

NORMANTON TOWN COUNCIL



MINUTES OF THE EVENTS COMMITTEE

Monday 2nd October 2023 at 10.00am at Normanton Town Hall

Present: Councillor C Appleyard
Councillor M Jennings
Councillor H Jones – Vice-Chairman
Councillor P Mayne
Councillor J Medford
Councillor T Morgan
Councillor P Sampson
Councillor K Wilson, JP
Donna Johnston – Town Clerk & RFO

Absent: Councillor D Appleyard
Councillor E Blezard – Chairman
Councillor S Hudson
Councillor F Marchant
Councillor C Parsons
Councillor J Pritchard
Councillor D South

In the absence of the Chairman, the Vice-Chairman chaired the meeting.

012. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor D Appleyard, Councillor E Blezard, Councillor S Hudson, Councillor F Marchant, Councillor C Parsons, Councillor J Pritchard, and Councillor D South.

013. Declarations of Interest

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they had an interest, in accordance with the Code of Conduct.

There were no declarations made.

014. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 7th August 2023 (Minute Numbers 006 - 011; Pages 6 - 10) be approved and signed.

015. Review of Recent Events

Summer Band Concert

- The event was OK and well attended.
- It was suggested that advertising wasn't sufficient.
- There was a shortage of chairs and gazebos.
- Attendance was around 80.
- Positive feedback was received from Haw Hill Park Bowling Club who served refreshments and attracted some new players.

Free Funfair

- There were 78 children and 72 adults in attendance.
- One school could not attend as they required a detailed form completing which no other school had ever requested.
- This would be discussed with other schools in advance of next year's Gala.
- Difficulties were caused by parents and carers of children and young adults who were not with a school party requesting to attend which put staff in a difficult position.
- A thank you card was received from Altofts Junior School.
- The fairground wishes to meet to discuss future events.

Gala Weekend

- Positive feedback was received from several participants who commented that the event was well organised and well attended.
- Members felt that the event was good but there wasn't as much arena entertainment.
- The parade went well from the Altofts start point with the assistance from the Police.
- Portable toilets may be required at the start of the parade.
- It was suggested that temporary parasols could be provided for shade at the setting up point.
- The band were fantastic and should be booked again immediately with additional time for an arena performance if possible.
- The car boot sale was quiet on the Sunday.
- The dance displays worked well.

Flower & Vegetable Show

- There were 44 entrants of which 24 were from Normanton.
- There were 211 entries which is on par with 2021.
- Prize money was £503.00.
- A total of £227.25 was raised from entries, refreshments and auction.
- Attendance was around 160 in total across the afternoon.
- Space was limited and additional space should be created where possible, potentially by removing further classes.
- It was suggested that advertising wasn't sufficient.
- It was suggested that the home produce section should be reviewed by a Home Economics teacher.
- The number of entries fitted the room however if more entries were received then a bigger venue would be needed.

Talk & Slide Show

- Attendance was 57.
- Some Councillors reported that the church wasn't very warm.

016. Complaints

Members considered five complaints and one suggestion relating to the Gala and Flower Show.

Complaint 1 - from a resident of Haw Hill View

The resident complains that they moved their vehicle on Gala Sunday and were not able to park upon their return. They believed that a letter sent to residents by the Town Council advised that a traffic warden would be present enforcing residents only parking.

The Events Committee have confirmed that the letter did not make any reference to residents only parking or traffic wardens. The resident has mis-understood the content of the letter, and this has already been communicated to the complainant by the Town Clerk. No further action required.

Complaint 2 – from a resident of the new estate near the railway bridge
The resident expressed their disappointment, frustration and inconvenience because they were delayed by 35 minutes on their way home. The complainant felt that the signs saying 'delays possible' did not reflect that some of the roads were closed. They felt that diversions should have been put in place as they could not find an alternative route home using google maps.

The Events Committee did not believe it would be possible to implement a diversionary route, given that the resident lived directly on the parade route. Their only option would be to wait until the parade had passed. It had been explained that the parade had been running for 60+ years along this route and that the signage was in place in advance to warn motorists. The resident was provided with the date of the 2024 Gala Parade and has been added to the events mailing list in order to be kept fully informed in future.

Complaint 3

The resident complains that the Town Council should have known the weather would be warm and altered the start point for the parade. They complained that children were exhausted, and it was disgusting to see children trying their best while Councillors sat in air-conditioned cars.

The Events Committee confirmed that it was not possible to alter the start point of the parade due to the lawful road closure order and traffic management requirements. All children taking part in the parade had parental consent and all groups had been asked to provide plenty of water. Additional rest stops were included along the route to allow additional drinks breaks.

There were no air-conditioned cars provided for Town Councillors. There was one civic car in the parade which was carrying a disabled passenger.

Complaint 4 - from a stall holder at the Gala

The stall holder complained that a drone was flying overhead approximately four feet above people's heads. The stall holder felt that this was dangerous and should not have been permitted.

The Events Committee explained that the drone was not reported on the day of the event and had not been given permission by the Town Council. It was understood that filming above crowded places was not permitted and further advice would be sought.

Complaint 5 - from a show exhibitor

The complainant was a show exhibitor from outside the area. They complained that they did not wish to vacate the building while judging takes place and would like to stay inside and have some refreshments.

They also complained that the staging times were incompatible for people attending the Harrogate Show, who would be too tired to attend during the early morning.

The Events Committee noted the concerns but felt that the timings worked well for the show and the residents of Normanton who the show was aimed at. It was not possible for exhibitors to remain in the building due to limited space, but local cafes were open in the Town Centre which was within walking distance.

Suggestion 1.

To prevent bottlenecks on Wharfedale Drive, cones should be placed and enforced along Wharfedale Drive from the junction with Church Road to Ryedale Place.

The Events Committee noted the helpful comments and would feed this back to the traffic management company for 2024, however it would not be possible to enforce without a traffic regulation order in place.

RESOLVED that the complaints and suggestion be received.

017. Events in 2023

Halloween – Tuesday 31st October 2023

- Owl Display booked with the Flying Squadron at £100.00.
- Purchase of sweets – delegated authority to the Town Clerk to purchase what is required.
- There has been no response from shops in the High Street regarding Trick or Treating. Councillor T Morgan agreed to visit shops to speak to them in person.
- Small paper bags to be purchased for trick or treating – delegated authority to the Town Clerk to purchase what is required.

Remembrance Sunday – Sunday 12th November 2023

- Skelmanthorpe Brass Band booked at a cost of £500.00.
- Catering – Traditional buffet with mini desserts for 70 £595.00 booked with STW Catering.
- Drinks – Tea, Coffee and juice to be served. Delegated authority to the Town Clerk to purchase what is required.
- Traffic Management – Think TM booked at a cost of £996.00.
- Wreaths from Royal British Legion – 3 ordered at £25.00 each.

Christmas Lights Switch On – Friday 24th November 2023

- We have booked in a number of smaller organisations for Carol Singing – each will be paid a donation of £50.00.
- Catering for civic guests and volunteers – Hot Roast Sandwiches and Roast Potatoes x 40 £260.00 booked with STW Catering. Booked under Clerks Authority to secure the date.
- Drinks – Tea, Coffee, Juice and Mulled Wine to be served. Delegated authority to the Town Clerk to purchase what is required.
- Elf Costumes – Four new suits to be purchased at an approximate cost of £50 each. Delegated authority to the Town Clerk to purchase what is required.
- Grotto Gifts – books to be purchased at around £1.00 each. Delegated authority to the Town Clerk to purchase what is required.
- Wrapping Paper – Delegated authority to the Town Clerk to purchase what is required.
- Sweets – Chocolate coins and Haribo as an alternative. Delegated authority to the Town Clerk to purchase what is required.

Children's Christmas Party – Wednesday 6th December 2023

- Truffles the Magician booked at a cost of around £260.00.
- Gifts for the children – Books and Selection Boxes to be purchased. Delegated authority to the Town Clerk to purchase what is required.
- Wrapping Paper – Delegated authority to the Town Clerk to purchase what is required.
- Bags – Paper bags to be purchased. Delegated authority to the Town Clerk to purchase what is required.

018. Events Budget 2024/25

The Events Committee requested a budget be prepared on the basis of the current calendar of events, in addition to a small-scale beacon event for the 80th anniversary of D-Day and flags to be installed for St George's Day and Yorkshire Day.

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