

**MINUTES FROM MEETING OF FIREWORKS COMMITTEE
HELD AT 7pm ON 02 MARCH 2020**

Present: Committee Chairman Pat West (CTC & VEO),
Tim Adams (CTC)
Mike Bossingham (CTC)
Richard Leeds (CTC)
Ben Richards (VEO)
David Roberts (CTC & VEO)
Peter Burrows (VEO)
PC Mezzetti (Cromer Police)
Janet Warner (Deputy Town Clerk)

1. Minutes of the meetings held on 23 January 2020

The minutes of the meetings held on 23 January 2020 were approved.

2. Apologies for absence:

Apologies were accepted from Paddy Bennett (CTC), Julie Chance (CTC), Roger Hill (VEO), Mary Russell (CTC), Tony Shipp (VEO), Sandra Shipp (VEO) & Will Evans (Titanium Fireworks)

3. Feedback from meeting the the Safety Advisory Group (SAG)

The Committee Chairman advised that representatives from the committee had attended a very positive meeting with the SAG, the minutes from which are awaited. Some changes have been identified to include the use of more cones to reinforce the double yellow lines in some streets and the need to deter people from bringing dogs to the event.

It was agreed to extend the disabled viewing area on Jetty Cliff and consider re-siting the street organ. It was stressed at the meeting that we have no powers of enforcement re street trading and agreed that the committee will refer all street traders to the guidance on the NNDC website. Janet will arrange to talk to the landowner who raised concern.

The SAG asked that key members of the committee undertake some e learning.

4. Updates for 2021 event – Refer spreadsheet

NNDC – It was noted that NNDC have confirmed that arrangements for use of all facilities such as the pier, car parks and toilets have been agreed as per 2020.

Car parking – It was suggested that the provision of lighting at Runton Road car park will be taken out of the EMP and TMO. Any such arrangements will be directly between NNDC and the VEO. It was noted that on the day, NNDC Officials changed the arrangements for Runton Road car park from what had been agreed in the EMP and thus took on responsibility for managing the car park. The committee will continue to provide signage and a PA system at Runton Road car park as it was felt that this had been successful.

Police – PC Mezzetti felt that the times of the police presence should be from 2pm to 10pm rather than later. This was agreed.

5. Any other business

Volunteers – It was agreed that we need to push for more volunteers asap. This includes recruiting more people onto the organising committee.

Event Management Plan – Area of overall responsibility needs to be specified and mapped.

Torchlight Procession – It was agreed to order 500 torches for the 2021 event. It was noted that these are supplied by the VEO and they receive the income from their sales.

- 6. Date of next meeting** – Tues 22 September at 7pm (Committee only)
Tues 13 October at 7pm (Larger meeting)

ACTION REQUIRED	Contact	Who dealing	
Quote & arrangements for Display	Titanium	Will Evans	5 year contract
Street Collection Licence	NNDC	Janet	Apply for licence.
Bucket Collectors	Write to prev collectors	Janet	Await further info re NFC Chips and card readers. Invite to next meeting.
Bucket collecting Morrisons	NY Eve and NY Day	Janet	Booked for 2020/21.
Buckets & Badges	Produce ID badges	Janet	Use as per 2020.
Pier Access & Lighting etc	NNDC Karl Read	Janet	Consent received.
Pier Theatre	NNDC Karl Read	Janet	No need to use pier theatre. Ask NNDC to ensure alarms disabled and lights off.
Car parks - NNDC	NNDC Karl Read	Janet	Consent received.
Car parks - businesses		Janet	Contact businesses in the autumn.
Traffic Management		Pat/Tim/Richard/Janet	Arrangements as per 2020. Police involvement will be managed locally. Remove from TMO.
Event Management & Risk Assessment		Pat/Tim/Richard/Janet/Tony/Hubba	Reviewed with SAG with minor amendments.
Public Toilets to be open	NNDC - Karl Read	Janet	Consent received.
Publicity - Posters/Press/Radio		Jim / Janet	Arrange in the autumn.
Advertising banners		Jim / Hubba	Pop up banner for use at events to be ordered.
Permission to use Church	Church Office	Janet	Invite a rep from the Church to the committee
Refreshments in Church	Church Office	Janet	Invite a rep from the Church to the committee
Entertainment in Church		Janet	Powerpoint to be produced and music on sound system
Church Bells	Bellringers	Janet	Janet to contact to thank and invite to Oct meeting
Museum Grounds elec supply	Cromer Museum	Janet	Contact new curator to check arrangements for 2020
Gazebo		Pat / Ben	VEO to loan gazebo
Mulled Wine Licence		Pat	Pat to apply for licence
Mulled Wine		Jill/Christine	Arrange via Jim.
Merchandise / Torchlight	VEO	Tony Shipp / Hubba	Hubba to source 500 LED torches. Proceeds to VEO. Capacity for more on slopes.
Tables / Barriers / Sandbags	VEO	Ben	Arrange in autumn.
Fun Run	NNBR	Janet	Janet to contact to thank and invite to Oct meeting
St John	St John Ambulance	Janet	Janet to contact to thank and invite to Oct meeting
RNLI	RNLI	Janet	Janet to contact to thank and invite to Oct meeting
Police	Cromer Police	Janet	Comments noted in minutes
Fire Brigade	Fire Brigade	Janet	Not at meeting. Invite to next meeting.
PA System	Sounds of Norfolk PA	Richard Earl	Booked for pier forecourt and Runton Road car park
Insurance		Janet	Insured by CTC. Send EMP when complete.
Competition		Janet	2020 winner and runner up notified. To be announced on 18 March.
Sponsors of photo comp	Titanium	Will Evans	Titanium are contacting the 2020 winner.
Invite local celebrity to start fireworks		Janet	Confidential on a need to know basis.
Banking arrangements		Julie	