

NORMANTON TOWN COUNCIL



MINUTES OF THE EVENTS COMMITTEE

Held on Monday 9th 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 4th 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.