

NORMANTON TOWN COUNCIL
MINUTES OF A MEETING OF THE SPECIAL PROJECTS COMMITTEE
Held on Wednesday 13th October 2021 at 11.00am at Normanton Town Hall

Present: Cllr C Appleyard
Cllr D Appleyard
Cllr R Best (Part of meeting)
Cllr E Blezard – Chairman
Cllr H Jones – Vice-Chairman
Cllr F Marchant
Cllr P Mayne
Cllr K Wilson, JP

Also present: Donna Johnston – Town Clerk & RFO
Helen Senior – Admin Officer

Absent: Cllr S Hudson
Cllr P Marchant
Cllr A Moran
Cllr A Wood
Cllr W Wood

5. Apologies for Absence

RESOLVED that apologies be received, and reasons approved on behalf of Cllrs S Hudson, P Marchant, A Moran, A Wood, and W Wood.

6. Declarations of Interest

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they had an interest, in accordance with the Code of Conduct.

There were no declarations made.

7. Minutes

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 4th August 2021 (Minute Numbers 1-4; Pages 1-2) be received and the contents contained therein be approved.

The minutes were then signed by the Chairman.

8. Review of Events

Members were asked to review the three events which had been held during September and the following comments were made:

Normanton Gala Weekend

- The event was very well attended by the public.
- There were fewer stalls which worked well and gave more space to walk around.
- The fairground spread out further to fill in an empty gap and paid an additional amount for the area they used.
- The parade was reasonably well attended.
- Some members of the public at Altofts and Whitwood were verbally abusive to the staff and drove around the roadblock despite being advised that the road was closed.
- A local bus company raised concerns about disruption and was advised to write to the committee.
- A member of the events team should be positioned at Express Way to direct drivers.
- A few dance troupes gave incorrect instructions to parents which caused difficulties. They would be reminded of the procedure next time.
- The fireworks were well attended but Councillors did not feel that the additional expenditure was worthwhile.
- Gala Sunday was well attended with people staying much longer than normal.
- The Car Boot sale had around 60 vehicles with a third booking and paying in advance.
- Card payments and electronic receipts for the car boot sale were well received.
- Some people felt that the terms and conditions for the car boot sale were too strict, however it was reported that many were already set out in the licence for the car boot sale by WMDC.
- The police confirmed there were no calls for service relating to ASB at the Gala or fairground.
- There was concern that people had set up to have picnics in gaps between stalls and stall holders were concerned for their security.
- The Kebab stall was a health and safety concern due to their grill being accessible to the public and the smoke which impacted on the event. It was further reported that they had left their equipment overnight without permission and disrupted the car boot sale the following day. It was agreed that this company would not be invited back in the future.

- It was suggested that a one-way system may be beneficial for Haw Hill View which was severely impacted by traffic.
- The parade was too fast initially, then upon arrival at The Swan, the parents from the lead group also joined the parade which is not in accordance with the terms and conditions. Parents were seen to be drinking and swearing and when asked to move away were rude. It was agreed that the dance group involved would be spoken to regarding these issues.
- It was suggested that in future, the Mayoral Party should lead the parade.
- A few members of the public had requested seating at the event. It was not possible to provide seating due to the hire costs and charges for theft/losses.
- Comments were made regarding the size of the fairground and that the fairground dominated the event – it was reported that the fairground had spread out, at the Town Clerks request, to fill an otherwise empty space on the field. They had also made an additional payment in respect of the space used.
- There was a long discussion on the application process for stalls with some Councillors challenging the need for a robust application process. It was explained that to get the event through the various hurdles with the Safety Advisory Group, it was necessary to be much more professional in our approach to the event. Our terms and conditions were recommended following a review by a sector professional and only seek to protect the Council against issues which have arisen in the past or may crop up in the future.
- Each applicant was asked to complete the following:
 - Signed terms and conditions,
 - Booking form (2 sides of A4),
 - Provide their Public Liability Insurance, and
 - Complete a Risk Assessment which must include Covid 19.
- Members were particularly concerned about the need to provide a risk assessment for stalls, and it was explained that risk assessments are commonplace these days and were essential in managing the risk to the public, the risks faced by the Council and to ensure the safety of the public attending the event.
- The reason for requesting a risk assessment and insurance from everyone involved in the event, not just stall holders, is to ensure

that those attending the event have given due consideration to the health and safety risks of their activity, to protect the interests of the Town Council and prevent the risk of legal proceedings.

Members were shown examples of some of the risk assessments submitted and the Town Clerk explained why they were not sufficient, and a summary of the advice given to those applicants. It was reported that applicants who were having difficulty had been given a link to the HSE website and templates which they could base their risk assessment on. The Town Clerk had also put together a list of things that they would expect to see in a risk assessment to assist those who were new to this type of document.

At this point, Cllr R Best left the meeting due to a prior engagement.

Flower & Vegetable Show

- The event was poorly attended with only 38 exhibitors
- The tea and cake stall was well received
- The vegetable section was very popular but flowers, home produce, children's crafts and Scarecrow were poor.
- The auction worked well in the smaller room.
- Judges had commented that many local shows had been cancelled or very poorly attended this year due to Covid.
- Some slight issues with the delivery of tables to the school which were resolved on the day.

It was reported that the Beam Project consultation had gone well, and the artist had formally been commissioned by WMDC to create the statue for the High Street which was on display at the event.

Talk & Slide Show

- The event was well received with 80 tickets issued and around 60 people in attendance.

RESOLVED that the comments be received and considered when planning next year's events.

9. Events in 2021

Halloween

- The Town Hall would be used for a walkthrough as normal with capacity limits of 30 in place at all times.
- An Augmented Reality Trail would be available in the High Street from the Library to the Town Hall to boost footfall in the Town Centre.
- Activities would take place in Haw Hill Park including a Halloween Trail, fancy dress competition and dance display.
- Councillors had been asked to assist at the event, however numbers were low so additional events staff may also be used.
- Delegated authority was granted to the Town Clerk to purchase decorations and sweets in line with agreed budgets.

Remembrance Sunday

- Remembrance Sunday refreshments would be served at the Town Hall subject to a maximum capacity of 60.
- Guests would be contacted and asked to reserve their seats at the Town Hall to ensure capacity is monitored.
- Refreshments will include tea and biscuits and the free bar.
- There would be no food provided this year due to the issues surrounding Covid.

Some members expressed concern about the risk assessment and the need for capacity restrictions. Members were reminded that with Clinically Extremely Vulnerable staff, Councillors and guests, it would be in our best interests to reduce capacity and ensure that the room is well ventilated to reduce the risks associated with Covid 19.

The capacity and the management of the event would be in line with the risk assessment for the building which had been drawn up.

Christmas Lights Switch On

- The grotto would be held at the Town Hall as normal subject to the capacity limits of the room at the time.
- Delegated authority was granted to the Town Clerk to purchase gifts, sweets and decorations in line with agreed budgets.
- The entertainment options were not appropriate due to cost.
- The lights would be switched on by Paralympian Jamie Stead and the Mayor of Normanton.

Some members expressed concerns for health and safety at the event stating that the fairground positioning caused congestion which made

it difficult to walk through the crowd. It was reported that rides are staggered and not positioned straight opposite each other to ensure that in an emergency, access would be available.

It was reported that a 3m walkway was suggested by WMDC with a 1m walkway to each shop doorway. The event is always busy with people enjoying the attractions but, in an emergency, they would be moved by stewards or the emergency services if required.

The Town Clerk had already submitted the plan of the High Street along with the SAG application, Risk Assessment, First Aid plan etc and the event had been approved in its usual format by the Safety Advisory Group.

At this point in the meeting, the time limit permitted in accordance with Standing Order 3(w) had been reached.

RESOLVED that Standing Orders be suspended to enable the meeting to be concluded.

Children's Christmas Party

- All schools had been contacted about their thoughts on the year 1 Christmas party.
- Several schools felt uncomfortable with schools mixing and suggested that the party was not the best idea this year.
- It was agreed that the party would go ahead as planned for those schools who wished to attend.
- All other schools would receive their Christmas gifts delivered to school to ensure that no one is missed out.

Schools Carol Service

- Schools would be contacted to establish their interest and any concerns regarding mixing with other schools.

Christmas Celebration

- It was noted that the Normanton Lions Club were no longer active, however they had agreed to proceed with the Christmas Celebration as their final event.

10. Events in 2022

RESOLVED that the list of events scheduled for 2022 be agreed as follows:

Mar/Apr	Easter Colouring Competition
10 th or 13 th May	Mayor Making
3 rd July	Civic Sunday
9 th July	Party @ Haw Hill Park
10 th September	Gala Day
11 th September	Gala Sunday
17 th September	Flower Show
27 th September	Talk & Slide Show
25 th October	Halloween in Normanton
13 th November	Remembrance Sunday
25 th November	Christmas Lights
6 th December	Christmas Party
8 th December	Normanton Schools Carol Service
12 th December	Altofts Schools Carol Service
15 th December	Christmas Celebration

The Summer Brass Band Concerts were still to be agreed.

The Mayor and Mayoress raised concerns about them not yet holding any events such as Civic Sunday or Mayor Making.

It had been explained before their year in office commenced, that this may not be a normal year due to the pandemic. It had been suggested that, if possible, when things return to normal, there may be scope to hold a thanksgiving service or civic dinner in place of these events.

We had only just managed to deliver the Gala and flower show and with the additional health and safety work required to arrange these events, it had not been possible to organise a church service at this stage. All our focus was currently on delivering the previously agreed winter events which were already behind schedule.

It was suggested that it wasn't the right time to arrange for a large-scale civic dinner when many Councillors are still concerned about attending Council meetings let alone gathering in large numbers for a meal.

The Safety Advisory Group has already asked us to prepare for the Governments Plan B approach which includes checking the vaccination

status for entry to events, given that there is expected to be another peak of cases over winter.

There would be an opportunity to review the situation once the events planning was under control and the position with Covid was clearer.

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