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

**Held on Wednesday 4th October 2017 at 11:00am**

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

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

 Councillor Miss J Farrar

Councillor Mrs HW Jones (Vice-Chairman)

Councillor Mrs P Mayne

Councillor Mrs A Moran

Councillor Mrs C Moran, BEM

Councillor B Smith

 Councillor Mrs M Vickers

 Councillor A Wassell

 Councillor K Wilson, JP

**Public:** Councillor S Hudson

**52. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**53. 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.

**54. 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.

**55. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 6th September 2017 (Minute Numbers 40-51; Pages 19-23) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor K Wilson / Seconded by Councillor Mrs HW Jones)

**56. Local Democracy Week**

The Admin Manager had provided a written report giving details of the schools that were booked in with dates and times. Out of the nine schools invited seven had responded as detailed below.

9th Oct 10.30am Normanton Junior Academy

10th Oct 10.30am All Saints Infant School

12th Oct 10.30am Lee Brigg Infant School

13th Oct 10.30am Altofts Junior School

17th Oct 1.30pm St John’s Catholic Primary School

18th Oct 1.30pm Newlands Primary School

20th Oct 10.30am Normanton Common Primary Academy

Members were asked to support the visits wherever possible and let the office know which dates they could attend.

RESOLVED that:-

1. the report be received; and
2. goodie bags and certificates be prepared for each child.

**57. Halloween Event**

The Admin Manager had provided a written report for members giving an update on arrangements for the Halloween Event.

Categories for the fancy dress competition were put forward as follows:

5 and under

6 to 8 years

9 to 11 years

12 to 15 years

16 and over

Members discussed the budget in detail giving consideration to the fancy dress prizes, the purchase of additional decorations, entertainment and sweets.

RESOLVED that:-

1. the report be received;
2. 2 prizes of £10 be given in the five different categories for the winners of the fancy dress competition;
3. all the losing entrants in the fancy dress competition be given a small bag of sweets;
4. sweets be purchased for all the children attending the event; and
5. the Town Clerk be given approval to purchase decorations up to the value of £500 in consultation with the Leader, Deputy Leader and Vice-Chairman.

**58. Remembrance Sunday**

The Admin Manager had circulated a written report to members
giving an update on arrangements for the Remembrance Sunday Parade and Services.

Members discussed the event in detail and considered quotes for traffic management for the parade.

RESOLVED that:-

1. the report be received;
2. Councillor Alan Wassell be asked to read the Intercession;
3. Traffic Management Services be booked to cover the Remembrance Sunday Parade at a cost of £510;
4. a quote be obtained for advance warning signs and the Town Clerk be given approval to make a decision on this in conjunction with the Leader, Deputy Leader and Vice-Chairman; and
5. if Skelmanthorpe Band are satisfactory at this event then approval be given to book them for 2018.

**59. Christmas Lights Switch On**

A written report had been circulated by the Admin Manager giving an update on arrangements for the Christmas Lights Switch On.

Members discussed things in detail and considered various quotes for entertainment, the grotto and stewards for the road closure.

The Town Clerk expressed concern about the health and safety implications of the Lions Santa and Sleigh and asked for her concerns to be placed on record to the number of people in the vicinity.

RESOLVED that:-

1. the report be received;
2. the grotto be booked through the Daubney Agency at a fee of £345;
3. selection packs be purchased for the grotto gifts;
4. Media Events Management be booked to provide 3 stewards to manage the road closure points from 4pm to 10pm;
5. Jack Walton be booked to perform following the lights switch on at a maximum fee of £350 (following the meeting he agreed a fee of £200);
6. Josh Benson be booked to provide mix and mingle magic tricks at a fee of £250;
7. Reindeers be booked through the Daubney Agency at a fee of £850 plus £115 travel;
8. the Town Clerk be given approval to purchase decorations and lighting up to the value of £1000 in consultation with the Chairman, Vice-Chairman;
9. hot food be ordered from Tasty Bites on the same lines as 2016 for guests.
10. the Town Clerk’s health and safety concerns with regard to the sleigh going down the High Street be recorded.

**60. Children’s Christmas Parties**

The Admin Manager had provided a written report giving
members an update on arrangements for the Children’s Christmas Parties. Following the last meeting further research had been undertaken to source gifts and with approval from the Chairman and Vice-Chairman an order had been placed for 300 copies of The Night Before Christmas from The Works at a cost of £300.

It was suggested that as the books were a big saving on the usual cost of gifts selection boxes be purchased also.

A discussion was held regarding the provision of drinks for the children, staff and helpers who would be attending the parties.

RESOLVED that:-

1. the report be received;
2. selection boxes be purchased for each child to go with the books; and
3. cup drinks be purchased for the children only and tea, coffee and juice be provided from the kitchen for staff and adult helpers.

**61. Updates on Other Events**

 Party @ Haw Hill Park.

The Admin Manager informed members that Dean Maynard had
been in touch regarding the 2018 Party @ Haw Hill Park. He said that Republica, a 90s band, were interested in being booked to perform and said their usual fees were between £3,500 and £5,000 although he expected they would agree to the lower end of their fee scale. Members felt this was too expensive for one act at this event.

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

RESOLVED that the next meeting of the Special Projects Committee be held on Wednesday 8th November at 11.00am.

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