

NORMANTON TOWN COUNCIL



MINUTES OF THE EVENTS COMMITTEE

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

Present: Councillor E Blezard – Chairman
Councillor S Hudson
Councillor H Jones – Vice Chairman
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard

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

Absent: Councillor C Appleyard
Councillor M Jennings
Councillor F Marchant
Councillor P Mayne
Councillor J Medford
Councillor P Sampson
Councillor D South
Councillor K Wilson, JP

063. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillors C Appleyard, M Jennings, F Marchant, P Mayne, J Medford and P Sampson.

064. Declarations of Interest

There were no declarations of interest recorded.

065. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 8th April 2024 (Minute Numbers 056-062; Pages 35-39) be received as a true record and signed by the Chairman.

066. Events in 2024

Mayor Making

- The purchase of boxes to transport crockery and glassware to the event was approved.
Nisbets Glass Carry Boxes x 10 £155.98 + VAT
Caterbox Plate Carry Boxes x 6 £209.14 + VAT
Total Cost £365.12 + VAT
- The purchase of flowers for the event was approved.
5 Boxes at £35.00 each from Calli-Fleur.
- The purchase of a long service award from Keep It Personal at a cost of £38.98 was approved.
- The purchase of a small gift for the incoming Consort at a cost of £24.58 from Costco was approved.
- The Risk Assessment for the event was reviewed and approved.

D Day 80

- The Risk Assessment for the event was reviewed and approved.
- The Town Clerk was delegated authority to purchase gas for the beacon.
- The Town Clerk was delegated authority to have the orders of service printed at the Normanton Advertiser.

Civic Sunday

- The Risk Assessment for the event was reviewed and approved.
- The Town Clerk was delegated authority to have the orders of service printed at the Normanton Advertiser and to purchase refreshments for the event.

Party @ Haw Hill Park

- The Town Clerk was delegated authority to purchase refreshments and sundry items required for the smooth running of the event.
- Yorkshire Fence Hire to be booked at a cost of £380.00 + VAT for the hire of barriers.
- Following a competitive testing of the market, a three-year agreement with Yorkshire Fence Hire for barriers was approved.

Gala

- Channy to be booked for the Pre-Fireworks entertainment at a cost of £150.00.
- An update on the fairground was provided by the Town Clerk. It was reported that Evan Moran & Sons Fairground were no longer able to provide the Free Funfair due to the increase in health and safety requirements and rising insurance costs. The update was received by members and noted.
- Police support at the Parade for 2024 was agreed at a cost of £872.52.

Flower & Vegetable Show

- You Can Hire to be booked at a cost of £348.80 + VAT for the hire of tables.

Remembrance Sunday

- Poppleton's Coaches to be booked at a cost of £850.00 for the hire of transport.

Christmas Lights Switch On

- An update on the fairground was received and noted.
- Stage entertainment to be booked through Channy Music at a cost of £250.00 for 3 – 4 performers.

067. Events Committee Budget

Members reviewed the Events budget for the 2024/25 financial year which showed budgeted expenditure of £67,920.00 and committed expenditure of £50,527.99.

RESOLVED that the Events Committee budget be received.

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