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

**Held on Wednesday 27th June 2018 at 1:00pm**

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

**Present:** Councillor D. Appleyard

Councillor Mrs E. Blezard (Chairman)

Councillor Mrs H.W. Jones

Councillor Mrs P. Mayne

Councillor Mrs A. Moran

Councillor Mrs M. Vickers

Councillor Mrs A. Wood

**Councillors Absent:** Councillor R. Best, Councillor Miss J. Farrar, Councillor S. Hudson, Councillor Mrs C. Moran, BEM, Councillor B. Smith, Councillor A. Wassell, Councillor K. Wilson, JP

**8. Welcome and Apologies**

The Chairman welcomed everyone to the meeting.

The following apologies were recorded:

Councillor R. Best, Councillor Miss J. Farrar, Councillor S. Hudson, Councillor Mrs C. Moran, BEM, Councillor B. Smith, Councillor A. Wassell, Councillor K. Wilson, JP.

**9. Declarations of Interest**

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

No declarations were made.

**10. 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.

**11. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 6th June 2018 (Minute Numbers 1-7; Pages 1-7) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs P. Mayne / Seconded by Councillor Mrs A. Wood)

**12. Future Meeting Dates**

A list of proposed meeting dates for the remainder of 2018 was circulated and noted.

**13. Events Update 2018**

The Town Clerk began by reporting that she had been working closely with the Admin Officer to deliver the events in the Council’s calendar.

The Chairman recorded her thanks for their hard work in ensuring that all events go according to plan.

The Town Clerk provided a written report on issues affecting events and supplemented with several verbal updates.

Civic Sunday

* The Bugles had now confirmed their attendance.
* Food would be served at 12.15 – 12.30 aprx after the Bugles performance.
* The Bar would be closed at 1.15pm to enable guests to make their way to Haw Hill Park for the concert at 2.00pm.
* The Risk Assessment was reviewed and approved.

Summer Band Concerts

* The purchase of a banner at a cost of £45.00 was agreed.
* It was reported that the Admin Officer would be managing the event on 29th July in the absence of the Town Clerk.
* The Risk Assessment was reviewed and approved.

Party @ Haw Hill Park

* The purchase of a banner at a cost of £45.00 was agreed.
* A large poster had been installed outside Woodhouse Community Centre.
* Members were asked to volunteer for the Green Room from 4.30pm if they were available.
* The Risk Assessment and field layout was reviewed and approved.

Gala Weekend

* A banner would be purchased for the Gala at a cost of £45.00.
* The date for the Talk & Slide Show would be Tuesday 25th September at the Parish Rooms.
* The Bowling Competition was confirmed to involve Haw Hill Park and Smirthwaite in a Mixed Triples Round Robin.
* An update was provided on the Swimming Gala and further information was awaited.
* The Caterer confirmed that staff would be provided for two hours for refreshments on Gala Day.
* The report from Ridings FM was noted and it was accepted that they would not be able to source advertising on our behalf but would promote our events on air.
* The Gala Field layout was approved.

Horticultural Show

* It was agreed that Bon Appetite Catering would provide refreshments for 40 people at a cost of £8/head and would stand in the car park to provide refreshments to exhibitors and visitors.
* A pre-order would be organised for the food which would consist of Hot Roast Pork or Beef sandwiches, Chips, Cake and a hot drink.
* Table hire quotes were considered and a quote from You Can Hire was approved at £656.65.

Halloween

* It was confirmed that Fearmasters Entertainment Ltd would attend the event and lunch would be provided for their staff.
* It was reported that both First Aid providers had declined the event. Further enquiries were ongoing but the Risk Assessment may have to be reviewed.
* JP Baker School of Dance confirmed that they would dance for the agreed fee of £50.00
* Delegated Authority was given to the Town Clerk to purchase decorations and sweets up to agreed budgetary limits.

Remembrance Sunday

* Prospect Brass (formerly Skelmanthorpe ‘B’) were confirmed at a cost of £500.00.
* The coaches from M&G Travel were confirmed at a cost of £460.00.

Christmas Lights Switch On

* Magical Memories can supply princesses only at the event and they would be on site from 4.00pm – 6.00pm.
* Members agreed that the costumes should be cleaned before the event.
* Delegated Authority was given to the Town Clerk for the purchase of replacement Elf costumes, decorations and sweets up to budgetary limits.
* Litter Collection with Streetscene was approved at a cost of £142.70.

RESOLVED that the reports be received and that all appropriate actions be taken in relation to the decisions made.

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