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

**Held on Wednesday 9th March 2016**

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

Councillor S Hudson

 Councillor Mrs HW Jones

Councillor Mrs C Moran

 Councillor B Smith

 Councillor K Wilson

 Mrs M Vickers

**116. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

Members’ apologies for their inability to attend were recorded in the apology book.

**117. Declarations of Interest**

Members were reminded of the requirement to declare an interest on any item in which they had an interest.

There were no declarations made.

**118. Public Bodies (Admission to Meetings) Act 1960**

There were no items of a confidential nature from which the public and press were required to be excluded.

**119. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 10th February 2016 (Minute Numbers 107-115; Pages 57-63) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C Moran/ Seconded by Councillor B Smith)

**120. Review of Easter Competition**

The Admin Manager had provided members with a written report
detailing the number of entries from each school and the prizes that had been purchased. In total there had been 205 entries this year which meant that less than 10% of pupils were actually taking part in the competition. The Mayor was booked in to visit each school to present the winners with their prizes and certificates and all entrants would also receive a certificate and small Easter Egg.

RESOLVED that:-

1. the report be received; and
2. the competition continue in 2017.

**121. Commonwealth Day**

The Admin Manager reminded members that the Commonwealth
Day Flag Raising Event and Coffee Morning was due to be held on Monday 14th March and asked for donations of raffle prizes and cakes and also volunteers to assist on the day.

RESOLVED that:-

1. the report be received; and
2. the Commonwealth Day Event be reviewed at the next meeting.

**122. HM the Queen’s 90th Birthday**

The Admin Manager had provided members with a written report
giving an update on the event to celebrate HM the Queen’s 90th Birthday on Thursday 21st April.

The event would be held at All Saints Parish Church commencing at 6:00pm with “Afternoon Tea” style refreshments being served and entertainment would be provided by All Saints Infant School Choir and Castleford Salvation Army Band. The beacon would then be lit on the Church Tower at 7.30pm.

RESOLVED that:-

1. the report be received;
2. a brochure/programme be prepared for the event;
3. an advert be placed in the Normanton Advertiser to look for any people who are due to turn 90 in April so they can be invited to the event;
4. two large posters of HM the Queen be purchased for display in the Town Hall windows;
5. a member of staff and the School Council Chair and Vice-Chair from each school be invited to Normanton Town Hall for a presentation of the commemorative gifts purchased to celebrate HM the Queen’s 90th Birthday; and
6. arrangements be finalised at the next meeting.

**123. Family Fun Day**

The Admin Manager had provided a written report to members
outlining preliminary arrangements for the Family Fun Day. Members discussed the event in detail and put forward various suggestions.

RESOLVED that:-

1. the report be received;
2. the event run from 11:00am until 2:00pm on the same lines as 2015;
3. groups be offered the opportunity to book market stalls to raise funds;
4. organisations be offered the opportunity to have static displays in the High Street;
5. the litter quote from WMDC in the sum of £104.16 be approved;
6. Normanton Sports Acro, the Irish Dancers, Black Widow Taekwondo and two local dance troupes be contacted in respect of providing entertainment for the event;
7. the Admin Manager obtain a quote for a Steel Band or similar;
8. the Admin Manager look at booking face painters for the event;
9. Julie Gater be asked to bring her ice cream van; and
10. a further report be brought to a future meeting.

**124. Party @ Haw Hill Park**

The Admin Manager gave members an update on the Party @ Haw
Hill Park and confirmed that we had finally managed to book the first act which was Lauren Murray, the semi-finalist from X Factor 2015.

The Admin Manager asked members to consider a quote for litter collection and had provided a table showing the expenditure and remaining budget for the event to date.

Members discussed the fees for catering units and children’s rides and also talked about issues that had been raised following the 2015 event.

RESOLVED that:-

1. the report be received;
2. the quote for litter collection from WMDC Street Scene in the sum of £121.66 be approved;
3. catering units and children’s rides be charged £50 per unit to attend the event; and
4. an update be brought to the next meeting.

**125. Gala**

The Admin Manager had provided a list of quotes for consideration
and also a list of suggestions for main arena entertainment.

The Admin Manager reported that she had contacted the Army and they had responded to confirm that they would be bringing a climbing wall and recruitment caravan on Gala Day.

Grant Osborne had been in to meet with the Town Clerk and was arranging a health information stand on Gala Day. He confirmed that the HealthPod team would also be attending on Gala Day.

The Admin Manager reminded members that a meeting was scheduled for Tuesday 15th March at 7:00pm to discuss the dance troupes’ involvement.

RESOLVED that:-

1. the quote from WMDC Street Scene in the sum of £364.56 for litter collection and removal over the Gala Weekend be accepted and booked;
2. the quote from Mudfords in the sum of £1320 for 2 marquees, 30 tables and 80 chairs be accepted and booked;
3. the quote from JB Entertainment for children’s characters in the sum of £60 per character be accepted and the booking of Spiderman, Batman and a Minion be confirmed; and
4. the Admin Manager contact Midland Entertainment Agency to book the llama display for the main arena and Galloping Acrobatics be the reserve display if the llamas are no longer available.

**126. Updates on Other Events**

(a) Floral Displays

Members were asked to choose from three options of planter type for the Alice Bacon Memorial Display at the Swan Crossroads.

RESOLVED that planter type A be purchased for the display.

(b) Civic Sunday

The Admin Manager had obtained quotes for the band to lead the parade on Civic Sunday and also to perform a band concert in Haw Hill Park in the afternoon.

Members discussed the venue for Civic Sunday and as it was likely to be held in Altofts this year there would be no need for a parade but the band would still be required for the band concert in Haw Hill Park.

RESOLVED that Civic Sunday be discussed further at the next meeting.

(c) Horticultural Show

The Admin Manager informed members that new Vegetable, Chrysanthemum, Dahlia and Home Produce Judges were now booked but someone was still needed for the AN Other Section.

The Admin Manager explained that the show schedules could not go out until confirmation had been received from the Alice Bacon Centre that the event could go ahead there in 2016. The Chairman stated that she would chase up on a decision from the Alice Bacon Centre.

RESOLVED that the report be received.

(d) Halloween Event

The Admin Manager reminded members that plans for the Halloween Event were on hold until they reached a decision on where it was going to take place this year. Members asked for this to be discussed and considered at the next meeting.

RESOLVED that:-

1. the report be received; and
2. members consider the venue for the Halloween Event at the next meeting.

**127. Date and Time of Next Meeting**

RESOLVED that the next meeting be held on Wednesday 6th April at 11.00am.

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