

**Thorpe St Andrew Events & Media Committee**  
**Minutes of Meeting Held on Wednesday 23 September 2015**

**1 Present** Miss S Lawn (Chairman) Mr L Reeves  
Mr R Wooden Mr G Lawton  
Mrs. J Fisher  
Mr T Foreman (Town Clerk) Mrs. F Bass (Assistant Clerk)

**Apologies for absence**

Mr R Robson Mr T Barber  
Mr J Emsell Mr J Ward  
Mr N Shaw

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

**3. Minutes of meeting held 15 July 2015**

The minutes of the meeting held on the 15 July 2015 were agreed and signed as a true record.

**4. Payments and Receipts.** Miss Lawn requested for the next meeting details of the income and receipts for the last 3 years events for comparison. It was felt that several payments made this year were considerably higher than in previous years, generation a minus income.

Miss S Lawn requested an events account breakdown for next meeting 30.11.15

**5 Thorpe St Andrew Newsletter**

**a Agreeing Publication timescales-** It was confirmed that the newsletter is coming along well, and will be ready for proof reading by Mrs. J Fisher w/c 28.9.15 as planned. Mr T Foreman and Mrs F Bass to continue with newsletter.

**b Designating delivery areas-** Miss S Lawn confirmed that the east of the area was completed but required assistance to complete the western side of the town. This is to be completed and on the agenda for the next full town council meeting on 5<sup>th</sup> October.

**a. Printing costs-** The committee discussed the 3 quotes for newsletter printing services. It was proposed by Miss S Lawn, seconded by Mr L Reeves and on a show of hands with all in favour **RESOLVED** to appoint company A for the printing at a cost of £593.00 on 115gsm gloss paper. Miss Lawn confirmed that she had seen the quality of the paper and was satisfied it would be the best choice. Company A was Colour Print, a local company previously used to supply postcards to the Town Council. Mr T Foreman and Mrs F Bass to contact the company to confirm details.

**6. Fireworks**

**a Cost of corporate stalls-** Costs of the corporate stalls was agreed at 10%

of the profit made on the day. New forms would be sent to this effect, with request that payment is made on the day of the event.

Mrs F Bass to restructure booking forms for businesses stating 10% of profit to be paid on the day, contact all food outlets with new business booking forms and discuss new food companies with Mr J Emsell

**b. Update on current stalls** booked stalls are as follows: Proper Pizza Company, BBQ from Claridge, Donuts, chestnuts, coffee, waffles and twisted crisps.

**c. Logistics-** all Councilors to be contacted re their availability to help on the day. Mr J Emsell to be asked to provide list of Rotary volunteers for contacting and the 15<sup>th</sup> Norwich Air Scouts group to be contacted again following an email offering their services. It was AGREED for Mrs F Bass to contact all Councilors and scouts to ascertain their availability for 5<sup>th</sup> November fireworks.

**d. Responsibilities** – to be allocated once number of volunteers are established

## **7. Christmas Lights-**

**a. Reindeer and Christmas tree-** Mr T Foreman to explore possible offer of a Christmas tree. Mrs F Bass to contact Melsop Farms with regard to reindeer.

**b. Stalls-** Mrs. F Bass confirmed 8 stalls paid for to date.

**c. Logistics-**will be discussed at the next Events and Media Committee

**8. Christmas cards.** It was considered that no suitable picture was available for this year's cards. Mrs. J Fisher suggested that some photographs are taken this year and start a portfolio of relevant images for future cards. It was AGREED that no card would be produced this year, and that the office would continue to sell previous years cards at a reduced cost.

**9. Website.** Mr T Foreman presented an example for consideration of the new website layout. The Committee discussed the proposed layouts and AGREED that a best practice format influenced by the websites of 'Gov.uk' and 'Kent County Council' would be used. Progress for this was delegated to Mr T Foreman

Date of next meeting 18<sup>th</sup> November 2015 at Morse 7.30

With no other business the meeting concluded 9.35pm

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

Date \_\_\_\_\_