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

**Held on Wednesday 1st March 2017**

**Present:** Councillor Mrs E Blezard (Chairman)

Councillor FD Jones

Councillor Mrs HW Jones (Vice-Chairman)

 Councillor Mrs P Mayne

 Councillor Mrs A Moran

 Councillor K Wilson, JP

 Mrs M Vickers

**102. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**103. Declarations of Interest**

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

The following declarations were made.

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| --- | --- | --- |
| Councillor Mrs Elaine Blezard | Non Pecuniary Interest | Item 5 – Catering Contract |
| Councillor Mrs Hazel Jones | Non Pecuniary Interest | Item 5 – Catering Contract |
| Councillor Mrs Alexandra Moran | Pecuniary Interest | Item 9 – Gala |

**104. 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.

**105. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 8th February 2017 (Minute Numbers 91-101; Pages 45-50) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor FD Jones/ Seconded by Councillor K Wilson)

**106. Catering Contract**

Members were asked to give consideration to the catering contract for Normanton Town Council events. Tasty Bites had provided an excellent service in 2016 and it was suggested that the contract with them be extended for a further two years to cover the events in 2017 and 2018.

RESOLVED that:-

1. the report be received;
2. the catering contract with Tasty Bites be extended for a period of two years to cover 2017 and 2018; and
3. the catering contract be put out to tender again at the end of the two year period.

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

The Admin Manager gave a brief update on the Children’s Easter Colouring Competition and stated that to date 65 entries had been received. Easter eggs and Cadbury’s crème eggs had been purchased and responses were still awaited from the schools in regard to the Mayor’s visits to present the prizes and certificates.

RESOLVED that:-

1. the report be received; and
2. the competition be reviewed at the next meeting.

**108. Mayor Making**

The Admin Manager updated members on arrangements for the annual Mayor Making Dinner and stated that the menu choices and entertainment had now been confirmed and the invitations and reply slips had been prepared ready to be posted out.

The Admin Manager informed members that the Chairman had requested that two representatives of the Yorkshire Scaregrounds team be added to the guest list as a thank you for all their involvement with the Halloween event over the last couple of years.

RESOLVED that:-

1. the report be received; and
2. two representatives of the Yorkshire Scaregrounds team be added to the guest list.

**109. Party @ Haw Hill Park**

The Admin Manager provided an update on arrangements for the Party @ Haw Hill Park and a breakdown of the expenditure to date.

The Admin Manager asked members to make a decision on Caitlyn Vanbeck performing for a fee of £350 as this had been deferred from the last meeting pending news on further artists.

Dean Maynard had made contact with three other singers but unfortunately all had come back with a no. He did ask the Committee to consider whether they would be interested in Vox Fortura who were a 4 piece classical group and members asked for a price to be brought to the next meeting.

A discussion took place regarding the use of the town hall for the green room facilities and various suggestions were put forward to help eliminate any issues on the day.

RESOLVED that:-

1. the report be received;
2. Caitlyn Vanbeck be booked to perform for a fee of £350 plus hotel room;
3. further information and a price for Vox Fortura be brought to the next meeting;
4. the security guard on the Town Hall door be provided with the list of names of people who are allowed to access the building;
5. wristbands be supplied to everyone who is allowed access to the building including councillors; and
6. litter bins and signs be placed in all rooms used on the day to prevent any issues with rubbish.

**110. Gala**

The Admin Manager had provided members with an update on arrangements for the Gala Weekend and asked them to consider various quotes.

Members were also asked to consider the prizes for the fancy dress competition and the donation for the Gala Day bowls competition. It was also noted that a request had been received from Smirthwaite Bowling Club for the other bowls clubs in the area to take part in the Gala Day competition and it was suggested that a meeting be arranged as soon as possible to discuss this.

The Town Clerk explained to members that a request had been received from Wakefield Council for the Town Council to complete the SAG form in respect of the Gala to include the fairground and it was suggested that a meeting be held with the fairground providers to discuss this before an application was submitted.

Members were asked to clarify the catering policy for Gala Day and also consider a request for a new catering unit to be brought on Gala Day at a reduced trial fee.

RESOLVED that:-

1. the report be received;
2. the Army Cadet Band be booked to lead the parade at a fee of £400;
3. the Fancy Dress Competition continue in 2017 with 3 cash prizes of £30 for 1st, £20 for 2nd and £10 for 3rd;
4. a £50 donation be made for the Gala Day Bowls Competition;
5. a meeting be arranged with all the bowling clubs to discuss their possible involvement in a Gala Day Bowling Competition;
6. Greenlight Traffic Management be booked for the Carnival Parade at a fee of £2,085.00;
7. St John Ambulance be booked to cover first aid for the Gala Weekend at a fee of £656.10;
8. the Gala Day catering policy be amended with the burger and hot dog stands being reduced from two to one;
9. the request for a noodle box catering unit to come on Gala Day at a reduced fee of £70 for a trial attempt in 2017 be agreed;
10. a marquee be ordered for the civic guests and the Mayor to arrange suitable catering; and
11. a meeting be arranged with Evan Moran and Sons Fairgrounds to discuss the SAG application and the Gala Weekend.

**111. Horticultural Show**

The Admin Manager had provided an update on the Horticultural Show and confirmed that the new venue of Normanton Junior Academy had now been booked at a reduced rate of £200.

The Admin Manager also informed members that most of the judges had now been confirmed with the exception of a Dahlia Judge as the two we had used previously both had prior bookings. The Admin Manager would look into finding another suitable judge for the Dahlia Section as soon as possible.

The Town Clerk provided a report on the meeting she had attended the previous evening with the Chairman of the Allotments Committee and four allotment holders to look at updating the show schedule. The Town Clerk went through each point and all the suggestions made and members were happy to take everything on board.

The trophies, rosettes and prize cards were also discussed and members were happy with the suggestions put forward at the previous evening’s meeting.

RESOLVED that:-

1. the report be received;
2. the Admin Manager source a new Dahlia Judge as soon as possible; and
3. the following recommendations from the Show Schedule meeting be approved:
4. Chrysanthemum Section
* Classes C2, C6, C10 and C11 have had low entries.
* The Chrysanthemum Classes be sent to the judge for their input.
1. Dahlia Section
* Class D8 has had low entries.
* The Dahlia Classes be sent to the judge for their input.
1. Vegetable Section
* Gladstone Street Allotment will provide a £10 voucher for the best exhibit in the beetroot class.
* Ellins Terrace 2 will provide £10 for the best exhibit in the 3 onions under 250g class.
* Class V15 and V26 have had low entries and should be removed.
* Heaviest onion increase prize money to £15/£10/£4.
* Heaviest potato decrease prize money to £4/£2/£1.
* 4 potatoes white increase prize money to £3/£2.50/£2.
* 4 potatoes coloured increase prize money to £3/£2.50/£2.
* Heaviest tomato decrease prize money to £4/£2/£1.
* Most deformed veg decrease prize money to £5/£3/£2.
* Tray of 4 veg increase prize money to £15/£10/£5.
1. AN Other Section
* Class O2 Geranium be moved to new Pelargonium Section.
* Class O3 Angel be moved to Pelargonium Section and name be changed to the correct title.
* Classes O6, O10 and O13 be removed.
* New Class 1 Vase of Sweet Peas, 3 stems be added with prize money of £2/£1.50/£1.
1. New Pelargonium Section
* 5 new classes be added with prize money of £2/£1.50/£1.
1. Home Produce Section
* Section be reduced to 10 classes with a focus on classic baking.
* Chocolate Cake, Victoria Sponge, 4 buns with buttercream icing, Fruit Scones and Jam be retained.
* The other 5 classes be discussed with the Home Produce Judge Mary Vickers.
1. Children’s Section
* Under 6 Classes to include picture of a flower, collage of your favourite food, decorated egg and decorated biscuit.
* 7 to 11 Classes to include miniature garden, vegetable animal, decorated egg and picture of your local park.
1. Schools Section
* The schools be contacted to try to encourage more entries in this section.
1. Scarecrow Section
* This section is well entered and no changes are required in 2017.
1. General Notes
* Show to be publicised in various facebook groups.
* Rosettes are not needed.
* Better quality prize cards to be presented.
* No trophies to be given out, just prize cards and certificates.
* A request be put in the schedule that exhibitors leave produce for auction.
* A blind auction be held on winning allotment trug.
* Cardboard boxes be sourced to sell the fruit and veg.
* Pop or milk bottles be used to transport water in the venue.
* Plastic trugs be purchased to transport waste back to the Town Hall.
* Entry fee be increased to 25p.

**112. Updates on Other Events**

 (a) Children’s Christmas Parties

The Admin Manager asked members to consider a quote from
Truffles the Magician to provide magic shows at the Children’s Christmas Parties which were due to be held on Tuesday 5th December.

RESOLVED that Truffles the Magician be booked to provide two magic shows at a fee of £275 for the Children’s Christmas Parties.

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

RESOLVED that the next meeting be held on Wednesday 5th April 2017 at 11.00am.

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