

**Thorpe St Andrew Events & Media Committee
Minutes of Meeting Held on Monday 26 September 2016**

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

Apologies for absence

Mr R Robson & Mr N Shaw

In attendance

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

2.Declarations of Interest- None.

3. Minutes of meeting held 22nd August 2016.

The minutes of the meeting held on the 22nd August 2016 were agreed and signed as a true record.

4.Public Session- None

5.Fireworks- Arrangements for the day were discussed. It was agreed that 11.00am would be early enough to start setting up. Mrs. F Bass confirmed that all but 3 councilors had confirmed their availability for the day. She also confirmed volunteers from-

The Rotary

Nathan Shoestring in conjunction with school project for Air Ambulance.

(recommend running car park as associated with the school)

Scouts group- it was agreed that we need "duties" for the scouts

David Foreman (count money) and Sandra Foreman

Stephen & Ulla Freeman-Pannett (count money)

Rotary Jean (count money)

A/P Mrs. Bass to talk to Nathan and obtains names of volunteers

A/P Mrs Bass to contact Simon Tubby for names and number of volunteer scouts.

Mrs Bass confirmed food stalls booked as following- Claridges, Proper Pizza Co, Spudnik, Twisted Crisps. Fat Cat & Tap, Catros (and Ronaldos to confirm)

It was **AGREED** to hire 4 porto loos from Keyloos for the evening at a cost of £360.00 inc vat. This is to include 1 disabled toilet. (This is due to the extensive cleaning that had to take place in the Pavilion last year due to excessive rain, and use of the toilets) The sighting of these to be decided at later date, taking into consideration the need for lighting and the proximity to food etc.

It was agreed that as the new PA system has not been purchased that Pegases would again do the sound.

A/P Mrs Bass to write to Peter re this will be last time we will require him as we should have our own system for Christmas.

Float- it was concerned that there was insufficient change last year so float to be £1500.00 rather than £1000.00. Split to be arranged with RFO.

Gates agreed as before with extra lighting

Signs needed for toilets and parking. Also if donation for parking required

Mr T Foreman confirmed enough florescent jackets and lights from last year.

Consideration to hiring another generator and lights.

6 Christmas lights- limited discussion

Consideration to moving the staging. Lighting the ferry for FC, using church Miss Lawn confirmed that next year the council would be purchasing a holly tree to be planted on River Green, and used in the future for the Christmas tree. It was also confirmed that 2 new bells and robin motifs had been purchased for the River Green

7 Made in Thorpe. Mr T Foreman presented finished leaflet. Miss S Lawn requested extra blue header to have continuity all across leaflet. Mr Foreman confirmed they will be delivered to all residents, to capture small home and cottage businesses. Leaflets will also be delivered separately to approx. 107 business premises.

Mr L Reeves stated he already had several business's interested in having a sponsorship banner on display at fireworks and future events.

Mr T Foreman proposed that the council consider an advert in the new EDP booklet going out to all youngsters starting school this year. The cost was £250.00 for a half page. It was AGREED that we would promote the fireworks night event with a strapline mentioning the Christmas lights switch on.

A/P Mr Foreman to arrange advert

8. Christmas card 2016- it was requested for a range of photographs for the Christmas card be presented to the Town Council meeting in October.

AOB- none

Date of next meetings

Events 24.10.26 Roxley Hall

Town Council 3.10.16

Plans 10.10.16

Finance & Staff 17.10.16

Meeting closed at 21.30

Signed _____ (Chair)