

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.