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

**Held on Wednesday 12th February 2020 at 11:00am**

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

**Present:** Councillor Mrs C. Appleyard

 Councillor D. Appleyard

 Councillor R. Best

Councillor Mrs E. Blezard – Chairman

Councillor S. Hudson

Councillor Mrs H.W. Jones – Vice-Chairman

Councillor Mrs F. Marchant

Councillor Mrs P. Mayne

Councillor Mrs A. Moran

 Councillor B. Wood

**Absent:** Councillor F.D. Jones, Councillor Mrs C. Moran, BEM, Councillor A. Wassell, Councillor K. Wilson, JP, Councillor Mrs A. Wood

# 31. Welcome & Apologies

The Chairman welcomed everyone to the meeting and apologies were received on behalf of Councillor F.D. Jones and Councillor K. Wilson, JP.

Apologies were received and reasons approved on behalf of Councillor Mrs C. Moran, BEM, Councillor A. Wassell and Councillor Mrs A. Wood.

# 32. Declarations of Interest

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

RESOLVED that the following Declarations of Interest be received:

Councillor Mrs A. Moran

Pecuniary interest

Party @ Haw Hill Park – Fairground and Catering

# 33. Minutes

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 22nd January 2020 (Minute numbers 27-30; Pages 23-27) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor D. Appleyard / Seconded by Councillor B. Wood)

# 34. Events in 2020

 Easter Colouring Competition

The Risk Assessment for the Easter Colouring Competition was reviewed and approved.

 Mayor Making

Members considered the menu options for the Mayor Making dinner and it was agreed that the following choices would be approved:-

1. Starters – Homemade Vegetable Soup, Traditional Prawn Cocktail and Yorkshire Pudding;
2. Mains – Wheatsheaf Steak Pie, Chicken Breast and Mushroom & Brie Wellington;
3. Desserts – White Chocolate Brownie and beyond, Trifle and Homemade Syrup Sponge & Custard.

Members decided not to include tea and coffee as part of the meal as these could be purchased at the bar by guests if they so wished.

The guest list was agreed and finalised.

Members discussed options for the entertainment, and it was agreed that a DJ would be booked through the venue at a cost of £150.00.

Civic Sunday

There were no further updates to report for Civic Sunday at this stage.

Summer Band Concert

Members agreed to book Altofts and Normanton Brass Band for the Concert on Sunday 5th July at a cost of £150.00, payable even if the event is cancelled.

A quote of £100.00 per Concert from Ian Jefferson for the PA system was approved.

Party @ Haw Hill Park

Members considered various quotes for the Party @ Haw Hill Park event and it was agreed that the following would be approved: -

1. Channy Music to provide acts for the event at a cost of £350.00;
2. Trinity Medical Services to provide first aid cover at a cost of £338.00;
3. GS Toilet Hire to provide 20 standard toilets and 2 wheelchair access toilets at a cost of £1,090.00;
4. HG1 to provide the stage and sound system at a cost of £3,227.00;
5. Horizon to provide stewards and security at a cost of £1,180.00;
6. Ian Jefferson to present at the event at a cost of £375.00;
7. WMDC to provide a litter collection service at a cost of £501.22 plus £107.52/tonne tipping.

Councillor Mrs A. Moran left the room as members discussed the need for catering units and fairground rides at Party @ Haw Hill Park.

It was agreed that the fairground rides would not be required at this year’s event on a trial basis.

Members agreed to continue with the catering units and agreed that the fee be kept the same at £80.00 as in 2019.

It was agreed that caterers would send in applications for Committee consideration. These applications should include photos of the unit, a copy of public liability insurance, a copy of food hygiene certificate, menus and costs.

At this point, Councillor Mrs A. Moran returned to the room.

Gala

Members acknowledged a letter of thanks from John Hodgkins regarding Gala 2019.

Members considered various quotes for the Gala 2020 event and it was agreed that the following would be approved: -

1. Trinity Medical Services to provide first aid cover at a cost of £637.00;
2. GS Toilet Hire to provide 1 wheelchair access toilet for the Free Funfair on Friday at a cost of £114.00, 10 standard toilets and 1 wheelchair access toilet, with battery operated lighting and a toilet attendant on Saturday, at a cost of £1,115.00 and 6 standard toilets and 1 wheelchair access toilet on Sunday at a cost of £294.00;
3. HG1 to provide the stage and sound system at a cost of £1,700.00;
4. Horizon to provide stewards and security at a cost of £718.00;
5. Go Traffic Management to provide traffic management services at a cost of £2,288.50;
6. Marquee Events to provide 2 marquees, 50 chairs and 60 trestle tables at a cost of £1,300.00;
7. Dangerous Steve to provide arena entertainment at a cost of £725.00 plus travel;
8. Doctor Phantasma’s Amazing Sideshow to provide arena entertainment at a cost of £1,495.00 plus travel;
9. Ian Jefferson to present at the event at a cost of £600.00;
10. WMDC to provide a litter collection service at a cost of £595.05 plus £107.52/tonne tipping.

Members agreed to keep the usual route for the Parade this year, subject to advisory changes from the Safety Advisory Group meeting on Tuesday 25th February 2020.

Members agreed that free parking would be preferred for Gala Day, the Lights Switch On and the final Saturday before Christmas. Councillor Mrs E. Blezard requested the dates be emailed over to her so that she could seek permission for this from WMDC.

It was confirmed that the charge for the Charity Appeal and all charges for stalls at this year’s Gala would be kept the same as in 2019.

It was agreed that caterers would send in applications for Committee consideration. These applications should include photos of the unit, a copy of public liability insurance, a copy of food hygiene certificate, menus and costs.

Flower & Vegetable Show

There were no further updates to report for the Flower & Vegetable Show at this stage.

Halloween

Members considered quotes for first aid cover and the presenter at the Halloween event this year. It was agreed that Trinity Medical Services would be booked for first aid at a cost of £104.00 and that Ian Jefferson would be booked to present at a cost of £150.00.

Remembrance Sunday

A quote of £104.00, with a 100% discount due to the nature of the event, from Trinity Medical Services for first aid cover at Remembrance Sunday was approved.

Christmas Lights Switch On

Members acknowledged a letter of thanks from Yorkshire Air Ambulance regarding the Christmas Market 2019.

Members considered various quotes for the Christmas Lights Switch On event and it was agreed that the following would be approved: -

1. Trinity Medical Services to provide first aid cover at a cost of £117.00;
2. Ian Jefferson to present at the event at a cost of £275.00;
3. WMDC to provide a litter collection service at a cost of £148.46.

It was confirmed that all charges for stalls at this year’s Lights Switch On would be kept the same as in 2019, subject to the outcome of the market review.

Members reiterated that free parking would be preferred for the Lights Switch On, as well as Gala Day and the final Saturday before Christmas. The Town Clerk confirmed that the dates would be emailed to Councillor Mrs E. Blezard.

Children’s Christmas Party

Members agreed to book Truffles the Magician for the entertainment at the Children’s Christmas Party at a cost of £275.00.

Joint Schools Carol Service

There were no further updates to report for the Joint Schools Carol Service at this stage.

RESOLVED that the above decisions be approved and that appropriate actions taken where required.

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