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

**Held on Wednesday 6th September 2017 at 11:00am**

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

**Present:** Councillor D Appleyard

 Councillor Mrs E Blezard

 Councillor Miss J Farrar

Councillor FD Jones

Councillor Mrs HW Jones

Councillor Mrs P Mayne

 Councillor Mrs M Vickers

 Councillor A Wassell

 Councillor K Wilson, JP

 Councillor Mrs A Wood

**40. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**41. Declarations of Interest**

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

No declarations were made.

**42. 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.

**43. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 2nd August 2017 (Minute Numbers 27-39; Pages 12-18) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs M Vickers / Seconded by Councillor FD Jones)

**44. Gala**

A written report was circulated by the Admin Manager which gave a brief update on the Gala Weekend and the other events due to be held over the Gala period along with a list of expenditure to date.

The Admin Manager informed members about a situation that had arisen in the last week with the Army Cadet Band after receiving an email saying they were not going to be able to take part. Fortunately after a few emails and telephone conversations the situation had now been resolved and the band would be in attendance.

RESOLVED that:-

1. the report be received; and
2. the whole Gala period be reviewed at the next meeting.

**45. Horticultural Show**

The Admin Manager gave a verbal update on arrangements for the Horticultural Show and asked members to confirm whether or not they would be available to volunteer on the day.

RESOLVED that:-

1. the report be received; and
2. the Horticultural Show be reviewed at the next meeting.

**46. Local Democracy Week**

The Admin Manager asked members if they were happy to continue with the schools Local Democracy visits on the same lines as 2016. The Admin Manager had provided a list of dates which would be offered to the schools for members’ consideration. Letters would be sent out to all the schools following the meeting and members would be updated with all the bookings as soon as possible.

RESOLVED that:-

1. the report be received;
2. the Local Democracy School Visits continue on the same lines as 2016; and
3. a list of dates for the school bookings be circulated to members once responses are received.

**47. Halloween Event**

The Admin Manager had provided a written report for members giving an update on arrangements for the Halloween Event and asking for consideration on a couple of quotes.

It was reported that the Chairman and Town Clerk had managed to secure funding for the Halloween Event in the sum of £1000 from Sheridan Fabrications Limited.

It was also reported that a £20 gift card had been donated by Farmfoods.

 RESOLVED that:-

1. the report be received;
2. a thank you letter be sent to Farmfoods;
3. First Aid be booked with St John Ambulance in the sum of £82.80;
4. Ian Jefferson be booked to present and provide the sound system in the sum of £200; and
5. the Town Clerk be given authorisation to purchase additional decorations in consultation with the Chairman and Vice-Chairman.

**48. Christmas Lights Switch On**

A written report had be circulated by the Admin Manager giving an
update on arrangements for the Christmas Lights Switch On and asking for consideration to be given to quotes for first aid and presenting at the event.

It was reported that the Chairman and Town Clerk had also managed to secure funding for the Christmas Lights Switch On from Sheridan Fabrications Limited in the sum of £2200.

Members were asked to consider what they wished to purchase for the grotto gifts this year.

RESOLVED that:-

1. the report be received;
2. St John Ambulance be booked to provide first aid for the event in the sum of £82.80;
3. the Bruvvas Blue be booked to present and perform at the event in the sum of £250;
4. selection packs, colouring sets or similar priced gifts be purchased for the grotto; and
5. the managing director of Sheridan Fabrications be invited to attend the event.

**49. Children’s Christmas Parties**

The Admin Manager had provided a written report giving
members an update on arrangements for the Children’s Christmas Parties. The Canon O’ Grady Hall was provisionally booked but approval is now needed to confirm the booking at a fee of £100.

The Admin Manager asked members to give approval for the purchase of 300 gifts for the children’s parties and informed them that a small hardback copy of The Night Before Christmas was available from The Stationer at a cost of £5.15 each. Members discussed the book and felt this was quite expensive for what it was in comparison to the games previously purchased.

Councillor Josie Farrar stated that discounts might be available at The Entertainer and it was suggested that the Chairman visit The Entertainer. It was also suggested that the Chairman and Admin Manager make further investigations with other retailers in regard to prices of Christmas gifts before making a purchase.

 RESOLVED that:-

1. the report be received;
2. the booking of Canon O’Grady Hall be confirmed at a fee of £100; and
3. the Chairman visit The Entertainer to ask about discounts or special offers for the Children’s Christmas Party gifts and further investigations be made with other retailers regarding the cost of games and books.

**50. Updates on Other Events**

There were no updates on other events to be discussed at this
meeting.

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

RESOLVED that the next meeting of the Special Projects Committee be held on Wednesday 4th October at 11.00am.

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