

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO



The Town Hall
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To members of the Events
Committee

Our ref: DJ/hs
Date: 7th February 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to be held on **Monday 12th February 2024** at **2.00pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna Johnston', followed by a small dot.

Mrs Donna Johnston FdA
Town Clerk & RFO.

EVENTS COMMITTEE

Monday 12th February 2024 at 2.00pm at Normanton Town Hall

AGENDA

037.	Apologies for Absence To receive apologies for absence.	
038.	Declarations of Interest To receive declarations of interest.	
039.	Minutes To receive and sign the minutes of a meeting of the Events Committee held on Monday 11 th December 2023 (Minute Numbers 029-036; Pages 22-25).	ENC A
040.	Review of Recent Events To review the Christmas Community Celebration and Local Democracy visits.	ENC B
041.	Stall Charges To review the charges for the various stalls at events in 2024.	ENC C
042.	Donations To review the donations made to participants in various events.	ENC D
043.	Catering Policy To review the Catering Policy and make any necessary changes.	ENC E
044.	Civic Catering To consider the requirements for Civic Catering in 2024.	ENC F
045.	Events in 2024 To discuss preliminary arrangements for events to be held in 2024 and consider quotes for services.	ENC G
046.	Events of National Importance To discuss the plans for events of national importance.	Verbal
047.	Events Committee Budget To review the budget for the 2023/24 financial year.	ENC H

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.

031. Minutes

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. Review of Recent Events

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.

- 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.

**NORMANTON TOWN COUNCIL
EVENTS COMMITTEE**
Monday 12th February 2024

REVIEW OF RECENT EVENTS

Members are asked to review the events held since the last meeting including:

- Christmas Community Celebration held on 14th December 2023 at All Saints Church.
- Local Democracy visits on 15th, 16th and 19th January 2024.

Christmas Community Celebration Budget

Budget Allocated £200.00

In addition, there was a figure of £200.00 accrued in the last financial year for two donations from the collection which had not been made.

Income	
Collection (2022)	£200.00
Collection (2023)	£244.53
	£444.53
Donations Made	
The Well Project (2022)	£100.00
The Well Project (2023)	£81.51
Castleford Salvation Army Band (2022)	£100.00
Castleford Salvation Army Band (2023)	£81.51
Castleford Male Voice Choir (2023)	£81.51
	£444.53
Expenditure	
Refreshments	£137.83
All Saints Church	£50.00
TOTAL	£187.83

Local Democracy Visits Budget

There is no specific budget for the school visits as it is included in the 'Information Events' budget which is £620.00 for the year. Total expenditure within this budget is currently £107.26.

Expenditure	
Fruit and Juice	£31.49

Members are asked to consider the following:

What went well? What didn't go well? What improvements could be made?

Did we come in on budget? Do we want to do it again this year?

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday 12th February 2024

STALL CHARGES

Members are asked to review the charges for stalls at all Town Council events.

The current prices are set out below:

Party @ Haw Hill Park

Catering - Food	£100.00
Catering - Alcohol	£100.00
Sweets	£100.00

Gala

	SAT	SUN
Community Groups	£0.00	£0.00
Catering – Food	£120.00	£80.00
Catering – Alcohol	£150.00	£100.00
Car Boot	N/A	£10.00
Trade – 3m	£60.00	£40.00
Trade – 6m	£75.00	£50.00
Trade – 9m	£85.00	£60.00

Switch On

Community Groups	£0.00
Trade	£20.00

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday 12th February 2024

DONATIONS

Members are asked to review the donations to community groups at all Town Council events.

The current donations are set out below:

Gala

Dance Displays	£100.00
Parade	£50.00

Switch On

Performance	£50.00
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Christmas Celebration

The Well Project	One third of the collection
Band	One third of the collection
Male Voice Choir	One third of the collection
Drama Group	No donation currently made
All Saints Church	£50.00 from the event budget

Christmas Party

No donation is currently made, and the church waive the usual £100 hire fee.

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday 12th February 2024

CATERING POLICY

Members are asked to carry out the annual review of the catering policy and ensure that it is appropriate for the various events that will be held during the year.

The Town Council has considered this policy at a meeting of the ~~Special Projects~~ **Events** Committee on ~~Tuesday 7th February 2023~~ **Monday 12th February 2024** and the policy will be reviewed on a regular basis as events change from year to year.

The Town Council appreciates the need for catering units at events as they add to the event and the customer experience by encouraging attendees to stay on site for the event.

We will seek to limit the number and variation of catering providers, dependant on the type of event and likely footfall.

We want to ensure that the public has access to a good selection of catering options while at the same time ensuring that the event is financially viable for the caterers who attend.

EVENT	TYPE OF CATERING	QUANTITY
Summer Band Concerts	Haw Hill Park Bowling Club or The Well Ice Cream~	ONE
Party @ Haw Hill Park	Ice-Cream~ Desserts Ice Bar Jacket Potato Burgers/Bacon/Hotdog Pizza Bar Mocktails/Juice Speciality Coffee Specialist Catering	TWO TWO ONE ONE TWO ONE TWO ONE ONE ONE
Free Funfair	Ice-Cream#	ONE
Gala Day	Ice-Cream~ Desserts Jacket Potato Burgers/Bacon/Hotdog* Speciality Coffee	TWO TWO ONE TWO ONE

	Ice Bar Bar Mocktails/Juice Pie & Peas Noodles Pizza Specialist Catering	ONE TWO ONE ONE ONE ONE ONE
Gala Sunday	Ice-Cream~ Desserts Jacket Potato Burgers/Bacon/Hotdog* Speciality Coffee Ice Bar Bar Mocktails/Juice Bar Pie & Peas Noodles Pizza Specialist Catering	TWO ONE ONE TWO ONE ONE TWO ONE ONE ONE ONE ONE
Horticultural Show	NONE REQUIRED	N/A
Halloween	NONE REQUIRED	N/A
Remembrance Sunday	NONE REQUIRED	N/A
Christmas Lights	Desserts Burgers/Bacon/Hotdog* Pizza NONE REQUIRED	ONE ONE ONE
Christmas Party	NONE REQUIRED	N/A
Carol Services	NONE REQUIRED	N/A

* Events organised in conjunction with Moran's Fairground have Showman's Guild rights to attend the event. The fairground vendors are given first refusal to attend this event with ONE specified catering unit.

~ Events organised in Haw Hill Park have a tender in place for the sale of Ice Cream through Wakefield MDC. The successful tender can bring ONE unit the event at no charge in the specified place. A second unit may be booked at the Town Council's discretion with the same or another vendor.

Ice Cream at this event is provided free of charge to the guests. This is by arrangement and negotiation between the Town Council and the vendor.

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday 12th February 2024

CIVIC CATERING

EVENT	ARRANGEMENTS
Mayor Making	<p>Two course dinner for 100 guests. This is normally a hot main meal and a cold dessert.</p> <p>We hire in glassware and cutlery, but we can use our own if we buy some boxes to transport the glasses which will save money in the long run.</p> <p>Paula's Pies provisionally booked to provide a carvery style dinner.</p>
D Day	<p>This is a one-off event for 2024 which features an evening church service and beacon lighting. Numbers in attendance are unknown.</p> <p>What kind of refreshments would you wish to provide?</p>
Civic Sunday	<p>The Events Committee hold the budget for this event, but the food is normally selected in consultation with the Mayor.</p> <p>In the past we have had pie and peas, traditional buffet or tea and cake.</p> <p>It has been suggested that the refreshments should be more substantial than tea and cake given that it ends at lunchtime.</p>
Summer Band Concerts	<p>The Mayor will purchase refreshments for their guests at The Well or Bowling Club. This is likely to be tea and a bun.</p> <p>Councillors will be responsible for their own refreshments.</p>
Party @ Haw Hill Park	<p>The Mayor will be provided with catering vouchers to issue to their guests which can be used at various</p>

	<p>catering units on site. The costs for the food will be covered from the Mayors Allowance.</p> <p>The Mayor will bring a selection of alcoholic and non-alcoholic drinks and disposable glasses for their guests. Guests will also be advised to bring their own drinks.</p> <p>Councillors will be responsible for their own refreshments.</p>
Free Funfair	All attendees will be provided with an ice-cream at no cost.
Gala Day	<p>All civic guests and those who are volunteering will be provided with a packed lunch box.</p> <p><u>This must be ordered in advance.</u></p> <p>Paula's Pies provisionally booked.</p>
Gala Sunday	All civic guests and those who are volunteering will be provided with a catering voucher which can be used at the fairgrounds catering unit. The voucher includes one food item and a drink. The cost for this is covered by the caterer.
Horticultural Show	<p>All civic guests and those who are volunteering will be provided with a packed lunch box.</p> <p><u>This must be ordered in advance.</u></p> <p>Paula's Pies provisionally booked.</p>
Talk & Slide Show	Tea and biscuits are provided for all attendees.
Halloween	NONE
Remembrance Sunday	<p>Buffet for 70 people.</p> <p>Traditional buffet with mini desserts.</p> <p>Tea, Coffee, Soft Drinks.</p> <p>Alcohol – to be reviewed as the uptake in 2023 was low.</p> <p>Paula's Pies provisionally booked.</p>

Christmas Lights	<p>Two course dinner for 40 people. This is normally a hot main meal and cold dessert.</p> <p>This is provided for civic guests and volunteers only.</p> <p>Paula's Pies provisionally booked.</p>
Christmas Party	<p>Lunch is provided from a local sandwich shop for all volunteers.</p>
Christmas Celebration	<p>Tea and mince pies are provided for the congregation after the service.</p>

NORMANTON TOWN COUNCIL
EVENTS COMMITTEE
Monday 12th February 2024

EVENTS IN 2024

Members are asked to consider preliminary arrangements for the events to be held in 2024 and consider quotes for services where available.

Mayor Making – Friday 17th May

- To agree the venue – All Saints Church.
- To consider if entertainment is required.
- Guest list to be agreed (enclosed).

D Day 80 – Thursday 6th June

- To consider the format of the event:
 - Evening Church Service at All Saints Church.
 - Refreshments after the service.
 - Beacon lighting at 9.15pm.

Civic Sunday – TBC 23rd June or 30th June

Nothing to consider at this stage - Discussions pending with the Mayor Elect.

Summer Band Concerts – TBC

- Do members still wish to go ahead with one or two concerts in the summer.
- This will be dependent on the availability of the band.

Party @ Haw Hill Park – Saturday 13th July

- To agree the performers from the list of available acts.
KT Perry - £650 + vat – <https://youtu.be/ykVtB797Ero>
Madonna with 2 dancers - £1000 + vat <https://www.youtube.com/watch?v=wFKBTZFb0ew>
Watch that Scene Abba - £1550 + vat
<https://www.facebook.com/wolfwindcreativeuk/videos/1372058073625854>
Tom Jones - £600 + vat - <https://www.youtube.com/watch?v=MOjlxhi6BXY>
Miley Cyrus - £650 + vat <https://www.youtube.com/watch?v=QM2kQdf33x4>
Meghan Trainor - £650 + vat - <https://www.youtube.com/watch?v=5Plum8pila4>
Beyoncé -£600 + vat <https://youtu.be/95C93berXU>
Highly Minogue - £550 + vat –
Little Mix - £1150 + vat <https://youtu.be/0k6dbt9Q5pM>
Kylie, Gaga or Britney - £600 + vat - <https://youtu.be/M7lpsUd9q4E> /
<https://youtu.be/1dlt7OerfwE> / <https://youtu.be/Ogm6qGsxOKg>
Taylor Swift / Gaga - £525 + vat <https://www.youtube.com/watch?v=Z3d5WPQ2sCo> /
<https://www.youtube.com/watch?v=0vxQwUZRbxU>
Robbie - £700 + vat - <https://youtu.be/Ma-A8DykD98>

- To consider quotes for stage & sound.
- To consider a quote for the presenter.
- To consider quotes for toilet hire.
- To consider indicative quotes for litter collection.

Gala Day – Saturday 14th September

- 60th Annual Normanton Gala – Suggestions for how to celebrate.
- To consider the entertainment for Gala Day.
- To consider the band for the parade.
- To consider quotes for stage & sound.
- To consider a quote for the presenter.
- To consider quotes for toilet hire.
- To consider indicative quotes for litter collection.

Gala Sunday – Sunday 15th September

- To agree the format for the day.

Flower & Vegetable Show – Saturday 21st September

- To consider the venue.
- To consider any changes to the schedule.

Talk & Slide Show – TBC Tuesday 24th September

Nothing to consider at this stage - Discussions pending with the Church.

Halloween – Tuesday 29th October

Nothing to consider at this stage.

Remembrance Sunday – Sunday 10th November

- To confirm the band – Skelmanthorpe Brass Band £550.00.

Christmas Lights – Friday 29th November

- To consider quotes for stage & sound.
- To consider a quote for the presenter.
- To consider indicative quotes for litter collection.

Children's Christmas Party – Wednesday 4th December

- To agree the venue – Canon O'Grady Hall.
- To confirm the entertainment – Truffles the Magician.

Christmas Celebration – TBC Thursday 12th December

Nothing to consider at this stage – Discussions pending with Churches Together.

Mayor Making 2024
Guest List

GUEST	REPLY	NO. ATTENDING	NOTES
Civics			
Mayor & Mayoress of Doncaster (2)			
Doncaster Chauffeur (1)			
Mayor & Mayoress of Featherstone (2)			
Mayor & Mayoress of Morley (2)			
Chairman & Guest of Sharlston (2)			
Mayor & Mayoress of South Elmsall (2)			
Mayor & Mayoress of South Kirkby (2)			
Chairman & Guest of Warmfield (2)			
Mayor & Mayoress of Wakefield (2)			
Wakefield Chauffeur (1)			
Lord St Oswald (1)			
District/Services			
Cllr Armaan Khan (1)			
Cllr Isabel Owen (1)			
Cllr Jacquie Speight (1)			
Cllr Jo Hepworth (1)			
Dave Dagger (1)			
Fire Service – Normanton (1)			
Police Inspector – Andrew Dickinson (1)			
Police Sergeant – Nichola & Emma (2)			
Yvette Cooper (1)			
Clergy			
All Saints Church (2)			
Baptist Church (2)			
Hebron Church (2)			
Methodist Church (2)			
St John's R.C. Church (2)			
St Mary Magdalene Church (2)			
Orgs/Schools/Businesses			
Alice Bacon Memorial Trust (1)			
Army Cadets – Normanton (1)			
Camera Club – Normanton (1)			

Fearmasters (2)			
Friends of Haw Hill Park (2)			
Inner Wheel Club (1)			
NASCA (2)			
Normanton Common Primary Academy (1)			
Normanton Musical Theatre Society (1)			
Rotary Club – Normanton (1)			
Talking Newspaper – David Hartill (1)			
The Well Project (1)			
Individuals			
Arnold Newton (1)			
David Rowley – DMS Architecture (1)			
Diane & Jono Brennan (2)			
Tim Howe (1)			
Tina Stuart (1)			
Wendy Booth (1)			
Cllrs			
Cllr C. Appleyard (2)			
Cllr D. Appleyard (2)			
Cllr E. Blezard (2)			
Cllr A. Bones (2)			
Cllr S. Hudson (2)			
Cllr M. Jennings (2)			
Cllr H. Jones (2)			
Cllr F. Marchant (2)			
Cllr P. Marchant (2)			
Cllr L. Masterman (2)			
Cllr B. Mayne (2)			
Cllr P. Mayne (2)			
Cllr J. Medford (2)			
Cllr T. Morgan (2)			
Cllr C. Parsons (2)			
Cllr J. Pritchard (2)			
Cllr M. Rowley (2)			
Cllr P. Sampson (2)			
Cllr A. Samuels (2)			
Cllr R. Seal (2)			
Cllr D. South (2)			
Cllr K. Wilson (2)			

G

Staff			
Donna Johnston (1)			
Helen Senior (1)			
Carley Hayes (1)			
Tracey Hargreaves (1)			
Lisa Schofield (1)			
Jonathan Wilkinson (1)			
Paul Pemberton (1)			
Gary Greenwood (1)			
Neil Hudson (1)			
Nick Humpleby (1)			
Jamie Wilkinson (1)			
Daniel Widdowson (1)			

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GUEST	REPLY	NO. ATTENDING	NOTES
Mayor Elect – Up to 8 Guests			
Deputy Mayor Elect – Up to 5 Guests			

Up to 13

NORMANTON TOWN COUNCIL
Summary of Receipts and Payments

Cost Centre 7

EVENTS COMMITTEE

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75	Gala	1,400.00	3,955.00	2,555.00	27,000.00	26,271.88	728.12	3,283.12 (11%)
76	Flower Show	400.00	286.19	-113.81	2,600.00	1,625.26	974.74	860.93 (28%)
77	Remembrance Sunday				3,000.00	3,345.09	-345.09	-345.09 (-11%)
78	Children's Party				1,800.00	1,202.82	597.18	597.18 (33%)
79	Christmas Lights	100.00	60.00	-40.00	5,000.00	4,579.26	420.74	380.74 (7%)
80	Coronation				15,000.00	4,102.82	10,897.18	10,897.18 (72%)
81	Party @ Haw Hill Park	500.00	-12.50	-512.50	15,000.00	10,264.02	4,735.98	4,223.48 (27%)
82	Mayor Making				3,000.00	1,852.09	1,147.91	1,147.91 (38%)
83	Civic Sunday				500.00	151.81	348.19	348.19 (69%)
84	Easter				500.00	100.00	400.00	400.00 (80%)
85	Brass Band Concert				500.00	298.00	202.00	202.00 (40%)
86	Christmas Celebration		244.53	244.53	200.00	632.36	-432.36	-187.83 (-93%)
87	Halloween				1,200.00	1,361.89	-161.89	-161.89 (-13%)
88	Information Events				620.00	107.26	512.74	512.74 (82%)
89	Events - General				500.00	177.67	322.33	322.33 (64%)
SUB TOTAL		2,400.00	4,533.22	2,133.22	76,420.00	56,072.23	20,347.77	22,480.99 (28%)

Summary

NET TOTAL	2,400.00	4,533.22	2,133.22	76,420.00	56,072.23	20,347.77	22,480.99 (28%)
V.A.T.					8,466.25		
GROSS TOTAL		4,533.22			64,538.48		