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

**Held on Wednesday 12th June 2019 at 11:00am**

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

**Present:** Councillor Mrs C. Appleyard

Councillor D. Appleyard

 Councillor R. Best

Councillor Mrs H.W. Jones – Vice-Chairman

Councillor Mrs F. Marchant

Councillor Mrs P. Mayne

Councillor K. Wilson, JP

Councillor B. Wood

**Absent:** Councillor Mrs E. Blezard, Councillor S. Hudson, Councillor F.D. Jones, Councillor Mrs A. Moran, Councillor Mrs C. Moran, BEM, Councillor A. Wassell, Councillor Mrs A. Wood.

**1. Welcome and Apologies**

In the absence of the Chairman, the Vice-Chairman welcomed everyone to the meeting.

Members Apologies were received on behalf of Councillor F.D. Jones and Councillor Mrs A. Moran.

Members apologies were received and reasons approved on behalf of Councillor Mrs E. Blezard, Councillor S. Hudson, Councillor Mrs C. Moran, BEM, Councillor A. Wassell and Councillor Mrs A. Wood.

**2. 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.

**3. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 10th April 2019 (Minute numbers 39-42; Pages 39-43) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor K. Wilson / Seconded by Councillor D. Appleyard)

**4. Events in 2019**

Members considered a wide range of issues relating to events being held in 2019.

Mayor Making

Members felt that the food, room layout and service were all of a good standard. The only issue was a lack of toilet roll in the toilets which would be reported to the venue.

Members raised a concern regarding people who didn’t attend on the day despite meals being booked. This would be kept under review.

Civic Sunday

* The Risk Assessment was reviewed and accepted.
* A ruby buffet for 50 be booked with Tasty Bites.

Summer Band Concerts

* Wakefield Metropolitan Band to be booked for 7th July 2.00pm – 3.00pm at a cost of £250.00.
* The Risk Assessment was reviewed and accepted.

Party @ Haw Hill Park

* Due to an issue with the mini bus, it was agreed that The Well minibus and driver be booked at a cost of £270.00.
* Rear of stage barriers to be hired from Yorkshire Fence Hire at a cost of £265.00.
* Volunteers for Green Room to be arranged with Councillors by letter.
* Disposable cups to be provided for drinks to save on washing up and breakages.
* The Risk Assessment was reviewed and accepted.

Gala

* A ruby Buffet for 45 to be booked with Tasty Bites including service of hot drinks.
* Singer ‘Jessie’ be approached initially for the Gala Fireworks followed by ‘Hollie’ as a second choice if available.
* Ian of ‘Bruvvas Blue’ be booked to host the event at a cost of £550.00.
* Gala Front Cover competition to be circulated to schools via email and on Facebook.
* The Gala Car Boot sale be organised by the Mayor of Normanton Charity Fund.

Horticultural Show

* ‘Denise’ to be approached as a possible judge for the Home Produce Section.
* A selection of cold sandwiches, potato wedges and cake to be provided through Tasty Bites including service of hot drinks.

Halloween Event

* The Halloween Event will remain in the High Street.
* Stewards will be allocated to keep the walkway clear for pedestrians.
* Advice will be given to the Dancers to advise them of their floor space.
* Agreed timeline:

10.00am              Trick or Treating in the High Street

10.30am               Spooky Town Hall opens

12.00pm               Spooky Town Hall closes

12.15pm               Fancy Dress

12.30pm               Dance Display

Remembrance Sunday

* The Sound System be booked with HG1 at a cost of £230.00 with additional speakers if required.

Christmas Lights

* Quotes to be obtained for walkabout characters only.

Joint Schools Carol Service

* The Altofts service will be held on Monday 16th December – time to be confirmed.

Christmas Party

* The Canon O’Grady Hall has confirmed that we can use their hall as planned for the party.
* There will be no charge for the booking.
* The hall and toilets will be cleaned prior to our booking.

Christmas Celebration

* A meeting is arranged for late June to discuss the event.

VE Day 75

Members discussed the 75th anniversary of VE Day on 8th May 2020.

* It was suggested that much of the planned national events would not work in Normanton.
* It was suggested that we approach All Saints Church regarding a service of Celebration on the Sunday in line with national events.

RESOLVED that the above decisions be approved and that appropriate actions taken where required.

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