NORMANTON
Town Council

MINUTES OF THE EVENTS COMMITTEE
Monday, 16th November 2026 at 1.30pm

Present:
Councillor Carol Appleyard
Councillor Elaine Blezard
Councillor Steven Hudson
Councillor Megan King-Ellis (left during item 29)
Councillor Julie Medford
Councillor Josie Pritchard – Vice Chair

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

Absent:
Councillor Pam Mayne
Councillor Tracy Morgan - Chair
Councillor Cliff Parsons
Councillor Paul Sampson
Councillor Keith Wilson, JP
Councillor Daniel Wilton

In the absence of the Chair, the Vice Chair, Councillor Josie Pritchard, chaired the meeting.

023. To receive apologies and consider reasons for absence.

RESOLVED: that members' apologies for their inability to attend be received on behalf of Councillors Pam Mayne, Tracy Morgan, Cliff Parsons, Paul Sampson, Keith Wilson, JP and Daniel Wilton.

024. To receive Declarations of Interest.
There were no declarations of interest recorded.

025. 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).

RESOLVED: that the minutes be approved as a true record and signed by the Vice Chair.

026. To review the Events Committee Budget for the 2026/27 financial year.

The financial reports comprised the Accounts Summary, Committed Spend Report, Year End Summary and Detailed Cost Centre Report.

Income

The Accounts Summary reported budgeted income of £5,600.00, with actual income received of £4,909.15.

Expenditure

The approved expenditure budget was £94,273.74. Actual expenditure of £49,915.60 and commitments of £15,125.71 brought total actual and committed expenditure to £65,041.31.

The report identified outstanding invoices for the Gala and Party @ Haw Hill Park in respect of park hire and litter collection.

RESOLVED: that the reports be received.

027. To consider a report on events in 2026.

The report on the 2026 events programme recorded 321 tasks completed, three in progress, 20 not yet commenced and one overdue pending a third-party response.

Arrangements were set out for the Christmas Lights Switch-On on Friday, 27th November, including Santa's Grotto at the Town Hall, stage entertainment, fairground rides in the B&M car park, Ian's Mobile Farm and the Magical Musical Bike. Food was to be provided afterwards via STW Catering for civic guests, staff and volunteers.

The report recorded expenditure for the Christmas Lights Switch-On including:

- Stage hire from Limitless Events at £894.00 + VAT;
- Sound system from HG1 Communications at £1,200.00 + VAT;
- Entertainment from Theatre People at £100.00.

Planning continued for the Christmas Celebration on Thursday, 10th December and the Santa Run from Friday, 11th to Sunday, 13th December. No additional decision was requested on the Christmas Celebration.

Santa Run - Insurance for a buggy for the Grinch was estimated at £145.00, following damage beyond repair to the previous scooter. It was agreed that the Grinch could walk with the other volunteers to avoid the insurance cost and be more approachable. An assistant would accompany him.

RESOLVED: that the report be received and expenditure be approved.

028. To consider a report on events in 2027.

The report set out provisional dates for the 2027 events programme, including Mayor Making, Civic Sunday, Party @ Haw Hill Park, Gala Day, Gala Sunday, the Talk & Slide Show, Halloween, Remembrance Sunday, Christmas Lights and the Christmas Celebration. Dates for the Santa Run remained to be confirmed.

Two planning tasks had been completed and 213 had not yet commenced. There were no specific matters to report on individual events, with the majority of planning due to commence in January 2027.

It was suggested that, to assist with planning, Civic Sunday be moved to the end of February.

Members reviewed the draft Events Committee budget and made some slight amendments in some budget areas.

RESOLVED: that the report be received and the budget be agreed as follows:

Event	Budgeted Expenditure	Budgeted Income
Christmas Lights	£8,420.00	£100.00
Christmas Celebration	£700.00	

Civic Sunday	£800.00	
Events General	£4,570.00	
Gala	£43,560.00	£4,500.00
Halloween	£1,390.00	
Information Events	£200.00	
Mayor Making	£3,080.00	
Party @ Haw Hill Park	£21,200.00	£1,000.00
National Events	£9,703.74	
Remembrance Sunday	£4,600.00	
Santa Run	£750.00	
Talk & Slide Show	£100.00	
TOTAL	**£99,073.74**	**£5,600.00**

The cost of the National Events budget will be taken from the EMR already set aside for the purpose.

The revised budget for 2027/28 represents an increase of £4,800.00.

029. To review the Event Terms and Conditions and the Catering Policy for 2027.

Councillor Megan King-Ellis left the meeting during the consideration of this item.

RESOLVED: that the event policies, terms and conditions be reviewed and agreed.

030. To review Halloween in Normanton.

Members reviewed Halloween in Normanton, held on 27th October 2026. It was reported that the event went well overall and that Halloween Trail entries increased from 266 in 2025 to 323 in 2026. The face-painting queue arrangements and decorated ambulance were well received.

Areas identified for future planning included a better location and clearer signage for Trail forms, consideration of one entry form per group, increased sweet supplies and clearer communication of trick-or-treating times. Children had visited shops before the advertised 12.00pm to 1.00pm session and sweets had run out by 10.00am. Eleven shops supported the event, and some shops reported insufficient information or

that they had not been approached. It was agreed that a consultation would be held with shops to gain their feedback.

Suggestions included approaching all High Street shops in advance and considering a letter linked to an online response form or a Facebook response.

More sweets were required at Haw Hill Park for the Halloween trail and trick-or-treating.

RESOLVED: that the report be received.

031. To review Remembrance Sunday.

The officer report reviewed Remembrance Sunday, held on 8th November 2026. The metal soldiers were well received, and the online order of service was accessed through Linktree for the first time.

The report identified insufficient coach capacity following a reduction from two coaches to one. The cadets and band alone filled one coach, and passengers with their own cars were asked to travel independently to Altofts so the band could reach the next service.

The food was well received. Some attendees had not replied in advance, although sufficient seating and food remained available. No comments were received about the absence of alcohol. Paper cups made clearing up easier and released kitchen space.

It was suggested that the Mayor would read out any announcements at Council regarding replies to events, to encourage councillors to respond.

Members were invited to review future coach provision, taking account of the needs of the cadets, band and other passengers, and to consider how advance confirmation of attendance at the Town Hall could be encouraged.

It was indicated that the Royal British Legion had some recommendations for wreath laying to standardise services across the district.

A protocol issue was raised in relation to the Deputy Lieutenant, who was not sure where to get the minibus back to Normanton.

RESOLVED: that the report be received and that two coaches and a minibus be booked in future years.

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