

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO



The Town Hall  
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To members of the Events  
Committee

Our ref: DJ/hs  
Date: 1<sup>st</sup> November 2023  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to be held on **Monday 6<sup>th</sup> November 2023** at **2.00pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna', followed by a small dot.

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

## EVENTS COMMITTEE

Monday 6<sup>th</sup> November 2023 at 2.00pm at Normanton Town Hall

### AGENDA

|      |   |       |
|------|---|-------|
| 019. | <b>Apologies for Absence</b><br>To receive apologies for absence.   |       |
| 020. | <b>Declarations of Interest</b><br>Members are reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they have an interest, in accordance with the Code of Conduct.   |       |
| 021. | <b>Minutes</b><br>To receive and sign the minutes of a meeting of the Events Committee held on Monday 2 <sup>nd</sup> October 2023 (Minute Numbers 012-018; Pages 11-16) and approve the contents contained therein.  | ENC A |
| 022. | <b>Review of Recent Events</b><br>To review our recent events including: <ul style="list-style-type: none"><li>• Halloween in Normanton</li></ul>   | ENC B |
| 023. | <b>Written Motion – Remembrance Sunday 2023</b><br>To consider a motion to review the provision of refreshments for Remembrance Sunday, with a proposal to also include alcohol and soft drinks as in previous years.<br><br>Written motion submitted by Councillor E Blezard, Councillor M Jennings and Councillor J Pritchard in accordance with Standing Order 8a. |       |
| 024. | <b>Invited Guests at Remembrance Sunday</b><br>To give consideration to the approach to inviting guests to the Town Hall for refreshments after the Remembrance Sunday services.  | ENC C |
| 025. | <b>Events in 2023</b><br>To discuss events to be held in 2023 and consider quotes for services.   | ENC D |

|             |   |              |
|-------------|---|--------------|
| <b>026.</b> | <b>Drone</b><br>To receive a verbal update on the complaint about the drone at the Gala.  |              |
| <b>027.</b> | <b>Communication</b><br>To receive the following items of communication: <ul style="list-style-type: none"> <li>• Yorkshire Air Ambulance – Letter of thanks</li> <li>• Freespirits Cheerleading – Thank you card for Staff following the Gala.</li> <li>• Altofts Junior School – Thank you card following Free Fun Fair.</li> </ul> |              |
| <b>028.</b> | <b>Events Budget 2024/25</b><br>To consider the draft events budget for 2024/25.  | <b>ENC E</b> |