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

**Held on Wednesday 13th February 2019 at 1:00pm**

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

**Present:** Councillor D. Appleyard

 Councillor Mrs E. Blezard - Chairman

 Councillor Mrs J. Farrar

Councillor Mrs H.W. Jones – Vice-Chairman

Councillor Mrs P. Mayne

Councillor K. Wilson, JP

**Absent:** Councillor R. Best, Councillor S. Hudson, Councillor Mrs A. Moran, Councillor Mrs C. Moran, BEM, Councillor Mrs M. Vickers, Councillor A. Wassell, Councillor Mrs A. Wood

**35. Welcome and Apologies**

The Chairman welcomed everyone to the meeting.

Members apologies and reasons for absence were received and approved on behalf of: Councillor S. Hudson, Councillor Mrs A. Moran, Councillor Mrs C. Moran, BEM, Councillor Mrs M. Vickers, Councillor A. Wassell and Councillor Mrs A. Wood.

**36. 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.

**37. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 23rd January 2019 (Minute numbers 29-34; Pages 29-34) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor D. Appleyard / Seconded by Councillor Mrs H.W. Jones)

**38. Events in 2019**

Mayor Making

Members were informed that the menu choices had not yet been received and the Clerk asked for delegation to be given to the Chairman, Vice-Chairman and Clerk in choosing the menu upon receipt as the decision was time-sensitive. Members discussed the entertainment options and it was decided that the 2019/20 Mayor Elect would be asked their opinion before making any bookings. The guest list for 2019 was circulated to members and finalised.

Summer Band Concerts

Members agreed that one of the casual staff would be approached regarding the transport of chairs for the concerts this year. An update on access to refreshments and public conveniences was given to members and it was noted that the Well Project would be available on the 28th July and that the Haw Hill Park Bowling Club still needed to be confirmed for the 7th July.

Party @ Haw Hill Park

Members received an update on the line up and it was agreed that two new acts would be booked for 2019 due to a previously agreed upon act being unavailable. Members also considered quotes for services and contractors and it was agreed that the following bookings be made:

1. Olly Murs and Adele be booked to fill available slots for £1,200.00.
2. Stewarding to be booked with Horizon for £1,180.00.
3. Litter Collection to be booked with WMDC Streetscene for £404.70 plus £105.42 per 1 tonne tipping.
4. First Aid to be booked with Trinity Medical Services for £325.00.

Fees and arrangements for caterers and fairground rides were discussed and it was agreed that the pricings be raised slightly from 2018 due to inflation. It was agreed that for 2019 caterers would be charged £80.00 each and that the business providing the fairground rides be charged £80.00 per ride but would be offered a discounted rate of £275.00 if all 4 stalls were booked in together.

Gala

Members were informed about a firework display quote that was received from Nemesis Fireworks and it was requested that it be deferred to the next meeting to give the Clerk time to find out more information.

Quotes for services and contractors were discussed and it was agreed that:

1. 6 standard toilets and 1 wheelchair access toilet be booked with G & S Toilet Hire for £640.00.
2. Stage and Sound be booked with HG1 Communications for £1,700.00.
3. First Aid be booked with Trinity Medical Services for £616.50.
4. Litter Collection be booked with WMDC Streetscene for £496.55 plus £105.42 per 1 tonne tipping.
5. 2 Marquees, 50 chairs, 30 tables and 1 gazebo be booked with George Mudford & Sons for £1,125.00.
6. Stewarding be booked with Horizon for £718.00.
7. Traffic Management be booked with Streetwise for £2,295.00.

A request to WMDC for free parking was delegated to the Chairman to include Gala Day, Christmas Lights Switch On and one extra day during the year.

Members discussed the street collection and agreed to go ahead with applying for the permit.

The Clerk circulated a copy of the Car Boot sale advert and paperwork for review which members approved.

Concerns were raised over the issue of sourcing for the band music and it was agreed that local dance groups would be looked into for leading the parade this year.

Members were informed that Dangerous Steve was no longer available to perform on Gala day. It was agreed that the Ridgeside ‘Little Nippers’ and Falconry Combination Display would be booked instead for £895.00 plus £50.00 travel expenses.

Horticultural Show

The venue for the Horticultural Show was discussed and it was agreed that Normanton Junior School would be booked again for the 2019 event. Members raised concerns that there hadn’t been enough seating available for the public last year and requested this be looked into when considering catering options.

Suggestions were offered by members and the Clerk, and the schedule was amended and finalised.

Joint Schools Carol Service

Members were informed that the Clerk had received positive feedback from the Churches in Altofts regarding a possible separate Joint Schools Carol Service for the Altofts schools in 2019.

Children’s Christmas Party

The Clerk informed members of the reply from the Catholic Church regarding the cleanliness of the room at Canon O’Grady Hall and the contents were noted.

It was agreed that Truffles the Magician be booked for £275.00.

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