

NORMANTON TOWN COUNCIL



MINUTES OF THE EVENTS COMMITTEE

Held on Monday 24th June 2024 at 1.00pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard - Chairman
Councillor A Bones
Councillor M Jennings
Councillor H Jones – Vice Chairman
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor P Sampson
Councillor K Wilson, JP

Donna Johnston – Town Clerk
Helen Senior – Admin Officer
Councillor B Mayne - Observer

Absent: Councillor S Hudson
Councillor F Marchant
Councillor M Rowley

001. Appointment of Chairman

RESOLVED that Councillor Elaine Blezard be appointed as Chairman for the 2024/25 municipal year.

002. Appointment of Vice Chairman

RESOLVED that Councillor Hazel Jones be appointed as Vice Chairman for the 2024/25 municipal year.

003. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor S Hudson and Councillor F Marchant.

004. Declarations of Interest

There were no declarations of interest recorded.

005. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 13th May 2024 (Minute Numbers 063-067; Pages 40-42) be received as a true record and signed by the Chairman.

006. Events in 2024

Party @ Haw Hill Park

- An update on the stalls booked for the event was received and noted.
- The Risk Assessment for the event was reviewed and approved on the basis that the insurance details contained in the document were to be updated prior to the event taking place.
- An update on the transport for the acts was provided by the Town Clerk. It was reported that The Well minibus was secured for the day, but a driver was still required. The Town Clerk was delegated authority to arrange alternative transport if a driver for the minibus could not be obtained.

Summer Band Concerts

- The event would be held in Haw Hill Park on Sunday 28th July 2024.
- The Concert will begin at 1pm and finish at 3pm.
- Refreshments on the day will be arranged through the Haw Hill Park Bowling Club.
- It was agreed that the folding chairs in storage would be utilised for the Band Concert, and that attendees will also be asked to bring their own seating.

Yorkshire Day

- The purchase of flags was approved as follows:
- | | |
|------------------|----------------|
| Yorkshire Flag | £223.55 + VAT* |
| Union Jack Flag | £86.11 + VAT |
| St George’s Flag | £94.65 + VAT |

*Quote approval subject to a cheaper quote not being successfully obtained.

Gala

- Elite Event Hire to be booked at a cost of £1,200 + VAT for the hire of the marquees, tables and chairs.
- An update on the use of the Altofts JFC carpark for the Parade start point was provided. It was reported that a discussion with the club had been requested, and a phone call with the club’s chairman was awaited.
- Car Boot pitches will be £10.00 per car, with proceeds going to the Mayor’s Appeal.

Flower & Vegetable Show

- An update on the booking of judges for this year's event was provided to members. It was reported that there was no judge for one of the sections, and members agreed that help would be sought from a judge already in attendance.

Halloween

- The Halloween event will take place between 10am and 12pm in Haw Hill Park, and will focus on activities for children, arranged in conjunction with The Well Project.
- There will be no dance display this year.
- High Street shops will be asked to join in the festivities of the day by providing sweets to trick or treaters between 12pm and 1pm.

Remembrance Sunday

- The Remembrance Sunday services will continue in the same format as in 2023.
- Those wishing to have their name read out during the laying of wreathes should register with the Town Council. The closing date for registration will be 2 weeks prior to the event.
- Invitations for refreshments at the Town Hall will be sent to guests requesting confirmation of their attendance and dietary requirements.

Christmas Lights Switch On

- An update on performers booked for the Switch On was provided to members. It was reported that a local entertainer had shown interest in performing at the event.
The Town Clerk was delegated authority to agree the fee for the entertainer within budgetary limits.
- Children's Christmas themed storybooks would be provided as the gift for this year's Santa's Grotto.
- Christmas cards and Town Council calendars would not be provided this year.

Christmas Party

- The Night Before Christmas children's storybooks and selection boxes would be provided as the gift for this year's Children's Christmas Party.
- Party games would include Corners and Pass the Parcel. Christmas themed colouring books would be used as prizes.

Christmas Celebration

- The event will follow the same format as 2023. A further meeting with the Church to discuss the event in greater detail is to be arranged.

007. Review of Recent Events

Members reviewed recent events, including Mayor Making, D Day 80, and Civic Sunday.

Mayor Making

The event was well received by all in attendance. Issues with food portion control were raised.

D Day 80

The event was well received by all in attendance. Suggestions were made regarding the location of the beacon at similar events in the future.

Civic Sunday

The event was well received by all in attendance.

008. Events in 2025

The schedule of events in 2025 were approved as follows:

VE Day 80	Thursday, 8 th May
Mayor Making	Friday, 16 th May
Civic Sunday	Sunday, 29 th June
Party @ Haw Hill Park	Saturday, 12 th July
Summer Band Concerts	TBC
Gala Day	Saturday, 13 th September
Gala Sunday	Sunday, 14 th September
Flower & Vegetable Show	Saturday, 20 th September
Halloween	Tuesday, 28 th October
Remembrance Sunday	Sunday, 9 th November
Christmas Lights Switch On	Friday, 28 th November
Children's Christmas Party	Wednesday, 3 rd December
Christmas Celebration	Thursday, 11 th /18 th December

009. Events Committee Budget

Members reviewed the Events budget for the 2024/25 financial year which showed budgeted expenditure of £67,520.00 and committed expenditure of £53,589.86.

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.