**MINUTES OF A MEETING OF THE SPECIAL PROJECTS COMMITTEE**

**Held on Wednesday 6th April 2016**

**Present:** Councillor Mrs E Blezard – Chairman

 Councillor Mrs HW Jones

 Councillor Mrs P Mayne

 Councillor Mrs A Moran

Councillor Mrs C Moran

 Councillor B Smith

 Councillor K Wilson

 Mrs M Vickers

 Mr M Walker

 Councillor FD Jones

**128. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

Members’ apologies for their inability to attend were recorded in the apology book.

**129. Declarations of Interest**

Members were reminded of the requirement to declare an interest on any item in which they had an interest.

There were no declarations made.

**130. Public Bodies (Admission to Meetings) Act 1960**

There were no items of a confidential nature from which the public and press were required to be excluded.

**131. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 5th March 2016 (Minute Numbers 116-127; Pages 64-69) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C Moran/ Seconded by Councillor Mrs HW Jones)

**132. Review of Commonwealth Day**

The Admin Manager asked members for their comments on the Commonwealth Day Flag Raising and Coffee Morning event. Members felt that the event had been successful with more people attending and more money being raised for the chosen charities than the previous year.

Members said they would like to go ahead with the event again in 2017 but suggested that a microphone is definitely required for the speeches outdoors.

RESOLVED that:-

1. the report be received;
2. Mrs Mary Vickers be thanked for her generous donation of cakes and buns; and
3. the event go ahead again in 2017.

**133. HM the Queen’s 90th Birthday**

The Admin Manager gave members a full update on the Queen’s 90th Birthday event which was due to be held at All Saints Parish Church on Thursday 21st April.

RESOLVED that:-

1. the report be received; and
2. the whole event be reviewed at the next meeting.

**134. Family Fun Day**

The Admin Manager updated members on arrangements for the
Family Fun Day which was due to be held in Normanton Town Centre on Saturday 18th June from 11.00am until 2.00pm.

Normanton Sports Acro had confirmed they would take part and responses were still awaited from Brady School of Irish Dance, Black Widow Taekwondo, various bands and Free Spirits Cheerleading Troupe.

A quote had been received to provide free face painting for children at a cost of £100 per face painter for 3 hours.

Anne Moran had confirmed she would like to be involved in the event and Councillor Josie Farrar confirmed that Butterflies New Beginnings would be involved in some way.

The Admin Manager had put together some quotes for members to consider for the purchase of three road closed signs to be used at this event and other events that the Town Council organised.

RESOLVED that:-

1. the report be received;
2. two face painters be booked to provide free face painting for children for the duration of the event at a total cost of £200;
3. the purchase of three road closed signs be agreed in principle and the Chairman and Vice-Chairman be authorised to give approval once further information was received; and
4. a further update be brought to the next meeting.

**135. Party @ Haw Hill Park**

The Admin Manager gave members an update on the Party @ Haw
Hill Park which was due to be held on Saturday 9th July. Four artists were now confirmed Lauren Murray, Jake Quickenden, Chico and Charley Monroe. There was a possibility of adding Kiera Weathers who appeared on X Factor 2015 and maybe a couple of The Voice finalists to complete the line-up but nothing was certain until after the final of The Voice.

RESOLVED that:-

1. the report be received; and
2. a further report be brought to the next meeting.

**136. Gala**

The Admin Manager gave a verbal update on arrangements for the
Gala Weekend. The dance troupes would be providing an opening display in the main arena on Gala Day and Normanton Sports Acro had also agreed to perform a main arena display. The Admin Manager asked members to consider whether they wished to book an additional attraction for the main arena to fill out the timetable.

The Admin Manager reminded members that they still needed to make a decision on who they wanted to lead the Carnival Parade. The two local marching bands that had been contacted felt the parade was too long for them and had therefore declined to provide quotes. Members discussed this in detail and also talked about the parade start point and traffic management.

The Admin Manager asked members to consider a quote from Odin Events for the provision of zorb balls which would be free for the public to use on Gala Day. As the Town Council had already booked the cave experience with this company they were offering a 20% discount on the zorbs.

Councillor Mrs C Moran asked about organising a competition for the local schoolchildren to design the cover for the gala programme and also asked if the shop window competition could be held during the gala period.

RESOLVED that:-

1. the report be received;
2. another act be looked into for the main arena;
3. Crofton Silver Band be approached regarding the parade and/or a performance in the arena;
4. if a band cannot be sourced to lead the parade then one of the dance troupes be asked to lead;
5. the zorb balls be booked with Odin Events in the sum of £560;
6. the admin manager organise a competition for local school children to design a cover for the gala programme with the winner receiving a prize; and
7. the admin manager organise a shop window competition to run during the gala period.

**137. Halloween Event**

The Admin Manager asked members to consider where the
Halloween event could be held in 2016 as the Town Hall simply wasn’t big enough to accommodate the amount of people who turned up in 2015.

Ian Jefferson would be able to provide a sound system and present at the event if required once a venue and format was decided on. Chris Walton from Fearmasters had confirmed that he and the Scaregrounds were interested in getting involved again.

The dance troupes had expressed an interest in performing a Thriller type dance routine at the event and this could be discussed further as arrangements progressed.

RESOLVED that:-

1. the report be received;
2. the Chairman look at alternative venues for the Halloween event prior to the next meeting; and
3. the event be discussed further once a venue is confirmed.

**138. Updates on Other Events**

(a) Switch On of Christmas Lights

Members asked the Admin Manager to defer this item to the next meeting.

(b) Children’s Christmas Parties

The Admin Manager reminded members that a new venue was
required for the Children’s Christmas Parties and asked for any suggestions. Members discussed this and felt that the Canon O’Grady Hall might be a suitable venue.

The Admin Manager also asked members to consider quotes for magic shows and entertainment for both parties.

RESOLVED that:-

1. the Chairman and Admin Manager look into the possibility of using Canon O’Grady Hall for the Children’s Christmas Parties; and
2. Josh Benson be booked to provide magic shows, games, discos and 2 Frozen characters at a cost of £360 for both Children’s Christmas Parties.

**139. Date and Time of Next Meeting**

RESOLVED that the next meeting be held on Wednesday 4th May at 11.00am.

In the absence of any further business the Chairman thanked everyone for their attendance and closed the meeting.