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

**Held on Wednesday 8th November 2017 at 12:30pm**

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

**Present:** Councillor Miss J Farrar

Councillor Mrs HW Jones (Vice-Chairman)

Councillor Mrs P Mayne

 Councillor Mrs M Vickers

 Councillor A Wassell

 Councillor K Wilson, JP

**Public:** Councillor S Hudson

**63. Welcome & Apologies**

The Vice-Chairman welcomed everyone to the meeting.

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

**64. Declarations of Interest**

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

No declarations were made.

**65. 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.

**66. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 4th October 2017 (Minute Numbers 52-62; Pages 24-28) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor A Wassell / Seconded by Councillor Mrs P Mayne)

**67. Notes of Public Gala Meeting**

RESOLVED that the notes of a Public Gala Meeting held on Thursday

21st September 2017 be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs P Mayne / Seconded by Councillor Mrs M Vickers)

**68. Risk Assessments and Emergency Evacuation Plans**

The Admin Manager had provided members with copies of the risk assessments and emergency evacuation plans for the following upcoming events so they could read through them prior to the meeting:

Remembrance Sunday

Christmas Lights Switch On

Children’s Christmas Parties

Joint Schools Carol Service

Christmas Celebration

Members were asked for any comments before giving their approval to the documents.

RESOLVED that:-

1. the report be received; and
2. the risk assessments and emergency evacuation plans for Remembrance Sunday, the Christmas Lights Switch On, Children’s Christmas Parties, Joint Schools Carol Service and Christmas Celebration be approved.

**69. Review of Gala**

Members reviewed the whole of the Gala period in detail and discussed the problems with the weather and the issues with the Carnival Parade.

The Town Clerk informed members about the meeting that had been held with the traffic management company to discuss the issues and problems that had arisen with the Carnival Parade and put forward suggestions to improve things for future years.

RESOLVED that:-

1. the report be received;
2. the suggestions put forward by the Town Clerk be looked into prior to planning the 2018 Carnival Parade; and
3. arrangements for the 2018 Gala be discussed at a future meeting.

**70. Review of Horticultural Show**

Members reviewed the Horticultural Show and everyone felt that the new venue of Normanton Junior Academy had worked very well despite the smaller main hall and the exhibits being split between two rooms.

Entries had been up in all sections apart from Home Produce and the Children’s classes and some new exhibitors had attended this year.

The Town Clerk suggested some slight changes to improve things for 2018 including moving the Vegetable Section into the gym and working with The Well, the schools and possibly other organisations to increase entries in the Children’s Section.

RESOLVED that:-

1. the report be received;
2. Normanton Junior Academy be booked for the 2018 Horticultural Show; and
3. arrangements for the 2018 Horticultural Show be discussed at a future meeting.

**71. Updates on Other Events**

 (a) Remembrance Sunday.

The Admin Manager informed members that everything was
organised for the upcoming Remembrance Sunday Parade and Services and asked them to approve the quotes for the minibus and coaches and the advance warning signs.

RESOLVED that:-

1. the report be received;
2. the quote for the minibus and coaches from M&G Travel in the sum of £460 be approved;
3. the quote from Traffic Management Services for advance warning signs in the sum of £360 be approved; and
4. the event be reviewed at the next meeting.

 (b) Christmas Lights Switch On.

The Admin Manager gave an update on arrangements for the
Christmas Lights Switch On and asked members for approval on various quotes and catering options.

The Town Clerk reported to members on the situation with regard to the health and safety of the parade and Santa’s sleigh and put forward alternative options.

RESOLVED that:-

1. the reports be received;
2. Magical Memories be booked to provide two characters at a cost of £90;
3. the fencing for the reindeers and crowd barriers for the grotto queue be booked with TMS at a cost of £280;
4. two battery operated lights for inside and outside the grotto be booked with HG1 Communications at a cost of £50;
5. savoury mince and sweet and sour chicken be ordered from Tasty Bites for 40 people at a cost of £4.25 per head;
6. the Lions Santa’s Sleigh be parked at the bottom of the High Street for the duration of the event and a walking parade down to the Switch On point take place this year; and
7. the event be reviewed at the next meeting.

 (c) Children’s Christmas Parties.

The Admin Manager gave a brief update on the Children’s Christmas Parties and stated that all six schools had responded and a total number of 292 children were expected to attend.

Three hundred Christmas books had been purchased and the Admin Manager was still looking out for selection box deals. Volunteers would be needed to wrap all the gifts prior to the parties and also to assist on the day.

RESOLVED that the report be received.

 (d) Joint Schools Carol Service.

The Admin Manager gave an update on the Joint Schools Carol Service and informed members that so far four schools had responded with three of those confirming they would be attending.

RESOLVED that the report be received.

 (e) Christmas Celebration.

The Admin Manager informed members that everything was
organised for the Christmas Celebration and a meeting was due to be held on Tuesday 21st November to finalise the Order of Service.

RESOLVED that the report be received.

 (f) Party @ Haw Hill Park.

The Admin Manager asked members to consider what sort of acts
they wanted to book for the 2018 event and put forward some suggestions and prices for tribute acts. Members discussed the various options.

RESOLVED that:-

1. the report be received;
2. good quality tribute acts be looked at for the Party @ Haw Hill Park in 2018;
3. Mercury be booked at a fee of £2500;
4. Johnny Mack be booked to provide his George Michael tribute act at a fee of £500; and
5. further arrangements be discussed at a future meeting.

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

RESOLVED that the next meeting of the Special Projects Committee be held on Wednesday 13th December at 11.00am.

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