



St Asaph City Council Events Committee
Monday 23rd September 2019 at 11.30am at The Council's Meeting Room

Present: Cllrs Scott (Chair), Roberts, Cowie, Hardie, Morton and Rust.

1. Apologies:

- Cllrs Gedd, Hodgkinson, Williams and Winter.

2. Declarations of Interest:

- None

3. Remembrance Sunday

List of tasks was reviewed:

- Parking – usual arrangements will apply.
- Clerk to contact Cathedral and offer for PS and JR to do readings as required.
- Clerk to arrange article in Rhyl Journal and have details of the service put on the website.
- Additional poppies (large ones on lamp-post, and from schools and WI) not relevant for this year.
- Wreaths have been ordered (including additional wreath for the 11th) – they will be delivered to PS in next couple of weeks.
- PS will arrange refreshments and teas and coffees at the Conservative Club.
- The Mary Shaw memorial will be decorated as for last year. The net is stored at the Meeting Room. BR will ensure the flower trough is empty. BC, MR and CH will meet 10 am Friday 8th November.
- Invitation to be sent to Lord Lieutenant only. Other VIPs attend services in their own parish.
- The Clerk is to draw up a list of wreath layers (include request to make themselves known to the Clerk in the press)
- Resident with PA system has confirmed this will be available at the cenotaph.
- PS has confirmed the standard bearer Brad Percival.
- JR will confirm the bugler.
- The Clerk is to confirm arrangements for road closure are in place with PCSO/DCC.
- Clerk/JR to chase Glascoed Timber re silent soldiers.

4. Winter Fair

List of tasks was reviewed:

- CH has booked the Cathedral for 29th November.
- Usual arrangements for car parking apply. JR will contact Ysgol Glan Clwyd re overflow parking.
- BR & AT drew up a plan for the stalls last year. The same template will be used. BR suggested that we keep the prices the same for next year. Food van is booked.
- Clerk is taking bookings and payments in advance this year.
- Clerk to send reminder re tables to stallholders.
- Two applicants have requested power supply – BR has this organised.
- Clerk to print out forms for next year to hand out at the fair.
- Clerk has contacted Insurance co. Need to confirm likely number of attendees to get a quote for Public Liability cover. 480 confirmed.
- Clerk & JR to check the banners and ensure the dates are changed before having them rehung.
- CH will do the risk assessment.
- Clerk has e-mailed re PA system. Confirm times for set up – after 2.30 pm.
- Re lighting – Clerk to make enquiries with the Cathedral whether this can be improved.
- Clerk to apply for TEN (Licence) from DCC.
- Hi viz jackets and accident book at the meeting room. Clerk to take to the Cathedral.
- Clerk has e-mailed DCC re staging. Clerk & BR will ensure they are present when set up to ensure stage is placed further back.
- Clerk & BR will mark out the floor for the stalls.
- Clerk has posters re photography from last year.
- BC/CH & JR to arrange for tables to be collected from the football pavilion and delivered to the Cathedral.
- Clerk to arrange article in Rhyl journal.
- Clerk to ask DH re posters leaflets etc. Clerk to print.
- Clerk to contact AT re Father Christmas and budget for gifts. Discussed suggestion for decorated Christmas Tree competition, with trees to provide a grotto.

Resolved not to proceed with competition due to lack of space. Father Christmas to be sited in same place as last year.

Resolved not to have the snow machine this year due to complaints from stallholders.

- BR & DH to purchase gifts. Clerk to assist with wrapping.
- CH to contact Denbigh Music Co-op re availability.
- School choirs – PS to contact VP (5.30 pm), JR to contact Esgob Morgan (6.00 pm) and Fairholme (6.00 pm).
- Group to meet at the library to redesign banners.

5. Christmas Window Competition

- Clerk to check last year's leaflet and have this updated and printed for circulation to businesses.
- Judging to take place at 5 pm Thursday 28th November 2019. Judges will be those councillors present.
- Need to recover the shield from the Chippery.

6. Christmas Lighting

- Clerk to contact Mick Dodd re Christmas Tree. To be installed and lit 22nd November.
- Clerk to arrange installation of lights – to be lit from 22nd November. Lighting from 4pm to midnight.

Meeting closed at 12.30 pm