

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

**Held on Wednesday 17<sup>th</sup> October 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 H.W. Jones – Vice-Chairman  
Councillor Mrs P. Mayne  
Councillor Mrs A. Moran  
Councillor Mrs M. Vickers  
Councillor A. Wassell  
Councillor K. Wilson, JP  
Councillor Mrs A. Wood

**Councillors Absent:** Councillor R. Best and Councillor Mrs C. Moran, BEM

### **18. Welcome and Apologies**

The Chairman welcomed everyone to the meeting.

Apologies were recorded and reasons accepted on behalf of Councillor Mrs C. Moran, BEM.

### **19. 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.

### **20. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 8<sup>th</sup> August 2018 (Minute Numbers 14-17; Pages 12-16) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs H.W. Jones / Seconded by Councillor K. Wilson, JP)

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## **21. Events Update 2018**

The Town Clerk circulated a written report on all events in 2018 including budgets and provided supplementary information where required.

### Gala Weekend - Review

The Town Clerk recorded her thanks to Councillors and staff for their support at the Gala when she was unable to attend the event herself. It was pleasing to note that the event ran smoothly and there were no issues of major concern.

Issues discussed include:

Weather – This is the second year of rain and some members of the public had suggested altering the date. Members were not minded to change the date and agreed to remain with the second weekend in September.

Stall Layout – we have received lots of positive feedback on the new layout and we have a few pointers for next year for improvements. The new track around the park caused a few minor difficulties as it does not allow enough depth behind for stalls to set up.

Entertainment – the entertainment worked with us very well and they commented how impressed they were with the information that was provided prior to the event. They understood the issue with the rain and didn't complain.

Band – It was reported that the band complained on the day and said that they must walk at a specific speed which caused difficulties with the speed of the parade.

Parade – There were a significant number of lorries this year which is good to see but it does pose further risks for the parade fitting into the arena and had the rain been heavier then we may well have had tailbacks on the main road again. One particular lorry had approached the parade from the wrong side for the second year and this would be addressed directly with them. Parade entrants are all to receive a payment of £50 in 2019 and a maximum of 6 lorries are to be permitted due to space in the arena.

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Traffic Management and Stewards both did a good job with the parade and kept in constant communication with the Councillors in charge of the parade.

We have received an official complaint regarding noise from the parade particularly at the railway bridge which is alleged to have caused distress to nearby horses.

Members noted that this was the first complaint of this nature and said that lorry drivers will be advised to use caution with their horns and that the horse owners be asked to take steps to stable their horses to minimise distress.

The budget was reviewed and savings to date noted.

#### Free Fun Fair - Review

The free funfair attracted 114 attendees in addition to teachers and parents. There was a total of 245 attendees at the event.

A contribution of £100.00 was agreed towards transport for one school.

The Committee recorded thanks to Evan Moran and Sons for the provision of the fairground and agreed that a thank you letter should be sent.

#### Horticultural Show - Review

The Horticultural Show went well but we were significantly down on entries, in fact we were down 87 on the previous year.

Chrysanthemum	19 entries	-4 on last year
Dahlia	35 entries	-26 on last year
Vegetable	154 entries	-16 on last year
AN Other	31 entries	-10 on last year
Pelargonium	4 entries	-5 on last year
Home Produce	8 entries	-22 on last year
Children	12 entries	-4 on last year
Allotment / Scarecrow	5 entries	

Members felt that a different approach was needed in 2019 to boost entries from children, schools and in the home produce section. It was suggested that youth-based groups should be contacted.

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- Entry money was down £20.50.
- Raffle was down £6.00 (including £20 raised from the giant marrow.)
- Tombola was down £7.00.
- Squares Board was up £6.00.
- Auction was down £26.11.
- We made £339.44 in total on fundraising.
- Prize money awarded was £692.00 which was £98.50 down on last year.

I will be meeting with Tasty Bites later in the year to discuss their proposals for catering for the whole event in 2019.

The venue was causing issues with footfall and it was suggested that alternatives be considered for the future.

The budget was reviewed and savings to date noted.

#### Talk & Slide Show - Review

The event went well with around 60 people attending. It was not as full as previous occasions but still a good attendance. The room worked well, and the casual staff did a great job with the furniture and refreshments.

#### Halloween in Normanton

- The Town Clerk provided an update on the arrangements and purchase of decorations.
- There would be two dance displays to take place on this occasion which will be an additional £50.
- A Silver buffet for 20 would be ordered from Tasty Bites at £4.25/head.
- B&M and Sainsburys had been contacted by the Chairman for donations of sweets.
- Volunteers would be required to assist with the queue and hand out sweets. Councillor Mrs P. Mayne and Councillor Miss J. Farrar offered their help.
- The budget was reviewed and savings to date noted.
- The Risk Assessment was reviewed and accepted.

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### Remembrance Sunday

The Town Clerk provided an update on the arrangements.

- The quote for Traffic Management through Streetwise be approved.
- A Ruby Buffet for 60 be ordered from Tasty Bites at a cost of £4.95/head.
- An additional wreath purchase for laying at the Menin Gate is noted.
- Councillor K. Wilson, JP, offered to assist with the gate access and parking at Martin Frobisher School.
- The Beacons of Light Event currently has no separate budget but will require some expenditure in the region of £100.00 - £150.00.
- The budget and Risk Assessment was reviewed and accepted.

### Christmas Lights Switch On

The Town Clerk provided an update on the arrangements.

- The quote for Stewards through Horizon Enterprises be approved.
- Refreshments be booked through Tasty Bites at a cost of no more than £4.00/head for soup and a roll.
- Christmas Grotto gifts (400) be purchased from The Works at £1 each.
- Town Council Christmas Card and Calendar to be given to parents.
- Contact to be made with Trading Standards following the issue with pedlars in 2017.
- The budget and Risk Assessment were reviewed and accepted.

### Children's Christmas Party

The Town Clerk provided an update on the arrangements.

- The gifts have been purchased and are ready to wrap.
- The budget and Risk Assessment were reviewed and approved.

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### Christmas Celebration

The Town Clerk provided an update on the arrangements.

- We are holding a meeting with our partners for the Christmas Celebration. This will be to finalise the order of proceedings, hymns and readings.
- Our only expenditure for this event is £100.00 to Normanton Lions Club and £50.00 to the Church.
- The budget and Risk Assessment were reviewed and approved.

### Local Democracy Week

It was reported that the event had been altered to be more comfortable for the children in a more relaxed format.

The Committee recorded thanks to Helen and Carley for their work on the quiz booklet that had been given out.

### Joint Schools Carol Service

Members requested an update on the service which was organised by the Town Council in conjunction with the schools. It was reported that the office simply co-ordinated song choices between schools and the Church and there was little involvement or decision making required on this particular event.

## **22. Events in 2019**

The dates for events in 2019 were agreed as follows:

March/April	Children's Easter Competition
Friday 17 <sup>th</sup> May	Mayor Making
Sunday 7 <sup>th</sup> July	Civic Sunday Parade & Service
Sunday 7 <sup>th</sup> July	Summer Band Concert
Saturday 13 <sup>th</sup> July	Party @ Haw Hill Park
Sunday 28 <sup>th</sup> July	Summer Band Concert
Friday 13 <sup>th</sup> September	Free Special Needs Funfair
Saturday 14 <sup>th</sup> September	Gala Day
Sunday 15 <sup>th</sup> September	Gala Sunday
Saturday 21 <sup>st</sup> September	Horticultural Show
October/November	Schools Local Democracy Visits

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Tuesday 29 <sup>th</sup> October	Halloween Event
Sunday 10 <sup>th</sup> November	Remembrance Sunday
Friday 29 <sup>th</sup> November	Switch On of Christmas Lights
Tuesday 3 <sup>rd</sup> December	Children's Christmas Parties
Thursday 5 <sup>th</sup> December	Joint Schools Carol Service
Thursday 12 <sup>th</sup> December	Christmas Celebration

### 23. Budgets 2019/20

The budgets for events in 2019/20 were reviewed and put forward for submission to the Finance and General Purposes Committee.

Children's Easter Competition	£300.00
Mayor Making	£3,000.00
Civic Sunday	£500.00
Summer Band Concerts	£900.00
Party @ Haw Hill Park	£15,000.00
Gala	£24,000.00
Horticultural Show	£2,400.00
Local Democracy Visits	£100.00
Halloween Event	£1,000.00
Remembrance Sunday	£2,700.00
Switch On of Christmas Lights	£2,200.00
Children's Christmas Parties	£1,500.00
Christmas Celebration	£150.00
Other Events	£700.00
<b>TOTAL</b>	<b>£54,450.00</b>

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

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