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

**Held on Wednesday 10th April 2019 at 11:00am**

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

**Present:** Councillor D. Appleyard

 Councillor Mrs E. Blezard - Chairman

 Councillor S. Hudson

Councillor Mrs H.W. Jones – Vice-Chairman

Councillor Mrs P. Mayne

Councillor Mrs A. Moran

Councillor Mrs C. Moran, BEM

Councillor K. Wilson, JP

**Absent:** Councillor R. Best, Councillor Miss J. Farrar, Councillor A. Wassell, Councillor Mrs A. Wood.

**39. Welcome and Apologies**

The Chairman welcomed everyone to the meeting.

Members apologies and reasons for absence were received and approved on behalf of: Councillor R. Best, Councillor Miss J. Farrar, Councillor A. Wassell and Councillor Mrs A. Wood.

**40. Declarations of Interest**

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

Councillors Mrs E. Blezard and Mrs H.W. Jones declared a pecuniary interest in the item relating to the Events Catering contract due to a family connection.

Councillor Mrs A. Moran declared a pecuniary interest in the item relating to the Gala Fees due to a business connection

**41. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 13th February 2019 (Minute numbers 35-38; Pages 35-38) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs H.W. Jones / Seconded by Councillor D. Appleyard)

**42. Events in 2019**

Easter Colouring Competition

Members discussed this year’s Easter Colouring Competition entries and the issues that were created from forms being handed in past the cut-off date.

It was agreed that a cut-off date for judging be kept and any entries received after this date were to be awarded a small crème egg subject to stock availability.

Event Catering

Members considered their options for the catering of events up until the next local election year. It was explained that although two application packs had been sent out, only one had been sent back to the Town Council.

RESOLVED that Tasty Bites be offered the catering contract until 2023 and that:

1. The pricings for each year are to be confirmed with Tasty Bites and reported back to Committee.

Mayor Making

Members were updated on the ongoing admin-based work for this year’s Mayor Making.

Members suggested that a conversation between a member of the admin staff and the Mayor Elect regarding options for entertainment would be beneficial.

An issue was raised about the layout of the tables last year which had impacted the view of the stage, and it was relayed to members that the Town Clerk is aware of the issue and will be looking at ways to fix the problem at this year’s event.

Summer Band Concerts

It was agreed that three other bands would be contacted to gauge their availability for the Summer Band Concert on 7th July.

Party @ Haw Hill Park

Members received an update on preparations for Party @ Haw Hill Park and discussed a quote for the day’s transport.

RESOLVED that Talk of the Town’s Party Bus be booked for the transportation at Party @ Haw Hill Park for £270.00.

Gala

Members received an update on the admin work for the Gala.

Members expressed their desire to continue using local groups to lead the parade in future years.

Fuse Fireworks were approved for the fireworks display with a £4,000 budget.

It was mentioned that the Alice Bacon Memorial Trust and the Rotary Club of Normanton had discussed managing the Car Boot sale but had not contacted the Town Council. It was agreed that Councillor Mrs C. Moran, BEM, would chase this up with the Rotary Club, but in the meantime the admin staff would discuss the Car Boot options with the Mayor Elect.

Members looked over the Gala fees and confirmed that all fees would remain the same as in 2018.

Horticultural Show

Members were updated on the appointment of a judge for the Dahlia section. It was suggested that a staff member from Tasty Bites be approached to judge the Home Produce section.

Members considered ways of gaining a higher footfall and raising the profile of the Horticultural Show. An exhibition from Normanton Camera Club and information emails to schools were both suggested.

Halloween Event

Members discussed the quote for the event’s First Aid cover and it was agreed that Trinity Medical would be booked for £120.00.

Remembrance Sunday

Members were asked to approve quotes for the Traffic Management and First Aid cover for Remembrance Sunday.

It was agreed that Streetwise would be booked for the Traffic Management at a cost of £825.00 and that Trinity Medical would be booked for the First Aid cover at a cost of £120.00 with the discounted rate of 100%, making the amount payable £0.00.

A previous discussion regarding the volume of the PA System would be chased up with the Town Clerk.

Christmas Lights

Members were asked to consider quotes for First Aid cover and Security at the Christmas Lights Switch on event.

RESOLVED that Trinity Medical be booked for First Aid at a cost of £135.00 and that Horizon be booked for Security at a cost of £234.00.

Joint Schools Carol Service

Members were informed of the recent correspondence with Father Teasdel and were happy to await further confirmation from the church before discussing any additional steps.

Christmas Party

Members were reminded of the issues concerning the venue for the Christmas Parties last year, and it was mentioned that the parish church had been provisionally booked for this year.

Members raised concerns about children drinking juice in the church after its recent refurbishment. It was suggested that the church be made aware of the potential issues prior to confirming the booking.

 Christmas Celebration

Members were updated on the issues with arranging a meeting for the Christmas Celebration and it was confirmed that another meeting would be arranged later in the year.

Merchant Navy Day – 3rd September

It was agreed that the Town Council would once again raise the ‘Red Ensign’ flag for Merchant Navy Day 2019.

VE Day 75

It was strongly felt by members that the Town Council should take part in the commemoration in May 2020. Members agreed to wait until there is more of an idea of how others will be celebrating before making any further decisions.

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