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

**Held on Wednesday 14th March 2018 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 F.D. Jones

Councillor Mrs H.W. Jones (Vice-Chairman)

Councillor Mrs P. Mayne

Councillor Mrs A. Moran

Councillor Mrs C. Moran, BEM

 Councillor Mrs M. Vickers

 Councillor A. Wassell

 Councillor K Wilson, JP

**Public:** Councillor S. Hudson

**100. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**101. 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.

**102. 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.

**103. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 14th February 2018 (Minute Numbers 86-99; Pages 43-49) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs H.W. Jones / Seconded by Councillor Mrs P. Mayne)

**104. Children’s Easter Competition**

It was reported that the closing date had now passed and around 200 entries had been received. It was disappointing to note that no entries had been received from St John’s School and that the All Saints Nursery only gave their forms out on 12th March which was a week after the closing date.

The Chairman reported that she had secured a donation of eggs from Sainsbury’s on Queen Elizabeth Drive, it was hoped that they would attend Newlands School with the Mayor for a photo opportunity.

Due to Data Protection laws, it would not be possible to print the names of the winners, but they could be listed with the school name.

RESOLVED that the report be received and the contents noted.

**105. Summer Band Concerts**

It was reported that Normanton and Altofts Brass Band would be available for the concert on 29th July at a fee of £100.

It was requested that in the event of the concert being cancelled due to inclement weather, the fee would remain payable.

The band had also requested permission for collection buckets, the proceeds of which would be shared with the Mayor’s Charity.

Members requested clarification on the Bowling Club involvement for the next meeting.

It was suggested that Castleford Youth Band may be approached in future years.

RESOLVED that the report be received and the contents noted and that:

1. Normanton and Altofts Brass Band be booked for the concert on 29th July;
2. The fee would be £100 and would remain payable in the event of cancellation at short notice;
3. Permission would be granted for collection buckets on behalf of the band and the Mayor’s Charity.

**106. Party @ Haw Hill Park**

It was reported that all acts were booked and one final act was to be announced on 16th March.

Posters were being designed and bookings were coming in for caterers.

Members were asked to consider the security for the event and quotes were provided.

RESOLVED that the report be received and the contents noted and that:

1. Horizon Enterprises be booked to provide security and stewarding at a cost of £1,011.00;
2. A meeting be arranged with Horizon Enterprises to discuss the staffing requirements in detail.

**107. Summer Activity Book**

Members discussed the Summer Activity Booklet and felt that there was a limited response to the booklet in 2017. It was becoming increasingly difficult to get schools to share information so members felt that it was not practical to provide a booklet on this occasion.

The Town Clerk suggested setting up an online event where people could share their events information in the form of a Facebook event for the summer holidays. This would require limited input from the Town Council but would be easily accessible by parents and local groups.

RESOLVED that an online Facebook Event be created for the Summer Holidays.

**108. Normanton Gala**

Members considered a report on the costs for a variety of stalls and services at the 2018 Gala and also discussed the different options for entertainment that had been provided.

Members reported that Ridings FM had said that they could get lots of advertisers for the programme and that they should be contacted again.

Holly from the Sports Acro had requested support in transporting the mats for their performance but this was not something which the Town Council could assist with. The Committee were prepared to make £100 available towards transport costs.

The Chairman and Town Clerk reported on the difficulties with allowing HGV vehicles in the parade, and following a meeting with Neil Favager, it was suggested that offering a higher payment for HGV entries was directly encouraging these vehicles to enter the parade.

It was suggested that to reduce levels of risk at the Gala HGVs should be discouraged.

Members did not support this proposal and agreed to allow HGVs in 2018.

RESOLVED that the report be received and the contents noted and that:

1. The charges and fees be set as follows:

Catering £100 £70 £150

Trade Single (3m) £50 £30 £75

Trade Double (6m) £65 £40 £95

Trade Triple (9m) £75 £50 £105

Craft (3m) £20 £20 £35

Fundraising £10 £5 £12

Info £5 £5 £8

Charity Appeal £10

Advert – full £40

Advert – half £25

Parade – Lorries £100

Parade – other £50

Dance performance £100

1. The entertainment set out below be booked for Gala Day (Subject to Rider conditions being agreeable):

Pedal Power vs Parkour £1250.00 (Subject to BMX

being used as alternative to Trials Bike)

Mighty Smith Show £595.00 plus travel

Elaine Hill (Dog & Ducks) £695.00 plus travel

Action Wheels £650.00 plus travel

**109. Updates on Other Events**

The Town Clerk reported that an initial discussion about the 100-year anniversary of the end of WWI had been held with All Saints Parish Church and it was suggested that a service of remembrance could be held in the evening, followed by the beacon lighting and refreshments such as tea and scones afterwards. The church would need support in funding the catering.

There was further discussion about what could be done within the wider community to commemorate the event and suggestions included a community patchwork project and an online photo and story archive using a Facebook event.

Members were pleased with the suggestions and for the Churches support.

RESOLVED that the report be received and the contents noted.

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

RESOLVED that the next meeting will be held on Wednesday 11th April 2018 at 11.00am.

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