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

**Held on Wednesday 2nd November 2016**

**Present:** Councillor Mrs E Blezard

 Councillor Miss J Farrar

Councillor FD Jones

 Councillor Mrs HW Jones

 Councillor Mrs P Mayne

 Councillor Mrs A Moran

Councillor Mrs C Moran

 Councillor B Smith

 Councillor A Wassell

 Mrs M Vickers

 Mr M Walker

**57. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**58. Declarations of Interest**

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

The following declaration was made.

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| --- | --- | --- |
| Councillor Mrs Alexandra Moran | Pecuniary Interest | Item 9 Christmas Lights Switch On - Funfair |

**59. 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.

**60. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Monday 3rd October 2016 (Minute Numbers 39-43; Pages 18-22) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C Moran/ Seconded by Councillor Mrs HW Jones)

**61. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects
Committee held on Wednesday 5th October 2016 (Minute Numbers 44-56; Pages 23-27) be received as a true record and the contents therein be approved.

(Proposed by Councillor Mrs C Moran/ Seconded by Councillor Mrs HW Jones)

**62. Review of Schools Local Democracy Visits**

Members who had managed to attend some of the schools Local Democracy visits to the Town Hall felt that they had once again gone very well.

The Mayor and Leader had also visited four of the schools with the mini mayor’s robes to talk to all the pupils and it was felt that this was also beneficial as it involved all pupils rather than just the School Councils.

RESOLVED that:-

1. the report be received; and
2. the Town Council continue with both the visits to the schools and the School Councils attending Normanton Town Hall in 2017.

**63. Review of Halloween Event**

Members all felt that the Halloween Event had been brilliant and had vastly increased footfall in the town centre due to the large number of people in attendance.

All members were aware that the Fancy Dress Competition needed to be looked at closely as it was extremely difficult to judge due to the large crowds and lack of space.

It was suggested that the Town Hall should close to the public prior to the parade setting off in future and also refreshments should be provided for the Scaregrounds actors as they get extremely hot wearing their costumes for the duration of the event.

RESOLVED that:-

1. the report be received; and
2. the 2017 event be discussed at a future meeting.

**64. Remembrance Sunday**

The Admin Manager gave an update on the arrangements for Remembrance Sunday and supplied all members with a copy of the risk assessment and budget report.

Members discussed the first aid provision and asked the Admin Manager to look into the possibility of booking two additional St John Ambulance staff for this event.

The Admin Manager also informed members that Haven Lodge would once again be holding a short Remembrance Service at the memorial with Reverend Barry Owen leading. All members of the Town Council were invited to attend and it was suggested that the Mayor should lay a wreath on behalf of the Town Council.

RESOLVED that:-

1. the report be received;
2. the risk assessment be approved; and
3. the Admin Manager request a quote from St John Ambulance for 2 extra first aiders and be given authority to book this in consultation with the Chairman and Vice-Chairman.

**65. Switch On of Christmas Lights**

The Admin Manager gave an update on the arrangements for the Switch On of Christmas Lights and supplied all members with a copy of the risk assessment and budget report.

There was a lengthy discussion about the inflatable grotto and members put forward their differing opinions regarding its siting either indoors or outdoors.

The Admin Manager informed members that singer Jade Scott was interested in performing at the Christmas Lights Switch On event free of charge and asked for their approval to go ahead with this.

RESOLVED that:-

1. the report be received;
2. the risk assessment be approved;
3. the inflatable grotto be sited on the grass outside; and
4. Jade Scott be given approval to perform for free at the Christmas Lights Switch On event.

**66. Children’s Christmas Parties**

The Admin Manager gave an update on the arrangements for the Children’s Christmas Parties and supplied all members with a copy of the risk assessment and budget report.

All six schools had replied to confirm their attendance so there would be 158 children attending in the morning and 132 in the afternoon. The Admin Manager asked members to come along and assist with the parties if they were available.

A discussion took place regarding the gifts for the 2017 party as the games were usually purchased for the following year once offers came on around the beginning of December.

Councillor Mrs C Moran suggested buying something different for the 2017 parties and referred to some colouring sets she had seen which may be suitable gifts. She asked members to approve the purchase of 16 of these sets to be used for various events and if enough were available for the parties in 2017 consideration be given to purchasing them as the party gifts.

RESOLVED that:-

1. the report be received;
2. the risk assessment be approved;
3. the purchase of 16 colouring sets at £2.50 each be approved;
4. no games be purchased this year; and
5. the Town Clerk be given authority in consultation with the Chairman and Vice-Chairman to purchase the gifts for the 2017 parties.

**67. Joint Schools Carol Service**

The Admin Manager gave a brief update on the Joint Schools Carol
Service and informed members that to date only one school had confirmed their involvement. The other schools would be chased up over the next week and once all responses were received the order of service would be produced and printed. Members were urged to support the event if at all possible.

RESOLVED that the report be received.

**68. Christmas Celebration**

The Admin Manager updated members on the Christmas
Celebration event and confirmed that it would be held at St John the Baptist RC Church on Thursday 15th December commencing at 7.15pm.

Unfortunately Canon O’Grady Hall was not available on that evening so the Admin Manager had booked the Catholic Club for refreshments following the Service.

A meeting was due to be held on Monday 7th November to finalise the Order of Proceedings and following that invitations would be sent out and posters produced.

RESOLVED that the report be received.

**69. Updates on Other Events**

 (a) Gala

The Admin Manager asked members to consider quotes for main
arena entertainment for the 2017 Gala as a booking would need to be made as soon as possible to secure the act.

RESOLVED that:-

1. the report be received; and
2. the Royal Signals White Helmets be booked through the Daubney Agency to provide two main arena performances on Gala Day 2017 at a fee of £3,995.

(b) Party @ Haw Hill Park

The Admin Manager asked members to consider a quote from
Soundstage One to provide the same stage, sound and lighting package as in 2016.

RESOLVED that:-

1. the report be received; and
2. the Admin Manager negotiate on the price increase with Soundstage One and bring a revised quote back to the next meeting.

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

RESOLVED that the next meeting be held on Wednesday 23rd November 2016 at 11.00am.

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