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

**Held on Wednesday 14th February 2018 at 11:00am**

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

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

Councillor FD Jones

Councillor Mrs HW Jones (Vice-Chairman)

Councillor Mrs P Mayne

 Councillor Mrs M Vickers

 Councillor K Wilson, JP

Public: Councillor S Hudson

**86. Welcome & Apologies**

The Chairman welcomed everyone to the meeting.

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

**87. 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.

**88. 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.

**89. Minutes**

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 13th December 2017 (Minute Numbers 73-85; Pages 35-42) be received as a true record and the contents contained therein be approved.

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

**90. Review of Christmas Celebration**

Councillor FD Jones commented that the event had once again gone very well and the turnout had been good with the church full.

The Admin Manager informed members that a meeting was due to be held on 26th February with Normanton Lions Club and Churches Together to review the 2017 event and make preliminary arrangements for 2018 and a report on this would be brought back to a future meeting.

RESOLVED that the report be received.

**91. Children’s Easter Competition**

Members had been given an update on the Children’s Easter
Competition and had also been provided with a copy of the risk assessment prior to the meeting.

Members discussed the judging plus the purchase and delivery of prizes.

RESOLVED that:-

1. the report be received;
2. the risk assessment be approved;
3. dates be arranged with the schools for the Mayor and Deputy Mayor to deliver the prizes and certificates; and
4. the Chairman and Vice-Chairman judge the entries on Friday 9th March.

**92. Mayor Making**

The Admin Manager had provided members with a copy of the risk assessment, draft guest list and menu choices prior to the meeting.

Members went through the guest list and made a few minor alterations and then went on to decide the menu choices for the silver service dinner.

Entertainment for the evening with a budget up to £150 would be discussed with the Mayor.

RESOLVED that:-

1. the report be received;
2. the risk assessment be approved;
3. the updated guest list be approved;
4. the following menu choices be approved:

Starters – Tomato Soup, Prawn Cocktail, Garlic Mushrooms

Mains – Steak Pie, Chicken Chardonnay, Poached Salmon

Desserts – Chocolate Fudge Cake, Strawberry & White Chocolate Cheesecake, Lemon Mist Melody; and

1. entertainment be booked in conjunction with the incoming Mayor with a budget of up to £150.

**93. Summer Band Concerts**

The Admin Manager had provided members with a copy of the risk assessment and an update on both band concerts prior to the meeting.

Lofthouse Band were booked from 2pm to 3pm for the first concert on Sunday 1st July at a fee of £100.

Featherstone Main Brass Band were unfortunately no longer available on Sunday 29th July so the Admin Manager had contacted Crofton Silver Band but was still awaiting a response.

Ian Jefferson was available to provide the sound system for both events at a fee of £150 per concert.

Members discussed toilets and refreshments and it was suggested that both The Well and Haw Hill Park Bowling Club be contacted to discuss their possible involvement.

RESOLVED that:-

1. the report be received;
2. the risk assessment be approved;
3. Crofton Silver Band be chased for a response and price;
4. Ian Jefferson be booked to provide a PA System for both events at a fee of £150 per concert; and
5. The Well and Haw Hill Park Bowling Club be contacted about their possible involvement to provide refreshments and toilets at the events.

**94. Party @ Haw Hill Park**

The Admin Manager had provided members with a copy of the risk assessment and a written update on the event, including all the acts booked along with their fees, prior to the meeting.

The Admin Manager had also provided members with a copy of the budget for the event and a breakdown of the expenditure to date.

The Admin Manager asked members to give consideration to several quotes including first aid cover, presenters, toilet hire, litter collection and barriers.

Members were also asked to consider the charges for catering units and funfair rides for the event.

RESOLVED that:-

1. the report be received;
2. the risk assessment be approved;
3. a hotel room be provided for Johnny Mack at Premier Inn Xscape as part of his booking;
4. St John Ambulance be booked to provide first aid cover at a cost of £282;
5. Bruvvas Blue be booked to act as presenters and performers at the concert at a fee of £350;
6. GS Toilet Hire be booked to provide 12 standard toilets, 2 rear of stage toilets and 2 wheelchair access toilets at a fee of £810;
7. Wakefield Council Street Scene be booked to provide litter collection at a fee of £357.84;
8. Yorkshire Fence Hire be booked to provide rear of stage barriers at a fee of £265;
9. catering units be charged a fee of £75 to attend the event; and
10. the funfair provider be charged a fee of £300 to attend the event with six items.

**95. Summer Activity Booklet**

 Members asked for this item to be deferred to the next meeting.

**96. Gala**

The Admin Manager had provided a written report for members
regarding preliminary arrangements for the Gala weekend and asked for several quotes to be considered so that bookings for services could be made.

RESOLVED that:-

1. the report be received;
2. Bruvvas Blue be booked to act as presenters for the Gala Weekend at a fee of £550;
3. GS Toilet Hire be booked to provide toilets for the Gala Weekend and Free Funfair at a total cost of £840;
4. HG1 Communications be booked to provide the stage and PA system for the Gala Weekend at a fee of £1,700;
5. St John Ambulance be booked to provide first aid for Gala Weekend at a total fee of £753;
6. Mudfords be booked to provide 2 marquees, 50 chairs and 30 tables on Gala Day at a fee of £1,000; and
7. Wakefield Council Street Scene be booked to provide litter collection for the Gala Weekend at a fee of £625.53.

**97. Horticultural Show**

The Admin Manager provided members with an update on
arrangements for the Horticultural Show and asked them to give approval to the booking of Normanton Junior Academy at a cost of £230.

There had been problems securing a Dahlia Judge again this year as our Show always clashes with Harrogate and also Mr Chatten, the Chrysanthemum Judge, had responded to say he had now retired from judging. Despite the problems all judges were now booked for the Show.

RESOLVED that:-

1. the report be received;
2. the booking of Normanton Junior Academy be confirmed at a fee of £230; and
3. the judges be confirmed as follows:

Mr R Watson – Chrysanthemum

Mr T Kirkland – Dahlia

Mr D Bancroft – AN Other

Mr J Smiles – Vegetables

Cllr Mrs M Vickers – Home Produce

**98. Updates on Other Events**

 (a) Civic Sunday

The Admin Manager informed members that All Saints Parish
Church had been provisionally booked for the Mayor’s Civic Sunday Service on Sunday 1st July.

(b) Halloween

The Admin Manager asked members to consider a quote for the PA
system and presenter for the Halloween Event.

RESOLVED that:-

1. the report be received; and
2. Ian Jefferson be booked to present and provide a PA system at a fee of £150.

(c) Remembrance Sunday

The Admin Manager asked members to consider a quote for the PA
system for the services in Normanton and Altofts.

Members were also informed that a meeting to discuss the beacon
lighting event was due to be held with All Saints Parish Church on Monday 26th February.

RESOLVED that:-

1. the report be received;
2. HG1 Communications be booked to provide the PA system for both services for a fee of £210; and
3. an update on the beacon lighting event be brought to the next meeting.

(d) Christmas Lights Switch On

Members were asked to consider quotes for the Christmas Lights
Switch On.

RESOLVED that:-

1. the report be received;
2. Wakefield Council Street Scene be booked to provide litter collection for a fee of £142.70;
3. HG1 Communications be booked to provide the PA system and staging for a fee of £250; and
4. Ian Jefferson be booked to act as presenter at the event for a fee of £250.

(e) Children’s Christmas Parties

The Admin Manager informed members that the Canon O’Grady Hall was now booked for Tuesday 4th December for the Children’s Christmas Parties at a fee of £100. The hall had been booked from 8am this year to allow extra time to clean the floor prior to the parties commencing.

RESOLVED that the report be received.

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

RESOLVED that the next meeting of the Special Projects Committee be held on Wednesday 14th March at 11.00am.

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