

NORMANTON TOWN COUNCIL



MINUTES OF THE EVENTS COMMITTEE

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

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

Absent: Councillor C Appleyard
Councillor S Hudson
Councillor M Rowley

- 017. To receive apologies for absence.**
No apologies for absence were received.
- 018. To receive Declarations of Interest.**
No declarations of interest were recorded.
- 019. To approve and sign the minutes of a meeting of the Events Committee.**
RESOLVED that the minutes of the Events Committee held on Tuesday 13th August 2024 (Minute Numbers 010-016; Pages 5-8) be received as a true record and signed by the Chairman.
- 020. To review recent events including Gala Weekend, Flower and Vegetable Show, Talk and Slide Show, and Halloween.**
Members reviewed the events that have taken place over the last two months and made the following observations:

Gala Day

- No lighting in the toilets at the Fireworks Display which caused issues. To consider asking the stage to provide extra lighting to the rear of the stage in the evening.
- The Civic tent was very cramped. To consider hiring a bigger marquee or round tables in future to make better use of the space inside the marquee.
- Issues with vehicles blocking the parade set up area and verbal abuse being directed at staff. To contact Altofts Juniors FC to discuss the issues and to consider alternative solutions.
- A concern was raised about the observance of civic protocol. All Town Councillors are to be issued with a briefing note regarding expectations on the day.
- There was an issue with falling debris from the Fireworks Display this year due to the wind direction. To provide PPE to staff for the duration of the fireworks.
- Sanitiser stations were no longer required as they were already provided inside the toilet cubicles.

Gala Sunday

- Unexpected Gazebos for the dance troupes caused an issue on the day. To ask the dance troupes to register with the Town Council if they intend to bring a gazebo in future.
- Issue with the exit point being blocked off by a vehicle owned by a parent associated with a local dance troupe, and verbal abuse from this person being directed towards staff members. To obtain quotes for Traffic Management and additional signage for this area, and to introduce a penalty notice to dance troupes that may result in them being prevented from performing at the Gala if anyone associated with their group is found to be verbally abusive.
- The attendance numbers on Gala Sunday deplete from around 1pm. To consider introducing a joint dance performance for all the troupes to be involved in as a grand finale to encourage members of the public to stay longer.
- The car boot sale attendance was low this year, possibly due to bad weather on the day. To continue with the car boot sale for now and review it again after Gala 2025.
- Sanitiser stations were no longer required as they were already provided inside the toilet cubicles.

Flower and Vegetable Show

- The Flower Show was very disappointing with only 16 entrants with less than half being from Normanton and 63 exhibits. Consideration

was given to cancelling the show on the day as there was very little for the public to view.

- The verbal feedback on the day was negative.
- The auction raised £53.00 with only four bunches of flowers to auction. Entries raised £15.00 and teas and coffees raised £14.00.
- Prize money awarded was £217.00.
- There were so few entries that we had to move the flowers into the Community Room 1 to make it look fuller.
- The financial investment into the show and manpower is significant but the support from residents is reducing year on year. The event is not providing value for money.
- The Flower and Vegetable Show will be cancelled for 2025 due to consistently low exhibition numbers and rising costs that raise concerns about the overall benefit to the residents of Normanton and Altofts.

Talk and Slide Show

- Over 70 people attended the Talk and Slide Show this year.
- The event was well received by all in attendance.

Halloween in Normanton

- The event went well overall.
- The queue for the face painters was too long. To look into booking 3 face painters next year.
- The Well Project was too cramped due to both the trail and refreshments being dealt with inside. To move the trail paperwork station outside under a gazebo next time.
- Issues with queue control throughout the day. More volunteers will be required moving forward. Councillors to be approached to volunteer next year.
- Trick or Treating in the High Street was successful but may benefit from extra volunteers in fancy dress.
- Tuesdays are not ideal for The Well Project due to the Foodbank operating on the same day. To consider moving the event to the Monday next year after discussions with The Well.

021. To discuss arrangements and consider quotes for events in 2024.

Remembrance Sunday

- An update on a meeting with the Clergy was provided to members.
- There will be no Royal British Legion Standards this year.
- Cliff Parsons and Paul Sampson confirmed as the Royal British Legion speakers.

- To approach the local Army Cadets and request their support at the event in future.

Christmas Lights

- 2 x Christmas Walkabout Characters (Human Bauble and Human Pudding) to be booked through Midland Entertainment at a cost of £650.00 plus VAT.

Christmas Party

- All invited schools had replied and confirmed their attendance at the Christmas Party this year.

Christmas Celebration

- An update on a meeting with the Clergy was provided to members.

022. To receive an update on the new Wakefield Council Private Markets Policy.

A report was circulated to members explaining the new Wakefield Council Private Markets Policy.

RESOLVED that the report be received.

023. To discuss arrangements and consider quotes for events in 2025.

Gala

- Back Chat Brass Band to be booked for the 2025 Gala at a cost of £2,300.00 plus VAT.
- To look into alternatives for 2026.

RESOLVED that Standing Orders be suspended to enable the meeting to be completed as the time limit had been reached.

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

RESOLVED that the Events Committee Budget report for the period ending September 2024, showing an income of £5,170.00 and total committed expenditure of £63,626.67, be received.

025. To consider the draft budget for events in 2025.

A draft Events budget was circulated, and members suggested some minor amendments.

RESOLVED that a recommendation would be put to the Finance Committee for the following budget:

EVENT	CURRENT BUDGET (2024/5)	DRAFT BUDGET (2025/6)	AMENDED DRAFT BUDGET (2025/6)
VE Day 80	£0.00	£750.00	£750.00
Mayor Making	£3,000.00	£3,500.00	£3,500.00
Civic Sunday	£500.00	£750.00	£750.00
Party @ Haw Hill Park	£16,000.00	£16,000.00	£16,000.00
Brass Band Concerts	£800.00	£800.00	£800.00
Gala	£32,000.00	£35,000.00	£37,500.00
Flower & Vegetable Show	£2,600.00	£2,500.00	£0.00 (Event Cancelled for 2025)
Talk & Slide Show	£0.00	£150.00	£150.00
Halloween	£1,500.00	£1,500.00	£1,500.00
Remembrance Sunday	£3,700.00	£4,000.00	£4,000.00
Christmas Lights	£5,000.00	£6,000.00	£7,000.00
Christmas Party	£1,500.00	£1,500.00	£1,500.00
Christmas Celebration	£200.00	£300.00	£300.00
Information Events	£120.00	£250.00	£250.00
Events General	£1,000.00	£1,000.00	£1,000.00
	£67,920.00	£74,000.00	£75,000.00

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