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

**Held on Wednesday 8th June 2016**

**Present:** Councillor S Hudson

 Councillor FD Jones

 Councillor Mrs HW Jones

 Councillor Mrs P Mayne

 Councillor Mrs A Moran

Councillor Mrs C Moran

 Councillor B Smith

 Councillor A Wassell

 Councillor K Wilson

 Councillor Mrs A Wood

 Mrs M Vickers

 Mr M Walker

 Councillor D Appleyard

**1. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**2. Declarations of Interest**

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

The following declaration was made.

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| Councillor Mrs Alexandra Moran | Pecuniary Interest | Item 9 Gala - Funfair |

**3. 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.

**4. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 4th May 2016 (Minute Numbers 128-139; Pages 70-75) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B Smith/ Seconded by Councillor K Wilson)

**5. Project Management Plans and Risk Assessments**

The Admin Manager had provided members with a copy of the
project management plans and risk assessments for upcoming events.

RESOLVED that the project management plans and risk assessments be received.

**6. Family Fun Day**

The Admin Manager had provided members with an update on the
Family Fun Day and expressed concern about the lack of entertainment booked for the day. Members discussed everything in detail and felt that nothing further needed to be booked for the event.

RESOLVED that:-

1. the report be received and the contents noted;
2. no further entertainment or activities be booked; and
3. the event be reviewed at the next meeting.

**7. Civic Sunday and Summer Band Concert**

The Admin Manager gave members a verbal update on the
arrangements for Civic Sunday and the Summer Band Concert.

RESOLVED that the report be received.

**8. Party @ Haw Hill Park**

The Admin Manager had provided a written report on arrangements for the Party @ Haw Hill Park plus a breakdown
of the expenditure to date. Everything was now finalised for the day but the Admin Manager asked for assistance with delivering posters, flyers and letters to residents in the run up to the event and also for volunteers to assist on the day.

RESOLVED that:-

1. the report be received;
2. a rota of volunteers be put together; and
3. final arrangements for the event be discussed at the next meeting.

**9. Gala**

The Admin Manager had provided a written report giving an update on arrangements for the Gala Weekend plus a breakdown of the expenditure to date.

The Admin Manager informed members that a decision needed to be made on the traffic management for the parade. In addition to traffic management stewards would also need to be booked to assist with the parade and a quote was awaited from Media Events Management Ltd.

A response was still awaited from the Army’s Band and Bugles Division regarding them leading the Carnival Parade and the Admin Manager would chase this up so that a final decision could be made at the next meeting.

A request had been received from an Irish Dance Troupe who would like to perform a display on Gala Day and the Admin Manager asked for members’ thoughts on this. Members were also asked to decide whether they wished to continue with the Fancy Dress Competition.

RESOLVED that:-

1. the report be received;
2. Greenlight Traffic Management be booked to cover the Carnival Parade at a cost of £1800;
3. the Chairman be given authority to approve the booking of stewards due to the short timescale;
4. the Irish Dancers be offered a 15 minute slot on Gala Day for a donation to their troupe;
5. the Fancy Dress Competition go ahead after the opening dance display; and
6. a decision on who will be leading the Carnival Parade be made at the next meeting.

**10. Horticultural Show**

The Admin Manager had provided a written report giving a brief update on the Horticultural Show and asked members to consider quotes from YouCan Hire Ltd for 65 tables and from Birdbrook Rosettes for 190 rosettes.

The Admin Manager had prepared a mini schedule to be sent out to the schools and members were happy to proceed with this.

The Admin Manager asked members how they wished to proceed with catering arrangements and guests for this year’s show and it was suggested that as things worked better in 2015 the same format be used in 2016.

RESOLVED that:-

1. the report be received;
2. the order with Birdbrook Rosettes be confirmed at a cost of £214.80;
3. the quote from YouCan Hire be queried due to the price increase before booking;
4. the mini show schedules be printed and taken out to schools; and
5. invitations and catering be organised on the same lines as 2015.

**11. Halloween Event**

The Admin Manager informed members that she had visited
Normanton Baptist Church with the Chairman to look at the possibility of using the back room for the Halloween Event. It was a lot bigger than anything the Town Council had available and it was felt that this would be the most suitable venue. Members discussed the event briefly and put forward various suggestions.

RESOLVED that:-

1. the report be received;
2. Normanton Baptist Church be used for the event if final approval is received from the Church Committee; and
3. the event be discussed further at the next meeting.

**12. Updates on Other Events**

(a) Switch On of Christmas Lights

The Admin Manager discussed the Santa’s Grotto with members as some had suggested that it would be better to have it sited indoors due to the weather at that time of year. Members also discussed the Santa for the grotto.

RESOLVED that:-

1. the report be received;
2. the Santa’s Grotto be booked and if the sizing is suitable it be placed in the conference room or if it is too big then alternatively it be erected on the grass outside the Town Hall; and
3. Mr Arnold Newton be contacted to ask if he is willing to act as Santa Claus again this year.

(b) Children’s Christmas Parties

The Admin Manager informed members that she, along with the Chairman of the Special Projects Committee, the Leader and the Deputy Leader had visited Canon O’Grady Hall to look at its suitability as an alternative venue for the Children’s Christmas Parties. A response was still awaited giving confirmation that the hall was definitely available as another group are usually in the building on Tuesdays.

The Admin Manager also informed members that unfortunately the magician that had been booked for the parties could no longer be involved due to other commitments and asked them to consider the alternatives.

RESOLVED that:

1. the report be received;
2. Canon O’Grady Hall be chased up for a response; and
3. further quotes for magicians be brought to the next meeting.

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

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

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