

# Abergele Town Council

## MINUTES

A meeting of the Events Sub-Committee was held at 6.30pm on Thursday 11<sup>th</sup> April 2019 in Room 4, Council Offices, Llanddulas Road, Abergele.

808/18 **Attendance Register**

The Mayor, Cllr. M D Bird,

Cllrs: D M Armstrong; S. Jones-Roberts; D A MacRae (Chair); R.M.Medlicott; B. C. Roberts;

In attendance: Insp Craig Owen NWP; PCSO 2928 Annette Jones; Rev Kate Johnson  
Mrs M. J. Evans (Clerk) Mrs L Whalley (Deputy Clerk)

810/18 **Apologies for Absence**

Cllr P Heap-Williams

811/18 **Absent without Apologies**

Cllr A Wood

812/18 **Declaration of Interest**

Members were reminded that they must declare the **existence** and **nature** of any personal interests (using the form provided for this purpose). None Declared

**Minutes**

The minutes from the last meeting held on 21st January were **RECEIVED** and **APPROVED**.

*Standing Orders were suspended*

Guest speaker Inspector Craig Jones (Insp 1330) was welcomed to the meeting who provided an overview to members on the importance of adopting a strategic approach to public safety when organising events aimed at attracting members of the public. Inspector Jones highlighted the recent significant changes in the responsibilities now afforded to the organisers and landowners who put on events. As far as possible the management of events is moving out of the 'grey area' and creating clearly defined roles and responsibilities as well as consequences for anyone involved in organising events. In particular, the importance of having a chain of command, good communications and a strategy for stopping the show in adverse circumstances was emphasised. There is a duty on organisers to ensure good practice by adopting an event planning strategy to cover risk assessment, security, safeguarding and emergency planning. Events Management is guided by publications call the Purple, Green and Red Guides available at nominal cost online.

Inspector Jones invited questions from the floor and discussion took place.

813/18 **Matters arising**

- a) A report from the Clerk and Deputy Clerk regarding the Public Safety at Events training at Eirias Park was **RECEIVED** and **DISCUSSED**.

*Inspector Jones and PCSO Annette Jones were thanked for their time and left the meeting.*

- b) Reverend Kate was welcomed to the meeting:

- i) A theme for the Town Council's Christmas Event 6<sup>th</sup> December 2019 has not yet been decided but the main elements of last year's Nativity Story were considered important to retain. The main elements comprised participation by the schools and members of the local community, other members of the community helping with the creation of the set and props and a team to film the event. For future years Rev Kate suggested a completely different format such as a candlelit procession to Pentre Mawr Park. In view of the new Events Management strategy that needs to be formulated, this idea was **DEFERRED** to a future agenda.

- ii) A proposal to hold a Christmas Tree Exhibition at St Michael's was CONSIDERED by Rev Kate. In the first instance Rev Kate felt that there may not be enough space at St Michael's to put on a comprehensive show should the response by the businesses be enthusiastic and suggested that she meets with the Members and representatives of businesses in the town for an informal discussion.
- iii) A proposal to commemorate the D Day Landings of WWII was CONSIDERED. Rev Kate confirmed that she could hold a service on the eve of the D Day Landings anniversary 5<sup>th</sup> June 2019
- iv) Rev Kate confirmed that she was leading the service for St Kentigern's Hospice and that candlelight must now be in the form of battery-operated candles.
- c) Mr Iain Martin (RBL) was not present at the meeting to REVIEW his document entitled 'Responsibilities Appertaining to Remembrance Day Programme of Events.' However, elements of the organisation of Remembrance Sunday and who should take sole responsibility for the event were discussed with Inspector Jones at the beginning of the meeting.
- d) An update regarding St Kentigern's Hospice 'Tree of Lights' ceremony was heard in point b) iv) above. In addition, the Deputy Clerk had received confirmation that the local electrical contractor can make provision for a manual switch on at the time preferred by the organisers.

*Rev Kate was thanked for her time and left the meeting*

*Standing Orders were reinstated*

- e) The Clerk then reviewed the meeting's action points as follows:
  - i) The Clerk informed Members that she was meeting with an H&S Consultant who had prepared Risk Assessments and advised and/or written policies for other Councils as part of their Events Management Plans.
  - ii) A meeting between Rev Kate, the Councillors and members of the business community was **AGREED** for Wednesday 22<sup>nd</sup> May at 11am to discuss the feasibility of a Festival of Trees.

814/18      **Forthcoming Events Review**

**In accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order no.68, in view of the confidential nature of the business about to be transacted, it was advised in the public interest that the press and public be temporarily excluded and were instructed to withdraw (Item 814/18 a)).**

- a) A quote for traffic management services for Remembrance Day 2019 was **RECEIVED**. The Clerk was instructed to obtain further quotes.
- b) Remembrance Sunday 10th November - It was **AGREED** by Members that Abergele Town Council would take over the responsibility for organising the Remembrance Day event in conjunction with the RBL who will retain organisation of the Parade.
- c) St Kentigern's Tree of Lights Ceremony 29<sup>th</sup> November – The event is to be publicised in the next Newsletter
- d) Family Christmas Film Night 15<sup>th</sup> December – The film choice(s) are yet to be confirmed by TAPE. The venue is confirmed, and a page has been created on EVENTBRITE for the tickets
- e) Annual Meeting 9<sup>th</sup> May – All arrangements are in place
- f) Civic Sunday 7<sup>th</sup> July – The venues and menu are in place. Save the date has been sent. Invitations are due to be sent out in June.

Meeting closed at: 20:50

Signed: ..... (Chair)