>th</sup> July.

#### **10. Christmas Lights**

a. **Yarmouth Road highway column-** Mr T Foreman discussed a quote from Amey for the renewal of the column on River Green. This needs to be replaced to enable the new Christmas lights to be strung across the Yarmouth Road. It was **AGREED** to recommend replacing the streetlight to the next Town Council meeting on 6<sup>th</sup> July 2015

#### **11. AOB**

Miss S Lawn requested that the Website be an agenda for future meetings. Mr R Robson asked that the Events and Media Working Group seek committee status through the Town Council.

Meeting Closed at 20.45

Chairman: \_\_\_\_\_