

Abergele Town Council

AGENDA

A meeting of the Events Sub-Committee, to be held at 6.30pm on Monday 20th May 2019 in Room 4, Council Offices, Llanddulas Road, Abergele.

- 1) **Election of Chairman**
To elect a Chairman for the Committee for 2019/20
- 2) **Attendance Register**
- 3) **Apologies for Absence**
- 4) **Absent without Apologies**
- 5) **Declaration of Interest**
Members are reminded that they must declare the **existence** and **nature** of any personal interests (using the form provided for this purpose)
- 6) **Minutes**
To **RECEIVE**, **CONSIDER** and **APPROVE** the minutes from the last meeting held on 11th April 2019

To welcome Dave Phillips of Safety Focus Ltd who will provide members with an overview of the Council's Health & Safety responsibilities when creating an Events Management Plan.

- 7) **Matters Arising**
 - a) To receive a debrief report regarding the Annual Meeting. (CF1 p1)
 - b) To consider a cost for reinstalling the WW1 soldier silhouettes in the Community to mark the D Day Landings (to be tabled at the meeting)
- 8) **Forthcoming Events Review**
 - a) D-Day Service – to review final details for the service and to approve a flyer. (CF1 p2)
 - b) To consider the purchase of commemorative wreaths for the D Day service. (CF1 p3)
 - c) Civic Service – to review final details for the service and reception
 - d) Remembrance Day - to consider the document entitled 'Responsibilities Appertaining to Remembrance Day Programme of Events' (Document saved in Dropbox) (Deferred from the last meeting)
 - e) Christmas Film (tabled at the meeting)
 - f) Christmas Service

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 is advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw. (Item No: 9a) – 9c))

9) **Quotations**

- a) To receive quotations for the provision of services related to Risk Assessment for Events Management (Conf File pp 1-4), and to receive a response from the insurance company on the same matter (CF1 pp4-5). (Deferred from Executive Committee)
- b) To receive quotations for Traffic Management services for Remembrance Day (Conf File1 pp 5-8)
- c) To receive a quotation for a plunge switch for the St Kentigern light (Conf File p9)