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

**Held on Wednesday 14th June 2017**

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

**Present:** Councillor D Appleyard

 Councillor Miss J Farrar

Councillor FD Jones

Councillor Mrs HW Jones (Vice-Chairman)

Councillor Mrs P Mayne

Councillor Mrs C Moran

 Councillor B Smith

 Councillor Mrs M Vickers

 Councillor K Wilson, JP

 Councillor Mrs A Wood

Public: Councillor S Hudson

**1. Welcome & Apologies**

The Vice-Chairman welcomed everyone to the meeting.

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

**2. 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.

**3. 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.

**4. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 3rd May 2017 (Minute Numbers 128-140; Pages 65-68) be received as a true record and the contents contained therein be approved.

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

**5. Mayor Making**

Members discussed the Mayor Making dinner which had been held at Greywood Hall on Friday 12th May and put forward all their comments and concerns.

If was suggested that a meeting be arranged with the managers of Greywood Hall to discuss all the concerns that were raised with regard to the meal and service.

RESOLVED that:-

1. the report be received; and
2. a meeting be arranged with Greywood Hall to discuss the issues raised.

**6. Civic Sunday**

The Admin Manager provided members with an update on arrangements for the Mayor’s Civic Sunday Service.

RESOLVED that the report be received.

**7. Summer Band Concerts**

The Admin Manager provided an update on arrangements for the Summer Band Concert which was due to be held on Sunday 2nd July.

The Admin Manager also informed members that Castleford Salvation Army Band were interested in providing the second Summer Band Concert and asked them to consider dates and the amount for a donation to the band.

RESOLVED that:-

1. the report be received;
2. Castleford Salvation Army Band be contacted regarding their availability for 23rd July;
3. a donation of £100 be offered to Castleford Salvation Army Band to provide a Summer Band Concert;
4. The Well and Friends of Haw Hill Park be contacted to ask if they would like to have some involvement with the second Summer Band Concert; and
5. a further report be brought to the next meeting.

**8. Summer Activity Booklet**

The Admin Manager gave members an update on the Summer
Activity Booklet.

RESOLVED that:-

1. the report be received; and
2. the booklet be produced including the four adverts received plus details of the Town Council’s events.

**9. Party @ Haw Hill Park**

The Admin Manager updated members on arrangements for the
Party @ Haw Hill Park which was due to be held on Saturday 8th July and supplied a copy of the budget and expenditure to date plus an updated copy of the risk assessment.

Following a meeting with the head of the security company it had been suggested that working on how busy things were in 2016 an extra security guard was required backstage. Members were therefore asked to consider a quote for an extra backstage security guard for the duration of the concert at a cost of £80.

Members were also asked to consider booking a Simon Cowell lookalike for the event, he would be happy to come along for free if the committee would agree to pay for a hotel room at a fee of £64.

The Admin Manager explained the issues with the transport for the artists on the day and asked members for their suggestions.

The Admin Manager also asked members to consider how they wished to proceed with the green room facilities and it was suggested that a rota of volunteers be put together prior to the event.

RESOLVED that:-

1. the report be received;
2. an extra backstage security guard be booked at a fee of £80;
3. the Simon Cowell lookalike be allowed to come to the event and a hotel room be booked at a cost of £64;
4. Brian Cresswell and The Well be contacted with regards to the possibility of them providing transport;
5. the updated risk assessment be approved;
6. a letter be sent out to all members so that a rota of volunteers can be set up for the green room on the day of the event.

**10. Gala**

The Admin Manager gave members an update on arrangements for the Gala and the bookings that had come in to date.

In the absence of the Chairman, Councillor Mrs C Moran gave an update on the enquiries the Chairman had been making in respect of the Town Council holding a swimming gala. Normanton Swimming Pool were interested in holding such an event but it was too late for 2017 so it was suggested that arrangements be looked into for 2018.

Members discussed the Gala Presentation Evening and were happy to continue on the same lines as in 2016.

The Admin Manager had provided members with a copy of the project management plan and risk assessment and asked for their approval.

RESOLVED that:-

1. the report be received;
2. the possibility of holding a swimming gala be looked into for 2018;
3. the Gala Presentation Evening be held on Thursday 28th September at 6.30pm on the same lines as 2016; and
4. the project management plan and risk assessment be approved.

**11. Horticultural Show**

The Admin Manager gave a brief update on the Horticultural Show
and provided members with a copy of the project management plan and risk assessment.

Members were asked to consider a quote for the hire of 90 tables to be delivered to Normanton Junior Academy on Friday 15th September and collected again on Monday 16th September.

RESOLVED that:-

1. the report be received;
2. the project management plan and risk assessment be approved; and
3. You Can Hire be booked to supply 90 tables in the sum of £525 including delivery.

**12. Updates on Other Events**

 Christmas Lights Switch On

The Admin Manager asked members to consider quotes for an inflatable grotto.

RESOLVED that:-

1. the report be received; and
2. an inflatable grotto be booked with funbounce at a fee of £200.99.

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

RESOLVED that the next meeting be held on either Wednesday 5th July 2017 at 11.00am.

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