

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO



The Town Hall
High Street
Normanton
WF6 2DZ

T: 01924 893794

E: enquiries@normantontowncouncil.co.uk

W: normantontowncouncil.co.uk

To members of the Events
Committee

Our ref: DJ/hs
Date: 8th May 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to be held on **Monday 13th May 2024** at **1.00pm** 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 Johnston', written in a cursive style.

Mrs Donna Johnston FdA
Town Clerk & RFO.

EVENTS COMMITTEE

Monday 13th May 2024 at 1.00pm at Normanton Town Hall

AGENDA

063.	Apologies for Absence To receive apologies for absence.	
064.	Declarations of Interest To receive declarations of interest.	
065.	Minutes To receive and sign the minutes of a meeting of the Events Committee held on Monday 8 th April 2024 (Minute Numbers 056-062; Pages 35-39).	ENC A
066.	Events in 2024 To discuss arrangements for events to be held in 2024 and consider quotes for services.	TO FOLLOW
067.	Events Committee Budget To review the Events Budget for the 2024/25 financial year.	TO FOLLOW

NORMANTON TOWN COUNCIL**MINUTES OF THE EVENTS COMMITTEE**

Held on Monday 8th April 2024 at 1.00pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard - Chairman
Councillor M Jennings
Councillor H Jones – Vice Chairman
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor P Sampson

Donna Johnston – Town Clerk
Helen Senior – Admin Officer
Councillor A Bones – Observer

Absent: Councillor D Appleyard
Councillor S Hudson
Councillor F Marchant
Councillor J Medford
Councillor D South
Councillor K Wilson, JP

056. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor D Appleyard, Councillor S Hudson, Councillor F Marchant, Councillor J Medford, Councillor D South and Councillor K Wilson, JP.

057. Declarations of Interest

There were no declarations of interest recorded.

058. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 4th March 2024 (Minute Numbers 048-055; Pages 32-34) be received as a true record and signed by the Chairman.

059. Events in 2024Security

- TD Events to be booked for Party @ Haw Hill Park at a cost of £1,206.00 + VAT.
- TD Events to be booked for Gala Day at a cost of £864.00 + VAT.
- TD Events to be booked for the Christmas Lights Switch On at a cost of £168.00 + VAT.

Litter Collection

- Streetscene to be booked for Party @ Haw Hill Park at a cost of £1,385.79 + VAT plus tipping costs at £222.05/tonne.
- Streetscene to be booked for Gala Weekend at a cost of £1,921.75 + VAT plus tipping costs at £222.05/tonne.
- Streetscene to be booked for the Christmas Lights Switch On at a cost of £332.10 + VAT plus tipping costs at £222.05/tonne.
- A meeting with Streetscene to be arranged to discuss Gala Weekend requirements.

Traffic Management

- Think TM to be booked for Gala Weekend at a cost of £2,864.00 + VAT.
- Think TM approved for Remembrance Sunday at a cost of £996.00 + VAT.
- Think TM to be booked for the loan of 3 road closed signs for the Christmas Lights Switch On at no cost.
- Following a competitive testing of the market, a three-year agreement with Think TM for traffic management was approved.

First Aid

- Mediquas to be booked for Party @ Haw Hill Park at a cost of £468.00 + VAT.
- Mediquas to be booked for Gala Weekend at a total cost of £1,209.00 + VAT.
- Mediquas to be booked for Halloween in Normanton at a cost of £157.00 + VAT.
- Mediquas to be booked for Remembrance Sunday at no cost.
- Mediquas to be booked for the Christmas Lights Switch On at a cost of £263.25 + VAT.

Free Parking

The following free parking dates would be requested from Wakefield Council via the District Councillors:

- Saturday 14th September 2024 for Gala Day.
- Saturday 21st September 2024 for the Flower Show.
- Saturday 21st December 2024 for Christmas Shopping.

Mayor Making

- Long Service Awards are to be presented to serving Town Councillors from 10 years of service, and every 5 years thereafter.
- Awards will be purchased at a maximum cost of £50.00 each out of the Mayors Allowance. The Town Clerk is delegated authority to purchase the required gifts.
- Those receiving the awards will be given a choice from a limited selection of commemorative gifts.
- Flowers to be purchased from Calli-Fleur at a cost of £35.00 each for the outgoing Mayor and Mayoress, incoming Mayor, and incoming Deputy Mayor and Deputy Mayoress.
- A small gift is to be purchased for the incoming Consort at a cost of up to £35.00.

Party @ Haw Hill Park

- A three-year agreement with MB Audio Visual for the stage hire was approved at a cost of £3620.00 + VAT for 2024, £3801.00 + VAT for 2025 and £3991.05 + VAT for 2026.

Summer Band Concerts

- The Town Clerk was delegated authority to book the concert dates with Altofts and Normanton Brass Band based on the band's availability at a cost of £250.00 per concert.

Gala Weekend

- Fuse Fireworks to be booked at a cost of £6,250.00 + VAT for a twenty-minute display.
- A three-year fixed price agreement with Fuse Fireworks for the evening fireworks display including the addition of 50 x 2" shells in the finale, free of charge, was approved.
- It was agreed that there was no budget for commemorative t-shirts and those taking part in the Gala will be asked to wear something appropriately themed instead.

- Local rugby teams will be contacted regarding the involvement of their mascots either in the parade or at the Gala.

Talk & Slide Show

- The Talk and Slide Show will take place on Tuesday 24th September at 7:00pm at All Saints Church.
- A donation of £100.00 will be given to the presenter towards costs.
- The Town Clerk was delegated authority to purchase refreshments including tea, coffee, juice, and biscuits.

Christmas Lights Switch On

- Altofts & Normanton Brass Band to perform at a cost of £75.00.

Flower & Vegetable Show

- National Chrysanthemum Society membership to be renewed and medals purchased at a total cost of £74.00.
- National Dahlia Society membership to be renewed and medals purchased at a total cost of £57.00.
- National Vegetable Society membership to be renewed and medals purchased at a total cost of £33.60.

060. Gala Entertainment 2025

Members reviewed the Gala entertainment booked for 2025 and gave consideration to the proposed arena schedule.

RESOLVED that the draft running order be agreed, and no further arena entertainment be booked.

061. Events Committee Budget 2023/24

Members reviewed the Events Committee budget for the 2023/24 financial year which showed:

Total Income £ 4,533.22

Total Expenditure £ 56,572.23

RESOLVED that the Events Committee budget be received.

062. Draft Events Committee Budget 2024/25

Members reviewed the draft Events budget for the 2024/25 financial year which showed budgeted expenditure of £67,920.00 and committed expenditure of £26,975.50.



RESOLVED that the draft Events Committee budget be received.

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