St Asaph City Council

Events Committee

Tuesday 26th April 2022 at 6.30 pm, at the Community & Council Meeting Room Roe Plas, St Asaph.

Present: Cllrs Hardie (Chairman), Rust, Ellison, Gedd, Roberts (Deputy Mayor) and Scott (Mayor)

Also Present: One member of the public

2022/EV08 Apologies

Apologies were received from Cllrs Griffiths and Townsend.

2022/EV09 Declarations of Interest

None

2022/EV10 Minutes of the Meeting of 23rd February 2022

The minutes of the meeting of 23rd February 2022, which had been circulated prior to the meeting, were discussed as regards accuracy.

Resolved that Cllr Hardie should sign the minutes of the meeting of the Events Committee of 23rd February 2022 as an accurate record.

2022/EV11 Matters Arising

2022/EV03 – Queen's Platinum Jubilee and Celebration of City Status –

it was noted that the Bowling Competition on Sunday 5th June is open to all.

2022/EV12 Queen's Platinum Jubilee & Celebration of City status

Cllr Hardie reviewed the list of actions which was circulated prior to the meeting. This detailed the progress to date and the outstanding tasks:

Thursday 2nd June
• Awaiting a reply from the Cathedral re: times of the service
• Cllr Roberts is awaiting a reply from the bugler
• If the bugler is unable to attend, the member of the public will approach an alternative performer to play
• Awaiting confirmation from the Cathedral re: who will light the beacon
• An appropriate lighter is to be purchased by the Clerk.

• Practice lighting session to be arranged by the Clerk & Cllr Hardie
• There will be a loyal toast – the Clerk will purchase prosecco and glasses
Friday 3rd June
• It was decided that it would not be feasible to hold a tea dance at the same time as the afternoon tea. There would not be enough space to hold both safely.
• The History Walk would be from 2 pm, meeting at the Cathedral car park. The walk would take approximately one hour.
• The Afternoon Tea will start at 2.30 pm until 5 pm
Saturday 4th June
• Bouncy Castle – the area was risk-assessed and it would not be safe to run a power cable from the football pavilion. The Clerk is to write to advise the operator he will need to bring a generator.
• The Clerk is to chase the Cathedral re: the tea urn. One would be sufficient.
• Marquees would be put up for stallholders who don't have cover.
• Volunteers are required to erect the marquees Cllrs Roberts and Hardie will assist.
• The brass band will play two sessions – Midday and 2 pm were suggested.
• An ice cream van will attend.
• Cllr Rust will request menus from the proprietor of the food van.
• The Clerk is to try to arrange blanket public liability insurance for those stallholders without cover.
• The Clerk is to contact Blood Bikes, the RSPB, CAB, the Library and Netball Club to see if they would like spaces at the fair.
• The member of the public will contact wood turning groups to see if they would attend.
• Cllr Rust will approach face painters and a doughnut van.
• Cllr Roberts could approach some shop owners to see if they would like a stall
• The Clerk has booked skips for Saturday and Sunday. She will phone to check all in order.
• Portaloos will be at Roe Plas from Wednesday 1st until Monday 6th.
• Volunteers for stewarding will be needed. Cllrs Roberts and Hardie and the Member of the Public will steward, but other volunteers will be needed.

• Signage is to be ordered by the Clerk
• The meeting room car park will be for blue badge holders only.
• There are some hurdles available from the football club to help manage the traffic.
• NWIMF have their concert at the cathedral on Saturday evening. Tickets are on sale.
• The stalls are to be marked out on Thursday or Friday.
• Mill race Meadow is to be used for general parking. Agreed with the farmer.
• A litter pick will be needed in Mill Race Meadow on the Saturday evening before the sheep are brought back the following day. The Clerk and Cllr Ellison volunteered, although others may be needed.
Sunday 5th June
• The events shelter will be used on the Sunday for the live performers.
• Earthworks will do two sessions for £150. Cllr Hardie will contact them to confirm.
• The picnic will be from 2pm onwards
• Cllr Rust will confirm that the hot food van is able to attend.
• The Clerk is to ask the ice cream van proprietor to attend.
• The Clerk is to advise the Bowling Club of the event
Flower Show
• All those who wish to sponsor the event have given money
• A florist has offered to make an archway over the front door – the cost would be £150 - £200
• Volunteers are still needed for stewarding – there are still some timeslots available. Volunteers should contact either Gwenda or Barbara.
Photography Exhibition
• This will run from Wednesday until Sunday, like the Flower Show
• Some display boards are still needed – the member of the public will make enquiries at the schools and the Library (from Denbighshire).
Other
• A commemorative bench could be placed in Jubilee Copse
• Union jack bunting will be hung at Roe Plas, and the Welsh dragon will be hung on the High street.
• The Clerk is to instruct Mick Dodd to hang the bunting.
• The Clerk is to order the banners to promote the event which should be styled “St Asaph Jubilee”

• The Clerk is to order strips for the slot in sign to promote the Jubilee
• The window competition will be judged on 1st June. The prize will be presented when the beacon is lighted.
• The Clerk is to prepare the fliers for the competition and Cllr Roberts will deliver them.
• A small cup is to be purchased, which can be retained by the winner.

Cllr Scott will contact Goodfish to suggest that they could sponsor either the floral arch at the Parish Church or the commemorative bench in Jubilee Copse.

Resolved that the Friday event at the Community Hub would be an afternoon tea only.

Resolved to approve the cost of live performers at the Jubilee Picnic of £150.

Resolved that the Clerk is to instruct Mick Dodd Electrical to hang the bunting.

Resolved that the Clerk is to purchase an appropriate cup for the window competition.

Resolved that the clerk is to arrange blanket cover for those stallholders who are without insurance.

Meeting Closed at 8.00 pm.

Signed **……**

Cllr Colin Hardie
Chair of the Events Committee at its meeting 15th November 2022