

NORMANTON TOWN COUNCIL



MINUTES OF THE EVENTS COMMITTEE

Held on Monday 6th November 2023 at 2.00pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor D Appleyard
Councillor E Blezard – Chairman
Councillor S Hudson
Councillor M Jennings
Councillor H Jones – Vice Chairman
Councillor P Mayne
Councillor J Medford
Councillor T Morgan
Councillor J Pritchard
Councillor P Sampson
Councillor K Wilson, JP
Donna Johnston – Town Clerk & RFO
Helen Senior – Admin Officer

Absent: Councillor F Marchant
Councillor C Parsons
Councillor D South

019. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor F Marchant and Councillor C Parsons.

020. 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.

021. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 2nd October 2023 (Minute Numbers 012-018; Pages 11-16) be received and signed.

The Chairman asked to record a vote of thanks to Wendy Wilson for her assistance at the Gala, giving out programmes and assisting with directions. It was agreed that a letter of thanks should be sent.

022. Review of Recent Events

Members considered the Halloween event that was held on 31st October 2023 and made the following comments:

The damp weather put a lot of people off, but the attendance was still good and those who attended had a great time.

There were some issues with vehicles needing access to the car park and a number of people who wanted to park onsite due to the rain.

There were problems with the public accessing the gazebo with the sound system which would need to be addressed for next time.

Entry forms weren't retained so numbers in attendance cannot be calculated.

Councillor T Morgan visited shops the following week and received great feedback from the businesses. The shops did run out of sweets by around 10am so it might be better to limit the Town Centre element to 1 or 2 hours. Some people visited in the afternoon when everything had gone.

It was suggested by one councillor that the Town Hall should be opened up again, but it was explained that it was difficult to run the event at various locations. There were not sufficient staffing resources to manage the event in multiple locations.

Suggestions for improvements included:

Making the event 10-12 or 10-1 as it was before.

Having activities available for the duration of the event.

Not having timed events such as fancy dress / dancing.

Having the dancing earlier in the day.

RESOLVED that the report be received and that a vote of thanks be recorded to Councillor T Morgan for her efforts in getting the shops involved and to all Councillors who attended on the day of the event.

023. Written Motion – Remembrance Sunday 2023

Following receipt of a written motion signed by three councillors in accordance with Standing Order 8a, members reconsidered the provision of refreshments at Remembrance Sunday.

RESOLVED that drinks on Remembrance Sunday will include, tea, coffee, soft drinks and alcohol.

024. Invited Guests at Remembrance Sunday

Members considered the approach to inviting guests to the Town Hall for refreshments after the Remembrance Sunday services. Members took into account the capacity of the building and fire regulations.

It was suggested that the approach should be reviewed for next year but that the cadets should be accompanied by the group leader and parents would not be able to attend due to space restrictions.

RESOLVED that the procedure for inviting guests should be reviewed for next year.

025. Events in 2023

Members considered the remainder of the events to be held in 2023 and considered quotes for services.

RESOLVED that the following purchases be approved.

Christmas Lights Switch On – Friday 24th November 2023

- Elf Costumes, Santa beard and white gloves purchased at a cost of £228.92.
- Grotto Gifts – 270 Christmas books purchased from the Works at a cost of £270.00.
- Wrapping Paper – 10 rolls of Christmas wrapping paper purchased at a cost of £20.00.
- Sweets – 360 bags of Chocolate coins purchased from Amazon at a cost of £123.42.

Children's Christmas Party – Wednesday 6th December 2023

- Truffles the Magician £275.00.
- Gifts for the children – Night Before Christmas x 350 from The Works at a cost of £350.00.

- Selection Boxes x 350 purchased from Cadbury at a cost of £461.03 including an £11.81 discount from their loyalty reward programme. (£1.31 each).
- Wrapping Paper – 10 rolls of Christmas wrapping paper purchased at a cost of £20.00.
- Bags – 300 Paper bags purchased from Booker at a cost of £38.97.

It was suggested that a grinch outfit and chocolate sprouts be purchased to assist with entertaining the queue outside. The Clerk was delegated authority to purchase these items.

026. Drone

The Town Clerk provided a verbal update on the complaint about the drone at the Gala. It was reported that the matter had been referred to the Police and an update was awaited.

RESOLVED that the report be received.

027. Communication

RESOLVED that the following items of communication be noted.

- Yorkshire Air Ambulance – Letter of thanks
- Freespirits Cheerleading – Thank you card for staff following the Gala.
- Altofts Junior School – Thank you card following Free Fun Fair.

028. Events Budget 2024/25

Members considered the draft events budget for 2024/25.

They were mindful of the increasing budget and demands on staff time taken to deliver the wide range of events.

Members did not wish to reduce the level of events provided and put forward the following budget for consideration at the Finance Committee.

The budget represents an 11% increase on last year's budget, having discounted the one-off expenditure for the Coronation.

EVENT/BUDGET	2023/24 Budget	2024/25 Budget
Legal & Professional Fees	£2,500.00	£2,700.00
Gala	£27,000.00	£32,000.00
Flower Show	£2,600.00	£2,600.00
Remembrance Sunday	£3,000.00	£3,700.00
Christmas Party	£1,800.00	£1,500.00
Christmas Lights	£5,000.00	£5,000.00
Coronation (Jubilee)	£15,000.00	£0.00

Party @ Haw Hill Park	£15,000.00	£16,000.00
Mayor Making	£3,000.00	£3,000.00
Civic Sunday	£500.00	£500.00
Easter Competition	£500.00	£500.00
Summer Band Concerts	£500.00	£800.00
Christmas Celebration	£200.00	£200.00
Halloween	£1,200.00	£1,500.00
Local Democracy Week	£120.00	£120.00
Other Events (Yorkshire Day, D Day)	£500.00	£500.00
	£78,420.00	£70,620.00

RESOLVED that an events budget of £70,620 be submitted to the Finance Committee.

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