

NORMANTON TOWN COUNCIL



MINUTES OF THE EVENTS COMMITTEE

Monday 7th August 2023 at 2.00pm at Normanton Town Hall

Present: Councillor E Blezard
Councillor M Jennings
Councillor P Mayne
Councillor J Medford
Councillor C Parsons
Councillor P Sampson
Councillor D South (Item 10 onwards)
Councillor K Wilson, JP
Donna Johnston – Town Clerk & RFO

Absent: Councillor C Appleyard
Councillor D Appleyard
Councillor S Hudson
Councillor H Jones
Councillor F Marchant
Councillor T Morgan
Councillor J Pritchard

006. Apologies for Absence

RESOLVED that apologies be received on behalf of: Councillor C Appleyard, Councillor D Appleyard, Councillor S Hudson, Councillor H Jones, Councillor F Marchant, Councillor T Morgan, Councillor J Pritchard.

007. 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.

008. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Tuesday 23rd May 2023 (Minute Numbers 001-005; Pages 1-5) be received and signed.

009. Review of Recent Events

The Committee reviewed the recent events and made the following comments:

Coronation	Budget £15,000.00
	Actual £7,879.82
	Saving £7,120.18

- The event was impacted by poor weather and had to be relocated to the Town Hall.
- The event at the Town Hall was well attended.
- The bunting in the High Street was noisy in the wind.
- The gifts given to the children were well received.

Mayor Making	Budget £3,000.00
	Actual £1,852.09
	Saving £1,147.91

- The event was held at All Saints Church on 19th May 2023.
- There were around 80 guests in attendance.
- The food was comprised of a roast dinner with cold dessert and could be improved on for next year.
- Drinks were purchased from the Hark to Mopsey under Clerk's Authority on a sale or return basis.

Civic Sunday	Budget £500.00
	Actual £151.81
	Saving £348.19

- This event was held at All Saints Church on Sunday 25th June 2023.
- There were around 70 people in attendance.
- Support from Town Councillors and Civic Guests was poor.
- Refreshments including tea and cakes were provided.

Party @ Haw Hill Park	Budget £15,000.00
	Actual £11,113.00
	Saving £3,887.00

- The event was cancelled due to the risk of lightning in accordance with our risk assessment.
- The insurer has been contacted and confirmed that we followed the correct procedure.
- There is not currently cancellation cover in place, but this can be added for an additional premium.
- All caterers were refunded their booking fees in full.
- One caterer has asked to be compensated for the food that they had to dispose of – unfortunately, it was not possible to support this request and caterers should be advised to have their own cancellation insurance in place.

010. Events in 2023

The Committee discussed events to be held in 2023 and agreed as follows:

Summer Band Concert – Sunday 13th August 2023

- Altofts & Normanton Brass Band are booked at a cost of £250.00.
- SAG has been approved and licence signed by both parties.
Administration fee of £48.00.
- No First Aiders on site due to it being a small event with low attendance.
First Aid Kit will be available and means to contact an ambulance.
- Toilets will not be provided due to the event lasting 2 hours.
The Bowling Club will serve refreshments and provide access to their toilet.
- Water will be made available for the band.
- There will be three staff on duty from 11.30am – 3.30pm (12 hours in total)
 - Collect, install, dismantle, and return 4 gazebos.
 - Collect, install, dismantle, and return 25 chairs for the band.
 - Litter picking of the area pre and post event.
- Visitors will need to provide their own folding chairs, including Councillors.
- In the event of bad weather, the band will relocate to the Town Hall as they will not play in the rain.
- The Town Hall will be set up in advance of the event as a back-up plan.

Free Funfair – Friday 8th September 2023

- Invitations were sent to schools 6th June 2023.
- Wristbands ordered at a cost of £30.00 for 600 which will last a few years.

- 170 guests (92 children and 78 adults) will be in attendance from a selection of schools across the district.
- A request for financial support from one school be approved up to a maximum of £100.00 but in future, schools must pay for their own transport.

Gala – Saturday 9th and Sunday 10th September 2023

- SAG has been approved and licence signed by both parties.
Administration fee of £48.00.
- A quote for Stage Hire was approved.
HG1 £1,800.00 + VAT.
- A quote for Traffic Management was approved.
Think TM £2,391.00 + VAT.
- A quote for stewarding was approved.
TD Events £858.00 + VAT.
- A quote for the hire of marquees, tables and Chairs was approved.
Mudford & Sons £1,395.00 + VAT.
- Application for the Car Boot Sale has been approved.
Wakefield Council £60.00.
- The Gala presenter was confirmed as the pre-firework's entertainment.

Flower & Vegetable Show – Saturday 16th September 2023

- A quote for table hire was approved.
You can Hire £538.00 + VAT.

Halloween – Tuesday 31st October 2023

- A quote for face painting was approved.
Donna's Face Painting £710.00 for 3 artists 10am – 2pm.

Remembrance Sunday – Sunday 12th November 2023

- A quote for Traffic Management was approved.
Think Traffic Management £996.00 + VAT.
- A quote for coach hire was approved.
Poppleton's Coaches £780.00.

Christmas Lights Switch On – Friday 24th November 2023

- A request from Theatre People to perform was approved.
- A quote for face painting was approved.
Donna's Face Painting £435.00 for 2 artists 4pm -7.30pm.
- A quote for Stewarding was approved.
TD Events £168.00 + VAT.

011. Proposal – Scarecrow Competition

A proposal was put forward to introduce a scarecrow competition.

It was reported that the Town Council had tried to run a scarecrow competition in the past, but it was cancelled due to a lack of support.

Members were supportive of the idea in theory, but it was suggested that the town was too big to have a scarecrow trail as it would require vehicular transport. A number of suggestions were put forward of potential locations.

It was essential that any scarecrow competition would need a minimum of 20 entries as a starting point to build from.

It was suggested that Councillor M Jennings and Councillor J Medford work on the idea and bring a report back to a future meeting.

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