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

**Held on Wednesday 11th January 2017**

**Present:** Councillor Mrs E Blezard (Chairman)

 Councillor Miss J Farrar

 Councillor S Hudson

Councillor FD Jones

Councillor Mrs HW Jones (Vice-Chairman)

 Councillor Mrs P Mayne

 Councillor Mrs A Moran

 Councillor Mrs C Moran

 Councillor B Smith

 Councillor K Wilson

 Councillor Mrs A Wood

 Mrs M Vickers

 Mr M Walker

**77. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**78. Declarations of Interest**

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

The following declaration was made.

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| --- | --- | --- |
| Councillor Mrs Alexandra Moran | Pecuniary Interest | Item 10 Gala - Funfair |

**79. 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.

**80. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 2nd November 2016 (Minute Numbers 57-70; Pages 28-33) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C Moran / Seconded by Councillor Mrs HW Jones)

**81. Notes of Public Gala Meeting**

RESOLVED that the notes of a Public Gala Meeting held on
Wednesday 2nd November 2016 be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B Smith / Seconded by Councillor Mrs HW Jones)

**82. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 23rd November 2016 (Minute Numbers 71-76; Pages 34-36) be received as a true record and the contents contained therein be approved.

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

**83. Children’s Easter Competition**

The Admin Manager asked members to confirm if they wished to proceed with the Children’s Easter Competition on the same lines as previous years. The Town Clerk circulated a copy of the project management plan to each member which also detailed all the key dates in the organisation of the competition.

RESOLVED that:-

1. the report and project management plan be received;
2. the Children’s Easter Competition continue on the same lines as previous years;
3. every child be given a Cadbury’s crème egg and certificate for entering the competition;
4. in line with the budget for this event £10 Easter Eggs be awarded as first prize, £5 Easter Eggs as second prize and £1 Easter Eggs as third prize; and
5. the Admin Manager make the necessary arrangements for the Mayor to visit each school to award the prizes and certificates.

**84. Mayor Making**

The Admin Manager informed members that the annual Mayor
Making event had been provisionally booked for Friday 12th May at Greywood Hall and asked if they were happy to continue on the same lines as previous years.

The Town Clerk circulated a copy of the project management plan to each member and the Admin Manager had provided a copy of the draft guest list for members’ consideration.

RESOLVED that:-

1. the report and project management plan be received;
2. the Mayor Making event continue on the same lines as previous years;
3. the guest list be reviewed and brought back to the next meeting for final approval; and
4. the menu choices be brought to the next meeting for approval.

**85. Party @ Haw Hill Park**

The Admin Manager had provided members with a brief report on the event and asked members to consider the quote for the stage and technical package.

The Town Clerk circulated a copy of the project management plan to each member.

The Admin Manager also asked members to consider the timings for the concert, any artists they might be interested in booking and fees for the catering stalls and children’s funfair rides.

The Admin Manager stated that some of the performers who had attended previously were very keen to come back and asked for their opinion on this. Members discussed this in detail and Councillor FD Jones also put forward a suggestion for a possible female vocalist.

RESOLVED that:-

1. the stage, technical package, pit barrier and backstage marquee be booked with Soundstage One at a cost of £3,227.00;
2. the timings for the concert remain the same as in 2016 running from 4pm to 9pm;
3. catering stalls and children’s fairground rides be charged £50 each to attend as in 2016;
4. the possibility of returning performers not be ruled out at this stage; and
5. the Admin Manager check the availability and price of Jade Scott and Samantha Atkinson.

**86. Gala**

The Admin Manager asked members to confirm they were happy
to go ahead with the booking of the Royal Signals White Helmets Motorbike Display Team following the information they had received regarding the size of the required arena. It was also made clear that the Gala Field would need to be reorganised this year to accommodate the White Helmets with some attractions and stalls needing to be relocated and the space for additional funfair rides would not be available.

The Admin Manager had also asked members to consider whether they were happy to resurrect the classic car display on Gala Sunday. Members discussed this and felt that it should be given a try in 2017 to see how it goes.

Members were also asked how they wished to proceed with the dance troupes’ involvement this year and it was suggested that the dance displays be kept to Gala Sunday with the possibility of a joint closing display.

RESOLVED that:-

1. the contract be signed and returned to confirm the booking of the Royal Signals White Helmets Motorbike Display Team;
2. a meeting be arranged with Evan Moran & Sons Funfair to discuss the changes to the Gala Field for 2017;
3. the Admin Manager contact Mr C Aylward regarding arrangements for the Classic Car Display on Gala Sunday; and
4. the dance troupes be informed that their performances will all take place on Gala Sunday and they can join together for a closing display if they wish to do so.

**87. Horticultural Show**

The Admin Manager informed members that a new venue needed
to be found for the Horticultural Show as soon as possible before any further arrangements could be made. It was suggested that Freeston Sports Hall and Normanton Junior Academy be visited to check their suitability and prices.

The Admin Manager asked members how they wished to proceed with judges in 2017 and it was suggested that they be alternated each year.

The Town Clerk explained that three of the Town Council’s allotment holders who were also regular attendees at the Horticultural Show had offered to assist in revamping the Show Schedule and asked if they were happy to go ahead with this. The three people were Fiona Farrar, Tony Wright and Andrew James.

RESOLVED that:-

1. the Admin Manager organise visits to Normanton Junior Academy and Freeston Sports Hall as soon as possible;
2. the judges be alternated and the Admin Manager be authorised to contact the 2015 judges once a venue is confirmed;
3. the three people who have volunteered to assist in revamping the Show Schedule be contacted to make a start on things as soon as possible; and
4. a further report be brought back to the next meeting.

**88. Battle’s Over – WW1 Beacons of Light**

The Admin Manager had circulated information that had been received in the office asking Normanton Town Council to take part in a beacon lighting event on Sunday 11th November 2018 to commemorate the 100th Anniversary of the end of WW1.

Members discussed the possible options for this event and were keen to take part.

RESOLVED that:-

1. the report be received;
2. Normanton Town Council confirm their involvement in the WW1 Beacons of Light event;
3. the Admin Manager contact All Saints Parish Church regarding their possible involvement in the beacon lighting; and
4. the event be discussed further at a later date.

**89. Updates on Other Events**

(a) Review of Christmas Lights Switch On

Members felt the event as a whole had gone extremely well with
the outdoor inflatable grotto proving a big hit and the performances from Jade Scott, Johnny Mack and the Bruvvas Blue being received really well with the crowds.

There had been an issue with Santa’s sleigh setting off early without the stewards and firemen to assist in getting it down the High Street which caused grave concerns over the health and safety of the public in attendance due to the vast crowds in the precinct.

The Town Clerk suggested that the grotto remain open from 4pm to 7pm with short 5 minute breaks for Santa to feed his reindeer as required. It was also suggested that some entertainment for the grotto queue would be good for the young children who are stood waiting. The possibility of Five Towns Musical Theatre Society dressing up and singing Christmas Carols was discussed or the possibility of a magician and dressed up children’s characters such as Olaf, Anna and Elsa from Frozen.

RESOLVED that:-

1. the report be received;
2. a meeting be arranged with Normanton Lions Club to discuss the health and safety of the Santa’s Sleigh in the High Street during the event;
3. the inflatable grotto be booked for 2017;
4. the grotto be open from 4pm to 7pm with short convenience breaks for Santa; and
5. entertainment for the grotto queue be looked into.

 (b) Children’s Christmas Parties

Members discussed the Children’s Christmas Parties and felt that the venue had worked very well and the entertainer was good. There had been a few issues on the day including one of the schools going to the wrong venue and also the cleanliness of the floor in the hall was not good.

RESOLVED that:-

1. the report be received;
2. the booking of the same venue be looked into for the 2017 parties; and
3. the caretaker be contacted with the committee’s concerns about the cleanliness of the hall floor.

 (c) Joint Schools Carol Service

Members who attended the Joint Schools Carol Service said the event had gone extremely well and suggested it be booked in at All Saints Parish Church again for 2017.

RESOLVED that:-

1. the report be received; and
2. the event be booked in at All Saints Parish Church for Thursday 7th December 2017 on the same lines as previous years.

 (d) Christmas Celebration

Members discussed the Christmas Celebration and stated that it had gone well but there had been some issues with reserved seating arrangements for civic guests and the choirs. It was reported that the Catholic Club was not really the most suitable venue to use afterwards for refreshments but they had kindly stepped in due to the Canon O’Grady Hall being unavailable.

RESOLVED that:-

1. the report be received; and
2. the event be reviewed fully at a meeting with the Churches Together and Normanton Lions Club.

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

RESOLVED that the next meeting be held on Wednesday 8th February 2017 at 11.00am.

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