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

**Held on Wednesday 2nd August 2017 at 11:00am**

**In the Conference Room at Normanton Town Hall**

**Present:** Councillor D Appleyard

Councillor Mrs E Blezard

Councillor Miss J Farrar

Councillor FD Jones

Councillor Mrs P Mayne

Councillor Mrs A Moran

Councillor Mrs C Moran, BEM

Councillor B Smith

Councillor Mrs M Vickers

Councillor K Wilson, JP

**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 | Items 7 & 8 – Party @ Haw Hill Park & Gala – Fairground provider |

**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 5th July 2017 (Minute Numbers 14-26; Pages 6-11) be received as a true record and the contents contained therein be approved.

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

**31. Mayor Making**

The Town Clerk reported that a letter had been received from Greywood Hall in which explanations were put forward for the issues experienced at the recent Mayor Making event, along with an apology. Members again discussed the various issues on the evening but felt that Greywood Hall was the most suitable venue in the locality for this event. It was suggested that there should be better communication for the 2018 event.

Members discussed the possibility of changing the timings of the event to ensure that the event finished at a reasonable time for people to depart. Members felt that a lunchtime event was too prohibitive on the guests who worked and it was therefore suggested that the event should be brought forward to 6.00pm with a 6.30pm start with a view to service the food from 7.00pm.

RESOLVED that the apology from Greywood Hall be received and that:

i) The Mayor Making be booked at Greywood Hall for 11th May 2018;

ii) Guests arrive at 6.00pm for a 6.30 start;

iii) Speeches be restricted to 30 minutes; and

iv) The Town Clerk meet with Greywood Hall in the lead up to the event to discuss the format, seating plan and service times.

**32. Summer Band Concerts**

Members felt that the summer band concerts had been very well received. The attendance had been good despite the advert being missed by the Advertiser for the second event. The Refreshments provided by Haw Hill Park Bowling Club and The Well had been well received by the public but it was suggested that The Well may need to have a stall closer to the band stand in future. It was reported that the setting up of the chairs was quite heavy work for the office staff and it was suggested that we should make use of our casual event staff for this kind of work.

Members agreed that they wished to organise two further band concerts in 2018.

Contact details were provided to the Town Clerk for alternative bands who may be available to perform.

RESOLVED that the report be received and that:

i) A band concert be held on the first Sunday in July - Sunday 1st July 2018 at 2.00pm after the Civic Sunday service;

ii) A second band concert be held on the last Sunday in July – Sunday 29th July at 3.00pm; and

iii) The casual event staff be asked to work at the band concerts to undertake manual work.

**33. Party @ Haw Hill Park**

Members discussed the success of the Party @ Haw Hill Park and agreed that overall it was a success. There were concerns about the stage not being ready for the sound checks but acknowledged the skill of the stage crew who repaired the fault in time for the show to start. Members felt that the attendance had been at its highest so far and this was down to the high standard of musicians who were booked. It was suggested that because of the success of the event, there was a need to book additional toilets because the queues were waiting for up to an hour which was not acceptable. The security team did an excellent job but the size of the audience meant that additional stewards were needed. Members felt that the Police should have attended and suggested that a meeting should be arranged for the next concert in 2018. Members commented about the use of Barbeques and suggested that they should be banned from future events for health and safety reasons.

There were some administrative issues in dealing with the acts and it was suggested that direct contact should be made with the acts once Dean Midas had agreed fees on our behalf. This was to ensure that all details were passed to the acts prior to the event. The performers didn’t make use of the Town Hall Green Room to the same extent as they had in previous years and it was suggested that all acts must report to security at the Town Hall before making their way to the park. There would also need to be tighter controls over the issuing of wristbands and access to the back-stage area.

It was suggested that for 2018, we should contact the Party Bus again which was very well used in previous years.

Overall the event went very well and the Committee placed on record their thanks to the staff for their hard work in organising the event and to The Well for their support with the mini bus.

RESOLVED that the report be received and that:

i) The Party @ Haw Hill Park 2018 be held on 7th July;

ii) Contact be made with the Party Bus to secure an early booking if possible;

iii) The performers to be put in contact with the Town Council to discuss final arrangements for the event;

iv) A meeting be held with the Police to discuss their attendance at the 2018 event; and

v) Quotes be obtained for 15-20 toilets and brought back to a future meeting.

**34. Gala**

A written report was circulated by the Admin Manager which set out all the issues affecting the Gala. Quotes for stewarding and market stalls were discussed.

Members received an update on bookings for stalls, the parade, charity appeals, adverts, dance displays and classic car entries.

It was reported that additional letters from the classic car show would be going out in the next few days with support from Councillor Mrs C Moran, BEM.

Members were shown a draft of the Gala Programme with the winning design by Melody Brocklehurst on the front cover.

An update was provided on the free funfair for children and young adults with special needs which now had 181 children attending. This was much higher than previous years.

It was reported that the John Hodgkins Talk and Slide Show would be held at the Parish Rooms because of the difficulties in clearing the Conference Hall of furniture.

It was reported that the Rotary Club of Normanton had agreed to sponsor the 2018 swimming gala. A letter of thanks is to be sent to the Rotary Club.

RESOLVED that the report be received and the contents noted.

**35. Horticultural Show**

It was reported that planning for the show was going well. The prices for the prize cards were still awaited from the Normanton Advertiser. This would need to be approved before the next meeting and therefore members delegated authority to the Town Clerk in consultation with the Chairman.

The caterer had suggested a beef stew and dumplings for the lunch followed by cake. The costs were still to be confirmed and members delegated authority to the Town Clerk to finalise this issue.

Support would be needed from members on the day to arrange drinks for the civic guests and it was suggested that juice and water could be made available on the tables.

Tea and coffee would be provided for exhibitors free of charge as a gesture of good will and then once the show opened tea and coffee would be available to the public and exhibitors for a small charge of 50p.

RESOLVED that the report be received and that:

i) The Town Clerk be delegated authority to approve the printing of the prize cards, subject to budgetary limits;

ii) The Town Clerk be delegated authority to approve the refreshments, subject to budgetary limits; and

iii) Tea and coffee would be available to the public from 2.00pm for a cost of 50p.

**36. Halloween Event**

Members discussed the possibility of continuing with the highly successful Halloween event in 2017. It was suggested that a few minor changes needed to be made to the plans, including keeping the large table in the conference hall and using display boards to screen off the walkway, the spooky walkthrough of the Town Hall being available prior to the parade only and the organisation of the fancy dress competition to be looked at in more detail.

It was suggested that the actors should be provided with a small buffet lunch and drinks at the Town Hall following the fancy dress competition, and that Normanton Knightingales be asked to perform and offered a donation of £50.00.

RESOLVED that the report be received and that:

i) The spooky walkthrough be available from 10.30am – 11.50am;

ii) The parade commences from the top of the precinct at 12.00pm;

iii) The fancy dress competition will take place in the market area at 12.15pm;

iv) A performance from Normanton Knightingales will take place at 12.30pm with the event finishing no later than 1.00pm;

v) A donation of £50.00 will be made to the Normanton Knightingales in respect of their performance;

vi) Refreshments will be provided for the actors at the Town Hall following the event; and

vii) The casual event staff be asked to undertake manual work including moving tables and other furniture before and after the event.

**37. Children’s Christmas Parties**

The Children’s Christmas Parties were provisionally booked for 5th December, however despite several attempts to contact the caretaker, this had not yet been confirmed. Bernadette Cowley-Richardson had now been sent an email to establish if the booking was confirmed.

Members discussed the issue of Christmas presents and felt that the board games provided in recent years were not financially sustainable any longer due to price increases. Members discussed the possibility of giving each child a copy of the book ‘The Night Before Christmas’ which could contain a label indicating that it was donated by the Town Council. This was a gift that the children could keep as they grow up.

RESOLVED that the report be received and that the children be given a copy of ‘The Night Before Christmas’ as their gift.

**38. Updates on Other Events**

There were no updates on other events to be discussed at this   
meeting.

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

RESOLVED that the next meeting of the Special Projects Committee be held on Wednesday 6th September at 11.00am.

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