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

**Held on Wednesday 13th July 2016**

**Present:** Councillor Mrs E Blezard

Councillor Miss J Farrar

Councillor S Hudson

 Councillor Mrs HW Jones

 Councillor Mrs A Moran

Councillor Mrs C Moran

 Councillor B Smith

 Councillor A Wassell

 Mrs M Vickers

 Mr M Walker

**14. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**15. 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 |

**16. 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.

**17. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 8th June 2016 (Minute Numbers 1-13; Pages 1-6) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C Moran/ Seconded by Councillor K Wilson)

**18. Enchanted Garden**

The Admin Manager asked members to consider a request to fund the printing of 2000 leaflets to be distributed to local schools regarding the launch of the Enchanted Garden in Haw Hill Park and gave a breakdown of the costs involved.

RESOLVED that the Special Projects Committee agree to support the request and print the flyers for the schools out of their budget.

**19. Family Fun Day**

The Admin Manager explained the reasons behind the cancellation of the Family Fun Day and asked members to consider if they wished to proceed with the event in the future.

Members discussed everything in detail and suggested that a further attempt be made to hold the Family Fun Day in 2017 and the shops and businesses be urged to get involved and support the event. Councillor Josie Farrar offered to visit all the shops and businesses in the town centre to do a survey regarding their involvement and their suggestions for any future events.

RESOLVED that:-

1. the report be received and the contents noted;
2. the committee agree in principle to go ahead with a Family Fun Day event in 2017;
3. a survey be conducted by Councillor Josie Farrar round all the shops and businesses in Normanton Town Centre; and
4. a further report be brought to a future meeting.

**20. Review of Civic Sunday and Summer Band Concert**

Members commented that the Civic Sunday Service had gone very well and asked for appreciation to be passed on to Altofts Methodist Church for hosting the event. The Summer Band Concert had also gone extremely well, it had been a gorgeous day and there had been a good turnout.

It was suggested that the same format be used in 2017 with the Summer Band Concert in Haw Hill Park following the Mayor’s Civic Sunday Service. Haw Hill Park Bowling Club had opened to serve refreshments and members suggested involving The Well Project, Haw Hill Park Bowling Club and The Friends of Haw Hill Park in 2017.

It was also suggested that a sound system and additional seating may be required plus the possibility of hiring a minibus to transport people be looked into.

RESOLVED that:-

1. the report be received;
2. a letter of thanks be sent to Altofts Methodist Church;
3. a letter of thanks be sent to Haw Hill Park Bowling Club; and
4. the Civic Sunday and Summer Band Concert go ahead on the same lines in 2017.

**21. Review of Party @ Haw Hill Park**

The Admin Manager reported that the Party @ Haw Hill Park had been a great success and some great feedback had been received from the public. Members felt the concert had gone extremely well and briefly discussed basic plans for 2017 including working with the Bruvvas Blue and Dean Maynard again.

Members commented that the security on the park had been good but the security of the Town Hall and how the building was used needed to be looked at prior to the 2017 event. It was suggested that everybody needed to sign in and out of the building and the upstairs rooms would be required to provide additional space for the artists.

There had only been one slight issue with regard to litter on Haw Hill Park following the event and a few complaints had been received from residents. It was suggested that a meeting be held with Wakefield Council Street Scene to discuss the problems and additional litter bins and staffing be looked into for 2017 plus a full clean-up of the park as soon as possible following the concert.

RESOLVED that:-

1. the report be received;
2. the event go ahead in 2017 on Saturday 8th July with the provisional running times of 4pm to 9pm;
3. Dean Maynard be asked to work with the Town Council again in 2017 to secure acts;
4. the Bruvvas Blue be asked to host the event again in 2017; and
5. a meeting be arranged with Wakefield Council to discuss the litter issues and collection.

**22. Gala**

The Admin Manager gave members a brief update on arrangements for the Gala Weekend and confirmed that the parade start point had now been moved to Church Road following a site visit with Greenlight Traffic Management. Members suggested that portaloos be booked for the parade start point from 9am to 12noon.

The Carnival Parade was discussed in detail and the Chairman asked the Admin Manager to write to Altofts members to ask for their support with the parade if at all possible. A meeting would need to be arranged prior to the event with all parade entrants to discuss arrangements for the new parade start point and drop off point.

Confirmation was still awaited from the Army Cadet Band with regard to them leading the parade and it was suggested that a payment of £250 be made if they are available for the event.

RESOLVED that:-

1. the report be received;
2. 2 portaloos be booked from 9am to 12noon with GS Toilet Hire;
3. a letter be sent to Altofts Councillors asking for assistance with the Carnival Parade;
4. a meeting be held with parade entrants to discuss the new start point and arrangements for the day; and
5. final arrangements for the Gala be discussed at the next meeting.

**23. Schools Local Democracy Visits**

The Admin Manager asked members if they wished to proceed with
the Local Democracy visits over a two week period as in previous years. Members agreed to go ahead on the same lines as 2016 but also asked the Admin Manager to make arrangements for the Mayor and members to visit schools during the last week of September/first week of October prior to the schools attending the Town Hall. Each school should also be asked to nominate a child to act as Mini Mayor during these visits.

RESOLVED that:-

1. the report be received;
2. the Local Democracy visits to Normanton Town Hall go ahead as in 2016; and
3. the Admin Manager arrange for the Mayor and members to visit each school prior to Local Democracy Week and the schools be asked to nominate a child to act as Mini Mayor for these visits.

**24. Halloween Event**

The Admin Manager informed members that a response was still awaited from Normanton Baptist Church confirming that the building could be used for the Halloween Event.

RESOLVED that:-

1. the report be received;
2. Normanton Baptist Church be chased for a response; and
3. the event be discussed further at the next meeting.

**25. Updates on Other Events**

(a) Switch On of Christmas Lights

The Admin Manager confirmed that the grotto had been booked for the Christmas Lights Switch On and members decided that they would like the grotto to be sited in the conference room if at all possible to avoid people queuing outside in the cold.

RESOLVED that the report be received.

(b) Children’s Christmas Parties

The Admin Manager informed members that a response was still awaited giving confirmation that the hall was definitely available as there may be an issue with Tuesday 6th December due to another group using the venue.

RESOLVED that:

1. the report be received;
2. Canon O’Grady Hall be chased up for a response prior to the next meeting and Wednesday 7th December be booked if Tuesday 6th is unavailable.

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

RESOLVED that the next meeting be held on Wednesday 24th August 2016 at 11.00am.

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