

NORMANTON TOWN COUNCIL



MINUTES OF THE EVENTS COMMITTEE

Tuesday 23rd May 2023 at 10.00am at Normanton Town Hall

Present: Councillor C Appleyard (part of meeting)
Councillor D Appleyard (part of meeting)
Councillor E Blezard – Chairman
Councillor F Marchant
Councillor H Jones – Vice Chairman
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor P Sampson
Councillor K Wilson, JP
Donna Johnston – Town Clerk

Absent: Councillor S Hudson
Councillor M Jennings
Councillor J Medford
Councillor J Pritchard
Councillor D South

001. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor M Jennings, Councillor J Medford and Councillor J Pritchard.

002. Declarations of Interest

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

The following declaration was made:

Councillor F Marchant

Non-pecuniary interest

Halloween entertainment – involved with Normanton Knightingale Cheerleaders.

003. Minutes

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Tuesday 7th February 2023 (Minute Numbers 15-21; Pages 11-15) be received and signed.

004. Events in 2023

Members discussed the various events due to be held in 2023 and agreed the following actions:

Civic Sunday – Sunday 25th June 2023

- The venue is All Saints Parish Church
- Refreshments will be tea and cakes served in church after the service.
- The Town Clerk will be delegated authority for the organisation of refreshments within allocated budgets.

Party @ Haw Hill Park – Saturday 8th July 2023

- The SAG application, health and safety documents and approval from Wakefield Council is noted.
- A quote for Presenting services be approved – Ian Jefferson £375.00.
- A quote for stage hire was awaited.
The Town Clerk will be delegated authority to make the booking in consultation with the Chairman.
- A quote for First Aid cover be approved.
Trinity Medical £397.44 + VAT.
- A quote for litter picking be approved.
WMDC Street Scene £1,385.79 + VAT.
Tipping costs £222.05/Tonne.
- A quote for portable toilets be approved.
20 x toilets, 3 x disabled toilets, 4 x hand sanitiser units, 2 toilet attendants.
G&S Toilet Hire £1850.00 +VAT.
- The Well minibus be booked for transporting the acts.
Donation of £300.00.
A driver would need to be sought from within our own team.

- Refreshments for acts and changing facilities will be provided at the Town Hall.
- The Town Clerk will be delegated authority for the organisation of refreshments within allocated budgets.
- Councillors would be asked to volunteer to be in attendance at the Town Hall for security and fire evacuation reasons.
- Members considered applications from catering stalls.
Contact would be made with the successful applicants – Any further applications would be dealt with by the Town Clerk in consultation with the Chairman.

Summer Band Concerts – Date TBC

- Members agreed that two summer band concerts should be held on a date convenient to Altofts and Normanton Brass Band.
- One concert at Haw Hill Park and one at Lock Lane Park.

Free Funfair – Friday 8th September 2023

- It was confirmed that the free funfair will proceed in 2023.
- A quote for portable toilets was approved.
1 x disabled toilet
GS Toilet Hire £100.00 + VAT
- Wristbands would be sent to the schools in advance for entry to the event.

Gala – Saturday 9th and Sunday 10th September 2023

- It was reported that a successful meeting had been held with the Police regarding policing the parade on overtime. It was hoped that an announcement could be made in a couple of weeks once volunteers for overtime had been obtained.
- Subject to the support of the Police, the start point for the parade would revert back to Pope Street, Altofts.
- Should the support of the Police not be forthcoming then the Welbeck would be approached.
- A quote for Presenting services was approved.
Ian Jefferson £590.00.
- A quote for Stage Hire was awaited.

The Town Clerk will be delegated authority to make the booking in consultation with the Chairman.

- A quote for First Aid cover was approved.
Trinity Medical £1098.20 + VAT.
- A quote for litter picking was approved.
WMDC Street Scene £1,921.75 + VAT.
Tipping costs £222.05/Tonne.
- A quote for portable toilets was approved.
10 x toilets, 1 x disabled toilet, 4 x sanitiser units, 1 toilet attendant.
GS Toilet Hire £2217.00 + VAT.
- The budget for fireworks was increased to £5,000.00.
Fuse Fireworks would be appointed based on their previous performance.
- The budget for the Gala would be increased to £30,000 with the additional £3,000 being taken from savings on other events over the course of the year.

Flower & Vegetable Show – Saturday 16th September 2023

- There were four judges available and only the Other section without a judge. It was suggested that the remaining judges could work together to judge the remaining section.
- A meeting had been held to discuss the schedule and a number of changes were included and circulated to members. It was hoped that the event would be scaled back sufficiently to fit inside the Town Hall.
- It was agreed to provide a buffet box for civic guests, volunteers, judges and staff on the day.
- No lunches would be provided for Councillors that weren't volunteering.

Talk & Slide Show – Tuesday 26th September 2023

- The venue would be All Saints church.
- The Town Clerk will be delegated authority for the organisation of refreshments within allocated budgets.

Halloween – Tuesday 31st October 2023

- The format of the event would include a Halloween trail starting in the High Street, trick or treating in local shops, shop window competition and the dance display and fancy dress competition would take place at Haw Hill Park.
- The event would run from 10am – 2pm with fancy dress at 1pm and dancing at 1.30pm.
- Halloween trail entry forms would be available from local shops to encourage people into the town centre.
- Quotes were to be obtained for facepainting, owls and other activities.
- A quote for Presenting services was approved.
Ian Jefferson £160.00.
- A quote for First Aid cover was approved.
Trinity Medical £144.00 + VAT.
- Normanton Knightingale Cheerleaders would perform in 2023.
- All dance troupes are contacted for dancing in future years and advised to apply in writing if they wish to be considered.
- Councillors are asked to volunteer at the event if they are available.

005. Proposal – Scarecrow Competition

This item was deferred to a future meeting due to the proposer being unavailable.

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