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

**Held on Wednesday 8th February 2017**

**Present:** Councillor Mrs E Blezard (Chairman)

 Councillor S Hudson

Councillor FD Jones

 Councillor Mrs P Mayne

 Councillor Mrs A Moran

 Councillor Mrs C Moran

 Councillor B Smith

 Councillor A Wassell

 Councillor K Wilson

 Mrs M Vickers

**91. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**92. Declarations of Interest**

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

The following declaration was made.

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| --- | --- | --- |
| Councillor Mrs Alexandra Moran | Pecuniary Interest | Item 5 – Catering Policy and Item 8 – Gala |

**93. 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.

**94. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 11th January 2017 (Minute Numbers 77-90; Pages 37-44) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C Moran/ Seconded by Councillor B Smith)

**95. Catering Policy**

A draft catering policy had been prepared by the Town Clerk and circulated to members with the agenda for their consideration.

Members discussed the policy in detail and made one slight amendment before giving approval.

RESOLVED that:-

1. the report be received; and
2. the catering policy be approved and adopted subject to the following amendment:

Party @ Haw Hill Park

Ice Cream – change to two

**96. Mayor Making**

The Admin Manager had provided a written report for members on arrangements for the annual Mayor Making event and circulated an updated guest list for their consideration at the meeting.

Members discussed the menu options, guest list and entertainment in detail before giving final approval.

RESOLVED that:-

1. the report be received;
2. the amended guest list be approved;
3. Johnny Mack be booked to provide entertainment at a fee of £150; and
4. the menu choices detailed below be approved:

Starters

Cream of Tomato Soup

Garlic Mushrooms

Prawn Cocktail

Mains

Roast Beef and Yorkshire Pudding

Chicken Breast in White Wine & Mushroom Sauce

Salmon Champagne

Vegetable Lasagne

Desserts

Apple & Rhubarb Crumble with Ice Cream

Sticky Toffee Pudding with Custard

Sherry Trifle

**97. Party @ Haw Hill Park**

The Admin Manager had provided a written report updating members on arrangements for the Party @ Haw Hill Park and asking for consideration on various quotes.

Members discussed the various acts and fees that had been put forward and also suggested a local artist who might be interested in performing.

RESOLVED that:-

1. the report be received;
2. Bruvvas Blue be booked to host and perform at a fee of £350;
3. GS Toilet Hire be booked to provide 6 portable toilets and 1 disabled access toilet at a fee of £390;
4. St John Ambulance be booked to provide first aid cover at a fee of £253.80;
5. Media Events Ltd be booked to provide security and stewarding for the event at a fee of £978.73;
6. Jade Scott be booked to perform at a fee of £300;
7. a decision on Caitlyn Vanbeck be deferred to the next meeting; and
8. Samantha Atkinson be turned down due to her fee being too high.

**98. Gala**

The Admin Manager had provided members with a report updating them on arrangements for the Gala Weekend and asking them to consider the booking fees and various quotes for the event.

The Admin Manager informed members that the Army had confirmed their involvement on Gala Day and they would once again provide the climbing wall and paintball range in the tennis courts area.

The Admin Manager also informed members that a response had been received from West Yorkshire Police Protective Services confirming that their Special Ops team would attend with vehicles and equipment for a static display and also the Fireside K-9 Charity would like to have a stall and possibly bring some dogs on Gala Day.

A response was still awaited from the Army Cadet Band in relation to leading the Carnival Parade despite two emails being sent and it was agreed that this would be chased up a final time before other options were considered.

RESOLVED that:-

1. the stall charges for 2017 remain the same as in 2016;
2. the gala programme advert prices remain the same as in 2016;
3. the Gala Charity Appeal go ahead again in 2017 at £10 per message;
4. Normanton Sports Acro be booked to provide a main arena display on Gala Day and a donation of £150 be given to the club for their performance;
5. the Carnival Parade entrants receive £100 for articulated lorries and £50 for all other entries including cars, dance troupes, walking floats;
6. HG1 Communications Ltd be booked to provide the stage and sound system for Gala Weekend at a fee of £1,700;
7. GS Toilet Hire be booked to provide portable toilets for the Gala Weekend, parade start point and free funfair at a total cost of £840;
8. the Mayor run the car boot sale in 2017 with all proceeds going to the Mayor’s Charity Fund;
9. the Classic Car Display go ahead on Gala Sunday and a limit of 20 vehicles be accepted;
10. the dance displays on Gala Sunday run from 10.30am and each troupe be given a donation of £50; and
11. the Army Cadet Band be chased again for a response on leading the Carnival Parade.

**99. Horticultural Show**

The Admin Manager informed members that she, along with the Town Clerk and Chairman, had visited Normanton Junior Academy with a view to using it as a new venue for the Horticultural Show. A visit to Freeston Academy Sports Hall had also previously been undertaken to look at their facilities.

Members discussed the size, suitability and price of each venue in detail before making a decision.

RESOLVED that:-

1. the report be received; and
2. Normanton Junior Academy be booked as the new venue for the 2017 Horticultural Show.

**100. Updates on Other Events**

 (a) Remembrance Sunday

Members were asked to give consideration to a quote from HG1 Communications Ltd for the sound system for the Remembrance Sunday Services.

RESOLVED that HG1 Communications Ltd be booked to provide the sound system for the Remembrance Sunday Services at a fee of £210.

 (b) Christmas Lights Switch On

Members were also asked to give consideration to a quote from
HG1 Communications Ltd for the sound system for the Christmas Lights Switch On.

RESOLVED that HG1 Communications Ltd be booked to provide the sound system and staging for the Christmas Lights Switch On at a fee of £250.

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

RESOLVED that the next meeting be held on Wednesday 1st March 2017 at 11.00am.

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