

NORMANTON TOWN COUNCIL



MINUTES OF A MEETING OF THE EVENTS COMMITTEE

Monday 11th December 2023 at 2:00pm at Normanton Town Hall

Present: Councillor E Blezard – Chairman
Councillor S Hudson
Councillor M Jennings
Councillor H Jones – Vice-Chairman
Councillor P Mayne
Councillor J Medford (from 2:38pm)
Councillor T Morgan
Councillor C Parsons
Councillor P Sampson
Councillor K Wilson, JP

Donna Johnston – Town Clerk
Helen Senior – Admin Officer
1 member of the public

Absent: Councillor C Appleyard
Councillor D Appleyard
Councillor F Marchant
Councillor J Pritchard
Councillor D South

029. Apologies for Absence

RESOLVED that apologies be received from Councillor C Appleyard and Councillor J Pritchard.

030. Declarations of Interest

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they had an interest, in accordance with the Code of Conduct.

There were no declarations made.

A handwritten signature, appearing to be 'E. Blezard', is written over a horizontal line.

031.

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 6th November 2023 (Minute Numbers 019-028; Pages 17-21) be received and signed.

032.

Members carried out a review of our recent events and made the following comments:

Remembrance Sunday

- The event was well attended.
- There were two complaints about not reading out wreath layers names. It was explained that the Town Council used to be given a list of those who had ordered wreaths so that they could be written to in advance and wreath cards provided. This was not possible following the new data protection rules in 2018. Instead, cards had to be handed out on the day and there simply weren't sufficient resources available to find everyone and get cards written before the service. This was found to be distracting and disrespectful during the service. There had been issues of mispronunciation and poor handwriting which caused difficulties on the day. The reading of cards had also added additional time to the proceedings. The two minutes silence was 90 seconds early this year instead of being late as usual.
- It was suggested that the RBL may be able to assist with reading out names in 2024 if people register in advance.
- The refreshments were well received.
- There was very little alcohol consumed with hot drinks being the most popular.
- The staff giving out orders of service would start at the High Street to hand them out before people get to the park and then proceed to the park just before the parade departs.
- The draft budget was reviewed and the overspend of £300 was noted. This was predominantly due to the increased cost of coaches. Alternative costs would be obtained for 2024, with the possibility of a three-year agreement.

Christmas Lights Switch On

- The event went well and the stalls in the High Street were well received.
- Members felt that more food stalls were required however, this was actively avoided to give local cafes the opportunity.

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- The grotto gave out almost 270 gifts.
- There were issues with the entrance hallway being overcrowded with people who didn't really need to be there, and obstructions caused from the toilet.
- The grotto system would be relocated to Community Room 1 to avoid these issues in future.
- The elves, Santas and Grinch were all well received by children and parents.
- There were 16 letters to Santa which received a personalised reply including a beautiful envelope with a gold wax seal. These had been very well received by parents.
- It was suggested there could be some lighting and music in the outside queue area to keep people occupied.
- The draft budget was reviewed showing a small saving of £400 to date.

Children's Christmas Party

- The Children's Christmas Party was well received by the four schools who attended. Two schools declined the invitation on this occasion.
- The teachers were very helpful and got into the swing of things.
- The elves were extremely popular with the children.
- It was suggested that letters should be sent to the headteacher and governors to encourage all schools to attend.

Councillor J Medford joined the meeting from this point.

033. Drone

There were no further updates from the Police on the complaint about the drone at the Gala.

034. Easter Colouring Competition

Following a thorough review, the Events Committee did not feel that the Easter Colouring Competition could continue. This decision was based on increased workload within the office at Easter, issues surrounding engagement with schools and judging complexities.

RESOLVED that the Easter Colouring Competition will not be held in 2024.

035. Gala Entertainment

Members reviewed the entertainment brochures and put forward a list of options to be pursued for the Gala in 2024.

The list included:

The BMX Show, Defying Gravity, Pedal Power vs Parkour, Savage Skills, Trampoline Wall Stunt Show, Parkour Action, The Dinosaur Invasion, Wonder Wheelers, Circus Avago, Wildlife Display, Paws4Thoughts, Punch & Judy, Ebubblio, Rodeo Bull, Photo Booth, Football Shootout, and Pirates Galore.

Contact would be made with the agencies concerned to establish availability, cost and travelling expenses and a report brought to the next meeting.

RESOLVED that enquiries be made for the costs and availability of the acts identified.

036. Events Insurance

Members considered a quote for events insurance for the three key events which include Party @ Haw Hill Park, Gala Weekend and the Christmas Lights Switch On.

Members felt that insurance offered a level of financial protection for the Town Council and rate payers' money in the event of a cancellation. It also ensures that the Town Council can meet its contractual obligations in the face of unforeseen circumstances.

The annual cost for these three events was £1768.76.

RECOMMENDED that the Finance Committee give due consideration to the inclusion of events insurance in the 2024/25 budget.

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