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

**Held on Wednesday 10th February 2016**

**Present:** Councillor R Best

Councillor Mrs E Blezard – Chairman

Councillor S Hudson

 Councillor Mrs P Mayne

 Councillor Mrs A Moran

Councillor Mrs C Moran

 Councillor B Smith

 Councillor K Wilson

Mr M Walker

**Public:** Councillor FD Jones

 Mrs M Vickers

**107. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**108. Declarations of Interest**

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

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| Councillor Mrs E Blezard | Non Pecuniary Interest | Item 5 – Catering – Relative submitted application |
| Councillor S Hudson | Pecuniary Interest | Item 7 – Gala – St John Ambulance |
| Councillor Mrs A Moran | Pecuniary Interest | Item 7 – Gala – Fairground |

**109. 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.

**110. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 13th January 2016 (Minute Numbers 91-106; Pages 48-56) be received as a true record and the contents contained therein be approved.

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

**111. Catering**

The Admin Manager had provided a written report giving various quotes from the different businesses who were interested in providing catering for Normanton Town Council’s 2016 events.

Members discussed the quotes in detail before agreeing to ask one of the businesses to provide catering for the Town Council’s events in 2016.

RESOLVED that:-

1. the report be received;
2. Tasty Bites be asked to provide catering for the Town Council’s events in 2016; and
3. letters be sent to the other caterers thanking them for sending in their menus and quotations.

**112. HM The Queen’s 90th Birthday**

The Admin Manager had provided members with a written report
outlining the two options that had been explored in respect of the event to celebrate HM The Queen’s 90th Birthday and asked them to make a final decision so that plans could progress. Members discussed the options in detail.

RESOLVED that:-

1. the report be received
2. a Late Afternoon Tea be held at Normanton All Saints Parish Church and the beacon be lit on top of the Church tower;
3. the Salvation Army Band be contacted regarding availability and a price for them to play at the event;
4. All Saints Infant School Choir be asked to perform at the event; and
5. a further report be brought to the next meeting.

**113. Gala**

The Admin Manager had provided members with a written report which asked them to look at preliminary arrangements for the Gala Weekend and consider various quotes for services and entertainment.

Members discussed all the booking forms, charges and payments in relation to the Gala Weekend and gave consideration to the quotes which had been provided.

RESOLVED that:-

1. the report be received;
2. charges for fundraising, craft, information, catering and trade stalls remain the same as in 2015;
3. the Gala Programme adverts remain at £40 per page and £20 per half page as in 2015;
4. the Gala Charity Appeal be run again in 2016 to raise funds for the Mayor’s Charity and the donation remain the same at £10 per message;
5. the Vander Space Wheel be booked for 3 x 15 minute main arena performances at a fee of £1600 + £50 travel expenses;
6. Magical Mal be booked to provide magic shows at a fee of £200;
7. the trailer cave be booked through Odin Events at a fee of £800;
8. HG1 be booked to provide the PA system and staging for the Gala Weekend in the sum of £1700;
9. GS Toilet Hire be booked to provide portable toilets for the Gala Weekend and Special Needs Funfair in the sum of £700;
10. Bruvvas Blue be booked to act as presenters for the whole Gala Weekend at a fee of £500;
11. St John Ambulance be booked to provide first aid cover for the whole Gala Weekend in the sum of £576;
12. the Car Boot Sale be run by the Mayor each year to raise funds for the Mayor’s Charity;
13. a meeting be arranged with the dance troupes to discuss their involvement in 2016;
14. payments for the dance displays remain the same as in 2015;
15. local bands be contacted to check availability and prices to lead the Carnival Parade;
16. payments for parade entrants be amended in 2016 with lorry type floats receiving £100, performing dance troupes £75 and decorated cars/walking floats £50;
17. the possibility of resurrecting some form of health marquee be looked into; and
18. a further report be brought to the next meeting.

**114. Updates on Other Events**

(a) Floral Improvements

The Admin Manager asked members to consider 2 quotes for floral improvements. The first one was for the replanting of 16 planters in the Town Centre Precinct and the second quote was for the removal of all materials and replanting of 18 planters on Castleford Road.

RESOLVED that:-

1. the report be received;
2. the quote from First Impressions for the Town Centre planters in the sum of £621.00 be approved in principle; and
3. the quote from First Impressions for the Castleford Road planters in the sum of £529.00 be approved in principle.

(b) Commonwealth Day

The Admin Manager explained that the funds raised from the coffee morning and raffle at the Commonwealth Day event would be split between one overseas charity and one local charity and asked members to consider which charities they would like to choose.

The Admin Manager reminded members that any donations of cakes, buns and biscuits would be welcomed for the Coffee Morning and also any donations of raffle prizes would be greatly appreciated. Mrs Mary Vickers very kindly offered to do some baking for the event.

RESOLVED that:-

1. the report be received; and
2. the funds raised be split between The Well Project for the local charity and Toilet Twinning in the Commonwealth for the overseas charity.

(c) Party @ Haw Hill Park

The Admin Manager asked members to consider various quotes for Party @ Haw Hill Park.

RESOLVED that:-

1. Yorkshire Fencing be booked to provide the rear of stage barriers in the sum of £251.75;
2. Bruvvas Blue be booked to act as presenters for the concert in the sum of £300.00;
3. Media Entertainment Ltd be booked to provide security and stewarding staff in the sum of £741.90;
4. St John Ambulance be booked to provide first aid cover in the sum of £185.00;
5. GS Toilet Hire be booked to provide portable toilets in the sum of £375.00;

(d) Horticultural Show

The Admin Manager asked members to consider any changes they wished to make to the show schedule and judges so that the schedules could be prepared, printed and sent out.

Members discussed the judges and suggested that a new set be looked into for 2016. Members then discussed the classes in the show schedule and suggested that a few items in the Home Produce Section be amended, one item in the Children’s Sections be changed, the School’s Section be amended and the Scarecrow Section be amended.

RESOLVED that:-

1. the Admin Manager contact the various societies to look at finding new judges for 2016;
2. Mrs Mary Vickers be appointed to judge the Home Produce Section;
3. the amendments to the Home Produce Section be approved;
4. the amendment to the Children’s Sections be approved;
5. the School’s Section be amended to remove KS1 and KS2 and made into one class;
6. the School’s Section be changed to Presentation of Garden Produce;
7. the prize money for the School’s Section be changed to 1st - £50, 2nd - £25 and 3rd - £10; and
8. the prize money for the Scarecrow Section be reduced to 1st - £50, 2nd £25 and 3rd - £10.

(e) Remembrance Sunday

The Admin Manager asked members to consider a quote for the PA system for the Remembrance Services at Normanton and Altofts.

RESOLVED that HG1 be booked to provide the PA system in the sum of £210.00.

(f) Christmas Lights Switch On

The Admin Manager asked members to consider quotes for the PA system and the presenters for the Christmas Lights Switch On.

RESOLVED that:-

1. HG1 be booked to provide the PA system in the sum of £200.00; and
2. Bruvvas Blue be booked to act as presenters at the event in the sum of £250.00.

(g) Free Car Parking

The Admin Manager asked members to consider which 3 dates in 2016 they would like to request for the free car parking from Wakefield Council.

RESOLVED that Saturday 18th June – Family Fun Day, Saturday 10th September – Gala Day and Friday 25th November – Christmas Lights Switch On be requested as the three free parking days for Normanton in 2016.

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

RESOLVED that the next meeting be held on Wednesday 9th March at 11.00am.

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