St Asaph City Council
Cyngor Dinas Llanelwy

Minutes of the Events Committee Meeting held on 27 September 2016 at 5.00pm in the Community and Council Meeting Rooms, Roe Plas Meadows.

Present: **Cllrs:** C Hardie (City Mayor), G D Hodgkinson BEM, P G Morton, J O Roberts and B J Rust.
Non-Voting: Cllr A Thomas.

Clerk: H Stewart BEM

1. **Apologies**
Apologies for absence were received from Cllrs: J Ellison and R Williams (Deputy Mayor) both having work commitments.

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

3. **Public Participation**
There were no requests to address the Committee.

4. **Minutes**
Resolved that: the minutes of the meeting held on 26 July 2016 be signed as a true record.

5. **Matters Arising**

160726/8 City Status – The Mayor had spoken with the Dean of the Cathedral and Michelle Seddon from Oriel House. Both were very supportive of the plans that were being proposed. The Dean will host a concert on the evening of 3 June 2017. Cllr Hardie asked to be sent the contact details of any local performers known to councillor so that they might be invited to take part in the concert. A special commemorative service to mark the occasion has also been penciled in the diary for Sunday 4 June 2017.

Oriel House will sponsor and host a Hog Roast to be held on the evening of Thursday 1 June 2017. A £10 ticket price has been suggested or £15 with a glass of "bubbly". More details about the Roast will be discussed nearer the time. It might be possible to get sponsorship for the liquid refreshments so that there would be no cost to the Council. There will need to be a decsion if any form of entertainment will be required for the evening.

Quite by coincidence, the Friends of St Kentigern's have been discussing holding a regular monthly Farmers Market from the first Saturday in December. This would meet the suggestion of a farmers or French market being arranged during the anniversary celebration week end. More discussion will be required to ascertain if St Kentigern's could extend the market during June to cover a couple of days over the weekend of 1 June.

6. **Winter Fair**

a) Events board - notices to be arranged for displaying from the beginning of November.

b) Posters/Fliers – Cllr Hardie to discuss sponsorship with R N Williams. Salisbury's the accountants also mentioned to approach as a possible sponsor.

Cllr Hodgkinson to progress a draft for comment by email, from members of the Committee. Fliers to be available in the Co-op when ready and distribution to other locations organised between members of the Committee. 500 fliers to be costed and the Clerk informed for budget monitoring.

c) Attractions – Cllr Hardie to confirm arrangements with Luke Knightly and to ask that a burger bar be included.
d) Furry Animals – decision made not to use this year but to use the money towards a silver band Cllr Roberts to contact Rhyl Silver Band.

e) School Choirs – Cllr Hardie to check if a sound system and staging will be required, possibly not so a saving could be made. If a stage was necessary contact would be made with the local schools to see if they had one that could be used. Cllr Hardie to contact VP and Fairholme schools. Cllr Roberts to make enquiries with Glan Clwyd.

The owner of the Pottery shop has a band and may be interested in participating. This would need to be on a voluntary basis as the budget is quite limited. Cllr Hardie to pursue.

f) Stalls – Cllr Rust has everything in hand. All stalls are being asked to make a voluntary contribution on the evening rather than impose a charge. It was agreed that any proceeds from these contributions would be passed to the Cathedral. Any groups or charities wanting a stall should be asked to contact Cllrs Roberts and Rust.

The stalls holders will be bringing their own tables and have been asked to arrive at 4pm to set up. A plan of where each stall will be located ill be discussed between Cllrs Roberts and Rust.

Cllr Hodgkinson mentioned a display she had recently seen of "hats" by Nora Williams. Councillors agreed that she should be asked to attend the Winter Fair with a display.

Cllr Thomas offered to produce a plan of ta layout for the event.

g) Refreshments – Cllr Hardie will ask the WI if they want to do the refreshments. It was mentioned that it isl the 50th anniversary of Merched Y Wawr in 2017 and maybe that this organisation may be interested in the City Anniversary arrangements if not involved with the Winter Fair.

h) Lighting – Cllr Hardie will check with Mick Dodds, the suitability and ability of connecting any lighting to the Cathedral.

i) Father Christmas – the usual arrangement has been agreed with Rotary through Cllr Thomas. The Clerk offered use of a gazebo which will be decorated as usual by Cllrs Hodgkinson and Rust. These two councillors will also purchase the presents for Father Christmas's sack.

j) Christmas Tree and Lighting – the tree has been ordered. New bright white lights need purchasing and the tree really needs to be up and decorated a week before the event. Cllr Thomas to liaise with Mick Dodds about setting up the lights and having them turned on at 5pm. Cllr Hardie will liaise with Sarah Tonin about an electricity supply.

k) Window Competition – more shields were required for the names on the plaque of future winners of the window competition. The competition will be advertised on the flier. Judging will take place on ~~Monday 22~~ Tuesday 22nd November at 6pm. Any councillor interested in assisting should meet outside Jacob's Ladder at 6pm.

l) Banners – Cllr Scott to be asked if he could arrange the banners along the same theme as the fliers. Cost to be obtained for four laminated signs to be located at the foot of each welcome sign.

m) Litter Collection – black bags, litter picks and gloves available for all helpers to sue at the end of the evening.

n) Car Park – Cllr Hardie to speak with Cllr Roberts about using space at Glan Clwyd School.

o) Media Release / Local Radio - . Radio Heart to be asked if they want to attend plus if they are interested in the 5th Anniversary celebrations.

p) Toilets – Cllr Hardie to speak with Nigel.

The Mayor requested that the Committee consider the Remembrance Service as an additional item this was agreed.

7. Remembrance Service

The Clerk would ensure that the rolling road closure was organised.

Cllr Hardie to speak with Cllr Ellison about the Guides and Scouts being involved on the day.

The wreaths had been ordered.

There was difficulty in finding a bugler. Cllr Morton offered to contact a Major he knew who might be able to assist. Cllr Hardie would speak with Cllr Roberts about anyone being available from the Rhyl Silver Band. As a last resort Cllr Scott would be asked to organise the playing of the recorded version.

Cllr Hardie had already ordered the refreshments. The Clerk would review the invitation list and discuss with the Mayor.

The meeting concluded at 6.15pm.

Signed .....

Chairman of the Events Committee 25 October 2016