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

**Held on Wednesday 13th December 2017 at 11:00am**

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

**Present:** Councillor D Appleyard

Councillor Mrs E Blezard (Chairman)

Councillor Miss J Farrar

Councillor FD Jones

Councillor Mrs HW Jones (Vice-Chairman)

Councillor Mrs P Mayne

Councillor Mrs A Moran

 Councillor Mrs M Vickers

 Councillor K Wilson, JP

 Councillor Mrs A Wood

Public: Councillor S Hudson

**73. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**74. 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.

**75. 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.

**76. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 8th November 2017 (Minute Numbers 63-72; Pages 29-34) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs P Mayne/ Seconded by Councillor Mrs HW Jones)

**77. Review of Local Democracy Visits**

Members discussed the schools Local Democracy visits in detail and felt that they had all gone down extremely well. The Town Clerk was thanked for her work on making the presentation interesting and also congratulated on the success of the new presentation.

RESOLVED that:-

1. the report be received;
2. the Town Clerk be thanked and congratulated for her work on the presentation; and
3. the event go ahead on the same lines in 2018.

**78. Review of Halloween Event**

Members discussed the whole of the Halloween Event in detail and commented that it had been a great success. The fancy dress had worked better, Ian Jefferson had done a brilliant job and the Fearmasters had once again been a great support with the event.

The Admin Manager provided a copy of the budget showing expenditure to date but stated that there were still a couple of invoices outstanding so a final balance would be presented in the New Year.

RESOLVED that:-

1. the reports be received;
2. a letter of thanks be sent to Ian Jefferson for all the work he does for the Town Council’s events; and
3. the event go ahead again in 2018.

**79. Review of Remembrance Sunday**

Members discussed the whole of the Remembrance Sunday event
and commented on how well attended the services were despite the weather being absolutely freezing this year. Members also commented on the catering numbers and access to the car park at the Altofts Service and their suggestions would be taken on board when planning the 2018 event.

The Town Clerk informed members that Mr Russ Whiteley, who had assisted for many years in reading out the wreath cards, would no longer be able to carry this out in future years and members asked for a letter to be sent thanking him for his involvement. It was suggested that a replacement be looked at for 2018 as soon as possible.

The Admin Manager provided a copy of the budget showing all the expenditure for Remembrance Sunday and there had been an overspend on this event mainly due to the traffic management that was required for the parade.

RESOLVED that:-

1. the reports be received;
2. a letter of thanks be sent to Mr Russ Whiteley for his involvement over the years;
3. David Hartill be asked if he is willing to assist with reading out the wreath cards on Remembrance Sunday in 2018; and
4. the event go ahead on the same lines in 2018.

**80. Review of Christmas Lights Switch On**

Members discussed the Christmas Lights Switch On in great
detail giving various comments regarding the event and putting forward suggestions for 2018 including moving the grotto indoors and advertising that the queue for the grotto closes at 6.45pm to allow the remaining people to pass through the grotto by 7pm.

The Chairman asked for thanks to be recorded to Councillors Josie Farrar, Pam Mayne, Mary Vickers and Alan Wassell for their involvement with the grotto especially with the extreme weather conditions during the evening.

It was also suggested that a covered stage is required if there are performers as the weather this year had caused problems. Another suggestion put forward was that the catering be changed in 2018.

The Town Clerk commented that the reindeers had gone down really well although lighting would have been beneficial in the evening as it was a bit dark in the market area. The Magical Elf and the Frozen sisters had also proved extremely popular during the evening.

There had been an issue with pedlars during the evening with around twenty two carts selling light up items in and around the town centre area and this would be looked into with Wakefield Council and Trading Standards prior to the 2018 event.

The Admin Manager had provided an update on the expenditure to date but a full report would be provided in the New Year once all the invoices had been received for the event.

RESOLVED that:-

1. the reports be received;
2. thanks be recorded to Councillors Josie Farrar, Pam Mayne, Mary Vickers and Alan Wassell for their work outside the grotto; and
3. the suggestions put forward be looked into when planning the 2018 event.

**81. Review of Children’s Christmas Parties**

Members discussed the Children’s Christmas Parties in detail and put forward various suggestions for 2018 including changing the day of the party.

A discussion was held about the format of the parties and it was suggested that because the magician only provided a forty five minute magic show party games and party music should be provided by the Town Council to fill out the parties before Santa’s arrival.

The Admin Manager informed members that a request had been received from one of the schools asking for a contribution towards the hire of a coach to bring their pupils to the Christmas Party.

The Chairman asked for a letter of thanks to be sent to Mr Arnold Newton for giving his time to act as Father Christmas at both parties and also the Christmas Lights Switch On.

The Admin Manager had provided an update on the expenditure to date and this would be finalised in the New Year once all invoices had been received.

RESOLVED that:-

1. the report be received;
2. Canon O’Grady Hall be contacted to find out which other days would be available during week commencing 3rd December;
3. party games and music be provided by the Town Council;
4. the school be contacted and told that unfortunately no financial contribution is available towards transport;
5. a letter of thanks be sent to Mr Arnold Newton for his services as Father Christmas; and
6. the suggestions put forward be taken on board when planning the 2018 event.

**82. Review of Joint Schools Carol Service**

The Joint Schools Carol Service had gone extremely well with five schools taking part and members asked for a letter of thanks to be sent to Diane Brennan for her help and support with the events held at All Saints Parish Church.

RESOLVED that:-

1. the report be received;
2. a letter of thanks be sent to Diane Brennan for her support with the events held at All Saints Parish Church; and
3. the event go ahead again in 2018.

**83. Updates on Other Events**

 (a) Children’s Easter Competition

The Admin Manager asked members to consider how they wished to proceed with the Children’s Easter Competition in 2018 and discussed everything in detail including the prizes.

RESOLVED that:-

1. the report be received;
2. the Easter Competition continue on the same lines as 2017;
3. first, second and third prizes be purchased for each school as in previous years; and
4. a small Cadbury’s Creme Egg or similar be purchased for each entrant.

(b) Party @ Haw Hill Park.

The Admin Manager informed members that Mercury, the Queen Tribute Band had now been booked at a fee of £2500 and Johnny Mack had also confirmed the booking for his George Michael Tribute show at a fee of £500.

After speaking with HG1 Communications regarding the supply of a stage and technical package for the concert in 2018 they had now come back to us to confirm that they could provide everything we required and could match the price charged by Soundstage One in 2016 and 2017.

RESOLVED that:-

1. the report be received; and
2. HG1 Communications be booked to provide the stage and technical package at a fee of £3227.

(c) Gala

The Admin Manager informed members that she had been asked to find out whether or not the Committee intended to go ahead with a Classic Car Display on Gala Sunday in 2018 so that advertising could be considered.

Members discussed everything in great detail before reaching a decision.

RESOLVED that:-

1. the report be received; and
2. no Classic Car Display take place on Gala Sunday in 2018.

**84. Calendar of Events for 2018**

The Admin Manager had provided members with a suggested list

of dates for events in 2018 and asked for their consideration and approval.

Members discussed each event and suggested that the day of the Children’s Christmas Parties be changed pending the venue being available.

RESOLVED that:-

1. the report be received;
2. the following list of dates for events be approved:

Feb/March Children’s Easter Competition

Friday 11th May Mayor Making

Sunday 1st July Mayor’s Civic Sunday

Sunday 1st July Summer Band Concert

Saturday 7th July Party @ Haw Hill Park

Sunday 29th July Summer Band Concert

Friday 7th September Free Special Needs Funfair

Saturday 8th September Gala Day

Sunday 9th September Gala Sunday

Saturday 15th September Horticultural Show

8th to 19th October Schools Local Democracy Visits

Tuesday 30th October Halloween Event

Sunday 11th November Remembrance Sunday

Friday 30th November Switch On of Christmas Lights

TBC Children’s Christmas Parties

Thursday 6th December Joint Schools Carol Service

Thursday 13th December Christmas Celebration

1. the Canon O’Grady Hall be contacted regarding a change of day for the Children’s Christmas Parties before the date is confirmed; and
2. the date of the Joint Schools Carol Service be changed if necessary to accommodate the Children’s Parties.

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

RESOLVED that the next meeting of the Special Projects Committee be held on Wednesday 14th February at 11.00am.

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