

NORMANTON TOWN COUNCIL



MINUTES OF THE EVENTS COMMITTEE

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

Present: Councillor C Appleyard
Councillor E Blezard – Chairman
Councillor H Jones – Vice Chairman
Councillor F Marchant
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard (From Agenda Item 43)
Councillor P Sampson
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO
Helen Senior – Admin Officer

Absent: Councillor D Appleyard
Councillor S Hudson
Councillor M Jennings
Councillor J Medford
Councillor D South

037. Apologies for Absence

RESOLVED that apologies for absence be received from Councillors D Appleyard, S Hudson, M Jennings, J Medford and D South.

038. Declarations of Interest

RESOLVED that the following Declaration of Interest be received:

Councillor F Marchant
Non-Pecuniary Interest
Item 42 – Donations

039. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 11th December 2023 (Minute Numbers 029-036; Pages 22-25) be received and signed by the Chairman.

040. Review of Recent Events

Members reviewed the Christmas Community Celebration and Local Democracy visits.

Both events were well received by those in attendance, and both had come in within budget.

Members of the Committee placed on record their thanks to PCSO Ward who attended the Local Democracy visits and was very popular with the school children.

041. Stall Charges

Members reviewed the charges for the various stalls at events in 2024.

RESOLVED that the following charges would apply for 2024:

Party @ Haw Hill Park

Catering - Food	£130.00
Catering - Alcohol	£150.00
Sweets	£110.00

Gala

	SAT	SUN
Community Groups	£0.00	£0.00
Catering – Food	£150.00	£90.00
Catering – Alcohol	£200.00	£120.00
Car Boot	N/A	£10.00
Trade – 3m	£65.00	£40.00
Trade – 6m	£80.00	£50.00
Trade – 9m	£90.00	£60.00

Switch On

Community Groups	£0.00
Trade	£20.00

042. Donations

Members reviewed the donations made to participants in various events.

RESOLVED that the following donations would be made in 2024.

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	£50.00 from the event budget
All Saints Church	£50.00 from the event budget

Christmas Party

Donation for hall hire	£50.00
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043. Catering Policy

RESOLVED that the catering policy be reviewed and updated as per the report.

044. Civic Catering

Members considered the requirements for Civic Catering in 2024.

RESOLVED that the following catering will be booked:

- Mayor Making – Two course carvery dinner with cold pudding through STW Catering.
- D Day 80 – Sandwiches, scones, hot drinks and juice through STW Catering if available.
- Civic Sunday – Traditional buffet through STW Catering if available.
- Summer Band Concerts- No refreshments provided.
- Party @ Haw Hill Park – Civic Guests provided with vouchers to be funded from the Mayors Allowance.
- Free Funfair – Ice cream for all volunteers and guests.
- Gala Day – Civic Guests and volunteers to be provided with a packed lunch box through STW Catering.
- Gala Sunday – Civic Guests and volunteers to be provided with a voucher for a catering unit by prior agreement.
- Horticultural Show – Civic Guests and volunteers to be provided with a packed lunch box through STW Catering.
- Talk & Slide Show – Tea and biscuits for everyone in attendance.

- Remembrance Sunday – Traditional buffet with mini desserts through STW Catering. Drinks will include Tea, Coffee, Spirits, Wine and Soft Drinks for those in attendance.
- Christmas Lights – Civic Guests and volunteers will be provided with a hot meal and cold dessert through STW Catering.
- Christmas Celebration – Tea and mince pies etc for the congregation after the service.

045. Events in 2024

Members discussed the events planned for 2024 and agreed the following arrangements:

Mayor Making – Friday 17th May

- The venue would be All Saints Church.
- No entertainment would be provided, just background music.
- The guest list was reviewed and agreed.

D Day 80 – Thursday 6th June

- Evening Church Service at All Saints Church.
- Refreshments including sandwiches and scones would be served after the service.
- Beacon lighting at 9.15pm.

Summer Band Concerts – TBC

- Members wished to hold one or two brass band concerts and the dates would be dependant on the availability of the band.

Party @ Haw Hill Park – Saturday 13th July

- Presenter – Ian Jefferson £400.00
- Toilet Hire – G&S Toilet Hire £2,175.00 + VAT based on a three-year agreement with a 10% discount for 2024.
- Entertainment:
 - Tom Jones tribute £600 + VAT
 - Meghan Trainor tribute £650 + VAT
 - ABBA tribute £1550 + VAT
 Members would like to have another male tribute performer for balance but if there was no one suitable then we would proceed with a Madonna tribute £1000 + VAT.

Schools Fun Fair – Friday 13th September

- Toilet Hire – G&S Toilet Hire £100.00 + VAT based on a three-year agreement.

Gala Day – Saturday 14th September

- 60th Annual Normanton Gala – The Parade would be on a diamond theme with commemorative t-shirts for Councillors and Staff.
- Entertainment to be booked through Midland Entertainment including:

Vander Wheel	£2045.00
Trampoline Wall	£2080.00
Dinosaurs	£1055.00
- Stage & Sound – HG1 £1800.00 (both days)
- Presenter – Ian Jefferson £600.00 (both days)
- Toilet Hire – G&S Toilet Hire £1215.50 + VAT based on a three-year agreement.

Gala Sunday – Sunday 15th September

- The event will feature a car boot sale in aid of the Mayors Appeal and local dance displays.
- Toilet Hire – G&S Toilet Hire £1212.50 + VAT based on a three-year agreement.

Flower & Vegetable Show – Saturday 21st September

- The event will be held at Normanton Town Hall.
- Consideration would be given to reducing the schedule to fit the available space more efficiently at the next meeting.

Halloween – Tuesday 29th October

- Presenter – Ian Jefferson £200.00.

Remembrance Sunday – Sunday 10th November

- Band – Skelmanthorpe Brass Band £550.00.
- Sound System – HG1 £275.00

Christmas Lights – Friday 29th November

- Stage & Sound – HG1 £2070.00
- Presenter – Ian Jefferson £300.00

Children's Christmas Party – Wednesday 4th December

- Venue - Canon O'Grady Hall.
- Entertainment - Truffles the Magician, cost to be confirmed.

046. Events of National Importance

RESOLVED that the Town Clerk be delegated authority to spend up to £600 to prepare for events of national importance.

047. Events Committee Budget

RESOLVED that the Events Committee budget showing income of £4533.22 and expenditure of £56,072.23 be received.

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