

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA  
Town Clerk & RFO



The Town Hall  
High Street  
Normanton  
WF6 2DZ

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To members of the Events  
Committee

Our ref: DJ/hs  
Date: 2<sup>nd</sup> April 2024  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to be held on **Monday 8<sup>th</sup> April 2024** at **1.00pm** 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', written in a cursive style.

Mrs Donna Johnston FdA  
Town Clerk & RFO.

## EVENTS COMMITTEE

Monday 8<sup>th</sup> April 2024 at 1.00pm at Normanton Town Hall

### AGENDA

<b>056.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>057.</b>	<b>Declarations of Interest</b> To receive declarations of interest.	
<b>058.</b>	<b>Minutes</b> To receive and sign the minutes of a meeting of the Events Committee held on Monday 4 <sup>th</sup> March 2024 (Minute Numbers 048-055; Pages 32-34).	<b>ENC A</b>
<b>059.</b>	<b>Events in 2024</b> To discuss arrangements for events to be held in 2024 and consider quotes for services.	<b>ENC B</b>
<b>060.</b>	<b>Gala Entertainment 2025</b> To consider the entertainment options for Gala 2025 and make bookings to ensure availability.	<b>ENC C</b>
<b>061.</b>	<b>Events Committee Budget 2023/24</b> To review the Events Budget for the 2023/24 financial year.	<b>ENC D</b>
<b>062.</b>	<b>Draft Events Committee Budget 2024/25</b> To review the draft Events budget for the 2024/25 financial year.	<b>ENC E</b>

# NORMANTON TOWN COUNCIL



## MINUTES OF THE EVENTS COMMITTEE

Held on Monday 4<sup>th</sup> March 2024 at 1.00pm at Normanton Town Hall

Present: Councillor C Appleyard  
 Councillor E Blezard - Chairman  
 Councillor H Jones – Vice Chairman  
 Councillor P Mayne  
 Councillor T Morgan  
 Councillor C Parsons  
 Councillor P Sampson  
 Councillor K Wilson, JP

Donna Johnston – Town Clerk  
 Councillor A Bones - Observer

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

### 048. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor D Appleyard, Councillor S Hudson, Councillor M Jennings, Councillor F Marchant and Councillor J Pritchard.

### 049. Declarations of Interest

There were no declarations of interest recorded.

### 050. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 12<sup>th</sup> February 2024 (Minute Numbers 037-047; Pages 26-31) be received as a true record and signed by the Chairman.

**051. Correspondence**

RESOLVED that the following items of correspondence be received:

- i) Thank you letter from John Hodgkins in relation to the Gala and Talk & Slide Show.
- ii) Thank you letter from Theatre People in relation to the Christmas Lights Switch On.

**052. Show Schedule**

RESOLVED that the show schedule be reviewed and reduced to ensure that the event would fit in the smaller space available at the Town Hall. This included a reduction to 7 classes in the Chrysanthemum, Dahlia and Plants & Blooms sections, a reduction to 20 classes in the Vegetable Section, a reduction to 4 classes in the Children's Section and the removal of the Home Produce Section.

**053. Events in 2024**Mayor Making

- It was reported that access to the church for setting up for the event would only be available from 2.30pm on the day of the event.
- The Town Clerk was delegated authority to source drinks on a sale or return basis from a local supplier.

D Day 80

- The service will take place at 7.30pm for around an hour.
- Refreshments will be served from 8.30pm – 9.10pm followed by the Beacon lighting at 9.15pm.

Civic Sunday

- The service would be held at All Saints Church on 23<sup>rd</sup> June 2024.
- The service will begin at 10.30am and last for around an hour.
- After the service the congregation will be invited to the rear of the church for a drink whilst the food is set up in the side chapel.

Party @ Haw Hill Park

- A quote for stage hire and sound equipment was approved with MB Audio Visual at a cost of £3620.00 + VAT.

Gala Weekend

- A quote for the provision of portable toilets at the Parade start point was approved with G&S Toilet Hire at a cost of £160.00 + VAT.
- Back Chat Brass be booked to lead the parade at a cost of £2,200 + VAT.

**054. Terms and Conditions**

RESOLVED that the terms and conditions for various events be reviewed and approved.

**055. Gala Entertainment 2025**

RESOLVED that the following entertainment be booked for Gala 2025 if available:

- i) Ridgeside Little Nippers and Ridgeside Falconry at a cost of £1,095.00 + VAT.
- ii) Wonder Wheelers and Circus Avago at a cost of £1,435.00 + VAT.
- iii) Fusion Extreme BM Ramp Show at a cost of £1,850.00 + VAT.

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

**NORMANTON TOWN COUNCIL**  
**EVENTS COMMITTEE**  
 Monday 8<sup>th</sup> April 2024

**EVENTS IN 2024**

<b>EVENT</b>	<b>DATE</b>	<b>START/FINISH</b>
Mayor Making	Friday, 17 <sup>th</sup> May	7.00pm – 10.00pm.
D Day 80	Thursday, 6 <sup>th</sup> June	7.30pm – 9.30pm.
Summer Band Concerts	TBC	
Civic Sunday	Sunday, 23 <sup>rd</sup> June	10.30am – 12.30pm.
Party @ Haw Hill Park	Saturday, 13 <sup>th</sup> July	4.00pm – 9.30pm.
Schools Fun Fair	Friday, 13 <sup>th</sup> September	1.00pm – 3.00pm
Gala Day	Saturday, 14 <sup>th</sup> September	11.00am – 9.00pm.
Gala Sunday	Sunday, 15 <sup>th</sup> September	8.00am – 4.00pm.
Flower & Vegetable Show	Saturday, 21 <sup>st</sup> September	2.00pm – 5.00pm.
Halloween	Tuesday, 29 <sup>th</sup> October	10.00am – 1.00pm.
Remembrance Sunday	Sunday, 10 <sup>th</sup> November	10.15am – 2.00pm.
Christmas Lights Switch On	Friday, 29 <sup>th</sup> November	4.00pm – 7.00pm.
Children's Christmas Party	Wednesday, 4 <sup>th</sup> December	10.00am – 3.00pm.
Christmas Celebration	Thursday, 12 <sup>th</sup> December	7.00pm – 9.00pm.

*Please note that the times indicated above are START TIMES and Councillors may be required earlier than the start time if they are assisting with the event. Finish times are approximate.*

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

**Security**

To consider quotes for security at Party @ Haw Hill Park, Gala Day and Christmas Lights Switch On.

**Litter Collection**

To agree the approach for litter collection at Party @ Haw Hill Park and Gala Weekend.

**Traffic Management**

To consider quotes for Traffic Management at the Gala and Remembrance Sunday.

**First Aid**

To consider quotes for First Aid at Party @ Haw Hill Park, Gala Weekend, Halloween, Remembrance Sunday and Christmas Lights Switch On.

**Free Parking**

To agree the free parking dates to be requested from Wakefield Council.

**MAYOR MAKING**

- **Long Service Awards**

To agree the procedure and budget for Long Service Awards.

**PARTY @ HAW HILL PARK**

- **Stage Hire – Three Year Agreement**

To agree a three-year agreement for the stage hire at Party @ Haw Hill Park.

**SUMMER BAND CONCERTS**

- To agree the dates and times for the concerts.
- To agree the band booking at a cost of £250.00 per concert.

**GALA WEEKEND**

- **Fireworks**

To consider quotes for Fireworks on Gala Day.

- **Pre-Fireworks Entertainment**

To consider options for the pre-firework's entertainment on Gala Day.

- **T-Shirts**

To consider options for T-Shirts on Gala Day.

- **Mascots**

To consider inviting sports team mascots to take part in the parade.

**TALK & SLIDE SHOW**

- To agree the date and time – Tuesday 24<sup>th</sup> September at 7.00pm.
- To agree the venue – All Saints Church.
- To agree the donation - £100 to the presenter towards costs.
- To agree the refreshments – tea, coffee, juice and biscuits.

**CHRISTMAS LIGHTS SWITCH ON**

- **Entertainment**

To consider booking Altofts & Normanton Brass Band to perform.

**CHILDREN'S CHRISTMAS PARTY**

- **Entertainment**

To confirm the booking of Truffles the Magician.

**NORMANTON TOWN COUNCIL**  
**EVENTS COMMITTEE**  
Monday 8<sup>th</sup> April 2024

**GALA ENTERTAINMENT 2025**

At the last meeting, the Events Committee agreed to make the following bookings:

Ridgeside Little Nippers and Ridgeside Falconry at a cost of £1,095.00.

Wonder Wheelers and Circus Avago at a cost of £1,435.00.

Fusion Extreme BMX Show at a cost of £1,850.00.

Total £4380.00

The agent has confirmed that Ridgeside will provide TWO thirty-minute shows, one with the dogs and one with the birds, plus a static display for the day.

Fusion Extreme will provide THREE thirty-minute shows as well as meet and greet opportunities for the children.

We would therefore only have two hours or possibly two and a half hours of entertainment for the day, so I have provisionally pushed back the start time to 1.30pm.

This will give us longer to get the arena cleared and we can do some games on the stage to fill the time.

1.30pm	30 mins	BMX
2.05pm	30 mins	DOGS
2.40pm	30 mins	BMX
3.15pm	30 mins	FALCONRY
3.50pm	30 mins	BMX
4.20pm	CLOSE	



## NORMANTON TOWN COUNCIL

## Detailed Budget Summary

Cost Centre 7 (Between 02/04/2024 and 31/03/2024)

EVENTS COMMITTEE		Last Year				Current Year 2023 - 2024								Next Year 2024-2025	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
75	Gala					1,400.00	3,955.00		3,955.00	27,000.00	26,271.88		26,271.88		
76	Flower Show					400.00	286.19		286.19	2,600.00	1,625.26		1,625.26		
77	Remembrance Sunda									3,000.00	3,345.09		3,345.09		
78	Children's Party									1,800.00	1,202.82		1,202.82		
79	Christmas Lights					100.00	60.00		60.00	5,000.00	4,579.26		4,579.26		
80	Coronation									15,000.00	4,102.82		4,102.82		
81	Party @ Haw Hill Park					500.00	-12.50		-12.50	15,000.00	10,764.02		10,764.02		
82	Mayor Making									3,000.00	1,852.09		1,852.09		
83	Civic Sunday									500.00	151.81		151.81		
84	Easter									500.00	100.00		100.00		
85	Brass Band Concert									500.00	298.00		298.00		
86	Christmas Celebration						244.53		244.53	200.00	632.36		632.36		
87	Halloween									1,200.00	1,361.89		1,361.89		
88	Information Events									620.00	107.26		107.26		
89	Events - General									500.00	177.67		177.67		
<b>SUB TOTAL</b>						<b>2,400.00</b>	<b>4,533.22</b>		<b>4,533.22</b>	<b>76,420.00</b>	<b>56,572.23</b>		<b>56,572.23</b>		

## Summary

<b>TOTAL</b>						<b>2,400.00</b>	<b>4,533.22</b>		<b>4,533.22</b>	<b>76,420.00</b>	<b>56,572.23</b>		<b>56,572.23</b>		
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## Draft Events Committee Budget 2024/25

<b>EVENT SUMMARY</b>	<b>BUDGET</b>	<b>COMMITTED EXPENDITURE</b>
Mayor Making	£3,000.00	£0.00
Civic Sunday	£500.00	£0.00
Party @ Haw Hill Park	£16,000.00	£10,627.50
Summer Band Concerts	£800.00	£0.00
Gala	£32,000.00	£13,503.00
Flower Show	£2,600.00	£0.00
Halloween	£1,500.00	£200.00
Remembrance Sunday	£3,700.00	£275.00
Christmas Lights	£5,000.00	£2,370.00
Christmas Party	£1,500.00	£0.00
Christmas Celebration	£200.00	£0.00
Information Events	£120.00	£0.00
General	£1,000.00	£0.00
	<b>£67,920.00</b>	<b>£26,975.50</b>