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

**Held on Wednesday 22nd January 2020 at 10:00am**

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

**Present:** Councillor Mrs C. Appleyard

 Councillor D. Appleyard

 Councillor Mrs E. Blezard – Chairman

 Councillor Mrs F. Marchant

 Councillor Mrs C. Moran, BEM

 Councillor A. Wassell

 Councillor K. Wilson, JP

 Councillor B. Wood

**Absent:** Councillor R. Best, Councillor S. Hudson, Councillor F.D. Jones, Councillor Mrs H.W. Jones, Councillor Mrs P. Mayne, Councillor Mrs A. Moran, Councillor Mrs A. Wood

# 27. Welcome & Apologies

The Chairman welcomed everyone to the meeting and apologies were received on behalf of Councillors R. Best, S. Hudson, F.D. Jones, Mrs P. Mayne and Mrs A. Wood.

Apologies were received and reasons approved on behalf of Councillors Mrs H.W. Jones and Mrs A. Moran.

# 28. 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.

# 29. Minutes

RESOLVED that the minutes of a meeting of the Special Projects Committee held on Wednesday 6th November 2019 (Minute numbers 22-26; Pages 19-22) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs C. Moran, BEM / Seconded by Councillor D. Appleyard)

# 30. Events in 2019/20

 Events in 2019

Members reviewed the final events of 2019 and made suggestions of what went well and how things could be improved for 2020.

All the events had been well received by those who attended.

Budget 2019/20

Members were updated on income and expenditure for the events.

It was noted that at 31st December 2019 the budget savings were around £7,500.00.

Events in 2020

Members were updated on the preliminary details for upcoming events and further decisions were discussed.

Easter Colouring Competition

Members agreed that the dates for the Easter Colouring competition would be as follows:

* Closing Date – Monday 2nd March2020
* Judging Date – Wednesday 11th April 2020
* Prize Delivery – Monday 23rd March to 3rd April 2020

It was agreed that Easter Eggs will be purchased for 1st, 2nd and 3rd at each key stage, and that each entrant will also receive a crème egg or alternative if they have an allergy.

Mayor Making

The guest list was reviewed, and it was requested that any further requests are to be given to the Town Clerk prior to the next meeting.

It was agreed that this year’s Mayor Making would be held on Friday 15th May at Greywood Hall, and that the timings would be as follows:

* Doors Open at 6:00pm
* To be Seated by 6:25pm
* Speeches to Begin at 6:30pm
* Service of Food at 7:00pm

Civic Sunday

Members agreed that Civic Sunday would be held on 5th July 2020, and that the Mayor Elect would be approached to discuss further details at a later date.

Summer Band Concert

The dates for this year’s Band Concerts were agreed for the 5th July and 26th July. Members requested that Normanton and Altofts Brass Band and Crofton Silver Band be contacted initially.

Party @ Haw Hill Park

It was confirmed that Party @ Haw Hill Park would be held on Saturday 11th July from 4:00pm until 9:30pm. Members discussed how to utilise the empty 1.5-hour slot.

The request from Magic Voices Choir Wakefield was considered and declined. Local artists and unsigned acts would be approached to fill the remaining hour and a half.

Gala

Members agreed that the dates for the Gala events in September would be as follows:

* Free Funfair – Friday 11th September 2020
* Gala Day – Saturday 12th September 2020
* Gala Sunday – Sunday 13th September 2020
* Mayors Bowls – Tuesday 22nd September 2020
* Talk & Slide Show – Tuesday 29th September 2020

The parade rules were reviewed, and members decided that the parade entries would be capped at a maximum of 20, with a maximum of 10 of those being lorries with a limit of up to 7.5 tonnes. It was agreed that entrants would continue to receive £50.00 for entering the parade.

Members discussed how to proceed with the Dance Displays for Gala Sunday and agreed that the dance troupes from Normanton and Altofts would be sent application forms and the Special Projects Committee will make final decisions, and that those troupes taking part in the Dance Displays continue to receive £100.00.

Flower & Vegetable Show

Members agreed that the Flower and Vegetable Show would be held on Saturday 19th September at Normanton Junior Academy.

Halloween

Members confirmed that the Halloween event would be held on Tuesday 27th October, and the timings for this year would be as follows:

* 10.00am – Less Spooky Walkthrough
* 10.45am – Spooky Walkthrough
* 12.00pm – Halloween Parade
* 12.15pm – Fancy Dress Competition
* 12.30pm – Dance Display – JP Baker School of Dance

Remembrance Sunday

Members confirmed that the date for Remembrance Sunday this year would be 8th November.

Members agreed to book Skelmanthorpe Band for the event.

Christmas Lights Switch On

It was agreed that the Christmas Lights Switch On would be held on Friday 27th November this year, and that the Grotto would run from 4:00pm until 7:00pm inside the Town Hall.

Children’s Christmas Party

The date for the Children’s Christmas Party was confirmed to be Tuesday 1st December 2020.

It was agreed that Canon O’Grady Hall would be booked for the venue and that Truffles the Magician would be booked for the entertainment.

Members agreed that the coaches would be told not to enter the car park to Canon O’Grady Hall when dropping off and picking up the school children. Instead, this can be done at the bus stop outside of the Canon O’Grady Hall building.

RESOLVED that the above decisions be approved and that appropriate actions taken where required.

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