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

**Held on Wednesday 5th April 2017**

**Present:** Councillor Miss J Farrar

Councillor S Hudson

Councillor FD Jones

Councillor Mrs HW Jones (Vice-Chairman)

 Councillor Mrs C Moran

 Councillor B Smith

 Councillor A Wassell

 Councillor K Wilson, JP

 Mrs M Vickers

**114. Welcome & Apologies**

The Vice-Chairman welcomed everyone to the meeting.

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

**115. Declarations of Interest**

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

 There were no declarations made.

**116. 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.

**117. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 1st March 2017 (Minute Numbers 102-113; Pages 51-58) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B Smith / Seconded by Councillor K Wilson)

**118. Review of Children’s Easter Colouring Competition**

The Admin Manager went through the report on the Easter Competition which detailed the number of entries received, the prizes purchased and the school visits undertaken by the Mayor.

RESOLVED that:-

1. the report be received; and
2. the 2018 Easter Competition be discussed early in the new year.

**119. Great British Get Together**

The Admin Manager had provided a written report for members
regarding a request that had been received asking Normanton Town Council to take part in the Great British Get Together on 18th June.

Members discussed things in great detail and put forward various ideas and suggestions.

RESOLVED that:-

1. the report be received;
2. an event be held in Haw Hill Park on Sunday 18th June; and
3. due to the short timescale delegation be approved for the Admin Manager to move forward with the organisation of the event in consultation with the Chairman and Vice-Chairman.

**120. Civic Sunday**

The Admin Manager had provided a written report and asked members to consider how they wished to proceed with the Civic Sunday event.

Members discussed the significant expenditure that would be required to provide traffic management for a parade and were asked to make a decision on this at the meeting.

Members were asked to look at the draft guest list and put forward any amendments before giving approval.

Members were also provided with a copy of the risk assessment and project management plan for the event.

RESOLVED that:-

1. the report be received;
2. due to the excessive cost of traffic management no parade be held on this occasion;
3. the Civic Sunday Service be held at Normanton All Saints Parish Church at 10:30am;
4. Tasty Bites be asked to provide a buffet for 60 people at the Town Hall following the Service;
5. the guest list be approved once an amendment is made for schools, allotments and doctors to be removed; and
6. the risk assessment and projects management plan be approved by members.

**121. Summer Band Concerts**

The Admin Manager went through the written report she had provided and asked members to consider how they wished to proceed with the Summer Band Concerts in 2017.

Altofts and Normanton Brass Band had confirmed that they would
be interested in performing a one hour concert on Sunday 2nd July for a fee of £100.

It was suggested that the other Band Concert be held on Sunday 18th June as part of the Great British Get Together Event and Castleford Salvation Army Band or Crofton Silver Band be asked for their price and availability on that date.

RESOLVED that:-

1. the report be received;
2. Altofts & Normanton Brass Band be booked to provide a Summer Band Concert in Haw Hill Park on Sunday 2nd July from 2pm to 3pm for a fee of £100;
3. a Band Concert be organised for Sunday 18th June as part of the Great British Get Together;
4. Castleford Salvation Army Band and/or Crofton Silver Band be contacted regarding their availability and fee;
5. the provision of a sound system be booked into for the band concerts;
6. Haw Hill Park Bowling Club or The Well be asked to open for refreshments and toilet facilities; and
7. the transportation of chairs for the band concerts be looked into.

**122. Summer Activity Booklet**

The Admin Manager had provided a written update on the Summer Activity Booklet including costings and members discussed this in detail suggesting that an 8 page booklet be produced if sufficient information and activities are received.

RESOLVED that:-

1. the report be received; and
2. an 8 page booklet be produced subject to sufficient entries being received.

**123. Party @ Haw Hill Park**

The Admin Manager provided an update on arrangements for the Party @ Haw Hill Park and confirmed that Caitlyn Vanbeck had now been booked for a fee of £350.

An update on expenditure to date was also provided and members were asked to consider quotes for further performers and rear of stage barriers.

A copy of the risk assessment and project management plan for the event was circulated to all members for their approval.

RESOLVED that:-

1. the report be received;
2. Joe and Jake be booked to perform at a fee of £1200;
3. a final decision on Georgia Harrup and Johnny Mack be deferred until other options are explored and considered;
4. Yorkshire Fence Hire be booked to provide rear of stage barriers at a fee of £251.75; and
5. the risk assessment and project management plan be approved by members.

**124. Gala**

An update was provided on the Gala Weekend and members were asked to consider various quotes and ideas for a second main arena act.

The Admin Manager also provided a verbal update to members on the meeting which had been held with the Bowling Clubs regarding the Gala Day Bowls Competition.

Members were informed about the administration and takeover of Greenlight Traffic Management and read out an email which had been received from the company stating that this would not affect the Gala booking in any way.

RESOLVED that:-

1. the reports be received;
2. the Bruvvas Blue be booked to present the Gala Weekend at a fee of £550;
3. Mudfords be booked to provide marquees, tables and chairs on Gala Day at a fee of £1165;
4. Greenlight Traffic Management be booked to provide metal safety barriers for the main arena on Gala Day at a fee of £880; and
5. The Company of Horsemen be booked through the Daubney Agency to provide 2 x 25 minute main arena shows at a fee of £1,300.

**125. Halloween Event**

Members were asked to discuss preliminary arrangements for the
Halloween event and confirm how they wished to proceed.

RESOLVED that:-

1. the report be received;
2. the event proceed on the same lines as 2016 with a spooky walkthrough at Normanton Town Hall followed by a Halloween Parade, Fancy Dress Competition and Dance Display;
3. Normanton Knightingales be contacted to find out if they wished to provide a dance display;
4. a meeting be arranged with the Scaregrounds manager to discuss their involvement; and
5. a cordoned off area be provided for the Fancy Dress Competition.

**126. Updates on Other Events**

 There were no further updates to be discussed at this meeting.

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

RESOLVED that the next meeting be held on Wednesday 3rd May 2017 at 11.00am.

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