

Abergele Town Council

MINUTES

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

67/19 Election of Chairman

The current Chairman Cllr Delyth MacRae opened the meeting and requested nominations for Chairman of the Sub-Committee for 2019/20.

It was PROPOSED that Cllr. MacRae be re-elected as Chairman.

There being no further nominations, Cllr. MacRae indicated her willingness to continue and was re-elected as Chairman of the Events Sub-Committee for 2019/20

68/19 Attendance Register

The Mayor, Cllr. S. Jones-Roberts;

Cllrs: D M Armstrong; D A MacRae; B. C. Roberts;

Non-Voting Member: Rev Kate Johnson

Mrs L Whalley (Deputy Clerk)

69/19 Apologies for Absence

Cllrs: R.M. Medicott; A. Wood;

70/19 Absent without Apologies

Cllr. M D Bird, P Heap-Williams;

71/19 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.

72/19 Minutes

The minutes from the last meeting held on 11th April 2019 were **RECEIVED** and **APPROVED**

Standing Order were suspended

73/19 Dave Phillips of Safety Focus Ltd was welcomed to the meeting. Mr Phillips provided members with an overview of the Council's responsibilities for creating Events Management Plans, Emergency Plans, Risk Assessments and Safeguarding for its events. All events, irrespective of size should have clear and detailed plans in order to ensure public safety and to comply with terms of insurance. Any event with a military flavour attracts proportionate anti-terrorist measures. Management Plans for larger events are also subject to the scrutiny of the County's Safety Advisory Group (SAG). In addition to its own events activities, if the Council financially supports an event by way of a grant to an outside body, it is advisable for the Council to satisfy itself that the event is being organised in accordance with Events Management Planning and would need to see relevant documents such as the Event Plan, Emergency Plan and Risk Assessment. Therefore, the Council will need to ensure that it has appropriate policies in place for holding events and safeguarding the public, the Councillors and members of staff.

Standing orders were re-instated

74/19 Matters Arising

- a) A team debrief report regarding the Annual Meeting was **RECEIVED**. Members of staff had observed several details in the process and after discussion amongst the Committee the following points were noted for future Annual Meetings of the Council
 - i) It was considered that the volume of food per head ordered was overly generous and would need to be considered if the same caterer is employed next year.
 - ii) A protocol for official photographs is to be formulated and announced at the meeting as part of the 'Housekeeping Item'. Only the professional photographer hired for the event

will be permitted to take photos during the ceremony. Guests will also be asked not to post their photos on social media until after official photos have been released.

- iii) It was agreed that it was not necessary to have hanging baskets installed in time for the Annual Meeting as May is a little too early to guarantee that they will be in flower
 - iv) The Mayor expressed her wish to see that the work of individuals in the community was recognised by the Town Council and felt that the Annual Meeting was a suitable occasion to do this. The Mayor will bring this item to a future Full Council meeting.
 - v) Before the start of the Annual and every meeting, there should be a housekeeping announcement by the Chair to remind attendees of Fire, Health & Safety procedures etc. At the Annual Meeting this would also incorporate the protocol on taking pictures.
- b) A cost for reinstalling the WW1 soldier silhouettes in the Community to mark the D Day Landings had not been received in time for this meeting. Due to the brevity of time it was agreed that the task was delegated to the Deputy Clerk but capped at £200.

75/19 **Forthcoming Events Review**

- a) D-Day Service –final details for the service were reviewed.
 - i) An alternative picture for the D Day flyer was decided and the flyer **APPROVED** for distribution.
 - ii) Cllr MacRae to provide the list of soldiers' names with addresses for reading out at the service
 - iii) Cllr MacRae & Rev Kate offered to source a PA system.
 - iv) Volunteer readers to be invited for Psalm 90 and reading the names at the Cenotaph.
 - v) Rev Kate providing bootprints for the path to the Cenotaph

- b) The purchase of a commemorative wreath for the D Day service was **APPROVED**.

- c) Civic Service – Final Details
 - i) Rev Kate agreed to 3 readings
 - ii) Invitations will be extended to the Head Girl and Head Boy of Emrys ap Iwan
 - iii) Brownies Cubs and Guides to be invited to be Standard Bearers
 - (1) Participation by the schools
 - (a) Ysgol Glan Morfa - school choir
 - (b) Ysgol Llansansior - instrumental
 - (c) Ysgol Glan Gele – song & dance
 - (d) Ysgol Sant Elfod – Poem
 - iv) Dylan Cernyw – Harpist at The Kinmel Hotel to be funded from Mayor's allowance

- d) Remembrance Day - the document entitled 'Responsibilities Appertaining to Remembrance Day Programme of Events' was **RECEIVED**. It was **PROPOSED** that the Town Council take responsibility for the event from this point forward and that as such, an event plan should be drawn up from scratch guided by events planning strategies.

- e) Christmas Film: **Deferred** to the next meeting

- f) Christmas Service: **Deferred** to the next meeting

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: 76/19a) – 76/19c)

76/19 **Quotations**

- a) Quotations for the provision of services related to Risk Assessment for Events Management were **RECEIVED**. A response from the insurance company on the same matter was also **RECEIVED** and it was **NOTED** that insurance companies are not at liberty to recommend other companies, who do Risk Assessments, to their clients.
 - i) It was **RESOLVED** to **RECOMMEND** to Full Council that a quote from Safety Focus Ltd for services related to providing Health & Safety, Risk Assessment and Events Management policy and planning is **APPROVED**.
 - ii) It was further **RESOLVED** to **RECOMMEND** to Full Council that Option 2 at a cost of £1200 per year for five years be **APPROVED**. Access to the services would be unlimited and not charged item for item.
- b) Quotations for Traffic Management services for Remembrance Day were **RECEIVED**. It was **RESOLVED** to **APPROVE** JTM Traffic Management at a cost of £720.
- c) A quotation for a plunge switch for the St Kentigern light was **DEFERRED** to the next meeting

Meeting Closed at :20:15

Signed

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(Chairman)