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

**Held on Wednesday 11th April 2018 at 11:00am**

**In the Conference Room at Normanton Town Hall**

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

Councillor F.D. Jones

Councillor Mrs H.W. Jones (Vice-Chairman)

Councillor Mrs P. Mayne

 Councillor Mrs M. Vickers

Councillor Mrs C. Moran, BEM (Present from Minute 116 onwards)

**111. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**112. Declarations of Interest**

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

No declarations were made.

**113. 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.

**114. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 14th March 2018 (Minute Numbers 100-110; Pages 50-55) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor F.D. Jones)

**115. Town Clerk’s Report**

The Town Clerk provided an update on actions taken since the previous meeting.

RESOLVED that the report be received, the contents noted and that:

1. The committee’s thanks to the Town Clerk for her work be placed on record.

**116. Events 2018**

The Town Clerk gave a brief introduction of the report set out before opening the discussion to members.

Easter Colouring Competition

It was explained that there were no entries from St John the Baptist Catholic Primary School this year and that one school didn’t hand out some of their forms until after the closing date. It was also noted that The Freeston Academy’s uptake was low.

It was suggested that making forms available to the public via social media and businesses could improve the entry numbers next year.

Members agreed that the Easter competition was to continue in 2019 and discussed the issues in detail to come to a decision on how to proceed.

Thanks were given to Councillor Mrs E. Blezard for securing the sponsorship of Sainsburys which resulted in a 100% saving in the 2017/18 budget.

RESOLVED that the report be received, the contents noted and that:

1. The Easter Colouring Competition continue in 2019 with entry forms also being made available online; and
2. Contact be made with St John the Baptist Catholic Primary School and The Freeston Academy to discuss ways of boosting entries.

Mayor Making

It was reported that the Admin Manager had secured the booking of the DJ and disco.

Members discussed the provision of drinks for visiting Civic Dignitories.

RESOLVED that the report be received, the contents noted and that:

1. Two bottles of red wine and two bottles of white wine continue to be provided for civic guests only; and
2. The budget be reviewed in line with price increases for 2019.

Civic Sunday

Members discussed the arrangements for Civic Sunday and suggested there was no need for additional advertising.

Councillor F.D. Jones requested permission to invite the Buglers to play for half an hour before refreshments are served. Councillor Jones confirmed he would provide payment for this.

RESOLVED that the report be received, the contents noted and that:

1. Civic Sunday to be advertised through personal invitations and social media only; and
2. Councillor Denton Jones be given approval to book the Buglers at his own cost

Band Concerts

The Town Clerk reported that it had now been confirmed Haw Hill Bowling Club and The Well Project were available for both concert days.

It was reported that casual staff were available for the transporting of chairs.

RESOLVED that the report be received, the contents noted and that:

1. A discussion be held with Haw Hill Bowling Club and The Well Project regarding who will open up on which day; and
2. Posters would be sent out to businesses in May.

Party @ Haw Hill Park

Members considered a quote from Andy Penfold for his Simon Cowell look-a-like. Members agreed that he was a hit in 2017 but budget constraints meant that this could not be provided this year.

The Town Clerk suggested the Committee move away from providing accommodation due to potential issues regarding bookings and damages.

Members discussed the transportation of acts and it was suggested quotes be brought to the next meeting.

Members considered advertising and agreed to use posters and social media only and that no flyers be sent out due to the cost implications.

The Town Clerk suggested that the committee consider providing lost child wristbands this year. These would be plain white with a space for the parent/carer to write their contact number on. They would be inexpensive and optional to the parent/carer. All other lost child practices would remain in place.

RESOLVED that the report be received, the contents noted and that:

1. The quote from Andy Penfold be declined for this year;
2. All acts are to provide their own accommodation if needed from their booking fee.
3. Quotes be obtained for transport;
4. The event be advertised through social media and posters only; and
5. Lost child wristbands to be purchased.

Free Funfair

The Health and Safety officer at WMDC suggested that, to simplify the risk assessment, schools should book their own transport. Members were in agreement that this would help with the health and safety issues raised. It was suggested that the Council could still donate towards the costs of the bus hire.

Councillor Mrs M. Vickers suggested that the children of TLG be invited to the free funfair.

RESOLVED that the report be received, the contents noted, and that:

1. Schools will be responsible for booking their own transport;
2. The Council will make a donation towards the cost of buses; and
3. TLG be added to the invitation list.

Gala Day & Gala Sunday

Members considered an offer from a young vocalist, Channy Music, to perform at the Gala fireworks.

It was agreed by all committee members that the Gala programme cover competition go ahead again in 2018.

Members discussed the budget for the fireworks and it was felt that fuse provide excellent display.

Councillor F.D. Jones confirmed he would like to go ahead with the Mayors Bowls this year. The 11th of September was provisionally confirmed.

RESOLVED that the report be received, the contents noted and that:

1. The Gala Bowls competition be organised with the bowling club;
2. The female vocalist, Channy Music, be booked at the cost of £100;
3. The Gala programme cover competition be circulated to schools; and
4. The budget for the fireworks display be set at £4,000.

Horticultural Show

It was reported that one of the judges had had to cancel due to a prior engagement on the day, but had offered to try to find us an alternate judge.

It was reported that the event may go over budget due to hall hire and table hire costs this year. The budget would be reviewed for 2019.

Members commented that the layout of the fundraising stalls was difficult last year as people moved on too quickly to avoid blocking the doors. It was suggested that this was to be looked into later in the year.

RESOLVED that the report be received, the contents noted and that:

1. Enquiries be made into replacing the A N Other judge.

Local Democracy Visits

Members discussed the Local Democracy Week visits and suggested offering an open invite.

It was agreed that it should not be completely open ended and the months October and November were confirmed as the best times for the visits.

RESOLVED that the report be received, the contents noted and that:

1. The Local Democracy Week Visits be trialled as an open invitation throughout the months of October and November.

Halloween Event

Members discussed keeping the Halloween event in the same format as 2017. It was suggested that the walkthrough could stay open longer, but this would cause problems with staffing and FearMasters Entertainment’s availability.

The walkthrough would be followed by trick or treating in the High Street and the fancy dress competition in the Market place.

The Chairman requested we seek a donation of sweets from one of the businesses.

RESOLVED that the report be received, the contents noted and that:

1. The event format stays the same as in previous years with a spooky walkthrough in the town hall, trick or treating in the High Street and finishing with the fancy dress competition.

Remembrance Sunday

The Town Clerk gave a quick update on work to be done in the office in the coming months.

RESOLVED that the report be received and the contents noted.

Christmas Lights Switch On

Members discussed bringing Santa’s Grotto into the conference room. There was concern about the large table but it was suggested that this should be incorporated into the design of the room.

Members had a brief discussion on the possible layout of Santa’s Grotto and the queues, and recognised some minor issues that would need to be looked into, including the queueing in reception and keeping the escape routes clear.

RESOLVED that the report be received, the contents noted and that the event be discussed in more detail at the next meeting.

Children’s Christmas Parties

Members discussed the availability of the magicians and agreed that Truffles be booked again for this year’s Christmas parties, with the committee to look into extra party games that the Town Council can provide later in the year. Delegated authority to book the magician was given to the Town Clerk in consultation with the Chairman.

Members suggested using the same person for Santa Clause and it was noted that Arnold Newton will be contacted in due course.

RESOLVED that the report be received, the contents noted and that:

1. Truffles the magician is to be booked for 2018’s children’s Christmas parties subject to the costs being in line with the budget.

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

RESOLVED that the next meeting will be held on Wednesday 9th May at 11:00am.

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