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

**Held on Wednesday 8th August 2018 at 1:00pm**

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

**Present:** Councillor D. Appleyard

Councillor Ms J. Farrar

Councillor Mrs H. Jones – Vice-Chairman

Councillor Mrs A. Moran

Councillor Mrs C. Moran, BEM

Councillor Mrs M. Vickers

Councillor K. Wilson, JP

Councillor Mrs A. Wood

**Councillors Absent:** Councillor R. Best, Councillor Mrs E. Blezard, Councillor S. Hudson, Councillor Mrs P. Mayne, Councillor B. Smith, Councillor A. Wassell.

**14. Welcome and Apologies**

In the absence of the Chairman, the Vice-Chairman welcomed everyone to the meeting.

Apologies were received and reasons approved from Councillor R. Best, Councillor Mrs E. Blezard, Councillor S. Hudson, Councillor Mrs P. Mayne, Councillor B. Smith.

**15. 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.

**16. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 27th June 2018 (Minute Numbers 8-13; Pages 8-11) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor D. Appleyard / Seconded by Councillor Mrs A. Wood)

**17. Events Update 2018**

The Town Clerk circulated a written report on all events in 2018 including budgets and provided supplementary information where required.

Civic Sunday

The Civic Sunday event was held on 1st July and members felt that it had gone well and the Bugles were very well received.

In terms of the catering, there was quite a lot of food left over at the end of the event. The pizzas and scotch eggs did not go down well and there were too many crisp options which took up a lot of space on the table.

Summer Band Concerts

The first Band Concert took place on 1st July with glorious sunshine and attracted around 90 people.

Sadly, the second event on 29th July had to be cancelled due to the heavy rain that had been forecast all day.

The band would not play in rain and therefore a decision was made at around 10.30am to cancel the event.

We did have some issues with the casual staff who were unable to work on the day so there was an element of panic on the Thursday before the event in trying to find someone to move the chairs at short notice. The Town Clerk managed to secure someone to do this, but they were obviously cancelled on Sunday morning. We may need to consider widening our bank of casual staff so that we have other people to fall back on in these circumstances.

Party @ Haw Hill Park

The Party @ Haw Hill Park was held on Saturday 7th July and there had been hundreds of positive messages through Facebook and email congratulating the Council on a well organised event. The Committee thanked Donna Johnston and Helen Senior for their hard work on the day ensuring that the event went smoothly.

A decision was made to hire in a big screen to show the World Cup Quarter Final and this seemed to draw a big crowd and the England win ensured that people stayed onsite for the concert. The cost of the screen was £3,950.00. Councillor K. Wilson was concerned that not all Councillors had been informed about the big screen and it was explained that there were lots of difficulties in the lead up to the event, as well as a staffing shortage which had prevented this from being carried out as other issues took priority. Adverts were placed in the Normanton Advertiser and it had reached over 15,000 people on Facebook.

The main issues for concern were:

1. Cancellation of St Johns First Aid cover – replacement found from DRSL Medical at the same price.
2. Cancellation of litter collection – complaints due to litter after the event which was not fully cleared until Monday.
3. Some fighting after the site had been vacated.
4. Lost children caused a major issue for Donna, Helen and Security.
5. Fewer refreshments needed at the Town Hall especially fizzy drinks.
6. Additional barriers required for rear of stage.

Gala Weekend

* The programme has been sent for printing and had been delivered earlier than planned.
* Swimming Gala information – discussions with swimming pool ongoing.
* Advertising had secured £225.00.
* Gala Charity Appeal had raised £250.00.
* Dance Displays would now feature 9 paid troupes.
* Parade start point would not be able to use the football car park, so parents would need to drop off in nearby streets and walk down.
* 4 parade entries to date with the closing date pending on 10th August.
* 9 out of 30 fundraising stalls remaining.
* 4 out of 25 other stall pitches available.
* First Aid to be provided by Trinity Medical at a cost of £512.50 and the booking with St John Ambulance to be cancelled.
* The Risk Assessment for the event was approved.

Free Fun Fair

* The free funfair has attracted 114 attendees in addition to teachers and parents.
* There are two schools so far requesting support with funding for their transport and we will chase this up when the schools return in September.

Horticultural Show

* There is still no judge for the AN Other section but Mr Bancroft is still working on it for us. This section is one of the smaller groups with around 50 entries to be judged last year.
* The Risk Assessment for the event was approved.
* The provisional room layout was approved.
* Some recommendations from 2017 to be included in the 2019 schedule:
1. V10 – 4 Beetroot 3” tops 1 to be cut

The words ‘1 to be cut’ to be removed from the schedule.

1. O5 – 1 Foliage Pot Plant 4” and Under

Should be replaced with 4” and Over.

1. O15 – 1 Bloom not already listed

Should read one CUT bloom not already listed.

Talk & Slide Show

* The Risk Assessment for the event was approved.

Halloween in Normanton

* Entertainment and dancing to be held in the High Street due to it being held on Market Day.
* Power Supply for the Sound System to be arranged.
* First Aid to be provided by Trinity Medical at a cost of £100.00.

Remembrance Sunday

* The quote for traffic management was still awaited.
* First Aid to be provided by Trinity Medical – Free of Charge.
* Suggestions from the Church regarding the WWI Commemoration event were discussed, and it was agreed to keep things simple with Church Service, Beacon, Bell Ringing and Refreshments.
* The Town Council will pay for the bell ringers at £50.00.

Christmas Lights Switch On

* The Sound System to be provided by HG1 at a cost of £250.00.
* First Aid to be provided by Trinity Medical at a cost of £150.00.
* Solar Christmas Trees to be looked into for 2019.

Mayor Making 2019

* It was suggested that the provisional date for Mayor Making would be 17th May at Greywood Hall.

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

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