

NORMANTON TOWN COUNCIL
MINUTES OF A MEETING OF THE SPECIAL PROJECTS
COMMITTEE

Held on Wednesday 10th November 2021 at 6.00pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor D Appleyard
Councillor R Best
Councillor E Blezard – Chairman
Councillor J Farrar
Councillor H Jones – Vice-Chairman
Councillor F Marchant
Councillor P Marchant
Councillor P Mayne
D Johnston – Town Clerk

Absent: Councillor S Hudson
Councillor A Moran
Councillor K Wilson, JP
Councillor A Wood

14. Apologies for Absence

The Chairman welcomed everyone to the meeting.

Apologies for their inability to attend were received on behalf of Councillor K Wilson, JP, and Councillor A Wood.

RESOLVED that apologies be received, and reasons approved on behalf of Councillor S Hudson and Councillor A Moran.

15. 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.

There were no declarations made.

16. Minutes

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 13th October 2021 (Minute Numbers 5-10; Pages 3-10) be received and the contents contained therein be approved.

17. Minutes

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 27th October 2021 (Minute Numbers 11-13; Pages 11-12) be received and the contents contained therein be approved.

18. Review of Events

Members were asked to review the Halloween Event which was held in October. The following comments were made:

- The event was well attended with over 250 children
- Advertising was intentionally limited to assist with capacity control
- The queue was constant from 9.30 – 11.30
- The queue and capacity were well managed
- A queuing system was needed for the footpath to prevent people walking on the road.
- The activities in the park went well and the owls were a great attraction
- There were not many businesses who supported the Trick or Treat but those who did said the children were very well behaved.

Thanks were put forward to all the Councillors who volunteered and to the staff for their efforts in preparing for the event.

19. Events in 2021

Remembrance Sunday

- The event was proceeding as planned on Sunday 14th November.
- All arrangements had been confirmed.

Christmas Lights Switch On

- There was a discussion surrounding the fairground and the impact of Covid 19. An agreement was reached in conjunction with Moran & Son Fairground that there would not be any fairground rides provided on this occasion and that the event would be scaled back.

The reasons being that the infection rate amongst primary school aged children was increasing, and schools were reluctant to have children mixing with other schools. The event was aimed at this age group, and it was felt that it would be reckless to proceed in the normal way.

The event is very crowded, and more space could be provided for social distancing without fairground rides in place.

It would be difficult to manage sanitising rides and hands at an open event.

- Santas grotto at the Town Hall would proceed with strict capacity limits in place.
- If possible, queuing would be managed with a barrier system.
- Theatre People would be asked to sing a selection of carols and a donation of £50 would be made.
- Refreshments would not be provided at the Town Hall and the Mayor would take his guests to a local café instead.

Christmas Party

- Members discussed the Christmas Party and responses from schools.
- Members felt that it would be reckless to proceed, and it was therefore agreed to cancel the Christmas party due to the rising infection rate amongst children.
- The Town Clerk was asked to review the cancellation policy for the magician and if appropriate, offer a payment of up to £150 for the inconvenience of cancelling for a second year as a gesture of good will.

Schools Carol Service

- Members discussed the responses from schools.
- Members felt that it would be reckless to proceed, and it was therefore agreed to cancel the Schools Carol Service due to the rising infection rate amongst children.

Christmas Celebration

- An update was provided on the Christmas Celebration following a meeting with partners.
- The event would be held on Thursday 16th December at 7.00pm at All Saints Church.
- A maximum of 125 tickets would be available to assist in managing capacity.
- The collection would be at the back of the church to reduce covid risks.
- Refreshments in takeaway cups and sealed biscuits would be provided.

- All costs, risk assessments and insurance would be the responsibility of the Town Council.
- In 2022, the Town Council would manage the event with Churches Together in the absence of the Lions Club.

20. Queen's Platinum Jubilee

Members considered indicative costs for a selection of Jubilee gifts for Primary School children.

Members were mindful of the impact of single use plastics and the carbon footprint and agreed that they would prefer to give a sustainably sourced wooden engraved coaster. The approximate costs would be in the region of £5,720.

Costs and designs would be obtained for the next meeting.

RESOLVED that a request would be put to the Finance Committee for some additional funding to top up the existing budget.

It was further suggested that the Special Projects Committee should earmark any unspent funds in preparation for any other significant commemorative events in the future.

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