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

**Held on Wednesday 13th January 2016**

**Present:** Councillor R Best

Councillor Mrs E Blezard – Chairman

Councillor S Hudson

Councillor Mrs H Jones – Vice-Chairman

 Councillor Mrs P Mayne

 Councillor Mrs A Moran

Councillor Mrs C Moran

 Councillor B Smith

 Councillor K Wilson

Councillor Mrs A Wood

Mr M Walker

**Public:** Councillor FD Jones

 Councillor B Mayne

 Mrs M Vickers

**91. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

Members’ apologies for their inability to attend were recorded in the apology book.

**92. Declarations of Interest**

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

There were no declarations made.

**93. Public Bodies (Admission to Meetings) Act 1960**

There were no items of a confidential nature from which the public and press were required to be excluded.

**94. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 2nd December 2015 (Minute Numbers 78-90; Pages 42-47) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C Moran / Seconded by Councillor Mrs P Mayne)

**95. Review of Christmas Lights Switch On**

Members discussed the Christmas Lights Switch On event and Santa’s Grotto in detail. Councillor Mrs C Moran stated that she had agreed to move the date but confirmed that it would not be moved again in the future.

The Chairman suggested looking at a blow up outdoor grotto for 2016. Members discussed the pros and cons of having an outdoor grotto but agreed to look into the possibility when planning the 2016 event.

The Admin Manager informed members that she had received comments about the lack of entertainment and attractions at the bottom end of town near co-op and the market area. It was suggested that school choirs and the Salvation Army Band could be asked to provide entertainment in this area and the Admin Manager agreed to look into this.

The Admin Manager also informed members that a new Santa Suit would need to be purchased for 2016 and members agreed to look into this.

RESOLVED that:-

1. the report be received;
2. the Admin Manager gather information on inflatable grottos before planning the 2016 event;
3. the Admin Manager look into the possibility of having school choirs and the Salvation Army Band at the 2016 event; and
4. the Admin Manager and Town Clerk, in consultation with the Chairman, be given authority to purchase a new Santa Suit to be used at the Switch On and Children’s Christmas Parties.

**96. Review of Children’s Christmas Parties**

Members discussed the Children’s Christmas Parties in detail and felt that everything had gone really well. Magical Mal had once again kept the children entertained throughout the parties and Mr Arnold Newton had done a great job acting as Santa.

The Chairman thanked everyone who had helped on the day and asked that a letter of thanks be sent to Mr Newton for volunteering to act as Santa.

The Chairman also informed members that 300 games had been purchased just before Christmas for the 2016 parties.

RESOLVED that the report be received and the comments taken on board when planning the 2016 event.

**97. Review of Joint Schools Carol Service**

Members discussed the Joint Schools Carol Service and although only four schools attended on this occasion it was felt the event had still gone very well. Unfortunately Lee Brigg Infant School had pulled out on the morning of the event due to the bad weather as they couldn’t expect young children to walk all that way in the pouring rain.

The Chairman stated that the Carol Service had gone well but was disappointed that only four councillors had attended to support the event.

RESOLVED that:-

1. the report be received;
2. the Joint Schools Carol Service be booked at All Saints Church again for 2016;
3. the possibility of holding a separate Service for the Altofts schools at St Mary Magdalene Church be looked into; and
4. a further report be brought to a future meeting.

**98. Review of Christmas Celebration**

Members felt the Christmas Celebration had gone very well and was once again well attended. A question was asked about the venue for 2016 and the Admin Manager informed members that this would be discussed at the meeting held with Normanton Lions Club and Churches Together.

RESOLVED that the report be received.

**99. Traffic Management**

The Admin Manager asked members to consider how they wished
to move forward with parades and road closures for various events in light of the recent meetings regarding traffic management. The Admin Manager provided quotes from a traffic management company as detailed below but pointed out that for the parades marshals/stewards would need to be employed in addition.

* Commonwealth Day

Traffic management for 30 minute road closure outside Town Hall - £280 ex VAT

* Family Fun Day

To put out cones and signs for road closure and remove again at end of event but no stewarding of closure - £280 ex VAT

* Armed Forces Day

Traffic management to cover the road closure for parade walking on one side of road only - £585 ex VAT

* Mayor’s Civic Sunday Parade

Quote to be confirmed for this event once we know where Service will be held

* Gala Carnival Parade

Traffic management to cover a rolling road closure for Carnival Parade - £1800 ex VAT

* Remembrance Sunday Parade

Traffic management to cover the road closure for parade walking on one side of road only - £663 ex VAT

* Halloween Parade

Traffic management to cover road closure for parade from Town Hall to precinct area - £600 ex VAT

* Switch On of Christmas Lights

To put out cones and signs for road closure and remove again at end of event plus traffic management for highway closure from 5.45pm to 6.00pm for Santa’s Sleigh procession - £600 ex VAT

RESOLVED that:-

1. the report be received;
2. the Admin Manager look into the cost of purchasing road closed signs for the Town Council’s events;
3. the Commonwealth Day event be adapted so there is no need for a road closure and traffic management;
4. the Family Fun Day road closure be managed by Normanton Town Council;
5. the Armed Forces Day event take the form of a Church Service without the Parade to do away with the need for the road closure and traffic management;
6. the Mayor’s Civic Sunday Parade still go ahead and the road closure and traffic management requirements be looked into at the appropriate time;
7. the Gala Carnival Parade still go ahead with the usual road closure and a traffic management company be booked to cover the event;
8. the Remembrance Sunday Parade be adapted to reduce costs but a road closure and traffic management company will still be required;
9. the Halloween Event be looked into at a later date; and
10. the Christmas Lights Switch On road closure be managed by Normanton Town Council and stewards as in 2015.

**100. Catering**

The Admin Manager explained to members that it had been suggested that the Special Projects Committee be responsible for organising catering for all events including the ones usually arranged by the Mayor. A suggestion had also been made that contact be made with the various catering providers to ask them to submit details of their buffets and prices so that a 12 month deal with one supplier could be looked into.

Members discussed everything in detail and it was confirmed that even though the Special Projects Committee would deal with the organisation of catering for the Mayor’s events he or she would still be responsible for the payment of buffets etc for those events.

RESOLVED that:-

1. the report be received;
2. the Special Projects Committee take over responsibility for organising all catering requirements for the Town Council’s events;
3. the Mayor still be responsible for paying for catering for their events;
4. the various catering outlets be contacted regarding a 12 month contract and asked to submit their menus and prices for consideration; and
5. the Committee make a decision on the catering contract at the next meeting.

**101. Children’s Easter Colouring Competition**

The Admin Manager asked members to confirm how they wished to proceed with the Children’s Easter Colouring Competition and it was agreed that everything would continue on the same lines as in 2015 with the addition of each entrant receiving a small egg such as a Cadbury’s Crème Egg.

RESOLVED that:-

1. the report be received;
2. the competition go ahead on the same lines as 2015;
3. large, medium and small Easter Eggs be purchased for first, second and third prize in each school;
4. a small Cadbury’s Crème Egg or similar be purchased for every entrant; and
5. the Mayor, Leader and/or Deputy Leader visit each school to present prizes and certificates.

**102. Commonwealth Day**

The Admin Manager asked members to finalise plans for the
Commonwealth Day event which was due to be held on Monday 14th March.

 RESOLVED that:-

1. the report be received;
2. the event follow the same format as 2015 with a Flag Raising Ceremony and a Coffee Morning; and
3. the event be reviewed at a future meeting.

**103. HM the Queen’s 90th Birthday**

The Admin Manager informed members that they needed to make
a final decision at this meeting on how they wished to proceed with the celebration for HM the Queen’s 90th Birthday due to time constraints. Members discussed various ideas and asked the Admin Manager to look into the possibility of having the beacon on top of the Old Police Station.

The Mayor confirmed that he would hold a late afternoon tea at the Town Hall at 5pm prior to the beacon lighting.

RESOLVED that:-

1. the report be received;
2. the Mayor host a late afternoon tea at Normanton Town Hall at 5pm with tea, coffee, sandwiches, buns and cakes;
3. the Admin Manager contact the company who own the Old Police Station to look into the possibility of having the beacon on their roof;
4. photos of HM the Queen be obtained for the windows;
5. shops and businesses be asked to decorate their windows;
6. the possibility of a gift for school children be looked into;
7. the possibility of holding a school competition be looked into; and
8. a further report be brought to the next meeting.

**104. Special Projects Budget**

The Admin Manager had provided a report on the budget for 2015/2016 and the expenditure on each event to date and asked members to consider how they wished to proceed with the budget for 2016/2017.

Members went through each event in the budget list and put forward their recommendations to be submitted to the Finance Committee for consideration.

RESOLVED that:-

1. the report be received; and
2. the Special Projects Committee’s budget request be submitted to the Finance Committee for consideration.

**105. Updates on Other Events**

(a) Party @ Haw Hill Park

The Admin Manager asked members to consider a quote for the stage, sound and lighting package for the Party @ Haw Hill Park and explained that there was a £400 increase which was due to her requesting an upgrade on the sound package. Members felt this was a large increase and asked the Admin Manager to go back to the supplier to negotiate the price before approval was given.

The Admin Manager informed members that Dean Maynard had been in touch to say that the Military Wives Choir were interested in taking part in the concert and asked for their thoughts. It was generally felt that they weren’t really suitable for this event but members would consider using them for something else in the future if the opportunity arose.

RESOLVED that:-

1. the report be received;
2. the Admin Manager go back to the stage company to negotiate on the price and the Chairman be given authority to approve the booking if she is happy with the outcome; and
3. the Military Wives be declined for this event but considered for something else in the future.

(b) Gala

The Admin Manager informed members that the main arena entertainment and side attractions needed to be booked as soon as possible and asked them to have a look through the agency brochures and highlight any acts they were interested in so that information could be gathered prior to the next meeting.

RESOLVED that the report be received and the Gala entertainment be discussed further at the next meeting.

(c) Halloween

The Admin Manager asked members to consider how they wished to proceed with the venue for the Halloween Event in 2016 and they suggested that a meeting to discuss this event separately be arranged in the near future.

RESOLVED that:-

1. the report be received; and
2. a separate meeting to discuss the Halloween Event be arranged.

**106. Date and Time of Next Meeting**

RESOLVED that the next meeting be held on Wednesday 10th February at 11.00am.

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