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

**Held on Monday 3rd October 2016**

Present: Councillor Mrs E Blezard – Chairman

Councillor Mrs H Jones – Vice-Chairman

Councillor J Farrar

Councillor S Hudson

Councillor F.D Jones

Councillor Mrs P Mayne

Councillor Mrs A Moran

Councillor Mrs C Moran

Councillor B Smith

Mrs M Vickers

Mr M Walker

Observer: Councillor D Appleyard

**39. Welcome and Apologies.**

The Chairman welcomed everyone to the meeting. Members apologies for their inability to attend were recorded in the apology book.

**40. Declarations of Interest.**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they have an interest, in accordance with the Code of Conduct.

Councillor Mrs A Moran declared a pecuniary interest in issues relating to the Fairground as she and her family were involved with the organisation of the Fair.

**41. 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.

**42. Review of Gala**

Members discussed the various aspects of the Gala which was held on Saturday 10th and Sunday 11th September 2016.

The following comments were made:

Setting up of the Gala Field:

* The field looked good and was filled with lots of attractions.
* Additional space was required between the walkways for the fundraising stalls.
* Additional traffic cones and a steward were needed along Haw Hill View to prevent people blocking the access and egress point.

Carnival Parade

* Some aspects of the stewarding were disorganised. It was suggested that one company should be used to ensure better communications between operatives.
* The Road Closure should be from at least 10am
* A sign to indicate the drop off area was needed
* Cones for the road outside the drop off area to prevent parking and obstructions
* Road closed signs to be placed further along Church Road as busses were attempting to turn around in Wharfedale Drive
* Advance warning signs need timings included
* Concern was expressed about walking floats being positioned behind lorries
* Planned stops along the route worked well
* New start point worked well
* Megaphone may be needed to assist with communication
* Water was needed by the band and some participants – this should be considered as part of the risk assessment in 2017
* The band were very well received.

Main Arena Entertainment

* The Vander Space Wheel was an excellent attraction
* The horses were a side attraction and weren’t really what we had hoped for in terms of an arena act.
* It was suggested that metal crowd barriers could be considered for future years to widen the nature of the acts we can book.
* The presenters did a fantastic job and kept the crowd interested.
* It was suggested that classic cars or old army vehicles could be an additional attraction for Gala Sunday in future.
* Normanton Sports Acro were very well received
* Members discussed how the dance display could be incorporated in future.

Other Entertainment

* There had been great feedback from the public in relation to the Zorbs, Trailer Cave, Army and Characters.
* The magician had some technical issues and there weren’t many people watching

Fundraising Stalls

* There were 30 stalls booked
* More space was required between the walkways for next time

Trade, Craft and Information Stalls

* We need to look into providing tables for the Information stands if they require them. It is not always practical or clear that tables need to be brought from home.

Catering Stalls

* There had been some confusion with a booking for a catering unit which was booked on Gala Sunday.
* This resulted in significant losses for our regular caterer.
* It was suggested that the booking fee should be reimbursed as a gesture of good will to cover any lost stock.
* A policy should be created for catering at events with only one of any type dependant on the size of the event.
* There were some difficulties with refreshments for Civic Guests which would be discussed in more detail for next year’s event.

Funfair

* There had been excellent reports about the funfair
* A letter of thanks should be sent in respect of the free funfair for children with special needs.

Live Music and Fireworks

* The fireworks were excellent
* Members discussed different options for entertainment before the fireworks for 2017.

Litter Collection

* A good job was done with the clearing of the park

Car Boot Sale

* Good job was done by The Mayor and his volunteers
* Suggested that in future someone should be there at 5.00am to organise the early starters.

Gala Sunday

* Dance Displays went well and were well supported by parents
* The Church would like to consider doing a service at the end of Gala Sunday to finish the day off.

RESOLVED that the report be received and that:

1. The review of the Gala be noted;
2. A refund of £70 be sent to Joanne Cubbins in respect of her Catering booking
3. A report be considered at a future meeting.
4. **Review of Horticultural Show**

Members discussed the various aspects of the Horticultural Show which was held on Saturday 17th September 2016.

The following comments were made:

* The new computer system that was developed by Arthur Oddy was extremely helpful and made entering the results much easier.
* It was suggested that Arthur Oddy should be invited to a future event as a special guest.
* The new method of awarding prize money made it much quicker and required much less change being carried to the event.
* Entries and attendance was slightly down on previous years
* Consideration would need to be given to the venue for 2017 now that the Alice Bacon Centre had closed down.
* Small gifts should be awarded to all children who enter
* There should be a further discussion on the trophies which were in a poor condition and the rosettes which it was reported were not required by the growers.
* Better quality prize cards should be considered instead of trophies and rosettes.
* There were some suggestions of schedule alterations which some allotment members were happy to work through with the Town Council in consultation with judges.
* There were more scarecrow entries than previous years
* Exhibitors had requested additional staging time on Saturday morning.
* Mary Vickers suggested some improvements to the Home Produce Section and offered to provide a recipe for 2017.

RESOLVED that the report be received and that:

1. The review of the Horticultural Show be noted;
2. A report be considered at a future meeting.

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