

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA  
Town Clerk & RFO



The Town Hall  
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Normanton  
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To members of the Events  
Committee

Our ref: DJ/hs  
Date: 19<sup>th</sup> June 2024  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to be held on **Monday 24<sup>th</sup> June 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 24<sup>th</sup> June 2024 at 1.00pm at Normanton Town Hall

### AGENDA

<b>001.</b>	<b>Appointment of Chairman</b> To formally appoint the Chairman of the Events Committee.  The proposal from Council is that Councillor E Blezard continues their role as Chairman for the current municipal year.	
<b>002.</b>	<b>Appointment of Vice Chairman</b> To formally appoint the Vice Chairman of the Events Committee.  The proposal from Council is that Councillor H Jones continues their role as Vice Chairman for the current municipal year.	
<b>003.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>004.</b>	<b>Declarations of Interest</b> To receive declarations of interest.	
<b>005.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Events Committee held on Monday 13 <sup>th</sup> May 2024 (Minute Numbers 063-067; Pages 40-42).	<b>A</b>
<b>006.</b>	<b>Events in 2024</b> To discuss arrangements for events to be held in 2024 and consider quotes for services.	<b>B</b>
<b>007.</b>	<b>Review of Recent Events</b> To carry out a review of recent events including: Mayor Making, D Day 80 and Civic Sunday.	
<b>008.</b>	<b>Events in 2025</b> To give consideration to the schedule of events for 2025.	<b>C</b>
<b>009.</b>	<b>Events Committee Budget</b> To review the Events Budget for the 2024/25 financial year.	<b>D</b>

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

Held on Monday 13<sup>th</sup> 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 8<sup>th</sup> 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.

## NORMANTON TOWN COUNCIL

### EVENTS COMMITTEE

Monday 24<sup>th</sup> June 2024

#### EVENTS IN 2024

EVENT	DATE	START/FINISH
<del>Mayor Making</del>	<del>Friday, 17<sup>th</sup> May</del>	<del>7.00pm – 10.00pm.</del>
<del>D Day 80</del>	<del>Thursday, 6<sup>th</sup> June</del>	<del>7.30pm – 9.30pm.</del>
<del>Civic Sunday</del>	<del>Sunday, 23<sup>rd</sup> June</del>	<del>10.30am – 12.30pm.</del>
Party @ Haw Hill Park	Saturday, 13 <sup>th</sup> July	4.00pm – 9.30pm.
Summer Band Concerts	Sunday, 28 <sup>th</sup> July	1.00pm – 3.00pm.
Gala Day	Saturday, 14 <sup>th</sup> September	11.00am – 9.00pm.
Gala Sunday	Sunday, 15 <sup>th</sup> September	8.00am – 4.00pm.
Flower & Vegetable Show	Saturday, 21 <sup>st</sup> September	2.00pm – 5.00pm.
Halloween	Tuesday, 29 <sup>th</sup> October	10.00am – 1.00pm.
Remembrance Sunday	Sunday, 10 <sup>th</sup> November	10.15am – 2.00pm.
Christmas Lights Switch On	Friday, 29 <sup>th</sup> November	4.00pm – 7.00pm.
Children's Christmas Party	Wednesday, 4 <sup>th</sup> December	10.00am – 3.00pm.
Christmas Celebration	Thursday, 12 <sup>th</sup> December	7.00pm – 9.00pm.

*Please note that the times indicated above are START TIMES and Councillors may be required earlier than the start time if they are assisting with the event. Finish times are approximate.*

Members are asked to consider arrangements for the events to be held in 2024 and consider quotes for services where available.

#### **PARTY @ HAW HILL PARK**

- To receive an update on stall bookings.
- To review the Risk Assessment for Party @ Haw Hill Park.
- To receive an update on the transport for acts.

#### **SUMMER BAND CONCERTS**

- To confirm the date – Sunday 28<sup>th</sup> July 2024.
- To confirm the start time of 1pm.
- To confirm that refreshments will be arranged through the Haw Hill Park Bowling Club.
- To give consideration to seating requirements for Councillors, guests and the public.

#### **YORKSHIRE DAY**

- To consider the purchase of a Yorkshire Rose flag to be flown on 1<sup>st</sup> August for Yorkshire Day.

**GALA**

- To consider quotes for the hire of Marquees, Tables & Chairs (2 x large marquee, 1 x small marquee, 50 x chairs, 20 x tables)
  - Company 1 £1,200.00 + VAT
  - Company 2 £1,395.00 + VAT
  - Company 3 TBC
- To receive an update on the Altofts Juniors Car Park for the Parade start point.
- To confirm the arrangements and fees for the Car Boot Sale.

**FLOWER & VEGETABLE SHOW**

- To receive an update on the booking of judges.

**HALLOWEEN**

- To agree the format of the event in order for the SAG form to be completed and quotes to be obtained.

**REMEMBRANCE SUNDAY**

- To agree the format for the event.
- To discuss the issue of the reading of names
- To discuss the attendance list for guests at the Town Hall.

**CHRISTMAS LIGHTS SWITCH ON**

- To receive an update on performers booked to date and confirm fees.
- To confirm the intentions for gifts for the Grotto.
- To discuss the provision of Christmas Cards and Calendars.

**CHRISTMAS PARTY**

- To confirm the intentions for gifts.
- To discuss ideas for party games and prizes.

**CHRISTMAS CELEBRATION**

- To confirm the basic arrangements for the event.

# **RISK ASSESSMENT**

Normanton Town Council

## **Party @ Haw Hill Park**

Attendance Numbers – Up to 3,000

Haw Hill Park, Castleford Road, Normanton

Saturday 13<sup>th</sup> July 2024



This Risk Assessment was initially carried out on 9<sup>th</sup> January 2024 and will be reviewed as arrangements are made and if conditions change during the planning of the event.

**REVIEW DATES:**

A post event review will be carried out after the event.

Each section of the event has been broken down and assessed individually.

Reference should also be made to the Event Safety & Management Plan and Emergency Evacuation Plan.

**People at risk of Harm**

This event is in a public park and on the highway network and therefore the people at risk of harm are identified as:

- Members of the public using the park and not attending the event.

- Members of the public attending the event.

- Employees of the Town Council.

- Town Councillors.

- Stall Holders.

- Contractors and suppliers.

- Performers.

# CHAIN OF COMMAND

In the organisation and running of the event the following areas of responsibility will apply.

**SAT 13<sup>th</sup> July**

7am – 10pm

Event Manager - Donna Johnston  
1 x Casual Event Staff

12pm – 10pm

Event Officer – Helen Senior

3pm – 10pm

Event Assistant – Carley Hayes  
3 x Casual Event Staff

HAZARD	CONTROLS
<b>ORGANISATIONAL RISK</b>	
Insurance Cover	<ul style="list-style-type: none"> <li>• The Town Council is insured with Penn Underwriting through Came &amp; Company.</li> <li>• Public Liability of £10m is in force.</li> <li>• Policy Number - PENAXA0000059</li> <li>• Expiry Date - 31<sup>st</sup> March 2024</li> </ul>
Licensing	<ul style="list-style-type: none"> <li>• Normanton Town Council holds a Premises Licence for Haw Hill Park which permits the provision of music, dancing, and entertainment. PN0299 (8am – 10pm)</li> <li>• The licence does not permit the sale of alcohol however the public occasionally bring their own.</li> <li>• Any stalls selling alcohol will need to apply for their own licence.</li> <li>• The Town Council holds PPL / PRS music licensing.</li> </ul>
SAG Application	<ul style="list-style-type: none"> <li>• A SAG application is submitted in good time.</li> <li>• Any recommendations of the SAG Group will be considered by the Special Projects Committee.</li> </ul>
Permission to use the land	<ul style="list-style-type: none"> <li>• Application to use Haw Hill Park is sought via the SAG process.</li> <li>• A fee is payable upon confirmation of the booking.</li> </ul>
Decision Making Process	<ul style="list-style-type: none"> <li>• The organisational decision-making process is via the Special Projects Committee.</li> <li>• Decision making at the event is delegated to the Event Manager in consultation with the Chairman of the Special Projects Committee if required and if time allows.</li> </ul>
<b>FAIRGROUND</b>	
	<b>NO FAIRGROUND RIDES PLANNED FOR 2024</b>
Application	<ul style="list-style-type: none"> <li>• Fairground operators (where permitted) submit their application to NTC.</li> </ul>
Duration on site	<ul style="list-style-type: none"> <li>• The fairground pulls on to site and leaves site on the day of the event.</li> </ul>
Insurance & Risk Assessment	<ul style="list-style-type: none"> <li>• Fairground operator has Public Liability Insurance and Risk Assessments which have been provided to the Town Council prior to the event.</li> </ul>
Positioning	<ul style="list-style-type: none"> <li>• Event Manager and Fairground operator ensures all rides are positioned correctly.</li> <li>• Each ride is positioned to allow sufficient space for the public.</li> </ul>
Inflatables	<ul style="list-style-type: none"> <li>• Inflatables must be securely tethered to prevent movement.</li> <li>• Items to be located in a place agreed by the Town Council.</li> </ul>

Emergencies	<ul style="list-style-type: none"> <li>• The fairground operator is responsible for the management of the fairground rides and will liaise with the Town Council in an emergency.</li> </ul>
Covid 19	<ul style="list-style-type: none"> <li>• The fairground operator must have their own arrangements in place for Covid 19 which must be set out in the Risk Assessment.</li> </ul>
<b>AUDIENCE PROFILE</b>	
Event Aim	<ul style="list-style-type: none"> <li>• The event is aimed at a local audience specifically for the community of Normanton and Altofts.</li> <li>• The event may attract people from the wider area.</li> <li>• Advertising in the local area plus Facebook</li> <li>• No sponsored or targeted Facebook advertising outside the area.</li> </ul>
Audience Profile	<ul style="list-style-type: none"> <li>• The Audience is predominantly family groups.</li> <li>• The audience is of mixed ages.</li> <li>• It is possible that the performers may have their own fan base who may travel from slightly further afield, but this is expected to be limited.</li> </ul>
Seating / Standing	<ul style="list-style-type: none"> <li>• There is no seating provided at the event.</li> <li>• The audience is predominantly standing or seated on blankets / deckchairs.</li> <li>• Some people will sit on the open area on the hill.</li> </ul>
<b>ATTENDANCE</b>	
Anticipated Attendance	<ul style="list-style-type: none"> <li>• Attendance figures are difficult to specify due to the open nature of the event with no controlled access or tickets.</li> <li>• It is estimated that there are 3,000 people in attendance.</li> <li>• Attendance figures will reduce significantly if the weather is poor.</li> </ul>
Disabled People	<ul style="list-style-type: none"> <li>• Disabled toilet is available on site.</li> <li>• The field is level and flat with a flat walkway around the field.</li> <li>• There is no designated disabled parking on site.</li> </ul>
<b>CROWD CONTROL</b>	<ul style="list-style-type: none"> <li>• Event is in a large public park with multiple entry points.</li> <li>• The event is not fenced off due to the cost implications.</li> <li>• The event is not ticketed.</li> <li>• The event is a community event and unlikely to attract significant numbers from outside the local area.</li> <li>• In the event of a large crowd which puts the event at risk, the event will be stopped.</li> </ul>

<b>CAPACITY</b>	<ul style="list-style-type: none"> <li>• Capacity calculations provide for over 21,000 people.</li> <li>• Social Distancing reduces capacity to 2,700 people.</li> </ul>
<b>CONTRACTORS</b>	<ul style="list-style-type: none"> <li>• Contractors selected based on knowledge and understanding of their field, competency, resources, and knowledge of the event.</li> <li>• All contractors must have their own insurance which must be provided to the Town Council.</li> <li>• All contractors are expected to prepare a Risk Assessment for the work they are carrying out.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Communication on site will be via mobile telephone or the PA system.</li> <li>• Radios have been tested previously but not found to be sufficient.</li> </ul>
<b>EVENT FIELD - GENERAL</b>	
Event Control	<ul style="list-style-type: none"> <li>• The stage will be the focus for the event.</li> <li>• The Event Manager will be positioned at the stage or contactable by the team at the stage by mobile phone.</li> </ul>
Entry and Exit Points	<ul style="list-style-type: none"> <li>• There are multiple entry points around the field including:  Castleford Road (gates)  The Well entrance on Castleford Road  Haw Hill View (open field)  Ashgap Lane (open field)</li> </ul>
Slips, Trips and Falls	<ul style="list-style-type: none"> <li>• The field is to be checked one week prior to the event by a member of the Town Council.</li> <li>• Any faults will be reported to Wakefield Metropolitan District Council Parks Department and checks must be made to ensure remedial works are carried out.</li> <li>• Early on the day of the event the Event Manager will inspect the area.</li> <li>• Any faults must be reported to WMDC and cordoned off with ropes/pins/barrier tape/cones as required to prevent public access.</li> <li>• The cordoned off area should be inspected at regular intervals by the event staff to prevent the cordon from being removed, &amp; to take any appropriate corrective action if they are removed.</li> </ul>
Vehicular Movement on the Field	<ul style="list-style-type: none"> <li>• A defined entrance and exit to be provided for vehicles on Haw Hill View.</li> <li>• Traffic Cones to be placed at Haw Hill View and Ashgap Lane to prevent parking.</li> <li>• Event staff to walk stall holders to the appropriate location.</li> <li>• Vehicles to move at a walking pace and be aware of pedestrians.</li> <li>• All event staff to wear high visibility clothing to assist with identification.</li> </ul>

Ground Conditions	<ul style="list-style-type: none"> <li>• If ground conditions are unsafe then consideration will be given to cancelling the event.</li> </ul>
Weather	<ul style="list-style-type: none"> <li>• The event Proceeds as planned in wet weather.</li> <li>• The event will be cancelled if the weather conditions are unsafe including torrential rain, high winds, lightening etc.</li> </ul>
Temporary Structures	<ul style="list-style-type: none"> <li>• A small number of temporary structures may be on site including audience gazebos and a large stage.</li> <li>• These items will be reported to building control for their information.</li> </ul>
Erection of Stage / PA	<ul style="list-style-type: none"> <li>• Stage supplier will be responsible for their own Risk Assessment.</li> <li>• Stage supplier will provide barriers to prevent public access to stage and speakers.</li> <li>• A defined entrance and exit will be provided from Haw Hill View along with a plan of the field showing the stage location.</li> <li>• Event staff to direct traffic as required.</li> <li>• Stage is a mobile lorry stage (7.5m x 7.5m) featuring an inflatable cover.</li> </ul>
Minor Accidents	<ul style="list-style-type: none"> <li>• There will be a First Aid presence for the whole event – 3pm – 10pm.</li> <li>• The location of the facility will be announced by the PA at regular intervals.</li> <li>• Event staff will be made aware of the location.</li> <li>• The First Aid area will be clearly visible on the field.</li> <li>• A mobile first aid presence will also be available on foot walking around the field.</li> </ul>
Caterers	<ul style="list-style-type: none"> <li>• All food retailers to be registered with the District Council in their area.</li> <li>• Hygiene Certificates and hygiene ratings to be displayed.</li> <li>• Traders are responsible for their own Public Liability Insurance and Risk Assessment which should include reference to gas and electrical safety.</li> <li>• Generators must be silent, diesel filled only.</li> <li>• Trade waste must be removed from site by the stall holder.</li> </ul>
Entertainment	<ul style="list-style-type: none"> <li>• Each performer is responsible for their own Public Liability Insurance which has been provided to the Town Council.</li> <li>• Each act will provide the Town Council with its requirements prior to the event and the Town Council and event staff will work together to ensure that these are adhered to.</li> <li>• Each act will determine if it is safe to proceed with their act.</li> </ul>
Animals	<ul style="list-style-type: none"> <li>• The public park is at risk of dog fouling – a supply of waste bags is available from the information point.</li> </ul>

	<ul style="list-style-type: none"> <li>• Animal waste found on site will be removed by event staff.</li> <li>• Gloves, bags, shovel and bucket are available at the control point.</li> </ul>
Abusive Stall Holders	<ul style="list-style-type: none"> <li>• The Event Manager, Members of the Town Council, Event staff and Police to deal with offending persons, who may be asked to leave should it be deemed necessary.</li> </ul>
Noise	<ul style="list-style-type: none"> <li>• A noise assessment has not previously been carried out.</li> <li>• The event is in an open public space so noise will dissipate.</li> <li>• Stall holders not permitted to use PA systems or play music.</li> </ul>
Loud Music	<ul style="list-style-type: none"> <li>• Barriers will be placed around speakers to prevent direct access.</li> <li>• Stewards in high noise areas must be provided with ear protection.</li> </ul>
Licensing	<ul style="list-style-type: none"> <li>• The Town Council holds the premises licence for Haw Hill Park.</li> <li>• The Town Council holds PPL/PRS Music licences for the public performance of copyright music.</li> </ul>
Parking	<ul style="list-style-type: none"> <li>• There is no public parking available on site.</li> <li>• WMDC Car parks in the Town Centre are available for a small charge.</li> <li>• Staff and suppliers who stay on site will park at the rear of the stage.</li> </ul>
Erection of Gazebo	<ul style="list-style-type: none"> <li>• One small gazebo will be provided for the Mayor.</li> <li>• Event Staff will identify the most suitable location for the gazebo in accordance with the plan provided but this may be subject to slight variation dependant on ground conditions.</li> <li>• Members of the public who bring gazebos will be responsible for their own safety.</li> </ul>
Toilets	<ul style="list-style-type: none"> <li>• Portable chemical toilets with hand washing facilities are hired into the event.</li> <li>• The toilets will be delivered by 9.30am and sited at the side of the tennis courts to prevent tipping.</li> <li>• Event staff will check the positioning of the toilets which must be on level ground.</li> <li>• A direct entrance and exit will be provided and indicated on a plan of the field prior to delivery.</li> <li>• Entrance and exit will be via the Well Project entrance on Castleford Road.</li> <li>• There will be 18 standard toilets and 1 disabled toilet available for the public.</li> <li>• There will be two toilets positioned to the rear of the stage for staff, performers, and stall holders only.</li> <li>• Toilets will feature lighting for evening use.</li> <li>• A toilet attendant will be provided for the full event to clean and replenish supplies.</li> <li>• Toilets will be removed at the end of the event at 9.30pm.</li> </ul>

Setting up of Chairs	<ul style="list-style-type: none"> <li>• Event staff to allocate chairs to civic gazebo ensuring that the chair is fully folded out and placed on stable ground.</li> <li>• Stall holders to bring their own chairs on the day.</li> </ul>
Stall Holders	<ul style="list-style-type: none"> <li>• Bookable pitches capped at 12 which will typically include 9 caterers, 1 sweet stall and 2 drinks stalls.</li> <li>• Stall holders will set up from 12.00pm.</li> <li>• No vehicular movements after 2.00pm.</li> <li>• Paths and access points must be observed and there must be no obstructions to the walkways.</li> <li>• Stalls/Cars must not use the walking trail.</li> <li>• Detailed terms and conditions for stall holders setting out requirements.</li> <li>• Stall holders must provide their Public Liability Insurance prior to being accepted.</li> </ul>
Litter Collection	<ul style="list-style-type: none"> <li>• 20 wheelie bins will be provided by WMDC.</li> <li>• Litter picking will be carried out either by WMDC or casual staff.</li> </ul>
<b>GREEN ROOM</b>	
	<ul style="list-style-type: none"> <li>• A green room will be made available at the Town Hall for acts to change</li> </ul>
	<ul style="list-style-type: none"> <li>• There will be a member of security staff at the door to prevent unauthorised access.</li> </ul>
	<ul style="list-style-type: none"> <li>• All authorised visitors will be given an access all areas wristband or lanyard.</li> </ul>
<b>TRANSPORT TO STAGE</b>	
Use of Minibus	<ul style="list-style-type: none"> <li>• The Well Project provide a 12-seater minibus and qualified driver.</li> <li>• The Well Project have their own insurance and risk assessment for the use of the minibus.</li> </ul>
Passenger Requirements	<ul style="list-style-type: none"> <li>• Where seatbelts are fitted, passengers will be asked to make use of them.</li> <li>• Only wristband wearing passengers can use the minibus.</li> <li>• The minibus is not for the public.</li> <li>• Driver will be instructed who to collect and when by the event staff.</li> </ul>
Access to field	<ul style="list-style-type: none"> <li>• A space will be reserved at the rear of the stage using barriers.</li> <li>• Security will assist in guiding the minibus to their drop off point.</li> <li>• A designated entry and exit point will be established.</li> <li>• Barriers will be used to keep the area clear of pedestrians</li> </ul>
<b>EMERGENCIES</b>	
Fire	<ul style="list-style-type: none"> <li>• Fire Service will have been notified of the event in writing.</li> </ul>



	<ul style="list-style-type: none"> <li>• The Town Council is to contact emergency services if required.</li> </ul>
Public Order Offences	<ul style="list-style-type: none"> <li>• The Police have been notified of the event in writing.</li> <li>• If required, the Town Council will telephone for the emergency services.</li> </ul>
Emergency Evacuation Terrorist Attack	<ul style="list-style-type: none"> <li>• The Town Council has an Emergency Evacuation procedure in place.</li> <li>• This has been made available to the event staff.</li> </ul>
Lost Children	<ul style="list-style-type: none"> <li>• Event staff will wear High Visibility clothing to make themselves identifiable.</li> <li>• Lost children point to be located at the stage.</li> <li>• Regular announcements of lost children point but not of the child themselves.</li> <li>• Wrist bands and marker pens will be available at the stage for parents to use.</li> <li>• Lost Children policy identified in the Event Safety &amp; Management Plan. <ul style="list-style-type: none"> <li>○ Meeting point to be manned at all times.</li> <li>○ Lost children not to be left in the company of a single member of staff.</li> <li>○ Children not collected in 30 minutes will be reported to the Police.</li> <li>○ If a child is unwilling to go with the person collecting them a second opinion will be obtained from the Police.</li> <li>○ In the case of a missing child, the Police should be informed, and efforts made to undertake discreet searches of the area.</li> </ul> </li> </ul>
Incidents	<ul style="list-style-type: none"> <li>• The Town Council to take full details in the event of an incident.</li> <li>• Serious incidents which require Police intervention should be directed to the local Police.</li> </ul>
Cancellation	<ul style="list-style-type: none"> <li>• Prior to the event the Town Council may make the decision to cancel in the event of serious weather conditions or emergency situations.</li> <li>• This will then be announced via local radio, Facebook, Twitter, and the Town Council website.</li> <li>• Cancellation on the day will be the decision of the event Manager in consultation with the Chairman of the Special Projects Committee if available.</li> <li>• Staff will make efforts to contact stall holders and suppliers by phone.</li> </ul>
Show Stop	<ul style="list-style-type: none"> <li>• Entertainment music and mics will be cut.</li> <li>• Announcements to be made over the PA as advised by the event manager.</li> <li>• Contact made with Fairground organiser to ensure joint working.</li> </ul>
<b>CORONAVIRUS</b>	<b>IF REQUIRED AT THE TIME OF THE EVENT</b>

<p>Current Guidelines</p>	<ul style="list-style-type: none"> <li>• The Town Council is mindful of the government guidelines in force at the time of the event.</li> <li>• This event is being organised on the understanding that restrictions will be eased and that coronavirus will not be a significant threat at the time of this event.</li> <li>• Should significant restrictions remain in force, the Town Council may not have sufficient resources and funding in place to ensure that the event is Covid Secure.</li> <li>• If the Town Council cannot ensure Covid Secure Status, then it will NOT proceed with the event.</li> <li>• Practical and achievable Covid Secure measures are set out below.</li> </ul>
<p>Crowd Management</p>	<ul style="list-style-type: none"> <li>• It is not practical or financially viable to fence off the venue.</li> <li>• It is not practical to employ sufficient stewards along the boundary to manage crowds and capacity.</li> <li>• Due to the layout of the venue and impracticalities of fencing – it is not possible to manage capacity through ticketing.</li> <li>• Due to the vast space in use, it is not possible to manage capacity through headcounts.</li> <li>• Staggered arrival times – whilst people arrive and leave throughout the event, there are key times which will result in surges of people including the end of the event.</li> </ul>
<p>Social Distancing</p>	<ul style="list-style-type: none"> <li>• Due to the nature of the ground (grass) it is not possible to use floor markings or stickers.</li> <li>• One Way Systems – It is possible to implement a one-way system using signage however due to limited resources it will not be possible to enforce or challenge this.</li> <li>• Social Distancing to be managed when queueing – Signage can be used to encourage social distancing. The only areas where queuing is likely is at catering units.</li> <li>• Social Distancing to be maintained while watching entertainment – Signage can be used to encourage social distancing however this will be difficult to enforce.</li> </ul>
<p>Transport to/from site</p>	<ul style="list-style-type: none"> <li>• Audience are expected to travel from the local area using cars, busses or by walking.</li> <li>• There is no significant parking available on site.</li> </ul>
<p>Welfare, Hygiene &amp; Toilets</p>	<ul style="list-style-type: none"> <li>• Quarantine area close to first aid location – it may be possible to install an additional gazebo for quarantine purposes.</li> <li>• All event staff will have access to personal hand sanitiser supplies.</li> <li>• Increased cleaning of toilets – a toilet attendant has been booked with the portable toilets.</li> <li>• Hygiene Stations to be located throughout the event. Bottles of sanitiser available at stalls and key locations.</li> <li>• Sanitiser to be provided in portable toilets.</li> </ul>

	<ul style="list-style-type: none"> <li>• Caterers to be asked to regularly clean condiment tables and asked to use individual sachets of condiments rather than large bottles.</li> <li>• Stall holders to be encouraged to use cashless options where possible.</li> </ul>
PPE	<ul style="list-style-type: none"> <li>• This is an outdoor event so face coverings should only be worn if 2m distancing is not practical.</li> <li>• Signage will be used to encourage people to use face coverings where required.</li> </ul>
Emergency Evacuation	<ul style="list-style-type: none"> <li>• In the event of an emergency evacuation, there are multiple evacuation points due to the open nature of the venue.</li> </ul>
Music & Dancing	<ul style="list-style-type: none"> <li>• Due to the nature of the event, there will be cheering, singing, and shouting.</li> <li>• If it is felt that this should be prevented or controlled, then it will not be practical to continue with this event.</li> <li>• Music at a lower volume will negatively impact on the event due to the nature of the event.</li> </ul>
Waste	<ul style="list-style-type: none"> <li>• Waste to be double bagged and held for 72 hours – it is not practical to hold waste on site for 72 hours after the event due to the venue being a public park.</li> <li>• WMDC will have their own Risk Assessment and procedures for litter picking and removal of waste.</li> </ul>
Track and Trace	<ul style="list-style-type: none"> <li>• Signage will be used to encourage people to scan a QR code for track and Trace.</li> <li>• QR Codes will be positioned throughout the site.</li> <li>• Due to the size of the venue, it is not possible to ensure that everyone has used the QR code and there are not sufficient resources to carry out a written track and trace record.</li> </ul>
<b>STAFF WELFARE</b>	
Breaks	<ul style="list-style-type: none"> <li>• All staff entitled to a 20-minute break after 6 hours.</li> <li>• Breaks can be taken on site or off site at the Town Hall.</li> <li>• Breaks to be taken individually to ensure continuity of service on the field.</li> </ul>
PPE	<ul style="list-style-type: none"> <li>• Staff to dress appropriately for the weather conditions.</li> <li>• Staff to be provided with PPE including disposable gloves, work gloves, disposable masks, sanitiser, and wipes.</li> <li>• Staff to be provided with suitable protective footwear, outdoor coats, and waterproofs.</li> </ul>
Toilets	<ul style="list-style-type: none"> <li>• Portable toilets are available on the field from 9.30am.</li> <li>• Toilets are also available at the Town Hall if required.</li> </ul>
Security	<ul style="list-style-type: none"> <li>• The Event Manager will be on site from 7am and will have telephone links and regular contact with the Chairman.</li> <li>• There will be no need to collect cash on the day of the event.</li> </ul>

First Aid	<ul style="list-style-type: none"><li>• An event First Aid kit is available with the Event Manager.</li><li>• First Aid is available upon commencement of the event via Trinity Medical.</li></ul>
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## NORMANTON TOWN COUNCIL

### EVENTS COMMITTEE

Monday 24<sup>th</sup> June 2024

#### EVENTS IN 2025

EVENT	DATE	START/FINISH
Mayor Making	Friday, 16 <sup>th</sup> May	7.00pm – 10.00pm.
Civic Sunday	Sunday, 29 <sup>th</sup> June	10.30am – 12.30pm.
Party @ Haw Hill Park	Saturday, 12 <sup>th</sup> July	4.00pm – 9.30pm.
Summer Band Concerts	TBC	1.00pm – 3.00pm.
Gala Day	Saturday, 13 <sup>th</sup> September	11.00am – 9.00pm.
Gala Sunday	Sunday, 14 <sup>th</sup> September	8.00am – 4.00pm.
Flower & Vegetable Show	Saturday, 20 <sup>th</sup> September	2.00pm – 5.00pm.
Halloween	Tuesday, 28 <sup>th</sup> October	10.00am – 1.00pm.
Remembrance Sunday	Sunday, 9 <sup>th</sup> November	10.15am – 2.00pm.
Christmas Lights Switch On	Friday, 28 <sup>th</sup> November	4.00pm – 7.00pm.
Children's Christmas Party	Wednesday, 3 <sup>rd</sup> December	10.00am – 3.00pm.
Christmas Celebration	Thursday, 11 <sup>th</sup> /18 <sup>th</sup> December	7.00pm – 9.00pm.

*Please note that the times indicated above are START TIMES and Councillors may be required earlier than the start time if they are assisting with the event. Finish times are approximate.*

Above are the indicative dates for our regular schedule of events in 2025. Please do not confuse these dates with the ones for the current year.

Members are asked to consider if they wish to take part in the VE Day 80<sup>th</sup> Anniversary on Thursday 8<sup>th</sup> May 2025 and how they might wish to mark the occasion.

Committed Spend

Cost Centre 7 (Between 01/04/2024 and 31/03/2025)

EVENTS CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
9	Income - Gala	4,000.00		-4,000.00						-4,000.00 (-100%)
10	Income - Flower Show	300.00		-300.00						-300.00 (-100%)
11	Income - Christmas Light	150.00	100.00	-50.00						-50.00 (-33%)
12	Income - Party @ Haw Hill	640.00		-640.00						-640.00 (-100%)
75	Gala				32,000.00	3,973.00	23,321.27	27,294.27	4,705.73	28,027.00 (87%)
76	Flower Show				2,600.00		993.40	993.40	1,606.60	2,600.00 (100%)
77	Remembrance Sunday				3,700.00		3,301.00	3,301.00	399.00	3,700.00 (100%)
78	Children's Party				1,500.00		275.00	275.00	1,225.00	1,500.00 (100%)
79	Christmas Lights				5,000.00	250.00	3,608.35	3,858.35	1,141.65	4,750.00 (95%)
80	Coronation									(N/A)
81	Party @ Haw Hill Park				16,000.00	1,825.50	11,959.79	13,785.29	2,214.71	14,174.50 (88%)
82	Mayor Making				3,000.00	1,701.74	397.61	2,099.35	900.65	1,298.26 (43%)
83	Civic Sunday				500.00		525.00	525.00	-25.00	500.00 (100%)
84	Easter									(N/A)
85	Brass Band Concert				800.00		500.00	500.00	300.00	800.00 (100%)
86	Christmas Celebration				200.00				200.00	200.00 (100%)
87	Halloween				1,500.00		357.00	357.00	1,143.00	1,500.00 (100%)
88	Information Events				120.00	6.34		6.34	113.66	113.66 (94%)
89	Events - General				1,000.00	500.00		500.00	500.00	500.00 (50%)
115	Gala 2025					370.00	4,010.00	4,380.00	-4,380.00	-370.00 (N/A)
<b>SUB TOTAL</b>		<b>5,090.00</b>	<b>100.00</b>	<b>-4,990.00</b>	<b>67,920.00</b>	<b>8,626.58</b>	<b>49,248.42</b>	<b>57,875.00</b>	<b>10,045.00</b>	<b>54,303.42 (74%)</b>

Summary

<b>NET TOTAL</b>	<b>5,090.00</b>	<b>100.00</b>	<b>-4,990.00</b>	<b>67,920.00</b>	<b>8,626.58</b>	<b>49,248.42</b>	<b>57,875.00</b>	<b>10,045.00</b>	<b>54,303.42 (74%)</b>
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## Events Committee Budget 2024/25

EVENT SUMMARY	BUDGET	EXPENDITURE	VARIANCE
Mayor Making	£3,000.00	£2,125.88	£874.12
Civic Sunday	£500.00	£525.00	-£25.00
Party @ Haw Hill Park	£16,000.00	£13,785.29	£2,214.71
Summer Band Concerts	£800.00	£500.00	£300.00
Gala	£32,000.00	£27,294.27	£4,705.73
Flower Show	£2,600.00	£993.40	£1,606.60
Halloween	£1,500.00	£357.00	£1,143.00
Remembrance Sunday	£3,700.00	£3,301.00	£399.00
Christmas Lights	£5,000.00	£3,858.35	£1,141.65
Christmas Party	£1,500.00	£275.00	£1,225.00
Christmas Celebration	£200.00	£0.00	£200.00
Information Events	£120.00	£6.34	£113.66
General	£600.00	£568.33	£31.67
	<b>£67,520.00</b>	<b>£53,589.86</b>	<b>£13,930.14</b>

MAYOR MAKING	Budget	Actual	Variance
Refreshments	£1,500.00	£1,110.00	£390.00
Drinks	£500.00	£276.74	£223.26
Cleaning	£100.00	£25.00	£75.00
Hire of Church	£250.00	£250.00	£0.00
Catering Equipment	£400.00	£365.13	£34.87
Printing	£50.00	£50.00	£0.00
Misc	£100.00	£13.98	£86.02
Gifts / Flowers	£100.00	£35.03	£64.97
	<b>0</b>	<b>£2,125.88</b>	<b>£874.12</b>

CIVIC SUNDAY	Budget	Actual	Variance
Refreshments	£400.00	£450.00	-£50.00
Printing	£100.00	£75.00	£25.00
	<b>0</b>	<b>£525.00</b>	<b>-£25.00</b>

<b>PARTY AT HAW HILL PARK</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Stage Hire	£3,500.00	£3,620.00	-£120.00
Presenters	£400.00	£400.00	£0.00
Performers	£5,600.00	£4,500.00	£1,100.00
Fencing	£300.00	£380.00	-£80.00
Security	£1,750.00	£1,206.00	£544.00
Refreshments	£100.00	£0.00	£100.00
Posters / Flyers	£350.00	£0.00	£350.00
Toilets	£1,800.00	£1,777.50	£22.50
Park Hire	£43.00	£48.00	-£5.00
First Aid	£400.00	£468.00	-£68.00
Litter Collection	£1,400.00	£1,385.79	£14.21
Minibus	£270.00	£0.00	£270.00
Misc	£87.00	£0.00	£87.00
0	<b>£16,000.00</b>	<b>£13,785.29</b>	<b>£2,214.71</b>

<b>BAND CONCERTS</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Band	£250.00	£250.00	£0.00
Park Licence	£50.00	£0.00	£50.00
Chair Hire	£100.00	£0.00	£100.00
0	£0.00	£0.00	£0.00
Band	£250.00	£250.00	£0.00
Park Licence	£50.00	£0.00	£50.00
Chair Hire	£100.00	£0.00	£100.00
0	<b>£800.00</b>	<b>£500.00</b>	<b>£300.00</b>



<b>GALA</b>	<b>Budget</b>	<b>Gala</b>	<b>Variance</b>
Legal Fees	£50.00	£48.00	£2.00
Fireworks	£6,000.00	£6,250.00	-£250.00
Prize Money	£100.00	£0.00	£100.00
Presenters	£600.00	£600.00	£0.00
Litter Collection	£2,200.00	£1,921.75	£278.25
Traffic Management	£3,700.00	£2,864.00	£836.00
Policing	£1,500.00	£872.52	£627.48
Parade Entrants	£1,000.00	£0.00	£1,000.00
Stewards	£1,000.00	£864.00	£136.00
Dance Displays	£1,000.00	£0.00	£1,000.00
Entertainment	£3,250.00	£5,330.00	-£2,080.00
Band	£2,500.00	£2,200.00	£300.00
Toilets	£2,700.00	£2,685.00	£15.00
Marquees, Tables, Chairs	£2,000.00	£0.00	£2,000.00
First Aid	£1,100.00	£1,209.00	-£109.00
Programme & Posters	£700.00	£0.00	£700.00
Stage	£1,800.00	£1,800.00	£0.00
Talk & Slide	£150.00	£150.00	£0.00
Misc	£150.00	£0.00	£150.00
Refreshments	£500.00	£500.00	£0.00
	0	<b>£27,294.27</b>	<b>£4,705.73</b>

<b>FLOWER SHOW</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Memberships /Medals	£120.00	£164.60	-£44.60
Prize Money	£850.00	£0.00	£850.00
Judges	£30.00	£0.00	£30.00
Table Hire	£1,000.00	£348.80	£651.20
Prize Cards	£100.00	£0.00	£100.00
Catering	£500.00	£480.00	£20.00
	0	<b>£993.40</b>	<b>£1,606.60</b>

<b>HALLOWEEN</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Licence	£50.00	£0.00	£50.00
Presenter / Sound System	£200.00	£200.00	£0.00
First Aid	£150.00	£157.00	-£7.00
Entertainment	£900.00	£0.00	£900.00
Sweets	£100.00	£0.00	£100.00
Fancy Dress	£100.00	£0.00	£100.00
	0	<b>£357.00</b>	<b>£1,143.00</b>

<b>REMEMBRANCE</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Band	£550.00	£550.00	£0.00
PA System	£230.00	£275.00	-£45.00
Wreaths	£120.00	£0.00	£120.00
Coaches	£800.00	£850.00	-£50.00
Misc	£80.00	£0.00	£80.00
Traffic Management	£1,100.00	£996.00	£104.00
Refreshments	£190.00	£0.00	£190.00
Catering (70x£9.00)	£630.00	£630.00	£0.00
0	<b>£3,700.00</b>	<b>£3,301.00</b>	<b>£399.00</b>

<b>SWITCH ON</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Grotto Gifts & Paper	£400.00	£0.00	£400.00
PA System	£2,070.00	£2,070.00	£0.00
Presenter	£270.00	£300.00	-£30.00
Entertainment	£1,000.00	£325.00	£675.00
Decorations	£350.00	£0.00	£350.00
Sweets	£150.00	£0.00	£150.00
First Aid	£180.00	£263.25	-£83.25
Misc	£50.00	£0.00	£50.00
Refreshments	£180.00	£400.00	-£220.00
Cleansing	£150.00	£332.10	-£182.10
Security Stewards	£200.00	£168.00	£32.00
0	<b>£5,000.00</b>	<b>£3,858.35</b>	<b>£1,141.65</b>

<b>CHRISTMAS PARTY</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Gifts	£400.00	£0.00	£400.00
Magician	£300.00	£275.00	£25.00
Hall Hire	£100.00	£0.00	£100.00
Drinks	£10.00	£0.00	£10.00
Selection Boxes	£500.00	£0.00	£500.00
Bags	£45.00	£0.00	£45.00
Refreshments	£60.00	£0.00	£60.00
Misc	£85.00	£0.00	£85.00
0	<b>£1,500.00</b>	<b>£275.00</b>	<b>£1,225.00</b>

<b>CHRISTMAS CELEBRATION</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Entertainment	£50.00	£0.00	£50.00
Church	£50.00	£0.00	£50.00
Refreshments	£55.00	£0.00	£55.00
Prizes	£20.00	£0.00	£20.00
Misc	£25.00	£0.00	£25.00
0	<b>£200.00</b>	<b>£0.00</b>	<b>£200.00</b>

<b>GENERAL EVENTS</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Info Events	£120.00	£6.34	£113.66
General - D Day	£600.00	£568.33	£31.67
General - Other Events	£400.00	£0.00	£400.00
0	<b>£1,120.00</b>	<b>£574.67</b>	<b>£145.33</b>

<b>GALA 2025</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Legal Fees	£50.00	£0.00	£50.00
Fireworks	£6,000.00	£0.00	£6,000.00
Prize Money	£100.00	£0.00	£100.00
Presenters	£600.00	£0.00	£600.00
Litter Collection	£2,200.00	£0.00	£2,200.00
Traffic Management	£3,700.00	£0.00	£3,700.00
Policing	£1,500.00	£0.00	£1,500.00
Parade Entrants	£1,000.00	£0.00	£1,000.00
Stewards	£1,000.00	£0.00	£1,000.00
Dance Displays	£1,000.00	£0.00	£1,000.00
Entertainment	£3,250.00	£4,380.00	<b>-£1,130.00</b>
Band	£2,500.00	£0.00	£2,500.00
Toilets	£2,700.00	£0.00	£2,700.00
Marquees, Tables, Chairs	£2,000.00	£0.00	£2,000.00
First Aid	£1,100.00	£0.00	£1,100.00
Programme & Posters	£700.00	£0.00	£700.00
Stage	£1,800.00	£0.00	£1,800.00
Other	£300.00	£0.00	£300.00
Refreshments	£500.00	£0.00	£500.00
0	<b>£32,000.00</b>	<b>£4,380.00</b>	<b>£27,620.00</b>