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

**Held on Wednesday 24th August 2016**

**Present:** 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

 Mrs M Vickers

 Mr M Walker

**27. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**28. 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 5 Gala - Funfair |

**29. 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.

**30. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 13th July 2016 (Minute Numbers 14-26; Pages 7-12) be received as a true record and the contents contained therein be approved.

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

**31. Gala**

The Admin Manager gave members an update on final arrangements for the Gala and asked them to consider a quote for stewards to cover the Carnival Parade and Firework Display.

Members were informed that the Army Cadet Band had finally confirmed that they were available to lead the Carnival Parade. Two portaloos had been booked for the parade start point as requested at the last meeting at a cost of £100 and Greenlight Traffic Management had been given approval for 6 advance warning signs for the parade at an additional cost of £285.

The Admin Manager asked members to consider who they would like to judge the fancy dress competition this year and she also informed members that she was still working on finding a singer to provide the live music prior to the firework display.

Members were asked to assist if possible with the delivery of posters, flyers, shop window competition forms and letters to residents. They were also asked to assist where possible or support all the Gala events.

RESOLVED that:-

1. the report be received;
2. Media Events Management Ltd be booked to provide stewards for the parade and firework display at a cost of £679;
3. a donation of £250 be given to the Army Cadet Band for leading the Carnival Parade;
4. the Admin Manager ask Lord St Oswald to judge the fancy dress competition;
5. the Admin Manager be given approval to book someone to provide the live music prior to the firework display up to a maximum cost of £250;
6. a letter be sent out to all members of Council asking them to indicate if they can assist with any of the gala events; and
7. the Gala be reviewed at the next meeting.

**32. Horticultural Show**

The Admin Manager updated members on arrangements for the Horticultural Show and stated that help would be needed on Friday with setting up for the event and volunteers would be needed on the Saturday to assist the judges, run the raffle and tombola, help with the auction and the clearing up at the end of the show.

RESOLVED that:-

1. the report be received; and
2. the Horticultural Show be reviewed at the next meeting.

**33. Halloween Event**

The Admin Manager expressed concern that a response was still
awaited from the Baptist Church to confirm whether or not the Halloween Event could be held in their hall despite messages being left. As time was now moving on it was necessary to get the appropriate booking forms submitted and plans for the event approved. Members discussed arrangements and said they would chase up a response from the Baptist Church.

RESOLVED that:-

1. the report be received;
2. due to time limitations the Chairman be given authority to approve arrangements for the event in consultation with the Admin Manager and Town Clerk.

**34. Remembrance Sunday**

The Admin Manager gave members a report on the preliminary arrangements that had been made for Remembrance Sunday.

RESOLVED that:-

1. the report be received; and
2. the Admin Manager finalise arrangements for Remembrance Sunday on the same lines as previous years.

**35. Switch On of Christmas Lights**

The Admin Manager gave an update on arrangements for the
Christmas Lights Switch On and members discussed the event in detail. The Admin Manager also informed members that measurements were still awaited for the Santa’s Grotto and this would be chased up following the meeting.

The Admin Manager expressed concern about safety issues taking the sleigh down the High Street and suggested that stewards would need to be booked. Members discussed alternative ideas including councillors or volunteers but the Admin Manager stated that for health and safety issues and insurance purposes qualified stewards would be required.

RESOLVED that:-

1. the report be received;
2. a new Santa Suit be purchased;
3. the Admin Manager look at prices for new elf suits;
4. the Admin Manager be given approval to book a singer/group for the Switch On;
5. the Christmas Market go ahead as in previous years;
6. the Admin Manager look at quotes for stewards; and
7. the Admin Manager chase up measurements for the Santa’s Grotto.

**36. Children’s Christmas Parties**

The Admin Manager informed members that she had finally
received approval to use the Canon O’Grady Hall for the children’s Christmas Parties and the caretaker would be dropping a booking form in during the next few days. Now the venue was arranged the booking of the magician could also be confirmed.

RESOLVED that:-

1. the report be received;
2. approval be given to purchase games for the 2017 parties; and
3. a further report be brought to a future meeting.

**37. Updates on Other Events**

 The Admin Manager had no updates to report on other events.

Councillor Mrs C Moran asked for a Newsletter of summer activities for children to be produced in 2017.

RESOLVED that a Newsletter giving details of summer activities for children in 2017 be discussed at a future meeting.

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

RESOLVED that the next meeting be held on Wednesday 5th October 2016 at 11.00am.

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