

Abergele Town Council

MINUTES

A meeting of the Events Sub-Committee was held at 6.30pm on Monday 15th July 2019 in Room 4, Council Offices, Llanddulas Road, Abergele.

194/19 **Attendance Register**

The Mayor, Cllr. S Jones-Roberts,
Cllrs: D M Armstrong; P Heap-Williams; D A MacRae (Chair); A. Wood;
Non-Voting Members: Rev Kate Johnson, Mr David Phillips of Safety Focus Ltd
In attendance: Cllrs: C. McCoubrey; G. Frost;
Mrs L Whalley (Deputy Clerk)

195/19 **Apologies for Absence**

Cllr: B. C. Roberts; Mr Iain Martin (RBL)

196/19 **Absent without Apologies**

None

197/19 **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

198/19 Mr David Phillips of Safety Focus Ltd was welcomed to the meeting. Mr Phillips was present to provide overview on aspects of Events Management as they arise on the agenda.

199/19 **Minutes**

The minutes from the last meeting held on 17th June 2019 were **RECEIVED** and **APPROVED**

200/19 **Matters Arising**

- a) Civic Sunday – Members and staff reported that the day was very successful with only minor amendments for a church service as follows:
- (1) To increase the number of Orders of Service to 150/200
 - (2) To ask dignitaries to be seated 20 mins before the start instead of 30 mins
 - (3) To signpost local parking in the invitation letters
 - (4) To read out the names of invited dignitaries present

Cllr. McCoubrey left at this juncture

- b) An offer from Rev Kate for the Church to print the Orders of Service to save paper was **DEFERRED** to a future meeting.

201/19 An e-mail from the Clerk of Colwyn Bay TC regarding training for Chapter 8 Traffic Management was **RECEIVED**. Cllr Wood reminded members that he was already Chapter 8 trained and volunteered to go on the refresher course to re-validate his certificate. Cllr Armstrong also indicated his willingness to go on the training. Members then considered training and the respective costs for other Councillors and staff. It was **RECOMMENDED** to **APPROVE** funding for: i) Cllr Wood to attend the refresher course (£75), ii) Cllr Armstrong to attend full Chapter 8 training (£150), and iii) an amount for the further training of 2 or 3 individuals to be considered in the 20/21 budget. It was also reported that Conwy Feast have just been awarded grant funding to train volunteers in

Stewarding and First Aid. They may be considering inviting volunteers from Local Councils to take part in the training.

Mr Phillips advised that Chapter 8 training should be staggered in order not to have certification periods expiring at the same time; he also advised caution when selecting volunteers for the training, as Traffic Management isn't for everyone.

202/19 An extract of an e-mail from CCBC to Pinder's Circus demonstrating the scrutiny afforded to public events was **NOTED**.

203/19 The Forthcoming Events Schedule was **NOTED**

204/19 **Forthcoming Events Review**

a) Remembrance Day – i) Cllr Wood confirmed that he had already applied for the Parade road closures three months ago. However, since the organisation of the event has now been handed over to Abergele Town Council from the RBL, all paperwork will need to originate from the Clerk's office and will be guided by Mr Phillips. The Parade route was **APPROVED**, and the Deputy Clerk will follow up on the road closure. Mr Phillips will also guide on a Risk Assessment for the Parade.

ii) Rev Kate referred to an e-mail response she had received from Church insurers regarding the liabilities of those involved in the organisation of the service. It was NOTED that Rev Kate's liability was for public safety on Church premises and ATC's liability will be public safety for the whole event.

Dave Phillips referred to a balance of liabilities for events and confirmed that he would be liaising with all parties concerned.

b) Christmas Film – An e-mail response from TAPE was **RECEIVED**. It seems unlikely that professional assistance with the screening of a film for the public will be available. Members were asked if they wished to DEFER the film screening to 2020. Members felt that the possibility of the Council running the event single handed should not be ruled out and that more information was needed regarding licensing and other costs.

Standing Orders were suspended

Cllr Frost informed members that as he was a member of IAC he had a licence to screen films and that he would check to see if that licence extended to screening the major productions.

Cllr Frost left at this juncture and Standing Orders were reinstated.

Deputy Clerk reminded members that following approval of refresher training for Chapter 8 the budget was now allocated. The cost of a licence for screening the film is likely to be £140 plus a returnable deposit of £150. There will also be a cost for the hire of Emrys ap Iwan Prys Jones Theatre for 2^{1/2} hrs. The hire of screening equipment may also be necessary. It was **RESOLVED** to **RECOMMEND** to Full Council that monies be diverted from elsewhere in the budget to fund the Film Screening.

c) Christmas Service – Promotion of the Christmas Service was discussed, and it was felt that the same methods of promotion should continue this year i.e Newsletter, website, twitter, Facebook Community pages and a concert poster on the noticeboards

Councillor Heap-Williams left at this juncture

2020/21

- d) Civic Sunday 05/07/20 – The Deputy Mayor, Cllr A Hunter, has expressed a wish to hold his Civic Service in Canolfan Dewi Sant and that he would like the local community to be involved in some way. Availability of the centre is to be confirmed. It is most likely that the event will take place in the afternoon subject to confirmation of the Rev Kate's availability.

Meeting Closed at 19:30

Signed(Chairman)