

**Thorpe St Andrew Events & Media Committee
Minutes of Meeting Held on Wednesday 13th July 2016**

1 Present Miss S Lawn (Chairman) Mr J Emsell
Mrs. J Fisher
Mr L Reeves
Mr G Lawton

Apologies for absence

Mr J Ward & Mr R Robson.

In attendance

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

2.Declarations of Interest- None.

3. Minutes of meeting held 17th May 2016.

The minutes of the meeting held on the 17 May 2016 were agreed and signed as a true record.

4. River Green Picnic Review

It was agreed that the picnic attendance was a disappointment, and not advertised enough.

5. Choices for “Made in Thorpe”

Mr T Forman, Town Clerk distributed a trifold leaflet designed for the businesses in Thorpe St Andrew detailing the options for future support and sponsorship. It was decided-

*To progress with leaflet that would be sent to all businesses in area. To be printed locally.

*To create a “Made in Thorpe” directory- also to be on website- small fee to be charged

*To include a voucher/form to show interest

*Still consider event in September if interest dictates

*Small businesses and startups included free in directory

*Enclose pictures from events

Baskets and displays on River Green are a major feature of the proposed sponsorship scheme.

New Holestar (wrap around) baskets were considered to replace existing hanging baskets on River Green. As new lamp posts are to be in place later in the year, the wrap around baskets would fit neatly around the post.

Mrs Bass provided information as to costs and it was **AGREED** to recommend to Finance & Staff the purchase of these at £1,839.00. We would then look at requesting a price to be filled by Moulton Nurseries in Acle. At present we

spend £936.00 a year to hire the baskets for approx. 5months. By buying outright, we have the option of re-filling with winter plants or removing till the summer. It was suggested that as a long term venture we could possibly look into growing our own plants.

6.Fireworks Tenders

Mr T Foreman confirmed that he had received the first tender back for the November 5th Fireworks display, and hoped for some more entries prior to closing date 15.7.16.

Mrs F Bass Deputy Clerk distributed a check list of completed tasks for both Fireworks and Christmas lights. It was confirmed that Pound Lane would be closed this year for fireworks night on 5th November, from the school parking entrance to Booty road entrance. Mr T Foreman has applied for the road closure and informed First Bus Company.

*Action point- to contact Mr Buck at the school re parking arrangements. (FB)

*Action point- Mr J Emsell to arrange site meeting with Mr C Wall re PA system.

7. Newsletter and Delivery

Mrs. F Bass confirmed that Mr I Whitbread had requested a road list to check against his existing delivery route. It was agreed that the newsletter needs to be delivered by Oct 21st to give residents notice of the fireworks event. All articles therefore need to be at the office by 10th September for inclusion.

8.Christmas Event

Mrs Bass gave prices for the purchase of a Christmas tree this year. It was agreed that we should consider planting a with roots tree that would continue to grow for future years.

Action point- Mr D Sayer & Mr T Foreman to visit Bartram's and obtain prices

Action point- Mrs F Bass to register on Stall Finder

Action Point- to obtain written confirmation of- donkey booking/ St Johns ambulance.

AOB

Mr G Lawton advised that the Vine Yard Church summer event was on Sunday 25 September 1.00pm to 4.00pm at the high school. This is a free event, and Mr Lawton will supply the office with posters for distribution.

Date of next meetings

Events 22.8.16 Roxley Hall

Finance & Staff 25.7.16

Town Council 1.8.16

Plans 8.8.16

Meeting closed at. 8.45pm

Signed _____ (Chair) Date _____