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

**Held on Wednesday 6th June 2018 at 1:00pm**

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

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

Councillor Mrs P. Mayne

Councillor Mrs C. Moran, BEM

 Councillor Mrs M. Vickers

Councillor A. Wassell

Councillor K. Wilson

Councillor Mrs A. Wood

**Councillors Absent:** Councillor D. Appleyard, Councillor R. Best, Councillor Miss J. Farrar, Councillor S. Hudson, Councillor Mrs H.W. Jones, Councillor Mrs A. Moran, Councillor B. Smith

**1. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**2. Declarations of Interest**

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

Councillors Blezard, Mayne, Moran and Vickers declared a non-pecuniary interest in the item relating to the Gala Programme as they were all members of the Alice Bacon Memorial Trust.

**3. 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.

**4. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 11th April 2018 (Minute Numbers 111-117; Pages 56-63) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs C. Moran, BEM)

Members requested a list of dates and times of future meetings.

**5. Events Update 2018**

The Town Clerk circulated a report on the events in 2018 with a number of decisions to be made by the Committee.

Easter Competition

The two schools with low entries would like to continue.

Mayor Making

The event went well with no complaints about food or service. The room layout needs to be altered for 2019 to ensure that everyone can see.

Wine on the Civic tables will not be ordered and instead the Mayor should purchase drinks on his tab if required. The cost of the event came in £148.82 under budget.

Civic Sunday

Councillor Mrs E. Blezard volunteered to assist with the bar. Councillors or volunteers will be asked to deal with washing up and collecting plates rather than having a member of staff on duty.

Catering was discussed and the ‘Ruby’ buffet for 50 would be ordered with Pork Pie, Pizza and Scotch Egg. Event staffing was discussed and approved.

Summer Band Concerts

An update was provided for the event and there were no issues of concern.

Event staffing was discussed and approved.

Party @ Haw Hill Park

An update was provided for the event and event staffing was discussed and approved.

* Transportation quotes were provided and members were informed that a significantly cheaper quote had been obtained from Talk of the Town for the Party Bus. The Town Clerk in consultation with the Chairman had secured the booking prior to the meeting and members were satisfied with the action taken.
* The event security cost had increased slightly by £89.00 due to insurance costs but this was still in line with the second cheapest quote.
* Councillors wished to continue with the green room at the Town Hall and a rota would be drawn up.
* Soft Drinks and refreshments to the value of £100.00 would be provided in accordance with the budget.
* A request from ‘Simon Sez’ to undertake a small performance during the event was agreed in principal with further discussions required to arrange the details.
* A request from a young local singer ‘Erin’ be declined for this event but a more suitable event would be offered after discussions with parents.
* A request from a young local singer ‘Molly’ be agreed provided that the performance is at 3.30pm and that no payment is required.
* Councillor Mrs M. Vickers offered to speak to the Iron Monger about displaying a poster on his notice board near the Crossroads.
* The budget savings for the event to date were £1,652.16.

Free Funfair

An update was provided and event staffing was discussed and approved.

Gala Weekend

An update was provided for the event and event staffing was discussed and approved.

* The venue for the Talk and Slide show was discussed and it was agreed that the Parish Rooms worked well. Payment or donation of £45 was agreed.
* A donation to John Hodgkins towards his costs of £100.00 was agreed.
* A Donation to Haw Hill Park Bowling Club of £75.00 was agreed. The donation was increased to take account of the provision of refreshments at the Mayors Bowls and for the use of their electricity at other events.
* Clarification was to be sought on the Bowling Competition being open to anyone to take part.
* Fancy Dress Competition prize money agreed at £10.00 x 6.
* The quote for traffic management was discussed and awarded to Streetwise UK at £2,295.00
* The quote for stewards and security was discussed and awarded to Horizon Enterprises at £648.00
* Gala catering was discussed and it was agreed to provide the ‘Ruby’ buffet plus hot drinks and service of drinks. Final numbers for the event to be confirmed.
* The cost of the Market Stall Hire from WMDC was approved at £468.90.
* The printing of the Gala Programme was discussed and awarded to the Normanton Advertiser at a cost of £850.00 based on a 28-page black and white programme with a full colour cover.
* An update was provided on the Swimming Gala and further information was awaited from the Pool staff.
* A quote for walkabout characters ‘Rapunzel and Belle’ was discussed and approved at a cost of £100.00 from Magical Memories Entertainment.
* Additional microphones were required for the free singers that were performing at the Fireworks display – This was approved at a cost of £75.00 from HG1 Communications.
* The band to lead the Parade was confirmed at a cost of £700.00 from the Breaston Highlanders 20-piece band.
* A request for a free half page informative article from the Alice Bacon Memorial Trust was approved as a one off.
* It was suggested that contact be made with Ridings FM who previously said they could assist with advertising in the programme.
* The budget savings for the event to date were £201.47.

Horticultural Show

An update was provided and event staffing was discussed and approved.

* The quote for printing prize cards was approved at £95.00 from the Normanton Advertiser.
* Catering for the judges and guests was discussed and it was suggested that a different caterer be considered for the hot food service. It was suggested that STW should be contacted for a price to provide hot sandwiches, chunky chips, cake and coffee with serving staff.
* Members discussed the difficulties in providing tea and coffee for the public and it was suggested that a small catering unit could be placed in the car park in exchange for a small donation towards the Show.

Halloween in Normanton

Members discussed preliminary arrangements for the event.

* Prize money for the Fancy Dress Competition would be 2 x £10.00 in 5 age groups (5 and under, 6-8, 9-11, 12-15 and 16+).
* It was agreed that JP Baker School of Dance would be approached to undertake a small dance display for a donation of £50.00
* A request from the Normanton Musical Theatre Society was discussed and it was agreed that they could sing outside the Town Hall and help to entertain the queue.

Remembrance Sunday

An update was provided and members discussed the additional projects that had been suggested as part of the 100-year anniversary of WWI. It was suggested that the Town Council and the Church should focus on the church service and beacon element of the event and ensure that this part of the event is delivered to a good standard.

It was suggested that KOYLI and local museums be contacted with a view to putting on a display in the church.

Christmas Lights Switch On

Members discussed the preliminary arrangements for the Switch On.

* It was agreed that the Christmas Market would continue as in previous years.
* Entertainment was discussed and it was not felt that a singer was successful and the weather was unpredictable.
* It was agreed that Christmas Characters from Magical Memories should be provided for two hours from 3.30pm – 4.30pm and 5.30pm – 6.30pm, ideally with an Olaf or other character suited to boys and girls.
* Members suggested contacting ‘Just Josh’ for his magical elf character who went down very well in 2017.
* It was suggested that advise should be sought from Trading Standards with regard to the issue of pedlars.
* The road would be closed from 6.00am to allow the fairground to pull on to the precinct with less disruption to shoppers.

Children’s Christmas Party

Members gave preliminary consideration to the gifts and other party arrangements.

It was suggested that nice quality Christmas books should be given as the main gift with a medium selection box. This would be discussed in more depth once the stocks were available in shops.

It was not felt that Christmas Characters were required at this event.

RESOLVED that the reports be received and that all appropriate actions be taken to action the decisions made.

**6. Merchant Navy Day**

Members discussed the Merchant Navy Day but felt that it would not be possible to arrange any additional events.

RESOLVED that the ‘Red Ensign’ flag be purchased and flown on 3rd September 2018.

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

The next meeting date, Wednesday 27th June 2018 at 1.00pm, was noted.

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