

MINUTES OF A MEETING OF THE SPECIAL PROJECTS COMMITTEE

Held on Wednesday 14th November 2018 at 1:00pm

In the Conference Room at Normanton Town Hall

Present: Councillor D. Appleyard
Councillor Mrs E. Blezard - Chairman
Councillor Ms J. Farrar
Councillor S. Hudson
Councillor Mrs C. Moran, BEM
Councillor Mrs M. Vickers
Councillor K. Wilson, JP
Councillor Mrs A. Wood

Councillors Absent: Councillor R. Best, Councillor Mrs H.W. Jones, Councillor Mrs P. Mayne, Councillor Mrs A. Moran, Councillor A. Wassell.

24. Welcome and Apologies

The Chairman welcomed everyone to the meeting.

RESOLVED that apologies be received and approved on behalf of Councillor Mrs H.W. Jones and Councillor A. Wassell.

25. Declaration 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.

26. Minutes

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 27th June 2018 (Minute Numbers 18-23; Pages 17-23) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor S. Hudson / Seconded by Councillor K. Wilson, JP)

Signed

27. Notes of Public Gala Meeting

RESOLVED that the notes of a Public Gala Meeting held on 6th November be received.

(Proposed by Councillor Mrs C. Moran, BEM/ Seconded by Councillor Mrs E. Blezard)

28. Events Update 2018

Members discussed each of the remaining events in detail.

Gala Weekend

The budget to 31st October showed a saving against budget of £757.92.

Horticultural Show

The budget to 31st October showed a saving against budget of £114.10.

Halloween in Normanton

Members reviewed the Halloween event which was very successful with around 600 people attending at the Town Hall.

Things that worked well:

Spooky walkthrough;

Scare Ground characters;

Sweet cones;

Support from shops;

Younger walkaround before the characters arrived.

Things that didn't work well:

Dance Display timings;

Space in High Street;

Arena size having to be changed;

Blocking access in the High Street;

Singers in reception area.

Things to improve:

One dance display at the event;

More sweet bags;

Moving the Dance Display to Haw Hill Park;

Signed

Working with The Well Project and Friends of Haw Hill Park on a combined project;
Normanton Knightingales has requested permission to dance again in 2019 – Agreed.

The budget up to 31st October showed a saving of £124.72.

Remembrance Sunday

Members were asked to review the Remembrance Sunday event which was very successful.

Things that worked well:

There were record numbers of people attending at both events despite the rain;

There was just enough food;

The evening service worked really well and should be continued.

Things that didn't work well:

Tables were full when people got back from Altofts;

Parked cars at Altofts cenotaph;

Wires on microphones and positioning of mic needs to be improved;

Busses were not full.

Things to improve:

A parade marshal would be a good addition to the organisation of the parade;

Volunteers to assist with sending wreath layers to the right area;

Volunteers to help give our orders of service.

It was noted that the band had been booked again for 2019 and members requested that letters of thanks be sent to The Swan and Tasty Bites.

The budget to 31st October showed a saving against budget of £55.00.

Signed

Christmas Lights Switch On

The Christmas Lights Switch On will be held on Friday 30th November 2018 and all decision making for this event has been completed.

A running order for the event was circulated along with a list of volunteering requirements for the day.

The budget to 31st October showed a saving against budget of £121.30.

Children's Christmas Party

The Christmas Party will be held on Tuesday 4th December 2018 and all decision making for this event has been completed.

A running order for the event was circulated along with a list of volunteering requirements for the day.

The budget to 31st October showed a saving against budget of £328.60.

Joint Schools Carol Service

The Joint Schools Carol Service will be held on Thursday 6th December 2018 at All Saints Parish Church.

The admin team would be co-ordinating the Order of Service between the Schools and All Saints Church.

Christmas Celebration

The Christmas Celebration will be held on Thursday 13th December 2018 and all decision making for this event has been completed.

The service will begin at 7.15pm at All Saints Parish Church and will feature the Castleford Salvation Army Band, White Rose Male Voice Praise Choir, Altofts Junior School's Choir and David Jackson.

Events in 2019

Party @ Haw Hill Park – Members agreed to work on a tribute show supplemented with a few low cost warm up acts.

Children's Christmas Party – Alternative venues to be considered before any bookings are made.

Signed

Music Licence

It was reported that PPL/PRS had confirmed that a music licence was required for events at a cost of £1776.49 + VAT on an annual basis.

Members were disappointed with this news but felt that music was important to our events.

It was suggested that the Special Projects budget would need to be increased to accommodate this additional cost.

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.

Signed