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

**HELD ON WEDNESDAY 5TH OCTOBER 2016**

Present: Councillor Mrs E Blezard – Chairman

Councillor J Farrar

Councillor F.D Jones

Councillor Mrs H Jones – Vice-Chairman

Councillor Mrs P Mayne

Councillor Mrs A Moran

Councillor Mrs C Moran, BEM

Councillor B Smith

1. **Welcome and Apologies.**

The Chairman welcomed everyone to the meeting. Members’ apologies for their inability to attend were recorded in the apology book.

1. **Declarations of Interest.**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they have an interest, in accordance with the Code of Conduct.

1. **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.

1. **Minutes.**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 24th August 2016 (Minute Numbers 27-38; Pages 13-17) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C Moran, BEM / Seconded by Councillor Mrs A Moran)

**48. Schools Local Democracy Visits**

A written report was circulated detailing the bookings for the Local Democracy visits. The format would remain very similar to previous years with a Power Point display, tour of the offices and presentation of certificates. Members were asked to attend to meet the children if they were able.

Councillor Mrs C Moran, BEM, reported that the Mayor had been visiting some of the schools in advance of the Local Democracy

Sessions to provide them with some background information before they visit the Town Hall.

**49. Halloween Event**

The Admin Manager reported that the Halloween event would feature a spooky walkthrough of the Town Hall with an activity pack and coloured pencils for each child that visits. It was suggested that a hand stamp could be provided to manage the number of packs given out.

Members discussed a variety of quotes for the event and prizes for the Fancy Dress Competition.

RESOLVED that the report be received and that:

1. Normanton Knightingales perform a Halloween themed dance at 12.30pm and a donation of £50.00 be made;
2. Ian Jefferson be approved to present and provide the sound system at a cost of £150.00;
3. Ten Fancy Dress prizes of £10 be awarded;
4. Mary Vickers and Martin Walker be asked to judge the fancy dress competition;
5. Flyers be circulated to all schools except All Saints.

**50. Remembrance Sunday**

The Admin Manager reported that all the arrangements had been put into place for the event and there were just a few minor changed being made to the Order of Service which were being finalised.

There was concern about traffic management due to the anticipated lack of Policing. Members felt that it was important to ensure that the event proceeded without incident and agreed to pay for professional traffic management with Greenlight at a cost of £

Councillor J Farrar offered to assist with the bar if required.

RESOLVED that the report be received and that Green Light Traffic Management be booked to manage the parade at a cost of £

**51. Switch On of Christmas Lights**

The Admin Manager circulated a written report on the Christmas Lights Switch On. It was reported that the inflatable grotto would

be too large for the conference room and would therefore have to be located outside on the grass as previously agreed. Barriers would be hired from Green Light to ensure crowd safety at the side of the Town Hall.

Members considered the purchase of new costumes for Father Christmas and the Elves.

Members discussed the purchase of gifts for the Grotto and it was reported that some had been sourced from a local café which were of a reasonable cost. Councillor Mrs C Moran BEM reported that she had some wrapping paper that she could donate.

The Town Clerk expressed concern about the safety of getting the sleigh down the precinct which had become very dangerous due to the number of people now attending the event. Members considered various options but felt that it was very important that Santa’s sleigh was a part of the parade. Members suggested that additional staff may be required with support from the Fire Service.

It was suggested that a meeting should be held with the Normanton Lions Club and the Fairground to see how the parade could be made safer.

Catering would be provided by Tasty Bites and a discussion would be held with them to see what hot food they could offer.

RESOLVED that the report be received and that:

1. The Santa’s Grotto be held outside the Town Hall on the grass;
2. Crown Control Barriers be hired from Green Light Traffic Management at a cost of £160.00;
3. New costumes be purchased from Party Delights at a cost of £320.96;
4. A meeting be held with Normanton Lions Club and the Fairground to discuss the safety of the parade;
5. The Fire Brigade be asked to escort the sleigh;
6. Additional staff be provided to marshal the sleigh;
7. Hot food be provided by Tasty Bites.

**52. Children’s Christmas Parties**

The Admin Manager reported that she was awaiting responses from the Schools for the numbers of children attending. The venue had been confirmed at a cost of £70 and there were sufficient gifts for 2016. It was suggested that the Town Clerk be given delegated authority (in consultation with the Chairman) to purchase gifts for the 2017 party and selection boxes for 2016 when offers were available.

Members discussed drinks and agreed that sealed cup drinks should be made available to children who wanted them from the serving hatch in the hall.

It was confirmed that Truffles the magician would provide a magic show at each party at a total cost of £275.00 but that games and disco would need to be provided by the Town Council.

 RESOLVED that the report be received and that:

1. the Town Clerk be given delegated authority to purchase gifts and selection boxes when offers were available;
2. drinks cups be purchased;
3. the Town Council provide a game of pass the parcel and disco music.

**53. Joint Schools Carol Service**

It was reported that letters to schools had been sent out with the songs selected by Reverend Alan Murray. The event would be held at All Saints Parish Church on 8th December.

RESOLVED that the report be received.

**54. Christmas Celebration (Lions Club & Churches Together)**

It was reported that the event which is arranged in partnership with Normanton Lions Club and Churches Together would be held at St John the Baptist Church on Thursday 15th December. St Johns School had been asked to perform along with White Rose Male Voice Praise and Salvation Army Band. A further joint meeting was being held on 7th November to discuss the order of service.

A small budget of £100 was made available to the Lions Club to cover the cost of Selection Boxes, refreshments and advertising.

RESOLVED that the report be received and the contents noted and that £100 be donated to Normanton Lions Club towards the event costs.

**55. Updates on Other Events**

There were no other updates available.

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

The next meeting will be held on Wednesday 2nd November 2016 at 11.00am.