

NORMANTON TOWN COUNCIL



Normanton Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ
Tel: 01924 893794 E: enquiries@normantontowncouncil.co.uk

To members of the Events
Committee

Date: 30th October 2024

Dear Councillor,

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to be held on **Monday 4th November 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 'D Johnston', written over a light blue rectangular background.

Mrs Donna Johnston FdA
Town Clerk & RFO.

EVENTS COMMITTEE

Monday 4th November 2024 at 1.00pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
017.	To receive apologies for absence.	
018.	To receive Declarations of Interest.	
019.	To approve and sign the minutes of a meeting of the Events Committee. Held on Tuesday 13 th August 2024 (Minute Numbers 010-016; Pages 5-8).	A
020.	To review recent events including Gala Weekend, Flower and Vegetable Show, Talk and Slide Show, and Halloween.	B
021.	To discuss arrangements and consider quotes for events in 2024.	C
022.	To receive an update on the new Wakefield Council Private Markets Policy.	D
023.	To discuss arrangements and consider quotes for events in 2025.	E
024.	To review the Events Budget for the 2024/25 financial year. Figures presented to the end of September 2024.	F
025.	To consider the draft budget for events in 2025.	G

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

Held on Tuesday 13th August 2024 at 1.00pm at Normanton Town Hall

Present: Councillor E Blezard – Chairman
Councillor F Marchant
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO
Helen Senior – Admin Officer

Absent: Councillor C Appleyard
Councillor A Bones
Councillor S Hudson
Councillor M Jennings
Councillor H Jones – Vice Chairman
Councillor M Rowley
Councillor P Sampson

010. To receive apologies for absence.

RESOLVED that apologies for absence be received on behalf of Councillors C Appleyard, A Bones, M Jennings, H Jones, M Rowley and P Sampson.

011. To receive Declarations of Interest.

RESOLVED that the following declaration of interest be received.

Councillor E Blezard
Non-Pecuniary Interest – Item 13
Spousal Affiliation with 1st Normanton Scouts

012. To approve and sign the minutes of a meeting of the Events Committee.

RESOLVED that the minutes of the Events Committee held on Monday 25th June 2024 (Minute Numbers 001-009; Pages 1-4) be received as a true record and signed by the Chairman.

013. To discuss arrangements and consider quotes for services at events in 2024.

RESOLVED that the arrangements for events to be held in 2024 be reviewed and the following plans/updates be agreed.

Gala Weekend

- Castleford Tigers offer to attend the Gala be accepted.
- The review of stall applications was completed, and applicants are to be notified.
- An email regarding security was noted and advice would be taken from the Police or Safety Advisory Group as appropriate if security requirements are altered.
- Councillors were reminded to ensure they reply to their invitations for catering reasons.
- The new bench installed at Haw Hill Park requires the event layout to be remeasured and the layout updated to take into account the new feature.
- A prize of £100 would be provided to Haw Hill Park Bowling Club in respect of the Gala Day Bowls competition.
- The Altofts JFC car park was available to use on Gala Day and they would be offering drinks and food to participants on a cash only basis. A £50 donation would be made to Altofts JFC for the use of the car park.

Flower & Vegetable Show

- The lack of judges was noted.
- The issue of obtaining change for prizes was discussed. Members were asked to bring in any change to assist.

Halloween

- A quote for facepainting was accepted – Donna's Facepainting £325.00 for 2 face painters and a gazebo (10am – 12.30pm).
- A quote for an owl display was accepted – Flying Squadron £150.00.
- Liaison with shops for Trick or Treating was to take place in September.
- The Clerk was given Delegated Authority to purchase sweets, equipment and decorations as required in line with the event budget.
- The Fancy Dress competition would take place in the Well Project container and three volunteers would be required.

Christmas Lights Switch On

- A quote for facepainting was accepted – Donna's Facepainting £435.00 for 2 face painters and a gazebo (4pm – 7.30pm).

- Enquiries are to be made for a meet and greet entertainer with the remainder of the entertainment budget.

Mayoral Events

- Members offered suggestions of the Hopetown WMC and St John's Terrace WMC as possible venues for Mayoral fundraisers.
- Members were asked if they could assist with setting up for the Fashion Show on 28th April – Cllrs T Morgan and C Parsons offered to assist.
- Members were asked if they could assist with setting up for the Last Night of the Proms on 28th September – Cllrs P Marchant and T Morgan offered to assist.
- It was suggested that the Town Clerk should arrange a meeting with the Mayor to discuss volunteering requirements for future events. A disclaimer and clear instructions should be provided to all volunteers.
- It was agreed that the 'Mayors Bowls' event is not a Town Council event and should be treated as a Mayoral Invitation in the future.

014. To review recent events including Party @ Haw Hill Park and the Summer Brass Band Concert.

RESOLVED that the events be reviewed, and the following comments be noted.

Party @ Haw Hill Park

- The attendance was slightly lower than normal due to the damp weather conditions.
- The sound system worked well, and the new layout provided additional space for the audience and catering stalls.
- There were some complaints about the bass affecting properties behind the stage. This would be discussed with the stage company in advance of the 2025 event.
- The presenter did a good job and kept the audience entertained between acts.
- The Security were good and visible – there were issues with young people drinking alcohol, but they could not be ejected from an open park. Advice would be sought from the Police on this matter.
- The first aiders were slightly late to site due to transport issues. It would be preferred if the first aiders would stay in a fixed location unless called out to deal with an incident.
- It was suggested that the acts could change in facilities provided in the backstage area. The Town Hall was not used, and the minibus was not really required.

- There were issues with people driving on the field just before the event.
- Hand sanitiser units were abused by some young people – they would not be ordered in future.
- The stalls were good with a range of foods and services.
- The performers did a great job and were easy to work with.
- The event was promoted using the Normanton Advertiser and social media. Reach on social media was over 29,200.
- There was excellent feedback from those in attendance.

Summer Band Concert

- The attendance was on a par with previous years (89 MOPs)
- The microphone needs to be replaced with something that picks up the speaker's voice better.
- The venue leant itself well to the event and it was nice to have the band use the bandstand.
- The refreshments at the bowling club were a bit tight – it might be worth them using a table outside to give more room.
- The band were well received, and the conductor was on form as always.
- There were no complaints about the event.
- Parking for the band was an issue – clear instruction should be provided for next time.
- Additional chairs are needed as previously advised. It should be noted that the band use most of the chairs that we have in storage.
- It would have been a good event for the Ice Cream van to attend. It was suggested that he should be informed of these events to give him the opportunity to attend.

015. To consider our approach to the use of posters for publicising events.

RESOLVED that posters will no longer be distributed to shops due to the cost of printing, postage and staff time.

More emphasis will be placed on advertising through Social Media, email and the Normanton Advertiser.

016. To review the Events Budget for the 2024/25 financial year.

RESOLVED that the Events Committee Budget showing income of £230 and total committed expenditure of £59,490.89 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 4th November 2024

REVIEW OF RECENT EVENTS

Members are asked to consider the following points in order to review the recent events. Please make notes to assist you.

Event Name:	Gala Day
Date:	Saturday 14 th September 2024
Location:	Haw Hill Park, Normanton
Time:	10.00am Parade 1.00pm Gala Entertainment 8.00pm Singer and Fireworks
Event Theme:	Gala with Parade and Fireworks Display
<u>Attendance</u>	
Estimated Attendance:	<5,000
Target Audience:	All ages including family groups
Actual Attendance:	Unknown
Demographics of Attendees (age, gender, etc.):	
Attendance compared to Previous Years (if applicable):	
<u>Weather Conditions</u>	
Weather on Event Day:	Dry and warm
Impact of Weather on Event:	
<u>Event Services</u>	
Stage & Sound:	HG1
Adequacy of service:	
Issues encountered:	None
Presenter:	Ian Jefferson
Adequacy of Service:	
Issues encountered:	None
Security:	TD Events
Adequacy of Security Personnel:	
Issues Encountered:	Low level ASB involving teenagers – dispersed by security.
First Aid:	Trinity Medical
Presence of First Aid Stations:	
Number of Incidents:	One accident involving a mobility scooter
<u>Venue and Facilities</u>	
Venue Suitability:	
Appropriateness for Event Type and Size:	
Accessibility:	

Facilities:	
Toilet Availability and Condition:	Great to have attendant on site – toilets were clean and fresh all day.
Cleanliness and Maintenance:	
Other Amenities (sanitiser stations):	Are sanitiser stations required?
<u>Stalls</u>	
Food and Drink Vendors:	
Number of Vendors:	12
Variety of Options:	
Quality of Food and Drink:	
Pricing:	
Vendor Performance and Feedback:	
Other Stalls:	
Number of Vendors:	28
Variety of Options:	
Pricing:	
Quality:	
Performance and Feedback:	
<u>Entertainment and Activities</u>	
Entertainment Provided by:	Midland Entertainment
Types of Entertainment:	Arena and Side Attractions
Performance Quality:	
Audience Engagement:	
<u>Marketing and Promotion</u>	
Promotion Channels Used:	Social Media, Normanton Advertiser, Gala Programme
Social Media:	Facebook, Instagram, 'X'
Flyers/Posters:	Electronic only
Local Media:	Normanton Advertiser, Wakefield Council Our Year, Experience Wakefield.
<u>Effectiveness of Marketing:</u>	
Audience Reach:	Facebook 29,191 / 'X' 105 / Instagram 76
Engagement Metrics (e.g., likes, shares, comments):	Facebook 312 / 'X' 13 / Instagram 5
Post Event Engagement:	Facebook 11,863
<u>Feedback and Improvement</u>	
Feedback from residents:	7 emails received
Positive Comments:	Fireworks were spectacular, the Gala was fabulous and a success, fantastic weekend, the Gala goes from strength to strength, looking forward to next year, Thank you so much for all the hard work that you have all done putting it together for our community, Roll on 2025, thank you for allowing us to take part, it was a fantastic two days, It was packed out you guys did a great job.
Areas for Improvement:	One complaint that the fireworks were too noisy for pets and consideration should be given to silent fireworks or shortening the display to 5 minutes.
Feedback from Staff:	1. Football match at Altofts JFC at the time the parade was being set up. Vehicles parked along the parade

	<p>area rather than inside the carpark. Parents were rude and told me that they WILL be leaving when the game finishes as they had to get to the Leeds match.</p> <ol style="list-style-type: none"> 2. No refreshments provided at Altofts JFC as previously agreed by the Chairman. 3. Dance troupes stopping and performing which caused gaps in the parade. 4. The order of parade for civic guests and councillors to be confirmed in advance. 5. Fireworks debris – staff to be issued with safety glasses and hats. Cordon to be moved further back.
<u>Overall Assessment</u>	
Overall Success of the Event:	
Strengths:	
Weaknesses:	
Recommendations for Future Events:	

Event Name:	Gala Sunday
Date:	Sunday 15 th September 2024
Location:	Haw Hill Park, Normanton
Time:	8.00am Car Boot Sale 10.00am Dance Displays
Event Theme:	Dance Displays and Car Boot Sale
Attendance	
Estimated Attendance:	<2,000
Target Audience:	All ages including family groups
Actual Attendance:	Unknown
Demographics of Attendees (age, gender, etc.):	
Attendance compared to Previous Years (if applicable):	
Weather Conditions	
Weather on Event Day:	Raining all day
Impact of Weather on Event:	Dance displays were amended to suit conditions – one cancelled due to their risk assessment.
Event Services	
Stage & Sound:	HG1
Adequacy of service:	
Issues encountered:	None
Presenter:	Ian Jefferson
Adequacy of Service:	
Issues encountered:	None
Security:	None
Adequacy of Security Personnel:	
Issues Encountered:	
First Aid:	Trinity Medical
Presence of First Aid Stations:	
Number of Incidents:	
Venue and Facilities	
Venue Suitability:	
Appropriateness for Event Type and Size:	
Accessibility:	
Facilities	
Toilet Availability and Condition:	Great to have attendant on site – toilets were clean and fresh all day.
Cleanliness and Maintenance:	
Other Amenities (sanitiser stations):	Are sanitiser stations required?
Stalls	
Food and Drink Vendors:	
Number of Vendors:	9
Variety of Options:	
Quality of Food and Drink:	

Pricing:	
Vendor Performance and Feedback:	
Other Stalls:	
Number of Vendors:	11
Variety of Options:	
Pricing:	
Quality:	
Performance and Feedback:	
<u>Entertainment and Activities</u>	
Entertainment Provided by:	Local Dance Troupes
Types of Entertainment:	
Performance Quality:	
Audience Engagement:	
<u>Marketing and Promotion</u>	
Promotion Channels Used:	Social Media, Normanton Advertiser, Gala Programme
Social Media:	Facebook, Instagram, 'X'
Flyers/Posters:	Electronic only
Local Media:	Normanton Advertiser, Wakefield Council Our Year, Experience Wakefield.
<u>Effectiveness of Marketing:</u>	
Audience Reach:	See Gala Day
Engagement Metrics (e.g., likes, shares, comments):	
Post Event Engagement:	
<u>Feedback and Improvement</u>	
Feedback from residents:	
Positive Comments:	
Areas for Improvement:	
Feedback from Staff:	<ol style="list-style-type: none"> 1. Dance troupe Gazebos were not planned for. To be booked in to ensure space is allocated. 2. Traffic Management and additional signage required on exit point to ensure that emergency exit route is kept clear. 3. Members of the public sitting in the Civic Tent 4. Civic Tent not big enough 5. Car Boot Sale had a low attendance with 41 cars.
<u>Overall Assessment</u>	
Overall Success of the Event:	
Strengths:	
Weaknesses:	
Recommendations for Future Events:	

Event Name:	FLOWER SHOW
Date:	Saturday 21 st September 2024
Location:	Normanton Town Hall
Time:	7.00am Entries Taken 2.00pm Show Open
Event Theme:	Traditional flower & vegetable show
<u>Attendance</u>	
Estimated Attendance:	<100
Target Audience:	All ages
Actual Attendance:	Unknown
Demographics of Attendees (age, gender, etc.):	
Attendance compared to Previous Years (if applicable):	LOWER
<u>Weather Conditions</u>	
Weather on Event Day:	Dry and warm
Impact of Weather on Event:	
<u>Event Services</u>	
Table Hire:	Good quality plastic tables which were better than we had originally ordered.
First Aid:	None
<u>Venue and Facilities</u>	
Venue Suitability:	
Appropriateness for Event Type and Size:	
Accessibility:	
Facilities:	
Toilet Availability and Condition:	
Cleanliness and Maintenance:	
Other Amenities (sanitiser stations):	
<u>Stalls</u>	
Food and Drink Vendors:	Tea Stall
Vendor Performance and Feedback:	£14.00 taken
<u>Marketing and Promotion</u>	
Promotion Channels Used:	Social Media, Normanton Advertiser, Gala Programme, Show Schedule
Social Media:	Facebook
Flyers/Posters:	Electronic only
Local Media:	Normanton Advertiser, Wakefield Council Our Year, Experience Wakefield.
<u>Effectiveness of Marketing:</u>	
Audience Reach:	Facebook 5,217 (free parking post 3,920)
Engagement Metrics (e.g., likes, shares, comments):	Facebook 19
Post Event Engagement:	
<u>Feedback and Improvement</u>	
Feedback from residents:	Verbal feedback received at the event.
Positive Comments:	

Areas for Improvement:	<p>You might as well pack it in – this is ****.</p> <p>It should be moved back to the school.</p> <p>Not enough space for staging</p> <p>Entrants want to stay while the judging is taking place.</p> <p>Entrants want to sit somewhere and have a coffee during the judging.</p> <p>The opening time isn't early enough for staging</p> <p>Friday evening is needed to stage</p>
Feedback from Staff:	<ol style="list-style-type: none">1. The first person arrived at 7.20am.2. There were 16 people who entered the show3. There were 62 exhibits4. The auction raised £53.005. Entries raised £15.006. Prize money awarded was £207.00
Overall Assessment	
Overall Success of the Event:	
Strengths:	
Weaknesses:	
Recommendations for Future Events:	

Event Name:	TALK & SLIDE SHOW
Date:	Tuesday 21 st September 2024
Location:	All Saints Church, Normanton
Time:	7.00pm
Event Theme:	Slide show featuring historical photographs of Normanton
<u>Attendance</u>	
Estimated Attendance:	<100
Target Audience:	All ages
Actual Attendance:	71
Demographics of Attendees (age, gender, etc.):	Predominantly older people
Attendance compared to Previous Years (if applicable):	On a par with previous years
<u>Weather Conditions</u>	
Weather on Event Day:	
Impact of Weather on Event:	
<u>Entertainment and Activities</u>	
Entertainment Provided by:	John Hodgkins
Types of Entertainment:	
Performance Quality:	
Audience Engagement:	
<u>Marketing and Promotion</u>	
Promotion Channels Used:	Social Media, Normanton Advertiser, Gala Programme
Social Media:	Facebook
Flyers/Posters:	Electronic only
Local Media:	Normanton Advertiser, Wakefield Council Our Year, Experience Wakefield.
<u>Effectiveness of Marketing:</u>	
Audience Reach:	450
Engagement Metrics (e.g., likes, shares, comments):	6
Post Event Engagement:	2,018
<u>Feedback and Improvement</u>	
Feedback from residents:	
Positive Comments:	
Areas for Improvement:	
Feedback from Staff:	
<u>Overall Assessment</u>	
Overall Success of the Event:	
Strengths:	
Weaknesses:	
Recommendations for Future Events:	

Event Name:	HALLOWEEN IN NORMANTON
Date:	Tuesday 28 th October 2024
Location:	Haw Hill Park, Normanton
Time:	10.00am – 12pm 12pm – 1pm – Trick or Treating in the High Street
Event Theme:	Halloween activities
<u>Attendance</u>	
Estimated Attendance:	<500
Target Audience:	Family groups
Actual Attendance:	Unknown
Demographics of Attendees (age, gender, etc.):	
Attendance compared to Previous Years (if applicable):	
<u>Weather Conditions</u>	
Weather on Event Day:	Dry and sunny
Impact of Weather on Event:	
<u>Event Services</u>	
Stage & Sound:	Ian Jefferson
Adequacy of service:	
Issues encountered:	None
Presenter:	Ian Jefferson
Adequacy of Service:	
Issues encountered:	None
Security:	None
Adequacy of Security Personnel:	
Issues Encountered:	
First Aid:	Trinity Medical
Presence of First Aid Stations:	
Number of Incidents:	
<u>Venue and Facilities</u>	
Venue Suitability:	
Appropriateness for Event Type and Size:	
Accessibility:	
Facilities:	
Toilet Availability and Condition:	
Cleanliness and Maintenance:	
Other Amenities (sanitiser stations):	
<u>Stalls</u>	
Food and Drink Vendors:	
Number of Vendors:	1 – The Well Project
Variety of Options:	
Quality of Food and Drink:	

Pricing:	
Vendor Performance and Feedback:	
Other Stalls:	
Number of Vendors:	2
Variety of Options:	Face Painting and Owls
Pricing:	
Quality:	
Performance and Feedback:	
<u>Entertainment and Activities</u>	
Entertainment Provided by:	Owl flying display
Types of Entertainment:	
Performance Quality:	
Audience Engagement:	
<u>Marketing and Promotion</u>	
Promotion Channels Used:	Social Media, Normanton Advertiser,
Social Media:	Facebook
Flyers/Posters:	Electronic only
Local Media:	Normanton Advertiser, Wakefield Council Our Year, Experience Wakefield.
<u>Effectiveness of Marketing:</u>	
Audience Reach:	Facebook 1,495
Engagement Metrics (e.g., likes, shares, comments):	Facebook 10
Post Event Engagement:	
<u>Feedback and Improvement</u>	
Feedback from residents:	
Positive Comments:	
Areas for Improvement:	
Feedback from Staff:	<ol style="list-style-type: none"> 1. More volunteers are required minimum of 10 2. Trail entry forms to be available in a gazebo outside if possible 3. More face painters to ensure the queue is manageable. 4. Shop involvement was successful and the town centre looked busy. 5. The Well Project would prefer not to host the event on a Tuesday or Thursday. 6. 275 Halloween trail forms returned but many people did one form per family. 7. 159 people entered the Fancy Dress competition.
<u>Overall Assessment</u>	
Overall Success of the Event:	
Strengths:	
Weaknesses:	
Recommendations for Future Events:	

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday 4th November 2024

EVENTS IN 2024

Remembrance Sunday

The Town Clerk will provide an update on a meeting with the Clergy.
The Town Clerk will provide an update on the wreath laying arrangements.

Christmas Lights

Walkabout Characters – Quote to be considered.

Christmas Party

All schools are attending.
Morning – 147.
Afternoon – 126.

Christmas Celebration

The Town Clerk will provide an update on a meeting with the Clergy.

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday 4th November 2024

WAKEFIELD COUNCIL PRIVATE MARKETS POLICY

Market Licensing

Wakefield Council has informed Normanton Town Council of the need to apply for a Private Markets Licence for the Christmas Lights Switch On event which is due to take place on 29th November. This notification was received on Friday 25th October 2024.

Wakefield Council is the owner of Market Rights granted by Royal Charter and by Statute. As such, any organisation wishing to operate a market anywhere in the Wakefield district must first apply for a Private Markets Licence. A 'market' is defined as 5 or more stalls or vendors.

Market Policy Update

Wakefield Council's policy, revised in April 2024, requires a licence for any event with more than five stalls or catering units. This policy applies to non-commercial markets as well, though the fee for such licences has been paused for the time being. This includes tabletop sales, craft fayres, wedding fayres, car boot sales, farmers markets and antiques fayres.

Rationale for Licensing

Licensing ensures high standards and customer confidence, with licenced events promoted by Wakefield Council's social media and event platforms.

Normanton Town Council's Response

The Christmas Light Switch On event features local charities and a few vendors on the precinct. Local businesses are charged a small fee, while charities participate free of charge. The stalls, provided by the vendors themselves, are considered secondary to the main activities, such as the light switch-on and Santa's grotto.

Previous Practice

Normanton Town Council noted that the Gala held earlier this year had not required a market licence, which led to questions about the need for a licence for the Switch On event.

Wakefield Council's Response

Wakefield Council acknowledged that the stalls at the Gala should have been licenced under the new policy and assured that the change is still being communicated.

Wakefield Council clarified that there is currently no financial charge for the licence for non-commercial markets, only a simple form submission.

On the basis of the information provided, and the short timeframe, the Town Clerk had no alternative but to apply for the Market Licence for the Switch On to ensure compliance with the new policy.

Event Terms & Conditions

Wakefield Council requires the inclusion of their logo on advertising materials for the event, and event details will be shared on their social media. A post-event survey is required within seven days of the event.

Licence Clarifications

Clarification has been sought on all the Town Councils regular events.

- **Switch On - Local Business Stalls:** Stalls placed by local businesses outside their shops are classified as "vendors" and must be included in the market licence count.
- **Tabletop Craft Fairs:** Events like tabletop craft fairs with five or more vendors will require licensing as a market.
- **Information Stalls:** Events with only informational stalls do not require a market licence.
- **Party @ Haw Hill Park Catering Units:** These count toward the vendor total; any event with more than five combined vendors (including catering units) requires a licence.
- **Gala Day, Gala Sunday and Car Boot Sale:** Events like the Gala, with 60+ stalls, will be categorised as markets and require a licence.

Legal Position

Whilst the Town Council is empowered by the Food Act 1984 to establish a market in its own right, the presence of the Royal Charter essentially trumps our legal rights and means that applications must now be submitted to Wakefield Council moving forward.

This adds another layer of paperwork and red tape to our events organisation process.

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday 4th November 2024

EVENTS IN 2025/26

Gala

To consider making a booking for Back Chat Brass for the 2025 Gala at a cost of £2,300.00 + VAT.

To consider making a booking for Back Chat Brass for the 2026 Gala at a cost of £2,400.00 + VAT.

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	3,540.00	-460.00						-460.00 (-11%)
10	Income - Flower Show	300.00	103.25	-196.75						-196.75 (-65%)
11	Income - Christmas Light	150.00	100.00	-50.00						-50.00 (-33%)
12	Income - Party @ Haw Hill	640.00	1,426.75	786.75						786.75 (122%)
75	Gala				32,000.00	26,797.80	4,046.52	30,844.32	1,155.68	5,202.20 (16%)
76	Flower Show				2,600.00	1,149.80		1,149.80	1,450.20	1,450.20 (55%)
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		1,111.81	1,111.81	388.19	1,500.00 (100%)
79	Christmas Lights				5,000.00	250.00	4,251.68	4,501.68	498.32	4,750.00 (95%)
81	Party @ Haw Hill Park				16,000.00	13,498.23		13,498.23	2,501.77	2,501.77 (15%)
82	Mayor Making				3,000.00	2,123.78		2,123.78	876.22	876.22 (29%)
83	Civic Sunday				500.00	675.40		675.40	-175.40	-175.40 (-35%)
85	Brass Band Concert				800.00		250.00	250.00	550.00	800.00 (100%)
86	Christmas Celebration				200.00				200.00	200.00 (100%)
87	Halloween				1,500.00		832.00	832.00	668.00	1,500.00 (100%)
88	Information Events				120.00	7.79		7.79	112.21	112.21 (93%)
89	Events - General				1,000.00	950.86		950.86	49.14	49.14 (4%)
115	Gala 2025					370.00	4,010.00	4,380.00	-4,380.00	-370.00 (N/A)
SUB TOTAL		5,090.00	5,170.00	80.00	67,920.00	45,823.66	17,803.01	63,626.67	4,293.33	22,176.34 (30%)

Summary

NET TOTAL	5,090.00	5,170.00	80.00	67,920.00	45,823.66	17,803.01	63,626.67	4,293.33	22,176.34 (30%)
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NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday 4th November 2024

DRAFT EVENTS BUDGET 2025

EVENT	CURRENT BUDGET	SPEND TO DATE	REVISED BUDGET	NOTES
VE Day 80	£0.00	£0.00	£750.00	One off event for 2025
Mayor Making	£3,000.00	£2,123.78	£3,500.00	Consideration to hiring in a dancefloor and host
Civic Sunday	£500.00	£675.40	£750.00	Increased costs of catering
Party @ Haw Hill Park	£16,000.00	£13,498.23	£16,000.00	No increase
Brass Band Concerts	£800.00	£250.00	£800.00	No increase
Gala	£32,000.00	£30,844.32	£35,000.00	Increased costs of services
Flower & Vegetable Show	£2,600.00	£1,149.80	£2,500.00	Slight reduction
Talk & Slide Show	£0.00	£0.00	£150.00	Costs previously absorbed into Gala Budget
Halloween	£1,500.00	£832.00	£1,500.00	No increase
Remembrance Sunday	£3,700.00	£3,301.00	£4,000.00	Increased costs of services and catering
Christmas Lights	£5,000.00	£4,251.68	£6,000.00	Scope to deliver enhancements for 2025
Christmas Party	£1,500.00	£1,111.81	£1,500.00	No increase
Christmas Celebration	£200.00	£0.00	£300.00	Slight increase to cover additional costs
Information Events	£120.00	£7.79	£250.00	Scope to deliver more events in 2025
Events General	£1,000.00	£950.86	£1,000.00	No increase
	£67,920.00	£58,996.67	£74,000.00	