NORMANTON
Town Council

To all members of the Events Committee Date: 9th November 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to be held on **Monday, 16th November 2026** at **1.30pm** at Normanton Town Hall, High Street, Normanton, WF6 2DZ.

IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.

Please note that this meeting may be audio recorded by the Clerk to assist in the accurate production of minutes.

Yours sincerely

Donna Johnston
Town Clerk & RFO

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

NORMANTON
Town Council

EVENTS COMMITTEE AGENDA

Monday, 16th November 2026 at 1.30pm

Item	Description	Enclosure
23.	To receive apologies and consider reasons for absence.	
24.	To receive Declarations of Interest.	
25.	To approve and sign the minutes of a meeting of the Events Committee held on Monday, 28th September 2026 (Minute Numbers 013-022; Pages 9-12).	A
26.	To review the Events Committee Budget for the 2026/27 financial year. • Accounts Summary • Committed Spend Report • Year End Summary • Detailed Cost Centre Report	B C D E
27.	To consider a report on events in 2026.	F
28.	To consider a report on events in 2027.	G
29.	To review the Event Terms and Conditions and the Catering Policy for 2027. • Catering Policy • Christmas Lights Stallholder Information • Dance Display Terms and Conditions • Gala Parade Terms and Conditions • Gala Stallholder Terms and Conditions • General Stallholder Terms and Conditions • Party @ Haw Hill Park Stallholder Terms and Conditions	H I J K L M N
30.	To review Halloween in Normanton.	O

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

31.	**To review Remembrance Sunday.**	**P**

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

NORMANTON
Town Council

MINUTES OF THE EVENTS COMMITTEE
Monday, 28th September 2026 at 1.30pm at Normanton Town Hall

Present:
Councillor Elaine Blezard
Councillor Steven Hudson
Councillor Megan King-Ellis
Councillor Pam Mayne
Councillor Tracy Morgan – Chair
Councillor Cliff Parsons
Councillor Keith Wilson, JP

Also Present:
Donna Johnston – Town Clerk & RFO
Carley Hayes – Events & Admin Officer

Absent:
Councillor Carol Appleyard
Councillor Julie Medford
Councillor Josie Pritchard – Vice Chair
Councillor Paul Sampson
Councillor Daniel Wilton

013. To receive apologies and consider reasons for absence.
RESOLVED: that apologies for their inability to attend be received on behalf of Councillors Carol Appleyard, Paul Sampson and Daniel Wilton.

014. To receive Declarations of Interest.
There were no declarations of interest.

015. To approve and sign the minutes of a meeting of the Events Committee held on Monday, 13th July 2026 (Minute Numbers 001–012; Pages 1–8).
RESOLVED: that the minutes be approved and signed by the Chair.

016. To review the Events Committee Budget for the 2026/27 financial year.
The Committee reviewed the Accounts Summary, Committed Spend Report, Year End Summary and Detailed Cost Centre Report.

RESOLVED: that the Events Committee Budget report for the 2026/27 financial year, showing income of £4,909.15 and total actual and committed expenditure of £61,095.82, be received.

017. To consider a report on events in 2026.

Members considered the report on events in 2026 and noted that event planning was progressing well, with 222 tasks completed, four tasks in progress, 47 tasks not yet started and no tasks overdue.

Members received updates on Halloween, Remembrance Sunday, the Christmas Lights Switch-On, the Christmas Celebration and the Santa Run.

RESOLVED: that the report be received.

018. To consider a report on events in 2027.

Members considered updates on arrangements for the Council's events in 2027.

Members considered the cost for fencing at Party @ Haw Hill Park but felt the budget would be better spent on police attendance.

The Gala entertainment requested at the last meeting had been booked and contracts signed.

Members considered the cost and implications of purchasing a giant deckchair but agreed not to proceed due to practicalities of storage and transport.

RESOLVED: that the report be received and that:

- A bubble artist be booked for Party @ Haw Hill Park through Midland Entertainment at a cost of £450.00 + VAT for 4 x 30 min performances.
- The Gala Car Boot Sale proceed again in 2027.

019. To consider quotes for general events equipment.

Members considered the indicative costs of branded marquees, folding chairs, folding tables, printed table covers and information flags.

RESOLVED: that quotations be obtained for the proposed events equipment and that any purchase be brought back to the Committee for approval once the available budget and final costs were known.

020. To receive an update on social media engagement.

Members noted the increase in social media views, followers and content interactions, together with the positive impact of the Council's community events on engagement.

RESOLVED: that the update be received and that the Communications Assistant be thanked for her hard work on social media.

021. To review Normanton Gala Weekend.

Members reviewed Normanton Gala Weekend and considered the officer observations and points raised in the report.

Members felt that the event had been set out well, with sufficient space for people to walk around without feeling cramped. The fairground layout was more spacious and the food court was particularly well received. Members offered their thanks to all staff who had worked on the event.

It was agreed that Altofts JFC would be given a donation of £150 in recognition of the use of their car park on Gala Day.

Members noted that three complaints had been received relating to noise after the Gala had ended while the fairground remained open under its licence, litter remaining in the park on Monday morning before being cleared, and a stallholder's concerns about the cost and location of their pitch.

Members agreed that the following procedural changes should be introduced for future Gala events:

- Street collection buckets will be individually numbered, fitted with serialised tamper-evident seals, signed out and returned for individual reconciliation. Organisations using Council buckets will be required to sign to confirm the conditions of use, including that buckets must not be opened before return.
- Orders for temporary structures will state a clear latest collection time where removal before the fireworks display is required.
- A standalone missing-child procedure will be prepared, including a coded radio message, an information card for parents or carers and continued promotion of free emergency-contact wristbands.

- A clearly marked event-control and welfare point will be established, and the lost-property process will be standardised so that items are handed in and claimed from that point rather than the stage.
- Future event planning will consider increased security provision, a police presence where available, body-worn cameras subject to an appropriate policy and data-protection assessment, more secure barriers and closer monitoring of temporary infrastructure.
- Public communications will make clear that abusive, threatening or violent behaviour towards staff, contractors, volunteers, stallholders and members of the public will not be tolerated.

RESOLVED: that the review be received and that:

- A donation of £150 be made to Altofts JFC in recognition of the use of their car park on Gala Day; and
- The recommendations contained in the report be approved for incorporation into the planning of future Gala events.

022. To review the Talk & Slide Show.

Members reviewed the Talk & Slide Show, including the venue, attendance, arrangements and refreshments. Around 55 people had attended the event. It was suggested that a microphone would be useful in future.

RESOLVED: that the review be received.

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

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday, 16th November 2026

ACCOUNTS SUMMARY

The Committee has an approved expenditure budget of £94,273.74 and expected income of £5,600.00.

As at 21st September 2026, income received totals £4,909.15 against the budgeted income of £5,600.00. Actual expenditure totals £49,915.60, with a further £15,125.71 committed through bookings. This gives total actual and committed expenditure of £65,041.31.

The largest budgets continue to relate to the Council's main events: the Gala (£40,000), Party @ Haw Hill Park (£20,000) and the Christmas Lights Switch-On (£8,500).

For the Gala, actual and committed expenditure totals £36,387.62, leaving £3,612.38 of the expenditure budget available. The invoice for refuse collection & cleansing has not been received, and this could be significant as it is calculated on how much waste was generated. Gala income received is £4,239.65, which is £260.35 below budget.

For Party @ Haw Hill Park, actual and committed expenditure totals £16,293.78, leaving £3,706.22 available however there are still some invoices to be received; income is £669.50, which is £330.50 below budget. For the Christmas Lights Switch-On, actual and committed expenditure totals £4,856.58, leaving £3,643.42 available.

Members should note that committed expenditure reflects confirmed supplier bookings that have not yet been paid. Taking these commitments into account provides a more accurate picture of the budget available for the remaining events during 2026/27.

The £9,703.74 National Events budget remains held in an earmarked reserve for a significant national occasion, such as a Coronation or similar event.

Overall, the Events Committee budget remains within its approved limits. After allowing for actual and committed expenditure, £29,832.43 of the expenditure budget remains uncommitted. Income is currently £690.85 below the full-year budget and will continue to be monitored alongside expenditure as the remaining events are delivered.

NORMANTON TOWN COUNCIL

Committed Spend

Cost Centre Group - Events Committee (Between 01/04/2026 and 31/03/2027)

EVENTS CTTEE

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
85	Brass Band Concert									(N/A)
78	Children's Party									(N/A)
86	Christmas Celebration									(N/A)
79	Christmas Lights									(N/A)
83	Civic Sunday									(N/A)
89	Events - General									(N/A)
75	Gala									(N/A)
87	Halloween									(N/A)
11	Income - Christmas Ligh									(N/A)
9	Income - Gala									(N/A)
12	Income - Party @ Haw H									(N/A)
88	Information Events									(N/A)
82	Mayor Making									(N/A)
120	National Events									(N/A)
124	NTC50									(N/A)
81	Party @ Haw Hill Park					-600.00		-600.00	600.00	600.00 (N/A)
77	Remembrance Sunday									(N/A)
123	Talk & Slide Show									(N/A)
122	VE DAY 80									(N/A)
	SUB TOTAL					**-600.00**		**-600.00**	**600.00**	**600.00 (N/A)**

Christmas Lights

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
170	Catering & Refreshment				500.00				500.00	500.00 (100%)
166	Entertainment				2,000.00	250.00	565.00	815.00	1,185.00	1,750.00 (87%)
169	First Aid				400.00		414.00	414.00	-14.00	400.00 (100%)
163	Gifts & Paper				1,000.00	650.00		650.00	350.00	350.00 (35%)
167	Grotto Decorations				400.00				400.00	400.00 (100%)
168	Grotto Sweets				150.00	164.95		164.95	-14.95	-14.95 (-9%)
247	Income - Christmas Ligh	100.00		-100.00						-100.00 (-100%)
173	Misc				25.00				25.00	25.00 (100%)
165	Presenter				325.00		320.00	320.00	5.00	325.00 (100%)
171	Refuse Collection & Cle				450.00		398.63	398.63	51.37	450.00 (100%)
172	Security				250.00				250.00	250.00 (100%)
164	Stage Hire				3,000.00		2,094.00	2,094.00	906.00	3,000.00 (100%)
	SUB TOTAL	**100.00**		**-100.00**	**8,500.00**	**1,064.95**	**3,791.63**	**4,856.58**	**3,643.42**	**7,335.05 (85%)**

NORMANTON TOWN COUNCIL

Committed Spend

Cost Centre Group - Events Committee (Between 01/04/2026 and 31/03/2027)

Christmas Celebratior

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
176	Catering & Refreshment				50.00				50.00	50.00 (100%)
174	Church Hire				50.00				50.00	50.00 (100%)
178	Entertainment				100.00				100.00	100.00 (100%)
175	First Aid				70.00		50.00	50.00	20.00	70.00 (100%)
177	Prizes				30.00				30.00	30.00 (100%)
	SUB TOTAL				**300.00**		**50.00**	**50.00**	**250.00**	**300.00 (100%)**

Civic Sunday

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
179	Catering & Refreshment				650.00	630.00		630.00	20.00	20.00 (3%)
180	First Aid				100.00		92.00	92.00	8.00	100.00 (100%)
	SUB TOTAL				**750.00**	**630.00**	**92.00**	**722.00**	**28.00**	**120.00 (16%)**

Events General

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
181	Events General				500.00	109.17		109.17	390.83	390.83 (78%)
184	Events Insurance				2,000.00	1,360.11		1,360.11	639.89	639.89 (31%)
182	Music Licence				1,500.00				1,500.00	1,500.00 (100%)
183	Premises Licence				70.00	70.00		70.00		(0%)
	SUB TOTAL				**4,070.00**	**1,539.28**		**1,539.28**	**2,530.72**	**2,530.72 (62%)**

Gala

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
203	Catering & Refreshment				650.00	496.36		496.36	153.64	153.64 (23%)
194	Dance Display Donation				1,250.00	1,100.00	1,100.00	2,200.00	-950.00	150.00 (12%)
195	Entertainment				7,500.00	5,105.50		5,105.50	2,394.50	2,394.50 (31%)
186	Fireworks				6,250.00	6,250.00		6,250.00		(0%)
199	First Aid				1,600.00	1,202.00	276.00	1,478.00	122.00	398.00 (24%)
200	Gala Programme				800.00	800.00		800.00		(0%)
245	Income - Gala	4,500.00	4,239.65	-260.35						-260.35 (-5%)
198	Marquee, Table and Cha				2,600.00	2,595.00		2,595.00	5.00	5.00 (0%)
202	Misc				1,060.00	80.80	48.00	128.80	931.20	979.20 (92%)
196	Parade Band				2,300.00	2,300.00		2,300.00		(0%)
192	Parade Donations				1,500.00	1,105.00	1,170.00	2,275.00	-775.00	395.00 (26%)
185	Park Hire				55.00				55.00	55.00 (100%)

NORMANTON TOWN COUNCIL

Committed Spend

Cost Centre Group - Events Committee (Between 01/04/2026 and 31/03/2027)

191	Policing				1,200.00		1,022.76	1,022.76	177.24	1,200.00 (100%)
188	Presenter				635.00	630.00		630.00	5.00	5.00 (0%)
187	Prize Money				100.00	100.00		100.00		(0%)
189	Refuse Collection & Cle				3,000.00		1,946.70	1,946.70	1,053.30	3,000.00 (100%)
193	Security				1,500.00	1,011.00	1,011.00	2,022.00	-522.00	489.00 (32%)
201	Stage Hire				2,500.00	2,131.00		2,131.00	369.00	369.00 (14%)
197	Toilet Hire				2,500.00	2,270.00		2,270.00	230.00	230.00 (9%)
190	Traffic Management				3,000.00	2,636.50		2,636.50	363.50	363.50 (12%)
	SUB TOTAL	**4,500.00**	**4,239.65**	**-260.35**	**40,000.00**	**29,813.16**	**6,574.46**	**36,387.62**	**3,612.38**	**9,926.49 (22%)**

Halloween

		Receipts			Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Variance**	**Budget**	**Actual**	**Committed**	**Total**	**Variance**	Net Position
207	Entertainment				895.00		520.00	520.00	375.00	895.00 (100%)
209	Fancy Dress Prizes				90.00				90.00	90.00 (100%)
206	First Aid				150.00		50.00	50.00	100.00	150.00 (100%)
204	Park Hire				55.00				55.00	55.00 (100%)
205	Presenter				210.00		200.00	200.00	10.00	210.00 (100%)
208	Sweets				100.00		119.54	119.54	-19.54	100.00 (100%)
	SUB TOTAL				**1,500.00**		**889.54**	**889.54**	**610.46**	**1,500.00 (100%)**

Information Events

		Receipts			Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Variance**	**Budget**	**Actual**	**Committed**	**Total**	**Variance**	Net Position
210	Information Events				250.00				250.00	250.00 (100%)
	SUB TOTAL				**250.00**				**250.00**	**250.00 (100%)**

Mayor Making

		Receipts			Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Variance**	**Budget**	**Actual**	**Committed**	**Total**	**Variance**	Net Position
211	Catering & Refreshment				1,500.00	1,165.15		1,165.15	334.85	334.85 (22%)
217	First Aid				100.00	92.00		92.00	8.00	8.00 (8%)
215	Gifts & Flowers				100.00	166.67		166.67	-66.67	-66.67 (-66%)
212	Long Service Awards				500.00	109.13		109.13	390.87	390.87 (78%)
218	Misc				300.00	13.99		13.99	286.01	286.01 (95%)
214	Orders of Service				50.00	70.00		70.00	-20.00	-20.00 (-40%)
216	Presenter				350.00	300.00		300.00	50.00	50.00 (14%)
213	Venue / Equipment Hire				600.00	600.00		600.00		(0%)
	SUB TOTAL				**3,500.00**	**2,516.94**		**2,516.94**	**983.06**	**983.06 (28%)**

NORMANTON TOWN COUNCIL

Committed Spend

Cost Centre Group - Events Committee (Between 01/04/2026 and 31/03/2027)

Party @ Haw Hill Park

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
223	Barrier Hire				400.00	380.00		380.00	20.00	20.00 (5%)
222	Entertainment				5,000.00	3,300.00		3,300.00	1,700.00	1,700.00 (34%)
228	First Aid				550.00		552.00	552.00	-2.00	550.00 (100%)
246	Income - Party @ Haw H	1,000.00	669.50	-330.50						-330.50 (-33%)
230	Marquee, Table and Cha				2,100.00	1,990.00		1,990.00	110.00	110.00 (5%)
338	Misc					46.24		46.24	-46.24	-46.24 (N/A)
227	Park Hire				55.00				55.00	55.00 (100%)
225	Performer Refreshments				100.00	68.46		68.46	31.54	31.54 (31%)
221	Presenter				430.00	425.00		425.00	5.00	5.00 (1%)
229	Refuse Collection & Cle				1,580.00		1,572.08	1,572.08	7.92	1,580.00 (100%)
224	Security				3,785.00	2,184.00		2,184.00	1,601.00	1,601.00 (42%)
220	Stage Hire				4,000.00	3,801.00		3,801.00	199.00	199.00 (4%)
226	Toilet Hire				2,000.00	1,975.00		1,975.00	25.00	25.00 (1%)
	SUB TOTAL	**1,000.00**	**669.50**	**-330.50**	**20,000.00**	**14,169.70**	**2,124.08**	**16,293.78**	**3,706.22**	**5,499.80 (26%)**

National Events

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
219	National Events				9,703.74				9,703.74	9,703.74 (100%)
	SUB TOTAL				**9,703.74**				**9,703.74**	**9,703.74 (100%)**

Remembrance Sunda

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
231	Band				600.00		600.00	600.00		600.00 (100%)
237	Catering & Refreshment				850.00		72.00	72.00	778.00	850.00 (100%)
234	Coach Hire				900.00		600.00	600.00	300.00	900.00 (100%)
235	Misc				680.00				680.00	680.00 (100%)
233	Poppy Wreaths				150.00	110.83		110.83	39.17	39.17 (26%)
232	Sound System Hire				320.00		332.00	332.00	-12.00	320.00 (100%)
236	Traffic Management				1,500.00				1,500.00	1,500.00 (100%)
	SUB TOTAL				**5,000.00**	**110.83**	**1,604.00**	**1,714.83**	**3,285.17**	**4,889.17 (97%)**

Santa Run

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
238	Costumes				150.00				150.00	150.00 (100%)
240	Equipment				100.00				100.00	100.00 (100%)

NORMANTON TOWN COUNCIL

Committed Spend

Cost Centre Group - Events Committee (Between 01/04/2026 and 31/03/2027)

239	Health & Safety				150.00			150.00	150.00 (100%)
241	Printing Costs				100.00			100.00	100.00 (100%)
	SUB TOTAL				**500.00**			**500.00**	**500.00 (100%)**

Talk & Slide Show

		Receipts			Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Variance**	**Budget**	**Actual**	**Committed**	**Total**	**Variance**	Net Position
244	Catering & Refreshment				40.00	20.74		20.74	19.26	19.26 (48%)
243	First Aid				60.00	50.00		50.00	10.00	10.00 (16%)
242	Venue Hire				100.00				100.00	100.00 (100%)
	SUB TOTAL				**200.00**	**70.74**		**70.74**	**129.26**	**129.26 (64%)**

Summary

NET TOTAL	**5,600.00**	**4,909.15**	**-690.85**	**94,273.74**	**49,315.60**	**15,125.71**	**64,441.31**	**29,832.43**	**44,267.29 (44%)**

NORMANTON TOWN COUNCIL

Summary of Income & Expenditure 2026-2027

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

EVENTS CTTEE

Code	Title	Income Budgeted	Income Actual	Income Variance	Expenditure Budgeted	Expenditure Actual	Expenditure Variance	Net Position +/- Under/over spend
85	Brass Band Concert							(N/A)
78	Children's Party							(N/A)
86	Christmas Celebration							(N/A)
79	Christmas Lights							(N/A)
83	Civic Sunday							(N/A)
89	Events - General							(N/A)
75	Gala							(N/A)
87	Halloween							(N/A)
11	Income - Christmas Lights							(N/A)
9	Income - Gala							(N/A)
12	Income - Party @ Haw Hill Park							(N/A)
88	Information Events							(N/A)
82	Mayor Making							(N/A)
120	National Events							(N/A)
124	NTC50							(N/A)
81	Party @ Haw Hill Park							(N/A)
77	Remembrance Sunday							(N/A)
123	Talk & Slide Show							(N/A)
122	VE DAY 80							(N/A)
	SUB TOTAL							**(N/A)**

Christmas Lights

Code	Title	Income Budgeted	Income Actual	Income Variance	Expenditure Budgeted	Expenditure Actual	Expenditure Variance	Net Position +/- Under/over spend
170	Catering & Refreshments				500.00		500.00	500.00 (100%)
166	Entertainment				2,000.00	250.00	1,750.00	1,750.00 (88%)
169	First Aid				400.00		400.00	400.00 (100%)
163	Gifts & Paper				1,000.00	650.00	350.00	350.00 (35%)
167	Grotto Decorations				400.00		400.00	400.00 (100%)
168	Grotto Sweets				150.00	164.95	-14.95	-14.95 (-10%)
247	Income - Christmas Lights	100.00		-100.00				-100.00 (-100%)
173	Misc				25.00		25.00	25.00 (100%)
165	Presenter				325.00		325.00	325.00 (100%)
171	Refuse Collection & Cleansing				450.00		450.00	450.00 (100%)
172	Security				250.00		250.00	250.00 (100%)
164	Stage Hire				3,000.00		3,000.00	3,000.00 (100%)
	SUB TOTAL	**100.00**		**-100.00**	**8,500.00**	**1,064.95**	**7,435.05**	**7,335.05 (85%)**

Christmas Celebration

Code	Title	Income Budgeted	Income Actual	Income Variance	Expenditure Budgeted	Expenditure Actual	Expenditure Variance	Net Position +/- Under/over spend
176	Catering & Refreshments				50.00		50.00	50.00 (100%)
174	Church Hire				50.00		50.00	50.00 (100%)
178	Entertainment				100.00		100.00	100.00 (100%)
175	First Aid				70.00		70.00	70.00 (100%)
177	Prizes				30.00		30.00	30.00 (100%)

NORMANTON TOWN COUNCIL

Summary of Income & Expenditure 2026-2027

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

	SUB TOTAL				**300.00**		**300.00**	**300.00**	**(100%)**

Civic Sunday

		Income			Expenditure			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
179	Catering & Refreshments				650.00	630.00	20.00	20.00	(3%)
180	First Aid				100.00		100.00	100.00	(100%)
	SUB TOTAL				**750.00**	**630.00**	**120.00**	**120.00**	**(16%)**

Events General

		Income			Expenditure			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
181	Events General				500.00	109.17	390.83	390.83	(78%)
184	Events Insurance				2,000.00	1,360.11	639.89	639.89	(32%)
182	Music Licence				1,500.00		1,500.00	1,500.00	(100%)
183	Premises Licence				70.00	70.00			(0%)
	SUB TOTAL				**4,070.00**	**1,539.28**	**2,530.72**	**2,530.72**	**(62%)**

Gala

		Income			Expenditure			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
203	Catering & Refreshments				650.00	496.36	153.64	153.64	(24%)
194	Dance Display Donations				1,250.00	1,100.00	150.00	150.00	(12%)
195	Entertainment				7,500.00	5,105.50	2,394.50	2,394.50	(32%)
186	Fireworks				6,250.00	6,250.00			(0%)
199	First Aid				1,600.00	1,202.00	398.00	398.00	(25%)
200	Gala Programme				800.00	800.00			(0%)
245	Income - Gala	4,500.00	4,239.65	-260.35				-260.35	(-6%)
198	Marquee, Table and Chair Hire				2,600.00	2,595.00	5.00	5.00	(0%)
202	Misc				1,060.00	80.80	979.20	979.20	(92%)
196	Parade Band				2,300.00	2,300.00			(0%)
192	Parade Donations				1,500.00	1,105.00	395.00	395.00	(26%)
185	Park Hire				55.00		55.00	55.00	(100%)
191	Policing				1,200.00		1,200.00	1,200.00	(100%)
188	Presenter				635.00	630.00	5.00	5.00	(1%)
187	Prize Money				100.00	100.00			(0%)
189	Refuse Collection & Cleansing				3,000.00		3,000.00	3,000.00	(100%)
193	Security				1,500.00	1,011.00	489.00	489.00	(33%)
201	Stage Hire				2,500.00	2,131.00	369.00	369.00	(15%)
197	Toilet Hire				2,500.00	2,270.00	230.00	230.00	(9%)
190	Traffic Management				3,000.00	2,636.50	363.50	363.50	(12%)
	SUB TOTAL	**4,500.00**	**4,239.65**	**-260.35**	**40,000.00**	**29,813.16**	**10,186.84**	**9,926.49**	**(22%)**

Halloween

		Income			Expenditure			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
207	Entertainment				895.00		895.00	895.00	(100%)
209	Fancy Dress Prizes				90.00		90.00	90.00	(100%)

NORMANTON TOWN COUNCIL

Summary of Income & Expenditure 2026-2027

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

206	First Aid				150.00		150.00	150.00	(100%)
204	Park Hire				55.00		55.00	55.00	(100%)
205	Presenter				210.00		210.00	210.00	(100%)
208	Sweets				100.00		100.00	100.00	(100%)
SUB TOTAL					**1,500.00**		**1,500.00**	**1,500.00**	**(100%)**

Information Events

		Income			Expenditure			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
210	Information Events				250.00		250.00	250.00	(100%)
SUB TOTAL					**250.00**		**250.00**	**250.00**	**(100%)**

Mayor Making

		Income			Expenditure			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
211	Catering & Refreshments				1,500.00	1,165.15	334.85	334.85	(22%)
217	First Aid				100.00	92.00	8.00	8.00	(8%)
215	Gifts & Flowers				100.00	166.67	-66.67	-66.67	(-67%)
212	Long Service Awards				500.00	109.13	390.87	390.87	(78%)
218	Misc				300.00	13.99	286.01	286.01	(95%)
214	Orders of Service				50.00	70.00	-20.00	-20.00	(-40%)
216	Presenter				350.00	300.00	50.00	50.00	(14%)
213	Venue / Equipment Hire				600.00	600.00			(0%)
SUB TOTAL					**3,500.00**	**2,516.94**	**983.06**	**983.06**	**(28%)**

Party @ Haw Hill Park

		Income			Expenditure			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
223	Barrier Hire				400.00	380.00	20.00	20.00	(5%)
222	Entertainment				5,000.00	3,300.00	1,700.00	1,700.00	(34%)
228	First Aid				550.00		550.00	550.00	(100%)
246	Income - Party @ Haw Hill Park	1,000.00	669.50	-330.50				-330.50	(-33%)
230	Marquee, Table and Chair Hire				2,100.00	1,990.00	110.00	110.00	(5%)
338	Misc					46.24	-46.24	-46.24	(N/A)
227	Park Hire				55.00		55.00	55.00	(100%)
225	Performer Refreshments				100.00	68.46	31.54	31.54	(32%)
221	Presenter				430.00	425.00	5.00	5.00	(1%)
229	Refuse Collection & Cleansing				1,580.00		1,580.00	1,580.00	(100%)
224	Security				3,785.00	2,184.00	1,601.00	1,601.00	(42%)
220	Stage Hire				4,000.00	3,801.00	199.00	199.00	(5%)
226	Toilet Hire				2,000.00	1,975.00	25.00	25.00	(1%)
SUB TOTAL		**1,000.00**	**669.50**	**-330.50**	**20,000.00**	**14,169.70**	**5,830.30**	**5,499.80**	**(26%)**

National Events

		Income			Expenditure			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
219	National Events				9,703.74		9,703.74	9,703.74	(100%)

NORMANTON TOWN COUNCIL

Summary of Income & Expenditure 2026-2027

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

SUB TOTAL				**9,703.74**		**9,703.74**	**9,703.74**	**(100%)**

Remembrance Sunday

		Income			Expenditure			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
231	Band				600.00		600.00	600.00	(100%)
237	Catering & Refreshments				850.00		850.00	850.00	(100%)
234	Coach Hire				900.00		900.00	900.00	(100%)
235	Misc				680.00		680.00	680.00	(100%)
233	Poppy Wreaths				150.00	110.83	39.17	39.17	(26%)
232	Sound System Hire				320.00		320.00	320.00	(100%)
236	Traffic Management				1,500.00		1,500.00	1,500.00	(100%)
SUB TOTAL					**5,000.00**	**110.83**	**4,889.17**	**4,889.17**	**(98%)**

Santa Run

		Income			Expenditure			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
238	Costumes				150.00		150.00	150.00	(100%)
240	Equipment				100.00		100.00	100.00	(100%)
239	Health & Safety				150.00		150.00	150.00	(100%)
241	Printing Costs				100.00		100.00	100.00	(100%)
SUB TOTAL					**500.00**		**500.00**	**500.00**	**(100%)**

Talk & Slide Show

		Income			Expenditure			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
244	Catering & Refreshments				40.00	20.74	19.26	19.26	(48%)
243	First Aid				60.00	50.00	10.00	10.00	(17%)
242	Venue Hire				100.00		100.00	100.00	(100%)
SUB TOTAL					**200.00**	**70.74**	**129.26**	**129.26**	**(65%)**

Restated **(N/A)**

NET TOTAL	**5,600.00**	**4,909.15**	**-690.85**	**94,273.74**	**49,915.60**	**44,358.14**	**43,667.29**
V.A.T.					7,432.77		
GROSS TOTAL		**4,909.15**			**57,348.37**		

NORMANTON TOWN COUNCIL

Listing of Payments for Cost Centre Group - Events Committee

(Between 01-04-2026 and 05-11-2026)

Cost Centre Christmas Lights

Code Number 166 Entertainment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
42	12/05/2026	2026-2027/581		Unity Current		Event Performers	Channy Music	Z	250.00		250.00
							Subtotal for Code: Entertainment		£250.00		£250.00

Code Number 163 Gifts & Paper

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
472	16/10/2026	2026-2027/699		Lloyds Card		Christmas Books	Andersons Wholesale	S	122.00	24.40	146.40
474	16/10/2026	2026-2027/710		Lloyds Card		Christmas Books	Andersons Wholesale	S	528.00	105.60	633.60
							Subtotal for Code: Gifts & Paper		£650.00	£130.00	£780.00

Code Number 168 Grotto Sweets

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
473	16/10/2026			Lloyds Card		Sweets	The Kids Kandy Company	S	164.95	32.99	197.94
							Subtotal for Code: Grotto Sweets		£164.95	£32.99	£197.94
							Subtotal for Cost Centre: Christmas Lights		1,064.95	162.99	1,227.94

Cost Centre Civic Sunday

Code Number 179 Catering & Refreshments

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
181	26/06/2026	2026-2027/633		Unity Current		Civic Sunday Catering	STW Catering	Z	630.00		630.00
							Subtotal for Code: Catering & Refreshments		£630.00		£630.00
							Subtotal for Cost Centre: Civic Sunday		630.00		630.00

Cost Centre Events General

Code Number 181 Events General

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
230	16/07/2026	2026-2027/632		Lloyds Card		Plot A Route Subscription	Plot A Route	Z	20.00		20.00
337	07/09/2026			Unity Current		Misc Supplies	Class Office Equipment Ltd	S	12.52	2.50	15.02
384	16/09/2026			Lloyds Card		Cable Ties	Amazon EU UK Branch	S	6.65	1.33	7.98
387	28/09/2026	2026-2027/688		Unity Current		Hi Viz Vests	Fairway Graphics	S	70.00	14.00	84.00
							Subtotal for Code: Events General		£109.17	£17.83	£127.00

Code Number 184 Events Insurance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
180	26/06/2026			Unity Current	ONLINE	Event Insurance	Gallagher Insurance	Z	1,360.11		1,360.11
							Subtotal for Code: Events Insurance		£1,360.11		£1,360.11

Code Number 183 Premises Licence

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
118	09/06/2026			Unity Current	ONLINE	Licence for Haw Hill Park	Wakefield Council	Z	70.00		70.00
							Subtotal for Code: Premises Licence		£70.00		£70.00

NORMANTON TOWN COUNCIL

Listing of Payments for Cost Centre Group - Events Committee

(Between 01-04-2026 and 05-11-2026)

Subtotal for Cost Centre:	Events General	1,539.28	17.83	1,557.11

Cost Centre **Gala**

Code Number **203 Catering & Refreshments**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
376	16/09/2026			Lloyds Card		Gala Drinks	Asda	Z	58.86		58.86
388	28/09/2026	2026-2027/689		Unity Current		Gala Catering	STW Catering	Z	437.50		437.50
						Subtotal for Code:	Catering & Refreshments		£496.36		£496.36

Code Number **194 Dance Display Donations**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
425	13/10/2026			Unity Current		Dance Displays	Vibe Fitness	Z	110.00		110.00
426	13/10/2026			Unity Current		Dance Displays	Melissa Radway School of Dance	Z	110.00		110.00
427	13/10/2026			Unity Current		Dance Displays	Free Spirits Cheerleading	Z	110.00		110.00
428	13/10/2026			Unity Current		Dance Displays	Diamond Cheerleading	Z	110.00		110.00
429	13/10/2026			Unity Current		Dance Displays	Dance Relentless	Z	110.00		110.00
430	13/10/2026			Unity Current		Dance Displays	Normanton Knightingale Cheerleaders	Z	110.00		110.00
431	13/10/2026			Unity Current		Dance Displays	Hailey Black School of Dance	Z	110.00		110.00
432	13/10/2026			Unity Current		Dance Displays	CODE	Z	110.00		110.00
433	13/10/2026			Unity Current		Dance Displays	The Well Kids	Z	110.00		110.00
434	13/10/2026			Unity Current		Dance Displays	Dance House	Z	110.00		110.00
						Subtotal for Code:	Dance Display Donations		£1,100.00		£1,100.00

Code Number **195 Entertainment**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
42	12/05/2026	2026-2027/581		Unity Current		Event Performers	Channy Music	Z	150.00		150.00
332	07/09/2026	2026-2027/568		Unity Current		Gala Entertainment	Midland Entertainment	S	1,070.00	214.00	1,284.00
332	07/09/2026	2026-2027/568		Unity Current		Gala Entertainment	Midland Entertainment	S	745.00	149.00	894.00
332	07/09/2026	2026-2027/568		Unity Current		Gala Entertainment	Midland Entertainment	S	2,200.00	440.00	2,640.00
389	28/09/2026	2026-2027/500		Unity Current		Ians Farm - Gala 2026	Ian's Mobile Farm	Z	890.50		890.50
401	24/09/2026			Unity Current		Refund	Midland Entertainment	S	-50.00	-10.00	-60.00
446	13/10/2026			Unity Current		Old Photographs Donation	John Hodgkins	Z	100.00		100.00
						Subtotal for Code:	Entertainment		£5,105.50	£793.00	£5,898.50

Code Number **186 Fireworks**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
326	04/09/2026	2026-2027/570		Unity Current		Fireworks Display	Fuse Fireworks	S	6,250.00	1,250.00	7,500.00
						Subtotal for Code:	Fireworks		£6,250.00	£1,250.00	£7,500.00

Code Number **199 First Aid**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
395	28/09/2026	2026-2027/590		Unity Current		Event First Aid	Mediqas Group	Z	1,202.00		1,202.00
						Subtotal for Code:	First Aid		£1,202.00		£1,202.00

NORMANTON TOWN COUNCIL

Listing of Payments for Cost Centre Group - Events Committee

(Between 01-04-2026 and 05-11-2026)

Code Number 200 Gala Programme

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
330	07/09/2026			Unity Current		Gala Programmes	Advertiser Office Printers	Z	800.00		800.00
						Subtotal for Code:	Gala Programme		£800.00		£800.00

Code Number 198 Marquee, Table and Chair Hire

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
391	28/09/2026	2026-2027/626		Unity Current		Marquee Hire	James Dabbs & Co	S	2,495.00	499.00	2,994.00
391	28/09/2026	2026-2027/626		Unity Current		Marquee Hire	James Dabbs & Co	S	100.00	20.00	120.00
						Subtotal for Code:	Marquee, Table and Chair Hire		£2,595.00	£519.00	£3,114.00

Code Number 202 Misc

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
360	16/09/2026			Lloyds Card		Emergency Contact Wristbands	Amazon EU UK Branch	S	9.82	1.97	11.79
361	16/09/2026	2026-2027/683		Lloyds Card		Disposable Table Cloths	Amazon EU UK Branch	S	28.32	5.66	33.98
361	16/09/2026	2026-2027/683		Lloyds Card		Disposable Table Cloths	Amazon EU UK Branch	Z	-1.70		-1.70
362	16/09/2026	2026-2027/682		Lloyds Card		Disposable Table Cloths	VR Angel Ltd	S	9.16	1.83	10.99
362	16/09/2026	2026-2027/682		Lloyds Card		Disposable Table Cloths	VR Angel Ltd	Z	-0.55		-0.55
363	16/09/2026			Lloyds Card		Spray Paint	Amazon EU UK Branch	S	10.48	2.10	12.58
385	16/09/2026			Lloyds Card		Disposable Table Cloths	VR Angel Ltd	S	9.16	1.83	10.99
385	16/09/2026			Lloyds Card		Disposable Table Cloths	VR Angel Ltd	Z	-0.55		-0.55
466	16/10/2026	2026-2027/685		Lloyds Card		Tent Pegs	Amazon EU UK Branch	S	16.66	3.33	19.99
						Subtotal for Code:	Misc		£80.80	£16.72	£97.52

Code Number 196 Parade Band

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
390	28/09/2026	2026-2027/501		Unity Current		Parade Band - Gala 2026	Back Chat Brass	S	1,840.00	368.00	2,208.00
						Subtotal for Code:	Parade Band		£1,840.00	£368.00	£2,208.00

Code Number 192 Parade Donations

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
408	13/10/2026			Unity Current		Gala Parade	1st Altofts Scouts	Z	65.00		65.00
409	13/10/2026			Unity Current		Gala Parade	1st Normanton Scouts	Z	65.00		65.00
410	13/10/2026			Unity Current		Gala Parade	BSP Hydraulics	Z	65.00		65.00
411	13/10/2026			Unity Current		Gala Parade	Dance House	Z	65.00		65.00
412	13/10/2026			Unity Current		Gala Parade	Dance Relentless	Z	65.00		65.00
413	13/10/2026			Unity Current		Gala Parade	Diamond Cheerleading	Z	65.00		65.00
414	13/10/2026			Unity Current		Gala Parade	Eagles Explorer Unit	Z	65.00		65.00
415	13/10/2026			Unity Current		Gala Parade	Free Spirits Cheerleading	Z	65.00		65.00
416	13/10/2026			Unity Current		Gala Parade	The Hopetown	Z	65.00		65.00
417	13/10/2026			Unity Current		Gala Parade	Normanton Knightingale Cheerleaders	Z	65.00		65.00
418	13/10/2026			Unity Current		Gala Parade	Melissa Radway School of Dance	Z	65.00		65.00
419	13/10/2026			Unity Current		Gala Parade	Normanton Army Cadets	Z	65.00		65.00
420	13/10/2026			Unity Current		Gala Parade	Normanton Musical Theatre Society	Z	65.00		65.00

NORMANTON TOWN COUNCIL

Listing of Payments for Cost Centre Group - Events Committee

(Between 01-04-2026 and 05-11-2026)

421	13/10/2026			Unity Current		Gala Parade	Normanton Knights ARLFC	Z	65.00		65.00
422	13/10/2026			Unity Current		Gala Parade	Spectrum Children's Drama Group	Z	65.00		65.00
423	13/10/2026			Unity Current		Gala Parade	Vibe Fitness	Z	65.00		65.00
424	13/10/2026			Unity Current		Gala Parade	The Well Project	Z	65.00		65.00
							Subtotal for Code: Parade Donations		£1,105.00		£1,105.00

Code Number 188 Presenter

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
340	07/09/2026			Unity Current		Event Hosting	Ian Jefferson Presenting & PA	Z	630.00		630.00
							Subtotal for Code: Presenter		£630.00		£630.00

Code Number 187 Prize Money

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
345	02/09/2026			Petty Cash		Bowling Club Prize	Haw Hill Park Bowling Club	Z	100.00		100.00
							Subtotal for Code: Prize Money		£100.00		£100.00

Code Number 193 Security

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
392	28/09/2026	2026-2027/690		Unity Current		Gala Security	Saxon Security	S	1,011.00	202.20	1,213.20
							Subtotal for Code: Security		£1,011.00	£202.20	£1,213.20

Code Number 201 Stage Hire

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
393	28/09/2026	2026-2027/569		Unity Current		Stage Hire	HG1 Communications	S	2,131.00	426.20	2,557.20
							Subtotal for Code: Stage Hire		£2,131.00	£426.20	£2,557.20

Code Number 197 Toilet Hire

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
328	07/09/2026	2026-2027/571		Unity Current		Toilet Hire	G&S Toilet Hire Ltd	S	1,012.50	202.50	1,215.00
328	07/09/2026	2026-2027/571		Unity Current		Toilet Hire	G&S Toilet Hire Ltd	S	1,012.50	202.50	1,215.00
328	07/09/2026	2026-2027/571		Unity Current		Toilet Hire	G&S Toilet Hire Ltd	S	245.00	49.00	294.00
							Subtotal for Code: Toilet Hire		£2,270.00	£454.00	£2,724.00

Code Number 190 Traffic Management

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
394	28/09/2026	2026-2027/692		Unity Current		Traffic Management	Think Traffic Management	S	2,636.50	527.30	3,163.80
							Subtotal for Code: Traffic Management		£2,636.50	£527.30	£3,163.80
							Subtotal for Cost Centre: Gala		29,353.16	4,556.42	33,909.58

Cost Centre Mayor Making

Code Number 211 Catering & Refreshments

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
57	12/05/2026			Unity Current		Catering - Mayor Making	STW Catering	Z	756.00		756.00
154	16/06/2026	2026-2027/594		Lloyds Card		Drinks - Mayor Making	Booker Ltd	S	278.52	55.70	334.22
155	16/06/2026	2026-2027/615		Lloyds Card		Mayor Making Drinks	Booker Ltd	S	123.01	24.60	147.61

NORMANTON TOWN COUNCIL

Listing of Payments for Cost Centre Group - Events Committee

(Between 01-04-2026 and 05-11-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
159	16/06/2026	2026-2027/618		Lloyds Card		Mayor Making Drinks	Asda	S	7.62	1.53	9.15
							Subtotal for Code: Catering & Refreshments		£1,165.15	£81.83	£1,246.98
Code Number		**217 First Aid**									
116	09/06/2026	2026-2027/590		Unity Current	ONLINE	Event First Aid	Mediqas Group	Z	92.00		92.00
							Subtotal for Code: First Aid		£92.00		£92.00
Code Number		**215 Gifts & Flowers**									
115	09/06/2026	2026-2027/584		Unity Current	ONLINE	Flowers	Calli-Fleur by Design	S	166.67	33.33	200.00
							Subtotal for Code: Gifts & Flowers		£166.67	£33.33	£200.00
Code Number		**212 Long Service Awards**									
152	16/06/2026	2026-2027/593		Lloyds Card		Long Service Award	Engravers Guild	S	33.71	6.74	40.45
157	16/06/2026	2026-2027/616		Lloyds Card		Mayor Making Drinks	TESCO	S	62.92	12.58	75.50
375	16/09/2026			Lloyds Card		Long Service Award	TESCO	Z	12.50		12.50
							Subtotal for Code: Long Service Awards		£109.13	£19.32	£128.45
Code Number		**218 Misc**									
162	16/06/2026			Lloyds Card	CARD	Table Number Holders	Lumos Pro	Z	8.50		8.50
163	16/06/2026			Lloyds Card	CARD	Table Numbers	Amazon EU UK Branch	S	5.49	1.10	6.59
							Subtotal for Code: Misc		£13.99	£1.10	£15.09
Code Number		**214 Orders of Service**									
58	12/05/2026			Unity Current		Mayor Making Printing	Advertiser Office Printers	Z	70.00		70.00
							Subtotal for Code: Orders of Service		£70.00		£70.00
Code Number		**216 Presenter**									
78	12/05/2026			Unity Current	ONLINE	Event Hosting	Ian Jefferson Presenting & PA	Z	300.00		300.00
							Subtotal for Code: Presenter		£300.00		£300.00
Code Number		**213 Venue / Equipment Hire**									
18	14/04/2026			Unity Current	ONLINE	Table Hire	Elite Event Hire	S	100.00	20.00	120.00
109	02/06/2026	2026-2027/583		Unity Current		Event Decor	Daydreams by Lesley French	Z	500.00		500.00
							Subtotal for Code: Venue / Equipment Hire		£600.00	£20.00	£620.00
							Subtotal for Cost Centre: Mayor Making		2,516.94	155.58	2,672.52

Cost Centre **Party @ Haw Hill Park**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number		**223 Barrier Hire**									

NORMANTON TOWN COUNCIL

Listing of Payments for Cost Centre Group - Events Committee

(Between 01-04-2026 and 05-11-2026)

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
272	14/08/2026	2026-2027/565		Unity Current		Barrier Hire	Yorkshire Fence Hire Ltd	S	380.00	76.00	456.00
						Subtotal for Code:	Barrier Hire		£380.00	£76.00	£456.00

Code Number 222 Entertainment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
42	12/05/2026	2026-2027/581		Unity Current		Event Performers	Channy Music	Z	500.00		500.00
191	09/07/2026	2026-2027/499		Unity Current	ONLINE	Party @ Haw Hill Park Performers	Aston Management	S	550.00	110.00	660.00
191	09/07/2026	2026-2027/499		Unity Current	ONLINE	Party @ Haw Hill Park Performers	Aston Management	S	650.00	130.00	780.00
191	09/07/2026	2026-2027/499		Unity Current	ONLINE	Party @ Haw Hill Park Performers	Aston Management	S	1,000.00	200.00	1,200.00
						Subtotal for Code:	Entertainment		£2,700.00	£440.00	£3,140.00

Code Number 230 Marquee, Table and Chair Hire

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
208	14/07/2026	2026-2027/598		Unity Current	ONLINE	Marquee Hire	James Dabbs & Co	S	1,990.00	398.00	2,388.00
						Subtotal for Code:	Marquee, Table and Chair Hire		£1,990.00	£398.00	£2,388.00

Code Number 338 Misc

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
236	16/07/2026	2026-2027/648		Lloyds Card		Wristbands	B&B Wristbands Ltd	S	5.17	1.03	6.20
299	17/08/2026	2026-2027/655		Lloyds Card		Cool Boxes	Dynergy Ltd	S	41.07	8.21	49.28
						Subtotal for Code:	Misc		£46.24	£9.24	£55.48

Code Number 225 Performer Refreshments

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
296	17/08/2026	2026-2027/663		Lloyds Card		Party @ Haw Hill Refreshments	Asda	Z	61.88		61.88
300	17/08/2026	2026-2027/654		Lloyds Card		Party @ Haw Hill Refreshments	Booker Ltd	S	6.58	1.32	7.90
						Subtotal for Code:	Performer Refreshments		£68.46	£1.32	£69.78

Code Number 221 Presenter

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
212	14/07/2026	2026-2027/589		Unity Current	ONLINE	Event Hosting	Ian Jefferson Presenting & PA	Z	425.00		425.00
						Subtotal for Code:	Presenter		£425.00		£425.00

Code Number 224 Security

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
210	14/07/2026	2026-2027/591		Unity Current	ONLINE	Event Security	Saxon Security	S	2,184.00	436.80	2,620.80
						Subtotal for Code:	Security		£2,184.00	£436.80	£2,620.80

Code Number 220 Stage Hire

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
209	14/07/2026	2026-2027/564		Unity Current	ONLINE	Stage Hire	Limitless Event Production	S	3,801.00	760.20	4,561.20
						Subtotal for Code:	Stage Hire		£3,801.00	£760.20	£4,561.20

Code Number 226 Toilet Hire

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
193	14/07/2026	2026-2027/563		Unity Current	ONLINE	Toilet Hire	G&S Toilet Hire Ltd	S	1,975.00	395.00	2,370.00
						Subtotal for Code:	Toilet Hire		£1,975.00	£395.00	£2,370.00

NORMANTON TOWN COUNCIL

Listing of Payments for Cost Centre Group - Events Committee

(Between 01-04-2026 and 05-11-2026)

Subtotal for Cost Centre:	Party @ Haw Hill Park	13,569.70	2,516.56	16,086.26

Cost Centre Remembrance Sunday

Code Number 233 Poppy Wreaths

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
366	16/09/2026			Lloyds Card		Poppy Wreaths	Poppyshop	S	110.83	22.17	133.00
							Subtotal for Code: Poppy Wreaths		£110.83	£22.17	£133.00
							Subtotal for Cost Centre: Remembrance Sunday		110.83	22.17	133.00

Cost Centre Talk & Slide Show

Code Number 244 Catering & Refreshments

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
386	22/09/2026			Petty Cash		Juice	Asda	S	1.97	0.39	2.36
470	16/10/2026	2026-2027/698		Lloyds Card		Biscuits	Asda	Z	9.07		9.07
470	16/10/2026	2026-2027/698		Lloyds Card		Biscuits	Asda	L	3.40	0.17	3.57
470	16/10/2026	2026-2027/698		Lloyds Card		Biscuits	Asda	S	3.32	0.66	3.98
471	16/10/2026	2026-2027/697		Lloyds Card		Milk	Booker Ltd	Z	2.98		2.98
							Subtotal for Code: Catering & Refreshments		£20.74	£1.22	£21.96

Code Number 243 First Aid

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
442	13/10/2026	2026-2027/590		Unity Current		Event First Aid	Mediqas Group	Z	50.00		50.00
							Subtotal for Code: First Aid		£50.00		£50.00
							Subtotal for Cost Centre: Talk & Slide Show		70.74	1.22	71.96

TOTALS	**£48,855.60**	**£7,432.77**	**£56,288.37**

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday, 16th November 2026

EVENTS IN 2026

EVENT	DATE	TIME OF DAY
Christmas Lights	Friday, 27th November	Afternoon / Evening
Christmas Celebration	Thursday, 10th December	Evening
Santa Run	Friday, 11th to Sunday, 13th December	Afternoon / Evening

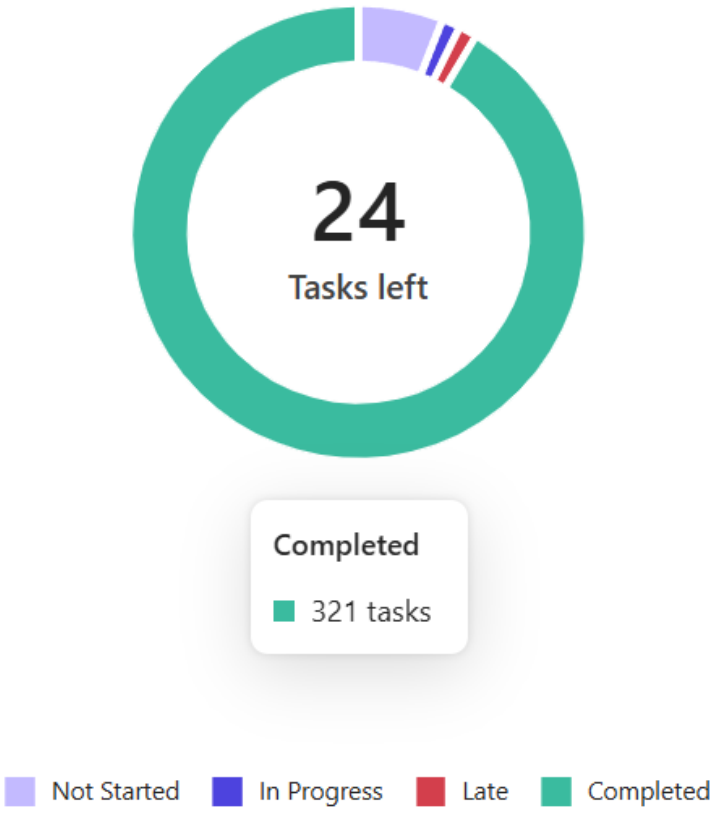
Please note: Exact event timings will be set out on the promotional materials and invitations.

Event Planning Progress

Planning for the remaining events is progressing satisfactorily.
At the time of preparing this report:

- 321 tasks have been completed.
- 3 tasks are in progress.
- 20 tasks have not yet commenced.
- 1 task is overdue, pending a response from a third party.

The majority of event planning tasks have been completed, with arrangements for the remaining events continuing to progress.



Financial Monitoring and Delegated Authority

Members have already considered Enclosures B–E, which provide detailed financial information relating to the Events Committee budget, including actual expenditure, outstanding commitments, individual transactions and expenditure against approved budget headings.

Routine operational expenditure, including refreshments, consumables and minor event supplies, is recorded within those financial reports and has not been duplicated in this report.

The Town Clerk has authority to make routine bookings for essential event services within agreed budgets and in accordance with the Council's Financial Regulations, with such decisions reported to the Events Committee for transparency.

Expenditure relating to services previously approved by the Committee, including existing multi-year agreements, is not repeated as a new delegated booking.

Christmas Lights Switch-On

The Christmas Lights Switch-On will take place on Friday, 27th November 2026.

The event will feature:

- Santa's Grotto at the Town Hall
- Entertainment on the stage
- Fairground rides in the B&M car park
- Ian's Mobile Farm
- Magical Musical Bike

Food will be served following the event for civic guests, staff and volunteers.

Event Service Bookings

The following arrangements are recorded for the Committee's information:

Supplier	Service	Cost
Limitless Events	Stage hire	£894.00 +VAT
HG1 Communications	Sound system	£1,200.00 + VAT
Theatre People	Entertainment	£100.00

The sound system and stage booking was originally confirmed at £2,070.00 + VAT. This has now been revised and split between HG1 (Sound System) and Limitless Events (Stage) at a total cost of £2,094.00 + VAT. This replaces the Committee's earlier approval of stage and sound provision for the event.

The remaining bookings are reported for transparency, subject to confirmation of the applicable authorisation arrangements.

Routine purchases for Santa's Grotto, including Christmas books and chocolate coins, are included in the accompanying financial reports.

Christmas Celebration

Arrangements for the Christmas Celebration on Thursday, 10th December 2026 are progressing.

There are currently no additional matters requiring a decision by the Committee.

Santa Run

Preparations are continuing for the Santa Run, scheduled for Friday, 11th to Sunday, 13th December 2026.

A further update will be provided following the planning meeting scheduled for 12th November 2026.

Recommendation

That the Committee:

1. Notes the progress made in delivering the 2026 events programme.
2. Notes the arrangements for the remaining events.
3. Receives the report of event service bookings undertaken under delegated authority, insofar as the relevant authorisations have been confirmed.

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday, 16th November 2026

EVENTS IN 2027

Provisional Event Dates:

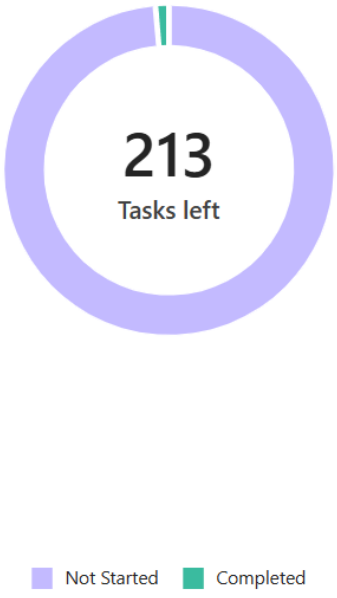
EVENT	DATE	TIME OF DAY
Mayor Making	Friday 21st May	Evening
Civic Sunday	Sunday, 20th June	Morning
Party @ Haw Hill Park	Saturday, 10th July	Afternoon / Evening
Gala Day	Saturday, 11th September	All Day
Gala Sunday	Sunday, 12th September	All Day
Talk & Slide Show	Tuesday, 21st September	Evening
Halloween	Tuesday, 26th October	Morning
Remembrance Sunday	Sunday, 14th November	Morning
Christmas Lights	Friday, 26th November	Afternoon / Evening
Christmas Celebration	Thursday, 9th December	Evening
Santa Run	TBC	Afternoon / Evening

Please note - Exact event timings will be set out on the promotional materials and invitations.

Event Planning Progress

Planning for the remaining events is progressing satisfactorily.
At the time of preparing this report:

- 2 tasks have been completed.
- 213 tasks have not yet commenced.



There is nothing specific to report on any of the events at this stage. The majority of the event planning will commence in January 2027.

NORMANTON TOWN COUNCIL
Catering Policy for Events 2027

The Town Council recognises the importance of catering at events to enhance the experience and encourage attendees to stay longer.
We aim to:

- Limit the number and types of catering units based on the event's size and expected attendance.
- Provide a variety of food and drink options while ensuring catering remains financially viable for vendors.

Catering Guidelines by Event
The following table outlines the types and number of catering units allowed at each event:

EVENT	TYPE OF CATERING	QUANTITY
Party @ Haw Hill Park	Ice-Cream~ Desserts Ice Bar Jacket Potato Burgers/Bacon/Hotdog Pizza Bar Mocktails/Juice Speciality Coffee Specialist Catering	2 2 1 1 2 1 2 1 1 1
Gala Day	Ice-Cream~ Bar Catering Provider	2 2 2
Gala Sunday	Ice-Cream~ Bar Catering Provider	2 2 2
Halloween	NONE REQUIRED	N/A
Remembrance Sunday	NONE REQUIRED	N/A
Christmas Lights	NONE REQUIRED	N/A
Christmas Party	NONE REQUIRED	N/A
Carol Services	NONE REQUIRED	N/A

Additional Notes

1. **Events with Moran's Fairground:**
    - Gala Day/ Gala Sunday – The catering offer will continue to be managed by the Fairground in 2027. Applications should be submitted directly to Evan Moran & Son.
2. **Ice Cream at Haw Hill Park:**
    - ~ A tender through Wakefield MDC determines the primary ice cream vendor, who can bring one unit at no charge.
    - Additional units may be booked by the Town Council if required.

Normanton Christmas Lights Switch-On
Stallholder Information

Key Information

Event Date	**Friday 26th November 2027**
Application deadline	**30th September**
Available Pitches	12
Event Address	High Street (Precinct), Normanton, WF6 2AF

The General Stallholder Terms & Conditions also apply.
This sheet sets out Switch On specific arrangements only

Charges

Category	
Community/Charity/Statutory	Free
Trade stalls	£21.20
High Street Businesses	Free

- Community / Charity / Statutory groups will be allocated one pitch per organisation initially.
- Community / Charity / Statutory groups may request additional pitches at the time of application; allocation is discretionary and subject to availability.
- Tables and gazebos are NOT provided with your booking.

Operating Times

Arrival	**2:00pm – 3:30pm**
Event Opening Times	4:00pm – 7:30pm
Departure	7:30pm – 8:30pm

- To help maintain a vibrant and welcoming event for visitors, stallholders are asked to remain on site and keep their stalls open until the end of the event.
- Any request to leave early must be discussed with the Town Council in advance.
- Early departure without agreement may affect future bookings.
- Do not arrive before the stated arrival times without permission.

Catering Restrictions

- The event is intended to support the town centre. External catering stalls are not invited to trade in the High Street, in order to support local cafés and sandwich bars.

Precinct Shops

Shops operating from premises in the High Street Precinct may place a stall directly outside their own premises without a pitch fee. They must notify the Council in advance, including stall dimensions and activities, so the stall can be included in the event layout and safety arrangements. Location and layout remain subject to approval, including pedestrian and emergency access. All applicable general terms apply.

Pedlars and Mobile Traders

Pedlars and mobile traders wishing to trade from a stationary position within the designated Christmas Lights Switch-On event area must comply with the following conditions:

1. A **£20 trading pitch fee** is payable in cash to an authorised Normanton Town Council officer on the evening of the event.
2. Traders must produce a valid Pedlar's Certificate or other appropriate trading authorisation and provide a copy to the Council.
3. Traders must trade only from an approved location and must not obstruct pedestrian routes, emergency access, shop entrances or other event activities.
4. Traders must comply with all reasonable instructions issued by Council officers and event stewards.
5. Failure to comply with these conditions may result in permission to occupy an event trading position being withdrawn.

Traders who do not wish to pay for an authorised event trading position may trade elsewhere where legally permitted.

Essential Reminders

- Please ensure that you provide your risk assessment, insurance, and any food/alcohol documentation required by the general terms.
- Failure to provide the required information by the closing date will result in your application not being considered.
- Bring equipment, gazebo weights, and consider waste-disposal arrangements; do not rely on public bins.
- We will not let you know the outcome of your application until after the closing date for the event.
- A pitch is not confirmed until the Council issues written notification and any required payment has been received.

Normanton Gala Dance Displays
Terms and Conditions

Key details

Date	**Sunday 12th September 2027**
Application Deadline	30th June
Performance Spaces	10 × 25 minute slots (including setup/pack-down)
Time Slots	10:00am, 10:30am, 11:00am, 11:55am, 12:25pm, 1:30pm, 2:00pm, 2:55pm, 3:25pm, 3:55pm
Arena	Approx. 40m × 40m
Council provision	Sound system, speakers, laptop and mixing desk

Applications and Selection

- **Who can apply:** Applicants must be 18 years and over and acting on behalf of the group you represent.
- **How do I apply:** apply through the Council website www.normantontowncouncil.co.uk by the deadline stated above.
- **What do I need to submit:** Provide a suitable risk assessment reviewed in the previous 12 months and public liability insurance.
- Participation is restricted to dance schools based in Normanton and Altofts, with consideration of previous reliability and the quality and variety of performances.

Performance

- Each accepted dance school/troupe based in Normanton or Altofts receives £113 after satisfactorily completing its allocated performance.
- The payment applies to all accepted local dance schools, including commercially operated schools.
- Any agreed payment is made after the performance and compliance checks; serious breaches may affect payment in accordance with the confirmed booking terms.

Music Requirements

- Each slot is 25 minutes including arrival in the arena, setup, performance and clearance.
- If you require a shorter time slot, please advise us at the time of applying.
- Supply family-appropriate music as MP3 files on a USB memory stick; use clean/radio edits with no offensive language.

Performance Effects

- Only non-toxic, biodegradable effects approved in advance may be used, and all materials must be cleared immediately.
- No balloons, sky lanterns, non-biodegradable confetti, naked flames or smoke effects.

Safety and Access

- The group is responsible for supervision of participants, especially children, and for its activity-specific risk assessment and insurance.

- Equipment drop-off is via Haw Hill View, subject to event instructions. Site vehicle speed is 5 mph maximum; unload promptly and park off-site.
- No vehicle movements during event operating hours (10:00am – 4.20pm).
- Bring drinking water.
- Portable toilets and event first aid are available.
- No smoking in the arena or enclosed spaces.
- Remove all waste and leave the performance area clear for the next group.

Changing Facilities

- As this is a family-friendly event, dancers, instructors and accompanying adults must ensure that all clothing and costume changes are carried out discreetly.
- Minor costume adjustments, such as changing jackets or accessories, may take place at the side of the arena. However, any changes involving undressing or the exposure of underwear must take place in a private changing area, away from public view.
- A changing gazebo will be provided adjacent to the stage for this purpose.
- Dance groups may also bring their own changing facilities if preferred. Please indicate on the application form if you intend to bring a gazebo so that sufficient space can be allocated.

Photography

- As this is a public event, there is no reasonable expectation of privacy. Members of the pubic may film and take photographs at a public event.
- The Council may photograph or film the event for publicity. Groups must manage their own image permissions and safeguarding responsibilities.

Event Cancellation

- The Council may cancel or change the event for safety or circumstances beyond its control; confirmed groups will be informed through official channels.

Rule Breaches

- Groups must follow organiser and steward instructions. Serious breaches may lead to exclusion from the performance programme and affect future applications.

Normanton Gala Parade
Terms and Conditions

Key details

Parade Date	**Saturday 11th September 2027**
Application Deadline	30th June
Assembly Time	10:00am – 10.45am
Departure Time	11:00am

Parade Categories and Spaces Available

Maximum Entries	**20**
Small Lorry (7.5t max)	10 spaces available
Small Vehicle	
Walking / Dance Group & Support Vehicle	
Walking Group	

Who may take part

- The parade is open to all organisations, charities, statutory organisations and businesses in the Normanton and Altofts area.
- One entry per organisation.
- Priority is given to organisations based in Normanton and Altofts. Outside-area applicants may only be offered any remaining places after the closing date.
- Local businesses may participate to support the community event, subject to space and suitability. Participation does not entitle a business to receive the payment.
- The Council will confirm accepted entries and joining instructions by email. Do not attend without written confirmation. Places cannot be transferred or sublet.
- Each parade entry must have at least four people taking part on the day.

Participation Donation

- A £67 participation donation is payable for eligible voluntary, charitable, dance and non-profit community groups based in Normanton or Altofts that complete the parade in accordance with these terms.
- Commercial businesses, including local businesses promoting their own goods or services, will not receive the contribution.
- Groups from outside Normanton and Altofts may participate if space permits but do not normally receive the contribution; any exception requires prior Council approval.
- Paid entertainers separately commissioned by the Council are dealt with under their booking agreements, not this participation contribution.
  The contribution is payable after attendance and compliance have been confirmed.

Applications and Documents

- **Who can apply:** You must be aged 18 or over and acting on behalf of the group you represent.
- **How do I apply:** apply through the Council website www.normantontowncouncil.co.uk by the deadline stated above.
- **What do I need to submit:** Provide a suitable risk assessment reviewed in the previous 12 months and public liability insurance.
- Notify the Council promptly if you cannot attend so the space can be reallocated.

Float and Vehicle Safety

- All vehicles must be roadworthy, appropriately insured and driven by authorised, competent drivers.
- The towing vehicle and trailer must be in a roadworthy condition. The trailer must not exceed the towing capacity of the towing vehicle.
- Floats must be designed to prevent falls and keep people and equipment secure. No boarding or leaving moving vehicles; no throwing sweets or objects to spectators.
- The use of a physical barrier is recommended to prevent passengers falling from the vehicle. Passengers should be seated where possible.
- Each vehicular float must provide at least four competent stewards throughout the parade, with more where the risk assessment requires. All stewards must be provided with fluorescent vests and act under the direction of the Town Council as appropriate. Stewards must monitor the safety of the float and its passengers/walkers and keep the public and supporters away from the float.
- All parade entrants must have sufficient adult supervision on and around their float.
- Children and youth groups require adequate responsible adult supervision. Ensure safe seating and passenger arrangements appropriate to the vehicle and risk assessment.
- Additional supporters and children must not walk at the side of the float.
- Carry appropriate fire safety equipment and comply with any additional directions in the Council's event safety plan.

During the Parade

- Maintain a steady, safe pace and avoid gaps.
- Do not stop to perform along the route.
- Keep sound at a reasonable level.
- No smoking or alcohol on or around floats.
- Do not release balloons, sky lanterns or floating candles.
- Bring drinking water and prepare for the weather.
- Keep the route tidy. Participants are responsible for their own waste.
- Follow directions from the parade marshal, police and stewards.

Collections, facilities and publicity

- Unauthorised street collections are not permitted.
- The Town Council has applied for a Street Collection Permit for the event and must comply with the legal requirements and advertising of that collection.
- All proceeds collected on the parade are for the benefit of the Mayor's Appeal.
- All collection buckets must be sealed with tamper proof tags and the issue and return of collection buckets will be recorded.

Facilities

- **Toilets:** Available at the start of the parade and at Haw Hill Park.
- **First Aid:** First aiders will accompany the parade and be available at Haw Hill Park.

Publicity and Photography

- As this is a public event, photography is likely by members of the public and the press.
- The Town Council may take photos and videos for promotional purposes.
- Ensure all participants have given consent for photography.

Cancellation and compliance

- The Council may cancel or alter the parade for safety or circumstances beyond its control.
- Serious breaches may result in removal, withholding of a participation contribution where applicable, or refusal of future applications, subject to fair and proportionate consideration.

L

Normanton Gala Weekend
Stallholder Information

Key Information

Event dates	**Saturday 11th and Sunday 12th September 2027**
Application deadline	**31st May**
Available pitches	Saturday: 60 Sunday: 30
Who may apply	Trade; Catering; Alcohol; Community Groups / Charities / Statutory Organisations

The General Stallholder Terms & Conditions apply to all bookings.
This sheet sets out Gala specific arrangements only.

Charges

Category	Saturday	Sunday
Community/Charity/Statutory	No Charge	No Charge
Trade 3m × 3m	£68.95	£42.44
Trade 6m × 3m	£84.87	£53.05
Trade 9m × 3m	£95.48	£63.65
Catering	£159.14	£95.48
Alcohol	£212.18	£127.30

- Community / Charity / Statutory groups will be allocated one pitch per organisation initially.
- Community / Charity / Statutory groups may request additional pitches at the time of application; allocation is discretionary and subject to availability.
- Tables are NOT included with your booking.
- Community / Charity / Statutory groups may hire tables at a cost of £10 each.

Operating Times

	Saturday	Sunday
Arrival	8:00am – 11:30am	8:00am – 9:30am
Event Opening Times	12:00pm – 4:00pm	10:00am – 3:00pm
Departure	4:00pm – 6:30pm	3:00pm – 4:30pm

- To help maintain a vibrant and welcoming event for visitors, stallholders are asked to remain on site and keep their stalls open until 4.00pm.
- Any request to leave early must be discussed with the Town Council in advance.
- Early departure without agreement may affect future bookings.
- Do not arrive before the stated arrival times without permission.

Saturday Evening Trading

- Limited evening trading may be permitted during fireworks, approximately 8:00pm – 9:00pm. This should be indicated on your application form;
- There is no additional charge.

L

- Stalls may need repositioning to suit the event layout, although this will be avoided where possible.
- Vehicle movements must stop by 7:00pm.
- No event lighting is provided.
- Overnight stay is at the trader's own risk, and stalls may need to be repositioned early on Sunday morning.

Product Mix and Catering

- Maximum two dedicated sweets traders.
- Community fundraising stalls may sell small quantities of sweets, but sweets must not be their principal activity.
- The Town Council will work with one preferred catering provider to provide food options on the Gala field.
- All other catering applications will be referred to the designated food-court operator.

Essential reminders

- Please ensure that you provide your risk assessment, insurance, and any food/alcohol documentation required by the general terms.
- Failure to provide the required information by the closing date will result in your application not being considered.
- Bring equipment, gazebo weights, and consider waste-disposal arrangements; do not rely on public bins.
- We will not let you know the outcome of your application until after the closing date for the event.
- A pitch is not confirmed until the Council issues written notification and any required payment has been received.

Normanton Town Council
Event Stallholder Terms & Conditions

These terms apply to all Normanton Town Council events with stalls. Read them alongside the event information sheet, which gives the details for your chosen event. In these terms, "you" means the stallholder and "the Council" means Normanton Town Council.

1. Apply for a stall

- **Who can apply:** You must be aged 18 or over.
- **How do I apply:** Apply through the Council website www.normantontowncouncil.co.uk by the deadline on the event information sheet.
- **Tell us what you will offer:** Describe all goods, services and activities accurately. If you sell food or drink, include your menu and prices. The Council may ask for photographs or evidence of previous trading.
- **How applications are assessed:** The Council considers suitability, local benefit, quality, variety, available space and whether you followed the rules at previous events. Traders from Normanton and the wider Wakefield area receive preference, but this does not guarantee a pitch.
- **A balanced range of stalls:** The Council also considers customer appeal, value for money across different budgets, and avoiding too many stalls selling the same types of products.
- **Wait for written acceptance:** Applying does not guarantee a pitch. Do not attend unless the Council has confirmed your acceptance in writing.
- **Waiting list:** If your application is unsuccessful, you may be added to a waiting list.
- **Your pitch:** You will receive one space for your stall unless the Council expressly agrees to extra space. Check the event information sheet for pitch sizes, equipment arrangements and fees.

2. Payment, cancellations and refunds

- **When to pay:** Wait for the Council's booking and payment instructions. Pay by the deadline given. If you miss the deadline, the Council may offer your pitch to someone else.
- **Fees and bookings:** Check the event information sheet for charges and any eligibility for a free pitch. You must not transfer your booking or let anyone else use your pitch in your place.
- **If you cancel or do not attend:** Your fee will normally not be refunded. If the Council cancels the whole event**:** The pitch fee you have paid will be refunded. These arrangements do not affect any refund rights required by law.
- **Bad weather and changes:** Do not assume an event is cancelled because of poor weather. The Council may change or cancel arrangements for safety reasons or because of circumstances beyond its control. The Council will notify affected traders about cancellation, early closure or a change of location by email and/or official Council channels. Published refund arrangements will apply, without affecting your statutory rights.

3. What you may sell

- **Stick to your approved application:** Sell or promote only the goods and services the Council has approved. Get written permission in advance if you want to change them.
- **Not allowed:** Counterfeit, illegal or unsafe goods; tobacco or vaping products; nitrous oxide; prohibited drugs; or live animals for sale or as prizes. Political campaigning is not allowed.
- **Product safety:** Toys and other products must meet the UK safety and labelling rules that apply to them.
- **Food and drink stalls:** The Council's Catering Policy sets the number and types of catering stalls allowed at each event.
- Alcohol**:** Provide all licenses and permissions needed for alcohol sales.
- **If you break these rules:** The Council may tell you to remove unsuitable or unapproved goods. A serious breach may result in your stall being closed.

4. Documents you must provide and safety rules

- **Send with your application:**

  A risk assessment for your stall and its activities, reviewed in the last 12 months,

  Evidence of current public liability insurance appropriate to your activities.

  If your insurance expires before the event, send the renewed policy before you attend.
- **Food traders:** You must be registered as required by food law and follow food hygiene requirements. Your food hygiene rating must be at least 3 where a rating applies. Provide the registration, allergen, hygiene and equipment information that applies to your business.
- **Gas, electricity and generators:** All equipment must be safe. Provide the inspection or testing evidence appropriate to your equipment and the legal requirements. Get approval in advance for your equipment and power arrangements.
- **LPG and generators:** If you use LPG, you must demonstrate safe handling and provide a current Gas Safety Certificate. Generators must be silent diesel models. Follow any noise standard set out in the joining instructions.
- **Gazebos and other structures:** Securely anchor or weight them without damaging the site. You are responsible for putting them up, using them and taking them down safely.
- **Keep access clear and follow instructions:** Do not block exits, pedestrian routes or emergency access. Follow instructions from the event organiser and stewards immediately. For safety reasons, the authorised event manager may require a stall or unsafe structure to be made safe, temporarily closed or removed. Less serious breaches should normally be dealt with proportionately.

5. Access, trading and departure

- **Arrival and pack-down:** Follow the arrival, trading and pack-down times on the event information sheet.
- **Keep your stall open:** Stay open until the stated closing time unless you have permission to close early.

- **Vehicle restrictions:** Do not leave or move vehicles during restricted periods without express permission. Permission to close your stall early does not give you permission to move your vehicle.
- **Driving and parking:** The site speed limit is 5 mph. Follow stewards' directions and park only where directed.
- **Bring what you need:** Bring your own tables, gazebo, equipment, drinking water, lighting and power supply.
- **Take your waste away:** Remove all trade waste, packaging and cooking oil. Do not use public litter bins for stallholder waste: they are for visitors.
- **Smoking and animals:** Do not smoke at stalls or in enclosed spaces. Keep animals under control. Animals may be excluded where they are unsuitable.

6. Behaviour, damage, losses and photography

- **Treat people respectfully:** This includes Council staff, volunteers, visitors and other traders. Serious misconduct or safety breaches may lead to removal from the event and may affect future applications.
- **Your responsibilities:** You are responsible for your property, staff, equipment and activities. To the extent permitted by law, you are also responsible for damage caused by you or anyone working for you. Any damage charge must reflect a loss that can reasonably be evidenced.
- **Sales and losses:** The Council does not guarantee sales, visitor numbers or profits. Nothing in these terms removes liability that cannot legally be excluded.
- **Photography and filming:** The event may be photographed or filmed for Council publicity. The Council will provide relevant privacy information. You are responsible for your own photography and any permissions you need.

7. What you must confirm when applying

- **Accept the terms:** When you apply online, you must actively confirm that you accept these terms and the event information sheet.
- **Check the practical details:** You must also confirm that you understand the event times, documents you need to provide, vehicle restrictions, waste responsibilities and fees that apply.

Partial cancellation:

Proposal only: If the Council cancels a whole booked day before trading starts, refund the pitch fee paid for that day. If trading has started and the event closes early, assess any refund or credit under a published, proportionate policy. If one day of a multi-day event is cancelled, refund only that day's fee.

Generators – Noise and Safety Requirements

1. Only quiet-running or silenced generators are permitted. Generators must be suitable for public events, properly maintained and operated in accordance with the manufacturer's instructions.

2. Generators must have a manufacturer's declared noise level not exceeding 65 dB(A) at 7 metres under normal operating load, unless otherwise approved in writing by the Council.
3. Generators must be positioned to minimise disturbance to nearby residents, businesses, stallholders, performers and event activities.
4. Generators must not be left running unnecessarily and must be switched off when not required.
5. Generators must be positioned safely, away from public access, with adequate ventilation and appropriate protection from accidental contact. Exhaust fumes must be directed away from people, buildings and enclosed spaces.
6. Fuel must be stored safely in suitable containers. Refuelling must not take place while a generator is running or hot.
7. The Council reserves the right to require any generator causing excessive noise, fumes or a safety concern to be repositioned or switched off immediately.
8. Failure to comply with these conditions may result in permission to use the generator being withdrawn.

Your personal information

Normanton Town Council is responsible for how your personal information is used (the “data controller”). We use the information you provide to deal with your stall application and booking, contact you about the event, process payments and manage event arrangements.

We share only the information needed with approved event operators and other organisations where necessary as described in our General Privacy Notice.

We keep personal information only for as long as needed, including where we must keep records to meet legal obligations or deal with claims. Our General Privacy Notice (2026) explains the lawful bases we use, information sharing, retention, security and your data protection rights, including how to complain to the Information Commissioner’s Office. You can request a copy from the Council.

Questions or requests about your personal information:

Email enquiries@normantontowncouncil.co.uk, telephone 01924 893794, or write to The Data Controller, Normanton Town Council, Town Hall, High Street, Normanton, WF6 2DZ.

Party @ Haw Hill Park
Stallholder Information

Key Information

Event Date	**Saturday 10th July 2027**
Application deadline	**30th April**
Available Pitches	12
Event Address	Haw Hill Park, Castleford Road, Normanton, WF6 2HB
Who may apply	Trade; Catering; Alcohol; Sweets; Facepainting / Glitter Tattoos / Braids

The General Stallholder Terms & Conditions also apply.
This sheet sets out Party @ Haw Hill Park specific arrangements only.

Charges

Category	
Catering	£137.92
Alcohol	£159.14
Sweets / Trade	£116.70
Face Painting / Glitter Tattoos / Braids	£116.70

Operating Times

Arrival	**11:00am – 2:00pm**
Event Opening Times	4:00pm – 9:30pm
Departure	9:30pm – 10:30pm

- To help maintain a vibrant and welcoming event for visitors, stallholders are asked to remain on site and keep their stalls open until the end of the event.
- Any request to leave early must be discussed with the Town Council in advance.
- Early departure without agreement may affect future bookings.
- Do not arrive before the stated arrival times without permission.

Essential Reminders

- Please ensure that you provide your risk assessment, insurance, and any food/alcohol documentation required by the general terms.
- Failure to provide the required information by the closing date will result in your application not being considered.
- Bring equipment, gazebo weights, and consider waste-disposal arrangements; do not rely on public bins.
- We will not let you know the outcome of your application until after the closing date for the event.
- A pitch is not confirmed until the Council issues written notification and any required payment has been received.

O

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday, 16th November 2026

REVIEW OF HALLOWEEN IN NORMANTON

Purpose of the Report

The purpose of this report is to review Halloween in Normanton, held on 27 October, and to invite Members to provide feedback to assist with planning future events.

Officer Observations

The event went well overall. Halloween Trail entries increased from 266 in 2025 to 323 in 2026, an increase of approximately 21%.

A queue system was introduced for face painting, and the queue was closed at 11.45am. The face painters appreciated this as they could continue working and not worry about the queue.

The decorated ambulance was well received.

The Trail entry forms need to be positioned in a more suitable location, with clear signage explaining the activity taking place in the gazebo. It was also suggested that one entry form be provided per group, rather than distributing so many individual forms.

High Street trick-or-treating was scheduled for 12 noon to 1.00pm. However, children began visiting shops early, and participating shops felt unable to turn them away. Sweets had consequently run out by 10.00am, before the advertised session began. Only 11 shops supported the event. A few shops reported that they had not been approached about taking part or that they weren't provided with sufficient information.

Planning for Future Events

Future planning should provide for a larger supply of sweets and clearer communication of the advertised trick-or-treating times to families and participating shops. Shops should be encouraged to retain supplies for the advertised session.

All High Street shops should be approached in advance, we may revert to sending a letter with a link to an online form to be completed or ask people to reply to a post on Facebook.

Points for Members to Consider

- What feedback have Members received about Halloween in Normanton?

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday, 16th November 2026

REVIEW OF REMEMBRANCE SUNDAY

Purpose of the Report

The purpose of this report is to review Remembrance Sunday, held on 8th November 2026, and to invite Members to provide feedback to assist with planning future events.

Officer Observations

The metal soldiers were installed on the morning of the event and were well received, with some people taking photographs.

Linktree was used for the first time, and a number of people accessed the online order of service.

There were insufficient seats on the coach. Provision had been reduced from two coaches to one this year following a recommendation received last year, when both coaches were reported to have been less than half full.

The cadets and band alone were sufficient to fill one coach.

The Town Clerk had to ask passengers who had their own cars to leave the coach and make their own way to Altofts, to ensure that the band could reach the next service.

The food was well received. Several attendees, including some Members of the Town Council, attended the Town Hall after the services without having replied in advance. There were nevertheless sufficient seats and plenty of food available.

No comments were received about the absence of alcohol.
Using paper cups made clearing up after the event easier and freed up space in the kitchen.

Planning for Future Events

Members are invited to review coach provision for future Remembrance Sunday events, taking account of the transport needs of the cadets and band as well as other passengers. Members may also wish to consider how attendees can be encouraged to confirm their attendance at the Town Hall in advance, to assist with seating and catering arrangements.

Points for Members to Consider

- What feedback have Members received about Remembrance Sunday, and what changes should be considered for future events?