**MINUTES OF A MEETING OF THE SPECIAL PROJECTS COMMITTEE**

**Held on Wednesday 23rd January 2019 at 1:00pm**

**In the Conference Room at Normanton Town Hall**

**Present:** Councillor D. Appleyard

Councillor Mrs H.W. Jones – Vice-Chairman

Councillor Mrs P. Mayne

Councillor Mrs A. Moran

Councillor Mrs C. Moran, BEM

Councillor K. Wilson, JP

Councillor Mrs A. Wood

**Absent:** Councillor R. Best, Councillor Mrs E. Blezard, Councillor Miss J. Farrar, Councillor S. Hudson, Councillor Mrs M. Vickers, Councillor A. Wassell.

**29. Welcome and Apologies**

In the absence of the Chairman, the Vice-Chairman chaired the meeting.

Members apologies and reasons for absence were received and approved on behalf of: Councillor Mrs E. Blezard, Councillor Mrs M. Vickers and Councillor A. Wassell

**30. Declarations of Interest**

Members were reminded of the requirement to declare an interest on any item in which they had an interest.

No declarations were made.

**31. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 14th November 2018 (Minute numbers 24-28; Pages 24-28) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor K. Wilson, JP)

**32. Events Review 2018**

Members reviewed the final events of 2018 and made the following comments:

Christmas Lights Switch On – The event went well other than the issue with the lights not turning on at the right moment which was out of the Town Councils control. The grotto worked very well in the Conference Room and refreshments being served upstairs was also well received. It was suggested that someone should be allocated to serve the food to the guests and ensure that everything is opened up ready for service. It was suggested that some of the Meet ‘N’ Eats volunteers may wish to help.

Christmas Party – the event itself went very well and ran according to plan. The venue needed to be reconsidered due to the cleanliness of the building and the floor in particular which had to be mopped prior to use. The children seemed to enjoy the magician and the party generally but there were quite a lot of drinks wasted. It was suggested that a meeting be organised with the Catholic Church to discuss the hire of the venue.

Joint Schools Carol Service – the event went well but it was noted that some schools had invited parents to attend. Had every school attended then there would not have been room for parents. It was suggested that schools are informed that there is not space for parents in future or to look into the possibility of providing a separate service for the Altofts schools to allow more space for parents.

Christmas Celebration – The Joint Organisation Committee will be reviewing the event in due course, but initial comments were that the congregation was smaller than previous years. It was felt that the service had become more traditional than it was originally intended. It was felt that the Choir should keep to 2 or 3 Christmas type songs. Normanton Lions Club provided an update on the funds raised through the collection.

**33. Events in 2019**

Easter Colouring Competition

The details for the Easter Colouring Competition were discussed and agreed. Judging would be undertaken by the Chairman and Vice-Chairman of the Special Projects Committee.

The Risk Assessment was reviewed and approved.

Mayor Making

The details for Mayor Making 2019 were discussed and agreed.

The Risk Assessment was reviewed and approved.

Members discussed the guestlist and agreed to finalise it at the next meeting. Members were asked to provide the Town Clerk with a list of any guests that they wished to add or remove.

Party @ Haw Hill Park

The basic details for Party @ Haw Hill Park were discussed and agreed.

Members gave consideration to quotes for performers, presenters, services and contractors in order to secure their services.

It was agreed that the following bookings for performers be made:

1. Local young Musician ‘Erin’  to open the show for 15 minutes – No fee
2. Unsigned Acts including Channy, Melody 5, Ty Lewis, Jamie Lee Harrison and Jessie Dale to fill up to 2 hours until 6.00pm - £350.00
3. Tribute acts including The Beautiful Couch - £1500.00, Beyond Madness - £1090.00 and Carrie-ann as Dolly Parton - £847.00 would be booked if available through their agent.

It was agreed that Rule The World would be booked for 2020 at £2000.00

Further acts would be considered at the next meeting.

It was agreed that Ian of ‘Bruvvas Blue’ would be booked to present the event - £350.00.

14 standard toilets and 2 disabled access toilets to be booked with G&S Toilet Hire - £820.00.

Stage and PA system to be booked with HG1 Communications - £3227.00.

Gala

The basic details for the Normanton Gala Weekend were discussed and agreed as follows:

Gala Day

Parade from Altofts using the normal route;

Stalls, attractions and fairground on the Gala field;

Entertainment from 1.30pm - 5.00pm;

Singers at 8.00pm prior to fireworks at 8.30pm.

Gala Sunday

Car Boot Sale on half of the field;

Stalls, attractions and fairground on the Gala field;

Church Service followed by Dance Displays until around 3.00pm.

Members agreed that the Fancy Dress competition had not been successful for a number of years and it would be removed.

The Car Boot Sale management would be offered out for expressions of interest to local community groups.

Members discussed the use of quiet fireworks to appeal to people with children and especially those with additional needs. The advice of the current fireworks provider indicated that the budget would need to be increased to offer the same level of impact or that two separate displays could be provided.

Members felt that the existing display worked well and was within budget and therefore quiet fireworks would not be pursued at this time.

A request had been received from Xuberdance from Glasshoughton to perform with their troupe of children with additional needs and life limiting illnesses. It was agreed that they could perform on Gala Day.

Main Arena Entertainment was considered and the following bookings made:

Dangerous Steve - £725.00 plus travel.

Vander Space Quad Wheel - £2695.00 plus travel.

Savage Skills - £1550.00 plus travel

Side attraction – Action Wheels - £650.00 plus travel.

Members asked for the Town Clerk to contact the Police to ask if Horses could be involved with the parade.

Children’s Christmas Party

The basic details for the Christmas Party were agreed and it was agreed to meet with the Catholic church to discuss the cleanliness of the room.

It was agreed to approach Truffles the Magician who provided an excellent level of service. A quote would be brought to the next meeting.

Joint Schools Carol Service

The basic details for the event were discussed and it was agreed to continue with the event but to create a separate service in Altofts.

It was agreed to contact all the local churches to establish the capacity of each before deciding on a venue.

Schools would be informed that only a small number of parents could be invited due to space restrictions.

Summer Band Concerts

The basic details of the event were discussed and agreed.

It was agreed to approach Lofthouse Band and Altofts & Normanton Brass Band on this occasion with a fee of £100.00.

It was suggested that Castleford Young Musicians should be looked at for the 2020 concerts.

The sound system would be booked with Ian of ‘Bruvvas Blue’ at £150.00 per event.

Horticultural Show

Members agreed to contact the existing judges for each of the classes. It was agreed that a different judge may need to be sought for the Home Produce section as the Mayor elect would be otherwise engaged with civic guests.

RESOLVED that the reports be received and that all appropriate actions be taken in relation to the decisions made.

**34. Operation London Bridge**

It was reported that in the event of the death of a senior person of state, a period of national mourning would take place for a period of ten days. During that time, the only public event that can go ahead is Remembrance Sunday. All other celebratory events must be cancelled or postponed.

RESOLVED that the report be received and the contents noted.