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

**Held on Wednesday 11th March 2020 at 11:00am**

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

**Present:** Councillor Mrs E. Blezard – Chairman

Councillor F.D. Jones

Councillor Mrs H.W. Jones – Vice-Chairman

Councillor Mrs F. Marchant

Councillor Mrs P. Mayne

Councillor K. Wilson

 Councillor B. Wood

**Absent:** Councillor Mrs C. Appleyard, Councillor D. Appleyard, Councillor R. Best, Councillor S. Hudson, Councillor Mrs A. Moran, Councillor Mrs C. Moran, Councillor A. Wassell, Councillor Mrs A. Wood.

# 35. Welcome & Apologies

The Chairman welcomed everyone to the meeting.

Apologies were received and reasons approved on behalf of Councillors Mrc C. Appleyard, D. Appleyard, R. Best, S. Hudson, Mrs A. Moran, Mrs C. Moran, BEM, A. Wassell and 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 12th February 2020 (Minute numbers 31-34; Pages 28-33) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs H.W. Jones)

# 38. Events in 2020

 Easter Colouring Competition

It was noted that judging had been completed prior to the meeting.

Members were given an update on how many entries had been received this year, which was 267 at the time of reporting to Committee.

 Mayor Making

There were no further updates to report for Mayor Making at this stage.

Civic Sunday

There were no further updates to report for Civic Sunday at this stage.

Summer Band Concert

It was reported that Crofton Silver Band could not perform at the Summer Band Concert on Sunday 26th July. Members agreed that other bands should be contacted for availability and the Town Clerk be given delegated authority to make a booking subject to budgetary limits.

Party @ Haw Hill Park

Members considered quotes for the transport during the Party @ Haw Hill Park event, and it was agreed that The Well Project would provide their Minibus on the day for a donation of £270.00.

Members agreed the quote provided by Yorkshire Fence Hire for the rear of stage barriers, and agreed that extra barriers would be requested, at a total cost of £280.00.

Members considered a request from a band called ‘Trancend’ to perform at a future event, however it was felt that the style of music performed by the band was not suitable for Party @ Haw Hill Park.

Gala

An update was provided following attendance at the Safety Advisory Group where it was suggested that Lock Lane may be more suitable as a set up point for the Parade. Delegated authority was given to the Town Clerk to visit the site and agree the parade start point.

Members were provided with a copy of the updated Terms and Conditions for the Parade and were asked to give feedback.

It was agreed that the Terms and Conditions be approved, subject to some minor wording adjustments.

Members discussed the arrangements for refreshments for Civic Guests, and it was agreed that it would be kept the same as in previous years.

Members agreed that Erin Connell would be approached to provide entertainment before the Fireworks. A donation of £50.00 would be offered.

Members agreed that Fuse Fireworks would once again be booked to provide the Fireworks Display with a budget of £4,000.00, and it was mentioned that the barriers would be moved further back than in previous years to help prevent fallout from the wind conditions.

It was agreed that the Mayor of Normanton would be given first refusal to run the Car Boot Sale this year.

Members were provided with a booklet containing available entertainment acts for consideration.

Members agreed to book Circus Avago, Wonder Wheels and Puppet Making for a total cost of £995.00 plus £55.00 travel as side attractions.

It was agreed that the BMX Show would be booked for £1,350.00 and that the Town Council would put on a Fun Dog Show to fill up the remaining arena slots, in which members of the public can enter their own dogs for a small entry fee, to be donated to the Mayor’s Charity Fund, and the winners receive a rosette and cash prize.

Flower & Vegetable Show

There were no further updates to report for the Flower & Vegetable Show at this stage.

Halloween

Members agreed to book a local resident that works in animal education to attend the Halloween event in Harry Potter themed costume with trained owls at a cost of £50.00 to entertain the crowds.

Remembrance Sunday

There were no further updates to report for Remembrance Sunday at this stage.

Christmas Lights Switch On

There were no further updates to report for the Christmas Lights Switch On at this stage.

Children’s Christmas Party

There were no further updates to report for the Children’s Christmas Party at this stage.

Joint Schools Carol Service

It was reported that the dates for the Joint Schools Carol Services had been confirmed as follows:

1. The Normanton Service will be held on Thursday 3rd December 2020
2. The Altofts Service will be held on Monday 14th December 2020

The Big Lunch

Members confirmed that as it stood, they would be happy to make a donation in the region of £50.00-£100.00 to a local group to run a Big Lunch but were not prepared to get involved with the event. Delegated authority was given to the Town Clerk to find out further information about the event and make a decision about the Town Council’s support for the event.

VE Day 75

It was confirmed that a VE Day 75th Anniversary Service would take place on Sunday 10th May 2020 at All Saints Church, Normanton, and will be incorporated into the Church’s regular Sunday Service.

Members agreed that the Town Council would carry out any admin work required for the event as well as contributing to readings on the day.

RESOLVED that the above decisions be approved and that appropriate actions taken where required.

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