St Asaph City Council
Cyngor Dinas Llanelwy

Minutes of the Events Committee Meeting held on 25 October at 5.00pm in the Community and Council Meeting Rooms, Roe Plas Meadows.

Present: Cllrs: J Ellison, C Hardie (City Mayor), G D Hodgkinson BEM, , P G Morton, B J Rust, A Thomas, J O Roberts and R Williams

Clerk
H Stewart BEM

1. **Apologies for Absence**
There were no apologies for absence as all members were present.

2. **Declarations of Interest**
There were no declarations of interest.

3. **Public Participation**
There were no applications from the public to address the committee.

4. **Minutes**
There was one small amendment to agenda item 7k) which should read Tuesday 22 not Monday 22 November.
RESOLVED that: the minutes be approved and signed subject to the amendment above.

5. **Matters Arising**
160927/5 City Status – Cllr Hardie had contacted E. Watkin about the Only Boys Aloud Choir and other bands performing at the concert planned for 3 June 2017.

There was a willingness to consider appearing but this would need to be confirmed at a later date. Members of the Committee were asked if they knew of any other performers such as Jazz to ensure the concert had an eclectic mix. Cllr Hodgkinson would make contact with someone from the North Wales Jazz Society, Cllr Roberts agreed to speak with the Rhyl Silver Band.

6. **Winter Fair**
Cllr Thomas was thanked for producing a layout plan and a very comprehensive action list.

The action list is reproduced here recording the matters discussed.

Action	Who	Progress
Check VP	CH	Attendance Confirmed
Check Esgob Morgan	CH	Attendance Confirmed
Check Fairholme	CH	Message left , awaiting reply
Check Glan Clwyd	JR	Still to do
Check Rhyl Silver Band and cost	CH	Waiting confirmation at the end of week. Agreed the Band to start event off outside of Cathedral
Check Wendy Gill's group	CH	Unfortunately there would be a charge to appear and the event being a charitable event there wasn't a budget for such costs.
Presentation of best window dressing (see below)	CH	

Check any Cathedral events	CH	There is an Interactive Advent Service taking place at the same time as the Winter Fair. The Dean did not consider this would be a problem more that the two events would be complimentary
Set time table for performers		
Other Attractions:-		
Check stalls, providing own tables etc and donation for Dean	BR	Confirmed
Check if WI (or Merched y Wawr) providing refreshments	CH	WI happy to cater inside the Cathedral
Father Christmas Grotto	BR/DH	Presents have been purchased. SH to inform BR ward JE when "present wrapping session" is to be held. Each to bring own scissors. Gazebo needs to be decorated late morning of 25 November.
Fun fair in car park or Cathedral grounds or none Burger bar. Donation to Dean	CH CH	CH had met with L Knightly. There were concerns about the viability of the big rides if located in the Cathedral car park. It had been agreed that having any big rides would be dependent on the weather so it had been left as small children's rides at the front of the cathedral and if weather favorable, big rides would be provided. Further discussion ensued and it was agreed not to have any big rides. The Children's rides be located in the Cathedral grounds either by the North or West Door, which leaves the Cathedral car park available for use. Stalls would off load at the North door. Burger van and donut van to be booked. A coffee kiosk not required if burger van present.
Facilities Needed?		
Staging for Choirs?	CH	To be discussed further with Dean
Use of Cathedral PA System for announcements and background carol music	RW	To be investigated
Check if external Cathedral lighting adequate	RW	
Use of Cathedral tables for refreshments	RW	To be confirmed
Gazebo for Father Christmas		The Clerk to lend gazebo and deliver to Cathedral on the morning of 25 November
Provision of litter bags		Available of the Meeting Rooms for collection
Tabards for assistants		Available at the meeting rooms for someone to collect.
MC for evening and background carols	AT	CH has to leave the event half way through so RW will take over his responsibilities, which might make being MC difficult. AT therefore assigned as MC for the event.
Guidance to stall holder locations		
Welcomers at door	CH	CH with Mayor's Chain

Tree Lights:-		
Order white lights for Xmas Tree	Clerk	Tree organized with Mick Dodds -Lights for 20ft tree to be purchased.
Erect tree and place lights by Fri 18 and switch on then	AT	Email to be sent by Clerk to Mick Dodds (copy in AT) confirming arrangements Parish Church trees not to be illuminated this year.
Check electricity supply form Sarah Tonin	CH	£20 donation to be given for use of electricity
Publicity		
Distribute leaflets and A4 posters	JE PM AT CH	Lower Denbigh Road Talardy up to the Roe Chester Street and Mount Road High Street
Notice on Events Board	Clerk	To check the erection of new board happening soon. To organize wording for both boards.
Large roadside signs (on welcome signs?)	RW CH BR	Cathedral (possibly dependent on Jacobs Ladder) Wynstay Corner Pure Development
Request all Schools to notify pupils	RW RW RW Clerk RW	School Head Teachers onto Facebook page Possibility of inclusion in Parish magazine Onto St Asaph Facebook – Onto Council website Possibility of inclusion into Star
Notify Press	DH	Press release sent to Journal and the Post
Notify "Heart FM"		
Place on Facebook etc		See Above
Sundry		
Agree plan of layout and seek Dean's approval	AT CH	Plan presented of the meeting to be revised. Onsite review of layout after the judging of the window competition on Tuesday 22 Nov. See if Dean can also attend.
Decide Glan Clwyd car park needed		
Agree final donation to Dean		
Agree gift to Sarah Tonin		
Shop Window Dressing Competition		
Notify shops individually of competition, give out special leaflet?		
Find out who has Shield		

Agree Judging Thurs 24 Nov 6pm meet at Jacob's		Confirmed date as Tues 22 November 6pm meeting at Jacobs Ladder.
TENS Licence	Clerk	To enquire if licence required
Toilets	RW	Two ordered through contact of the Dean. Price to be sent to the Clerk.
Running Order	JR AT	To locate running order for last year and send to AT. Running order produced.

7. Remembrance

There will be a short service conducted by the Dean, at the memorial on Friday 11 November.

On Sunday 13 November the Cathedral service will start at 10:00am. Cllr Roberts will do the Welsh reading. A bugler has been confirmed and also a standard Carrier. The City wreaths will be placed on both 11 and 13 by the Mayor Cllr Hardie.

The local Guide/Brownie Troop will be attending and will also have a standard bearer.

Cllr Thomas offered to marshal the event on Sunday 13 November if no-one else, with experience of such was available.

Cllr Ellison offered her apologies for not being able to attend the service but she will be with her Brownie pack at a service in Colwyn Bay.

Cllr Scott has arranged the usual refreshments after the service on 13 November at the Conservative Club.

Cllr Roberts and Cllr Cowie will do the readings on the Sunday at the memorial.

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Signed by the Chairman of the meeting held on 29 November 2016