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

**Held on Wednesday 5th July 2017 at 11:00am**

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

**Present:** Councillor D Appleyard

 Councillor Miss J Farrar

Councillor FD Jones

Councillor Mrs HW Jones (Vice-Chairman)

Councillor Mrs P Mayne

Councillor Mrs A Moran

Councillor Mrs C Moran, BEM

 Councillor B Smith

 Councillor Mrs M Vickers

 Councillor K Wilson, JP

 Councillor Mrs A Wood

**14. Welcome & Apologies**

The Vice-Chairman welcomed everyone to the meeting.

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

**15. 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:

|  |  |  |
| --- | --- | --- |
| Councillor Mrs Alexandra Moran | Pecuniary Interest | Item 9 – Party @ Haw Hill Park – Fairground provider |

**16. 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.

**17. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 14th June 2017 (Minute Numbers 1-13; Pages 1-5) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C Moran / Seconded by Councillor K Wilson)

**18. Review of Mayor Making**

The Admin Manager informed members that a meeting had been held with Grant and Gilly Ackroyd from Greywood Hall to discuss the Mayor Making Dinner and asked Councillor Mrs C Moran to update members on the outcome of that meeting.

The Town Clerk explained that Grant Ackroyd had been in touch but hadn’t had chance to send a letter to the Council regarding the issues discussed at the meeting yet due to being in hospital for a few days.

RESOLVED that:-

1. the report be received;
2. a response be awaited from Greywood Hall; and
3. the 2018 event be discussed at a future meeting.

**19. Review of Civic Sunday**

The Admin Manager asked members for their feedback on the Civic Sunday event.

Councillor FD Jones commented that the Service had gone very well and suggested that a letter of thanks be sent to All Saints Parish Church to thank the band for being involved on the day which had added a very nice touch to the event.

The Town Clerk stated that the buffet was excellent but there had been too much food due to the low attendance. She felt that this was mainly due to the fact that there is no longer a parade which reduces the numbers by having no band, no uniformed organisations and no Royal British Legion members in attendance.

RESOLVED that:-

1. the report be received; and
2. that a letter of thanks be sent to All Saints Parish Church.

**20. Summer Band Concerts**

The Admin Manager asked members for their feedback on the Summer Band Concert that had been held in Haw Hill Park on Sunday 2nd July.

The Town Clerk stated that around 140 people had been in attendance and the event had gone well. The Band had raised almost £92 in their collection which was donated to the Mayor’s Charity. It was suggested that bottles of water be provided for the band members at future events as the weather was quite warm on the day.

The Admin Manager informed members that the second Summer Band Concert in Haw Hill Park had now been confirmed with Castleford Salvation Army Band for Sunday 23rd July and would run from 2pm to 3pm. The Well had confirmed that they would be opening up to provide toilet facilities and sell refreshments for the duration of the event.

RESOLVED that:-

1. the reports be received; and
2. the second band concert be reviewed at the next meeting.

**21. Summer Activity Booklet**

The Admin Manager gave an update on the Summer Activity Booklet and passed around a draft copy for members’ approval.

Members were asked to assist where possible with delivery to the local schools once all the booklets were printed.

RESOLVED that:-

1. the report be received; and
2. the booklets be printed and delivered to schools prior to the summer holidays.

**22. Party @ Haw Hill Park**

The Admin Manager updated members on arrangements for the
Party @ Haw Hill Park which was due to be held on Saturday 8th July and asked for approval to order an additional two portable toilets and four additional backstage barriers.

The Admin Manager informed members that The Well Project were happy to provide their minibus and one or two drivers for transport to and from the green room and stage area on the day of the concert.

The Admin Manager asked members to approve the list of refreshments to be provided for the green room and they were happy to continue on the same lines as 2016 with hot drinks, bottled water, soft drinks, crisps, fruit, cake bars/biscuits and sweets/chocolate.

The green room access, facilities and rota for volunteers was discussed in detail and the following was confirmed:

* Access for performers and guests be restricted to the conference room, Talking Newspaper room and toilets only;
* The small fridge be moved to the conference room and stocked with water, soft drinks, milk and chocolate;
* Hot Water, Cups, Tea, Coffee, Sugar and snacks be set up in the conference room;
* Councillors be responsible for restocking the fridge, hot water and snacks as necessary;
* Councillors be responsible for providing glasses to guests on request; and
* Councillors be responsible for clearing things away to the middle room and kitchen and washing up.

RESOLVED that:-

1. the report be received;
2. two additional toilets be booked with GS Toilet Hire at a cost of £100;
3. four additional backstage barriers be booked with Yorkshire Fence Hire at a cost of £20;
4. The Well be given £150 to provide transportation to and from the stage area on the day;
5. the refreshments detailed above be purchased for the green room;
6. arrangements for the green room and the rota for volunteers as detailed above was approved; and
7. the event be reviewed at the next meeting.

**23. Gala**

The Admin Manager gave members a brief update on arrangements for the Gala and informed them that 151 entries had been received for the Gala Cover Competition.

To date only one entry had been received for the Gala Sunday Dance Displays so this would need to be chased up. A request had been received from Spectrum Drama Group asking if they could enter a dance group in the dance displays and members discussed this before giving approval.

The Chairman had sent an email regarding the possibility of holding a Swimming Gala in 2018 and the Admin Manager gave members the details.

RESOLVED that:-

1. the report be received;
2. the Chairman, Vice-Chairman, Leader and Deputy Leader judge the Gala Cover Competition entries;
3. Spectrum Drama Group be informed they can enter a dance group into the Gala Sunday Dance Displays;
4. all the dance troupes who haven’t responded be sent a reminder; and
5. a Swimming Gala be arranged in 2018.

**24. Horticultural Show**

The Admin Manager informed members that the Town Clerk had managed to secure a non-affiliated judge for the Dahlia Section. This meant he would be able to award all the prizes but would not be able to award the National Dahlia Society medals.

The Admin Manager also mentioned the catering arrangements to members and discussed the option of having a hot dish served as a main course followed by a slice of cake for dessert. Tasty Bites had been contacted with regards to providing this and a response was awaited.

RESOLVED that:-

1. the report be received; and
2. catering options be brought to the next meeting.

**25. Updates on Other Events**

There were no updates on other events to be discussed at this
meeting.

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

RESOLVED that the next meeting be held on either Wednesday 2nd August 2017 at 11.00am.

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