

# NORMANTON TOWN COUNCIL



Normanton Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ

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Date: 13<sup>th</sup> January 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to be held on **Monday 20<sup>th</sup> January 2025** at **1.30pm** 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 read 'Donna Johnston', with a flourish extending to the right.

Mrs Donna Johnston FdA  
Town Clerk & RFO.

## EVENTS COMMITTEE

Monday 20<sup>th</sup> January 2025 at 1.30pm at Normanton Town Hall

### AGENDA

Item	Description	Enclosure
035.	To receive apologies for absence.	
036.	To receive Declarations of Interest.	
037.	To approve and sign the minutes of a meeting of the Events Committee. Held on Monday 9 <sup>th</sup> December 2024 (Minute Numbers 026-034; Pages 14-17).	A
038.	To review recent events including the Christmas Celebration and the Santa Run.	
039.	To review the Events Committee Budget for the 2024/25 financial year.	B
040.	To review the draft Events Committee Budget for the 2025/26 financial year.	C
041.	To discuss arrangements and consider quotes for events in 2025.	D
042.	To consider if the Santa Run should be organised again in 2025 and added to the Town Council's regular calendar of events.	E
043.	To discuss arrangements and consider quotes for events in 2026.	F

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

Held on Monday 9<sup>th</sup> December 2024 at 1.00pm at Normanton Town Hall

Present: Councillor C Appleyard  
Councillor E Blezard – Chairman  
Councillor A Bones  
Councillor H Jones – Vice Chairman  
Councillor P Mayne  
Councillor T Morgan  
Councillor C Parsons  
Councillor J Pritchard

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

Absent: Councillor S Hudson  
Councillor M King  
Councillor F Marchant  
Councillor P Sampson  
Councillor K Wilson

**026. To receive apologies for absence.**

RESOLVED that apologies for absence be received on behalf of Councillors S Hudson, F Marchant, P Sampson and K Wilson.

**027. To receive Declarations of Interest.**

No declarations of interest were recorded.

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

RESOLVED that the minutes of the Events Committee held on Monday 4<sup>th</sup> November 2024 (Minute Numbers 017--025; Pages 9-13) be received as a true record and signed by the Chairman.

**029. To review recent events including Remembrance Sunday, Christmas Lights Switch On and Children's Christmas Party.**

Members reviewed the events that have taken place since the last meeting and made the following observations:

### Remembrance Sunday

- The sound didn't travel well and as a result, people further away from the microphone struggled to hear the service. To consider hiring more speakers next year.
- The collective singing of the hymns was especially poor this year. To consider arranging a singer/choir to lead the congregation next year.
- The attendance for refreshments at the Town Hall following the services was lower than previous years; however, it was noted that this was largely due to refreshments being invitation only in 2024.
- The Normanton service finished too early this year. This was due to wreaths being laid too fast. It was suggested that a member of staff or a volunteer could be utilised next year to control the queue.
- It was suggested that Tommys could be purchased for future services. Quotes are to be obtained for six Tommys to cover the two service venues and the Town Hall.
- It was queried whether a mesh net could be placed outside of the Town Hall where people could attach crocheted/knitted poppies. It was suggested that a local community group could be approached to take the lead on this.
- It had been mentioned by a member of the public that more could have been done to involve veterans in the Parade from the Town Hall to the Cenotaph at Haw Hill Park. Veterans are invited to join in with the Parade already, and it was suggested that this could be advertised more next year.

### Christmas Lights Switch On

- The litter was not collected on the Saturday as arranged. This has been raised with Wakefield Council and an investigation is ongoing.
- There was an issue with the security booked for the event leaving their posts early, and the invoice not matching the approved quote. These issues have been raised with the company.
- The two Santa's Grottos worked really well this year with the new layout.
- The Grinch was very well received this year, and members noted their thanks to Councillor Hudson for volunteering his time once again. It was suggested that a new mask could be purchased for next year due to sight restrictions with the current mask. It was also suggested that consideration could be given to getting a Cindy-Lou Who walk-about character to compliment the Grinch next year.
- A local business raised a query about the possibility of changing the location of the stage next year. A draft map of the set up with the new possible stage location was shared among members, and it was agreed that this could be trialled in 2025.

Children's Christmas Party

- The gifts this year went down really well with the children.
- Truffles the Magician was once again very well received by all in attendance.
- One of the schools arrived very early for the afternoon party due to limited seating on their minibus. This would have to be considered when planning for next year's event.
- The afternoon party was cut short to enable the children sufficient time to get back to school. This worked well and it was agreed that only one party game would be planned for next year and each party would last 1.5 hours.

**030. To discuss arrangements for the remaining events in 2024.**

Members were provided with an update on the remaining preparations for the Christmas Celebration.

RESOLVED that the update on arrangements for the Christmas Celebration be received and noted.

**031. To discuss arrangements and consider quotes for events in 2025.**VE Day 80

- The service will take place at 7pm for around an hour.
- Refreshments and entertainment to take place between 8pm and 9:25pm, followed by the Beacon Lighting at 9:30pm.

Mayor Making

- 15' Wooden Parquet dance floor to be hired from Elite Event Hire at a cost of £270.00 + VAT.

Presenter

- Ian 'Jaffa' Jefferson to be booked for the following events:
  - Mayor Making at a cost of £350.00
  - Party @ Haw Hill Park at a cost of £420.00
  - Gala Weekend at a cost of £625.00
  - Halloween in Normanton at a cost of £200.00
  - Christmas Lights Switch On at a cost of £315.00

Christmas Lights Switch On

- Vince Pie to be booked as mix and mingle entertainment at a cost of £520.00 + VAT.

**032. To review terms and conditions, stall charges and donations for events in 2025.**

RESOLVED that the terms and conditions, stall charges, and donations for events in 2025 be reviewed and approved, subject to the donation for Gala Parade participants being amended from £50.00 to £60.00.

**033. To consider entertainment for the Gala 2026.**

RESOLVED that the following entertainment be booked for Gala 2026 if available:

- i) Mighty Smith Show at a cost of £675.00 + Travel Expenses.
- ii) Trampoline Wall Stunt Show at a cost of £1600.00 + Travel Expenses + VAT.
- iii) The Dinosaur Invasion at a cost of £995.00 + Travel Expenses.
- iv) Ian's Mobile Farm – Cost TBC.

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

RESOLVED that the Events Committee Budget report for the period ending October 2024, showing an income of £6,620.00 and total committed expenditure of £68,346.83, be received.

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

Committed Spend

**B**

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	4,890.00	890.00						890.00 (22%)
10	Income - Flower Show	300.00	103.25	-196.75						-196.75 (-65%)
11	Income - Christmas Light	150.00	220.00	70.00						70.00 (46%)
12	Income - Party @ Haw Hill	640.00	1,426.75	786.75						786.75 (122%)
75	Gala				32,000.00	32,440.55		32,440.55	-440.55	-440.55 (-1%)
76	Flower Show				2,600.00	1,229.32		1,229.32	1,370.68	1,370.68 (52%)
77	Remembrance Sunday				3,700.00	3,414.06		3,414.06	285.94	285.94 (7%)
78	Children's Party				1,500.00	1,196.12		1,196.12	303.88	303.88 (20%)
79	Christmas Lights				5,000.00	4,954.69	332.10	5,286.79	-286.79	45.31 (0%)
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	550.00 (68%)
86	Christmas Celebration		367.15	367.15	200.00				200.00	567.15 (283%)
87	Halloween				1,500.00	1,121.84		1,121.84	378.16	378.16 (25%)
88	Information Events				120.00	7.79		7.79	112.21	112.21 (93%)
89	Events - General				1,000.00	1,095.17		1,095.17	-95.17	-95.17 (-9%)
115	Gala 2025									(N/A)
119	MISC									(N/A)
120	National Events						258.59	258.59	-258.59	(N/A)
<b>SUB TOTAL</b>		<b>5,090.00</b>	<b>7,007.15</b>	<b>1,917.15</b>	<b>67,920.00</b>	<b>62,006.95</b>	<b>590.69</b>	<b>62,597.64</b>	<b>5,322.36</b>	<b>7,830.20 (10%)</b>

**Summary**

<b>NET TOTAL</b>	<b>5,090.00</b>	<b>7,007.15</b>	<b>1,917.15</b>	<b>67,920.00</b>	<b>62,006.95</b>	<b>590.69</b>	<b>62,597.64</b>	<b>5,322.36</b>	<b>7,830.20 (10%)</b>
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## EVENTS BUDGET TRACKER

2024/25

B

<b>MAYOR MAKING</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Refreshments	£1,500.00	£1,110.00	£390.00
Drinks	£500.00	£275.07	£224.93
Cleaning	£100.00	£25.00	£75.00
Hire of Church	£250.00	£250.00	£0.00
Catering Equipment	£400.00	£379.11	£20.89
Printing	£50.00	£50.00	£0.00
Misc	£100.00	£0.00	£100.00
Gifts / Flowers	£100.00	£34.60	£65.40
	0	£0.00	£0.00
	0	£0.00	£0.00
	<b>£3,000.00</b>	<b>£2,123.78</b>	<b>£876.22</b>

<b>CIVIC SUNDAY</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Refreshments	£400.00	£600.40	-£200.40
Printing	£100.00	£75.00	£25.00
	<b>£500.00</b>	<b>£675.40</b>	<b>-£175.40</b>

<b>PARTY @ HAW HILL PARK</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Stage Hire	£3,620.00	£3,620.00	£0.00
Presenters	£400.00	£400.00	£0.00
Performers	£5,500.00	£4,000.00	£1,500.00
Fencing	£400.00	£380.00	£20.00
Security	£1,500.00	£1,206.00	£294.00
Performer refreshments	£100.00	£76.28	£23.72
Posters / Flyers	£0.00	£0.00	£0.00
Toilets	£1,800.00	£1,777.50	£22.50
Park Hire	£48.00	£48.00	£0.00
First Aid	£500.00	£468.00	£32.00
Litter Collection	£1,400.00	£1,385.79	£14.21
Minibus	£270.00	£270.00	£0.00
Misc	£462.00	£136.66	£325.34
	<b>£16,000.00</b>	<b>£13,768.23</b>	<b>£2,231.77</b>



## EVENTS BUDGET TRACKER

2024/25

B

<b>BRASS BAND CONCERTS</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Band 1	£250.00	£250.00	£0.00
Park Hire 1	£50.00	£50.00	£0.00
Chair Hire 1	£100.00	£0.00	£100.00
Band 2	£250.00	£0.00	£250.00
Park Hire 2	£50.00	£0.00	£50.00
Chair Hire 2	£100.00	£0.00	£100.00
	<b>£800.00</b>	<b>£300.00</b>	<b>£500.00</b>

<b>GALA</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Park Hire	£50.00	£48.00	£2.00
Fireworks	£6,250.00	£6,250.00	£0.00
Prize Money	£100.00	£100.00	£0.00
Presenters	£600.00	£600.00	£0.00
Litter Collection	£2,200.00	£2,143.80	£56.20
Traffic Management	£3,700.00	£2,864.00	£836.00
Policing	£1,500.00	£872.52	£627.48
Parade Entrants	£1,000.00	£700.00	£300.00
Stewards	£1,000.00	£864.00	£136.00
Dance Displays	£1,000.00	£1,000.00	£0.00
Entertainment	£3,400.00	£6,365.00	<b>-£2,965.00</b>
Band	£2,500.00	£2,200.00	£300.00
Toilets	£2,700.00	£2,585.00	£115.00
Marquees, Tables, Chairs	£1,200.00	£1,200.00	£0.00
First Aid	£1,500.00	£1,450.00	£50.00
Programme & Posters	£700.00	£700.00	£0.00
Stage	£1,800.00	£1,800.00	£0.00
Talk & Slide	£150.00	£117.55	£32.45
Misc	£100.00	£45.63	£54.37
Refreshments	£550.00	£535.05	£14.95
	<b>£32,000.00</b>	<b>£32,440.55</b>	<b>-£440.55</b>

## EVENTS BUDGET TRACKER

2024/25

B

<b>FLOWER &amp; VEGETABLE SHOW</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Memberships /Medals	£120.00	£74.00	£46.00
Prize Money	£850.00	£217.00	£633.00
Judges	£30.00	£0.00	£30.00
Misc	£100.00	£55.82	£44.18
Table Hire	£900.00	£398.80	£501.20
Prize Cards	£100.00	£100.00	£0.00
Catering	£500.00	£383.70	£116.30
	<b>£2,600.00</b>	<b>£1,229.32</b>	<b>£1,370.68</b>

<b>HALLOWEEN</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Park Hire	£50.00	£50.00	£0.00
Presenter / Sound	£200.00	£200.00	£0.00
First Aid	£160.00	£157.00	£3.00
Entertainment	£500.00	£475.00	£25.00
Sweets	£100.00	£97.92	£2.08
Decs / Equip	£390.00	£101.92	£288.08
Fancy Dress	£100.00	£90.00	£10.00
	<b>£1,500.00</b>	<b>£1,171.84</b>	<b>£328.16</b>

<b>REMEMBRANCE</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Band	£550.00	£550.00	£0.00
PA System	£300.00	£275.00	£25.00
Wreaths	£120.00	£120.00	£0.00
Coaches	£850.00	£850.00	£0.00
Misc	£90.00	£24.06	£65.94
Traffic Mgmt	£1,000.00	£1,000.00	£0.00
Refreshments	£190.00	£80.13	£109.87
Catering	£600.00	£595.00	£5.00
	<b>£3,700.00</b>	<b>£3,494.19</b>	<b>£205.81</b>

<b>SWITCH ON</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Grotto Gifts & Paper	£250.00	£250.00	£0.00
Stage	£2,070.00	£2,070.00	£0.00

## EVENTS BUDGET TRACKER

2024/25

**B**

Presenter	£300.00	£300.00	£0.00
Entertainment	£1,000.00	£1,510.00	-£510.00
Decorations	£435.00	£418.28	£16.72
Sweets	£120.00	£102.47	£17.53
First Aid	£265.00	£263.25	£1.75
Misc	£50.00	£6.80	£43.20
Refreshments	£192.00	£404.80	-£212.80
Cleansing	£150.00	£0.00	£150.00
Security Stewards	£168.00	£168.00	£0.00
	<b>£5,000.00</b>	<b>£5,493.60</b>	<b>-£493.60</b>

<b>CHRISTMAS PARTY</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Gifts	£400.00	£383.33	£16.67
Entertainment	£370.00	£315.32	£54.68
Hall Hire	£0.00	£0.00	£0.00
Drinks	£0.00	£0.00	£0.00
Selection Boxes	£535.00	£511.81	£23.19
Bags	£45.00	£25.98	£19.02
Refreshments	£100.00	£91.18	£8.82
Misc	£50.00	£0.00	£50.00
	<b>£1,500.00</b>	<b>£1,327.62</b>	<b>£172.38</b>

<b>CHRISTMAS CELEBRATION</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Entertainment	£50.00	£50.00	£0.00
Church	£50.00	£50.00	£0.00
Refreshments	£55.00	£39.40	£15.60
Prizes	£20.00	£0.00	£20.00
Misc	£25.00	£90.00	-£65.00
	<b>£200.00</b>	<b>£229.40</b>	<b>-£29.40</b>

<b>INFORMATION EVENTS</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Info Events	£120.00	£7.79	£112.21
	<b>£120.00</b>	<b>£7.79</b>	<b>£112.21</b>

## EVENTS BUDGET TRACKER

B

2024/25

<b>GENERAL</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
D Day	£600.00	£572.29	£27.71
Yorkshire Day	£100.00	£86.11	£13.89
Misc	£300.00	£436.77	-£136.77
OLB	£600.00	£355.42	£244.58
	<b>£1,600.00</b>	<b>£1,095.17</b>	<b>£149.41</b>

<b>EVENT NAME</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
MAYOR MAKING	£3,000.00	£2,123.78	£876.22
CIVIC SUNDAY	£500.00	£675.40	-£175.40
PARTY @ HAW HILL PARK	£16,000.00	£13,768.23	£2,231.77
BRASS BAND CONCERTS	£800.00	£300.00	£500.00
GALA	£32,000.00	£32,440.55	-£440.55
FLOWER SHOW	£2,600.00	£1,229.32	£1,370.68
HALLOWEEN IN NORMANTON	£1,500.00	£1,171.84	£328.16
REMEMBRANCE SUNDAY	£3,700.00	£3,494.19	£205.81
CHRISTMAS LIGHTS SWITCH ON	£5,000.00	£5,493.60	-£493.60
CHILDREN'S CHRISTMAS PARTY	£1,500.00	£1,327.62	£172.38
CHRISTMAS COMMUNITY CELEBRATION	£200.00	£229.40	-£29.40
INFORMATION EVENTS	£120.00	£7.79	£112.21
GENERAL	£1,600.00	£1,095.17	£149.41
Contribution from EMR	-£600.00		
	<b>£67,920.00</b>	<b>£63,356.89</b>	<b>£4,807.69</b>

## EVENTS BUDGET TRACKER

2025/26

C

<b>VE DAY 80</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
VE DAY	£750.00	£0.00	£750.00
	<b>£750.00</b>	<b>£0.00</b>	<b>£750.00</b>

<b>MAYOR MAKING</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Catering	£1,500.00	£0.00	£1,500.00
Drinks	£500.00	£0.00	£500.00
Cleaning	£100.00	£0.00	£100.00
Hire of Church	£250.00	£0.00	£250.00
Catering Equipment	£250.00	£0.00	£250.00
Printing	£50.00	£0.00	£50.00
Gifts / Flowers	£100.00	£0.00	£100.00
Presenter	£350.00	£350.00	£0.00
Dance Floor	£270.00	£270.00	£0.00
Misc	£130.00	£0.00	£130.00
	<b>£3,500.00</b>	<b>£620.00</b>	<b>£2,880.00</b>

<b>NTC50</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
NTC50	£0.00	£0.00	£0.00
	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

<b>CIVIC SUNDAY</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Refreshments	£625.00	£0.00	£625.00
Printing	£125.00	£0.00	£125.00
	<b>£750.00</b>	<b>£0.00</b>	<b>£750.00</b>

## EVENTS BUDGET TRACKER

2025/26

C

<b>PARTY @ HAW HILL PARK</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Stage Hire	£3,801.00	£3,801.00	£0.00
Presenters	£420.00	£420.00	£0.00
Performers	£3,500.00	£0.00	£3,500.00
Fencing	£500.00	£0.00	£500.00
Security	£1,750.00	£0.00	£1,750.00
Perffomer refreshments	£100.00	£0.00	£100.00
Posters / Flyers	£0.00	£0.00	£0.00
Toilets	£2,175.00	£2,175.00	£0.00
Park Hire	£50.00	£0.00	£50.00
First Aid	£400.00	£0.00	£400.00
Litter Collection	£1,400.00	£0.00	£1,400.00
Marquees	£1,850.00	£0.00	£1,850.00
Misc	£54.00	£0.00	£54.00
	<b>£16,000.00</b>	<b>£6,396.00</b>	<b>£9,604.00</b>

<b>BRASS BAND CONCERTS</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Band 1	£250.00	£0.00	£250.00
Park Hire 1	£50.00	£0.00	£50.00
Chair Hire 1	£100.00	£0.00	£100.00
Band 2	£250.00	£0.00	£250.00
Park Hire 2	£50.00	£0.00	£50.00
Chair Hire 2	£100.00	£0.00	£100.00
	<b>£800.00</b>	<b>£0.00</b>	<b>£800.00</b>

## EVENTS BUDGET TRACKER

2025/26

C

<b>GALA</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Park Hire	£50.00	£0.00	£50.00
Fireworks	£6,250.00	£6,250.00	£0.00
Prize Money	£100.00	£0.00	£100.00
Presenters	£625.00	£625.00	£0.00
Litter Collection	£3,000.00	£0.00	£3,000.00
Traffic Management	£3,100.00	£2,900.00	£200.00
Policing	£1,500.00	£0.00	£1,500.00
Parade Entrants	£1,200.00	£0.00	£1,200.00
Stewards	£1,000.00	£0.00	£1,000.00
Dance Displays	£1,000.00	£0.00	£1,000.00
Entertainment	£6,200.00	£4,380.00	£1,820.00
Band	£2,300.00	£2,300.00	£0.00
Toilets	£2,700.00	£2,425.00	£275.00
Marquees, Tables, Chairs	£2,000.00	£0.00	£2,000.00
First Aid	£2,500.00	£0.00	£2,500.00
Programme & Posters	£700.00	£0.00	£700.00
Stage	£2,000.00	£0.00	£2,000.00
Misc	£625.00	£0.00	£625.00
Refreshments	£650.00	£0.00	£650.00
	<b>£37,500.00</b>	<b>£18,880.00</b>	<b>£18,620.00</b>

<b>TALK &amp; SLIDE SHOW</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Donation	£100.00	£0.00	£100.00
Refreshments	£50.00	£0.00	£50.00
	<b>£150.00</b>	<b>£0.00</b>	<b>£150.00</b>

## EVENTS BUDGET TRACKER

2025/26

C

<b>HALLOWEEN</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Licence	£50.00	£0.00	£50.00
Presenter / Sound	£200.00	£0.00	£200.00
First Aid	£150.00	£0.00	£150.00
Entertainment	£900.00	£0.00	£900.00
Sweets	£100.00	£0.00	£100.00
Decs / Equip		£0.00	£0.00
Fancy Dress	£100.00	£0.00	£100.00
	<b>£1,500.00</b>	<b>£0.00</b>	<b>£1,500.00</b>

<b>REMEMBRANCE</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Band	£550.00	£0.00	£550.00
PA System	£300.00	£0.00	£300.00
Wreaths	£120.00	£0.00	£120.00
Coaches	£900.00	£0.00	£900.00
Misc	£180.00	£0.00	£180.00
Traffic Mgmt	£1,130.00	£1,000.00	£130.00
Refreshments	£190.00	£0.00	£190.00
Catering	£630.00	£0.00	£630.00
	<b>£4,000.00</b>	<b>£1,000.00</b>	<b>£3,000.00</b>

<b>SWITCH ON</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Gifts & Paper	£400.00	£0.00	£400.00
Stage	£2,100.00	£0.00	£2,100.00
Presenter	£315.00	£315.00	£0.00
Entertainment	£2,300.00	£520.00	£1,780.00
Decorations	£400.00	£0.00	£400.00
Sweets	£150.00	£0.00	£150.00
First Aid	£200.00	£0.00	£200.00
Refreshments	£500.00	£0.00	£500.00
Cleansing	£300.00	£0.00	£300.00
Stewards	£250.00	£0.00	£250.00
Misc	£85.00	£0.00	£85.00
	<b>£7,000.00</b>	<b>£835.00</b>	<b>£6,165.00</b>



**EVENTS BUDGET TRACKER**

2025/26

**C**

<b>CHRISTMAS PARTY</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Gifts	£400.00	£0.00	£400.00
Magician	£300.00	£0.00	£300.00
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
	<b>£1,500.00</b>	<b>£0.00</b>	<b>£1,500.00</b>

<b>CHRISTMAS CELEBRATION</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Entertainment	£150.00	£0.00	£150.00
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
	<b>£300.00</b>	<b>£0.00</b>	<b>£300.00</b>

<b>INFORMATION EVENTS</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
Info Events	£250.00	£0.00	£250.00
	<b>£250.00</b>	<b>£0.00</b>	<b>£250.00</b>

<b>GENERAL</b>			
<b>ITEM</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>REMAINING</b>
General	£1,000.00	£0.00	£1,000.00
	<b>£1,000.00</b>	<b>£0.00</b>	<b>£1,000.00</b>

## EVENTS BUDGET TRACKER

2025/26

C

EVENT NAME	BUDGET	EXPENDITURE	REMAINING
VE DAY 80	£750.00	£0.00	£750.00
MAYOR MAKING	£3,500.00	£620.00	£2,880.00
NTC50	£0.00	£0.00	£0.00
CIVIC SUNDAY	£750.00	£0.00	£750.00
PARTY @ HAW HILL PARK	£16,000.00	£6,396.00	£9,604.00
BRASS BAND CONCERTS	£800.00	£0.00	£800.00
GALA	£37,500.00	£18,880.00	£18,620.00
TALK & SLIDE SHOW	£150.00	£0.00	£150.00
HALLOWEEN IN NORMANTON	£1,500.00	£0.00	£1,500.00
REMEMBRANCE SUNDAY	£4,000.00	£1,000.00	£3,000.00
CHRISTMAS LIGHTS SWITCH ON	£7,000.00	£835.00	£6,165.00
CHILDREN'S CHRISTMAS PARTY	£1,500.00	£0.00	£1,500.00
CHRISTMAS COMMUNITY CELEBRATION	£300.00	£0.00	£300.00
INFORMATION EVENTS	£250.00	£0.00	£250.00
GENERAL	£1,000.00	£0.00	£1,000.00
	<b>£75,000.00</b>	<b>£27,731.00</b>	<b>£47,269.00</b>

The budget for NTC50 is to be requested from the Finance Committee

The proposal is to earmark any unspent Events Committee budget from 2024/25

**NORMANTON TOWN COUNCIL  
EVENTS COMMITTEE  
Monday 20<sup>th</sup> January 2025**

**EVENTS IN 2025**

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>
Thursday, 8 <sup>th</sup> May	Evening TBC	VE Day 80
Friday, 16 <sup>th</sup> May	6.30pm - 10.30pm	Mayor Making
Sunday, 22 <sup>nd</sup> June	Morning TBC	Civic Sunday
Saturday, 12 <sup>th</sup> July	4.00pm – 9.30pm	Party @ Haw Hill Park
Saturday, 13 <sup>th</sup> September	All Day	Gala Day
Sunday, 14 <sup>th</sup> September	All Day	Gala Sunday
Tuesday, 23 <sup>rd</sup> September	7.00pm – 9.00pm	Talk & Slide Show
Tuesday, 28 <sup>th</sup> October	10am – 12pm	Halloween
Sunday, 9 <sup>th</sup> November	10.00am – 2.00pm	Remembrance Sunday
Friday, 28 <sup>th</sup> November	4.00pm – 7.30pm	Christmas Lights Switch On
Wednesday, 3 <sup>rd</sup> December	All Day	Christmas Party
Thursday, 11 <sup>th</sup> December	7.00pm – 9.00pm	Christmas Celebration

*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.*

### **VE Day 80**

**Budget £750.00**

- What kind of refreshments would you like us to obtain quotes for?
- What kind of entertainment would you like to look at?

### **Mayor Making**

**Budget £3,500.00**

- What kind of catering would you like us to obtain quotes for?
- How do you wish to deal with drinks?
- Are there any suggested changes to the guest list?
- Are there any suggested changes to the format?
- Are there any suggested changes to the room layout?

### **NTC 50**

**Budget – TBC**

- To confirm the proposals for the celebration of the Town Council's 50<sup>th</sup> Anniversary.
- A Community Awards event to be held in June 2024 (date TBC)
- What kind of catering would you like us to obtain quotes for?
- How do you wish to deal with drinks?

- What venue would you like to use?
- What awards categories would you like to have?
- Which category should be selected by the public?
- What kind of award will the winners receive?
- What will be given to those who are nominated?

### **Civic Sunday**

#### **Budget £750.00**

- What kind of catering would you like us to obtain quotes for?
- Are there any suggested changes to the format?

### **Party @ Haw Hill Park**

#### **Budget £16,000.00**

- Are there any suggested changes to the format?
- To confirm the location of the stage.
- The proposed line-up is as follows:
  - Channy, Jamie Lee Harrison + 1 other £500.00  
To be booked through Channy Music
  - Kylie Minogue tribute £675.00
  - Dolly Parton tribute £650.00
  - Avril Lavigne tribute £650.00
  - Cher tribute £550.00
  - Fleetwood Mac tribute £900.00

TOTAL £3,425.00 to be booked via Aston Management.

### **Summer Brass Band Concerts**

#### **Budget £800.00**

- Which bands would you like us to enquire with?
- To confirm the venue of each concert.
- Are there any suggested changes to the format?

### **Gala**

#### **Budget £37,500.00**

- What kind of catering would you like us to obtain quotes for?
- Are there any suggested changes to the format?
- To confirm the start point of the parade.

### **Talk & Slide Show**

#### **Budget £150.00**

- Are there any suggested changes to the format?

**Halloween in Normanton****Budget £1,500.00**

- Are there any suggested changes to the format?
- What kind of entertainment do you wish to get quotes for?

**Remembrance Sunday****Budget £4,000.00**

- Are there any suggested changes to the format?
- What kind of catering would you like us to obtain quotes for?

**Christmas Lights Switch On****Budget £7,000.00**

- Are there any suggested changes to the format?
- What kind of catering would you like us to obtain quotes for?
- What kind of entertainment do you wish to get quotes for?

**Children's Christmas Party****Budget £1,500.00**

- Are there any suggested changes to the format?
- Are you happy to approach Truffles the Magician once again?

**Christmas Community Celebration****Budget £300.00**

- Are there any suggested changes to the format?

**Information Events****Budget £250.00**

N/A

**Events General****Budget £1,000.00**

N/A

**NORMANTON TOWN COUNCIL**  
**EVENTS COMMITTEE**  
Monday 20<sup>th</sup> January 2025

**SANTA RUN 2025**

### **Introduction**

The 2024 Santa Run was a resounding success, raising over £2,100 for charity and receiving enthusiastic support from the local community. The event generated significant goodwill and provided a festive highlight for Normanton.

Following this success, members are invited to consider establishing the Santa Run as an annual event.

### **Key Considerations**

#### **1. Street Collection Permit**

- There is no cost for obtaining the permit, but the amount raised **must** be advertised in the Wakefield Express at an approximate cost of £70. This expense can either be deducted from the money raised or included in the overall event budget.

#### **2. Route Planning**

- The 2024 route, devised using online software, was well-received and can be easily adapted for 2025 to accommodate additional areas if desired.

#### **3. Volunteers**

- The Well Project provided the majority of the volunteers with a few Council and community volunteers. Moving forward, we can continue with this approach as it worked well.

#### **4. Costumes**

- The Town Council has a supply of elf costumes, but an additional six costumes will be required to meet the needs of the event. These cost between £20 and £30 each (£180 total).

#### **5. Hi-Viz Vests**

- For health and safety, volunteers will require Hi-Viz vests. These can be purchased for as little as £3 each or £6 each with event-specific printing. It is recommended to purchase 20 vests (£120).

#### **6. Risk Assessment**

- A detailed risk assessment will be required. This will build upon the basic risk assessment used in 2024 to address all safety considerations comprehensively.

## 7. Event Management Plan

- A detailed event management plan will be created, outlining key event information, responsibilities, emergency procedures, and contacts.

## 8. Insurance

- While the 2024 event operated under the Goldwing and Well Project PLI, the Santa Run should be covered under the Town Council's insurance in the future. An updated proposal form should be prepared ahead of the insurance renewal in April.

## 9. Collection Buckets

- The Well Project provided collection buckets for 2024. It is recommended that the Town Council purchase 20 buckets at £4 each (£80) to ensure a reliable supply for future events.

## 10. Sleigh

- A sleigh, currently in poor repair, may be available but will require significant renovations estimated at £1,000. An annual maintenance budget of £200 is proposed for ongoing upkeep. Ownership and long-term maintenance responsibilities should be clarified.

It is unclear if the sleigh includes a trailer.

## 11. Towing Vehicle

- A towing vehicle will be required to pull the sleigh. Ideally, this would be provided by a volunteer, and any legal or insurance considerations will need to be addressed.

## 12. Motorbikes

- The Honda Goldwing motorbikes were a highlight of the 2024 event. We would need to discuss their availability for future runs to ensure consistency and allow for effective planning.

## 13. Dates

- In 2024, the route was covered over three evenings (4pm – 7pm). To include some additional streets, extending the schedule to four evenings in 2025 is recommended. Dates will depend on the availability of the motorbikes and towing vehicle.

## 14. Publicity and Marketing

- Effective promotion will ensure community participation and maximise donations. Suggested methods include:
  - Social media campaigns.
  - Normanton Advertiser.

### 15. Evaluation and Feedback

- A post-event feedback mechanism has been implemented to gather insights from volunteers and participants. This could be extended to the community if desired. This will support continuous improvement.

### 16. Working Group

- A small working group, including representatives from key parties (e.g., The Well Project, Town Council, Goldwing Group and volunteers), is proposed to coordinate and oversee planning.

### 17. Post Event Refreshments

- It is suggested that after each evening, volunteers are provided with a warm drink as it can be bitterly cold in December. There is minimal cost to this, but I have allocated a nominal £20. If we intend to provide something more substantial for the bikers as a thank you then an additional £50 could be allocated for food.

### 18. Cost Breakdown

Item	Estimated Cost
Street Collection Advert	£70
Elf Costumes	£180
Hi-Viz Vests	£120
Collection Buckets	£80
Sleigh Renovation	£1,000
Annual Sleigh Maintenance	£200
Hot Drinks	£20
Food	£50
<b>Total (Initial Year)</b>	<b>£1,720.00</b>

### Ongoing costs

Item	Estimated Cost
Street Collection Advert	£70
Annual Sleigh Maintenance	£200
Drinks	£20
Food	£50
<b>Total</b>	<b>£340.00</b>



**Conclusion**

The Santa Run has the potential to become a beloved annual tradition, bringing festive cheer to the community while raising significant funds for charity. Members are invited to:

1. Approve the continuation of the Santa Run as an annual event.
2. Approve a preliminary budget for associated costs to be submitted to the Finance Committee.
3. Establish a working group to oversee the planning and execution of the 2025 event.

With sufficient planning and resources, the Santa Run can once again become a Normanton and Altofts tradition, benefiting the community for years to come.

**NORMANTON TOWN COUNCIL**  
**EVENTS COMMITTEE**  
Monday 20<sup>th</sup> January 2025

**EVENTS IN 2026**

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>
Friday, 15 <sup>th</sup> May	6.30pm - 10.30pm	Mayor Making
Sunday, 21 <sup>st</sup> June	Morning TBC	Civic Sunday
Saturday, 11 <sup>th</sup> July	4.00pm – 9.30pm	Party @ Haw Hill Park
Saturday, 12 <sup>th</sup> September	All Day	Gala Day
Sunday, 13 <sup>th</sup> September	All Day	Gala Sunday
Tuesday, 22 <sup>nd</sup> September	7.00pm – 9.00pm	Talk & Slide Show
Tuesday, 27 <sup>th</sup> October *	10am – 12pm	Halloween
Sunday, 8 <sup>th</sup> November	10.00am – 2.00pm	Remembrance Sunday
Friday, 27 <sup>th</sup> November	4.00pm – 7.30pm	Christmas Lights Switch On
Wednesday, 2 <sup>nd</sup> December	All Day	Christmas Party
Thursday, 10 <sup>th</sup> December	7.00pm – 9.00pm	Christmas Celebration

*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.*

**Party @ Haw Hill Park**

- The proposed line-up is as follows:
  - Warm Up Act (£TBC)
  - Taylor Swift tribute £600.00
  - Harry Styles tribute £600.00
  - Sabrina Carpenter tribute £750.00
  - Ed Sheeran tribute £425.00
  - George Ezra tribute £425.00
  - TOTAL £2,800.00 to be booked via Aston Management.