



**CYNGOR  
CYMUNED  
LLANTRISANT  
COMMUNITY  
COUNCIL**

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Gofalu am y Gymuned  
Caring for the Community  
**Beddau  
Llantrisant  
Talbot Green  
Tynant**

Siarter o Gyfeillgarwch  
Charter of Friendship  
**Crécy-en-Ponthieu**



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Wednesday 15<sup>th</sup> June 2022

**COMMITTEE SUMMONS**

**TO: MEMBERS OF THE EVENTS AND PUBLIC  
ENGAGEMENT COMMITTEE**

**YOU ARE SUMMONED** to a **VIRTUAL MEETING** of the  
**EVENTS AND PUBLIC ENGAGEMENT COMMITTEE** of  
Llantrisant Community Council to be held on Tuesday 21st June 2022 at  
6.30pm.

The Agenda for the meeting is attached.

The meeting will be conducted solely online pursuant to the Local  
Government and Elections (Wales) Act 2021.

<https://us06web.zoom.us/j/85771462004?pwd=NnUzSGFsTFZMS0tTVElPTGQrZmlBdz09>

Meeting ID: 857 7146 2004

Passcode: LCC

I should be grateful if you would confirm your attendance.

Yours faithfully,

**MR. G. E. HOPKINS J.P.**

**CLERK**

## LLANTRISANT COMMUNITY COUNCIL

### A VIRTUAL MEETING OF THE EVENTS AND PUBLIC ENGAGEMENT COMMITTEE TO BE HELD ON TUESDAY 21<sup>ST</sup> JUNE 2022 AT 6.30PM

# AGENDA

| Item |                                                                                                                                                                                                                                                                                        | Page   |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.   | <b>Apologies for absence</b><br>To receive any apologies of absence from Members.                                                                                                                                                                                                      |        |
| 2.   | <b>Declarations of Interest</b><br>To receive disclosures of personal interest from Members in accordance with the Code of Conduct.                                                                                                                                                    |        |
| 3.   | <b>Committee Membership and Terms of Reference</b><br>To note the appointment of Chair, Vice Chair and Members and Terms of Reference of the Committee as agreed by the Annual Meeting of the Council on 17 <sup>th</sup> May 2022.                                                    | 3 to 4 |
| 4.   | <b>Minutes of the Previous Meeting</b><br>To note Minutes of the Events Committee held on 22 <sup>nd</sup> February 2022 as reported and received by the full Council meeting held on 8 <sup>th</sup> March 2022.                                                                      | 5 to 6 |
| 5.   | <b>Events for the remainder of 2022 and allocation of resources</b><br>To receive and consider the report of the Clerk containing the Schedule of Events programmed for the remainder of 2022 and to decide the level of commitment of staff time and Events budget spend accordingly. | 7 to 9 |
| 6.   | <b>Urgent Business</b><br>To consider any matters which the Chair has deemed reasonably to be urgent.                                                                                                                                                                                  |        |

**MR G. E. HOPKINS JP**

**CLERK**

# LLANTRISANT COMMUNITY COUNCIL

## EVENTS AND PUBLIC ENGAGEMENT COMMITTEE

TUESDAY 21<sup>ST</sup> JUNE 2022 AT 6.30PM

### COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

#### Committee Membership

**Cllr Julie Barton (Chair)**

**Cllr Anne Callow (Vice Chair)**

Cllr Mal Davies

Cllr Dr Catherine Preston

Cllr Adam Robinson

Cllr Ellie Townsend Jones

Cllr Lynne Murdoch

Cllr Carys Romney

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>            | The Events and Public Engagement Committee will plan and oversee events and the ways in which the Council engages with the residents of the community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Secretariat</b>        | The Deputy Clerk will ordinarily act as Clerk to this Committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Terms of reference</b> | <p>The role of the Committee is to make recommendations to the Council on matters relating to:</p> <ul style="list-style-type: none"> <li>• Events which the Council may wish to put on itself or in partnership with others;</li> <li>• The scheduling of such events;</li> <li>• Any resource requirements for the events, both financial and staffing;</li> <li>• consulting the public on the Council's plans and operations;</li> <li>• The means by which the Council's activities and events are communicated to the Public;</li> <li>• The drafting of the Annual Report and the means by which it is published and distributed to residents.</li> </ul> |
| <b>Delegated Powers</b>   | This Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <p>recommendations outside the Committee's terms of reference shall be made to Full Council.</p> <p>Specifically, the Council delegates power to this Committee to:</p> <ul style="list-style-type: none"> <li>• organise, run and review all events which have been agreed by Council to hold during the municipal year;</li> <li>• spend the budget specifically allocated for events by the Council in line with Financial Regulations.</li> </ul> |
| <b>Frequency</b>  | The Committee will meet at least four times in each municipal year.                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Membership</b> | 8 Members of the Council                                                                                                                                                                                                                                                                                                                                                                                                                              |

**MR. G. E. HOPKINS JP**

**CLERK**

## **LLANTRISANT COMMUNITY COUNCIL**

### **MINUTES OF THE EVENTS COMMITTEE MEETING OF LLANTRISANT COMMUNITY COUNCIL HELD VIA ZOOM AND AT CAERLAN HALL AT 12NOON ON TUESDAY 22<sup>nd</sup> FEBRUARY 2022**

#### **Present**

Cllr. Julie Barton (Chair)

Cllr. Stephen Powell (zoom)

Cllr. Carys Romney

Cllr. Adam Robinson (zoom)

Cllr. Allan Matheson

Cllr. Glynne Holmes

#### **In Attendance**

Deputy Clerk: Mrs Alison Jenkins

#### **EC/21-22/14 Apologies for Absence**

Apologies were received from Cllr. Sam Trask and Cllr. Tony Crutcher.

#### **EC/21-22/15 Declarations of Interest**

Members completed the register of interests in accordance with the Code of Conduct.

#### **EC/21-22/16 Minutes of the Previous Meeting**

The Minutes of the Events Committee Meeting held on 25<sup>th</sup> January 2022 were **approved** as a true record.

#### **EC/21-22/17 Spring Fair – Beddau & Tynant**

Cllr Barton confirmed that there would be an event run on Sunday 10<sup>th</sup> April by local groups. A car boot sale and Easter egg hunt are included in the activities. Assistance was requested from Cllr Robinson regarding risk assessing the event, otherwise no Community Council involvement would be required.

#### **EC/21-22/18 Queen's Platinum Jubilee – Beacon**

It was acknowledged that a large bonfire style beacon may be prohibited due to problems contacting the Army Cadets and landowner permissions. However, this is still the best outcome and work will continue to try and make it happen. It was further noted that the purpose made brazier was a better substitute than a gas beacon and work should also continue on finding a blacksmith to make a suitable brazier should the bonfire not proceed.

#### **EC/21-22/19 Queen's Platinum Jubilee – 7.0Km/Mile fun Run**

Those present were supportive of Cllr Robinsons' proposal to organise a fun run. More information is required regarding the proposed route, running on public highways, insurance etc.

#### **EC/21-22/20 Queen's Platinum Jubilee – Jubilee Flags**

It was AGREED to recommend to full council the purchase of Jubilee flags and additional wooden posts for installation in the Christmas tree holders (46) and on the flag pole at the Parish Office and Memorial Gardens at a cost of £400. The Deputy Clerk was asked to check if there were any Christmas tree brackets remaining in Beddau and Tynant which could also have flags.

It was further AGREED to purchase 50% Jubilee Union Jacks and 50% purple Jubilee flags.

#### **EC/21-22/21 Queen's Platinum Jubilee – Community Picnics**

It was noted that there had been no requests for a picnic in Beddau and Tynant despite the meeting of local residents regarding events earlier in the week. It was further noted that the Friends of Talbot Green are already working with Tonysguboriau Primary School to organise an event for the community at the school on Sunday 5<sup>th</sup> June. There is also a picnic planned for Llantrisant Castle Green on Saturday 4<sup>th</sup> June.

It was AGREED to recommend to full Council that the Community Council support the community picnic on the Castle Green, Llantrisant and the event at Tonysguboriau Primary School with a financial donation of £500 each from the events budget.

#### **EC/21-22/22 Queen's Platinum Jubilee – letter of congratulation**

It was AGREED to recommend to full Council that a letter is sent to Her Majesty the Queen to congratulate her on her Platinum Jubilee and thank her for her 70 years of service.

#### **EC/21-22/23 Urgent Business**

Cllr Powell updated members that the Friends of Talbot Green would be organising an Easter Egg Hunt sponsored by Llanmor Homes for Talbot Green.

Cllr Barton requested that the Beddau and Tynant Christmas event was moved to Saturday 3<sup>rd</sup> December. No action to be taken on this request until the Llantrisant Forum have confirmed the date of the Llantrisant event.

**CLLR J BARTON, CHAIR**

**MRS A JENKINS, DEPUTY CLERK**

**LLANTRISANT COMMUNITY COUNCIL****EVENTS AND PUBLIC ENGAGEMENT COMMITTEE****TUESDAY 21<sup>ST</sup> JUNE 2022****REPORT OF THE CLERK**

The intention of this schedule is to assist the Committee's consideration of community events anticipated for the remainder of 2022 which are either being led by, or require some involvement of the Community Council and its resources.

| <b>Date</b>          | <b>Time</b> | <b>Event</b>                                    | <b>Lead organisation</b>                 | <b>Suggested requirements of Llantrisant Community Council (to be agreed)</b>                                                                                                                                                                                                               |
|----------------------|-------------|-------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 <sup>rd</sup> Sep  | All Day     | <b>Beddau and Tynant Summer Fayre</b>           | Community Council with community support | Deputy Clerk to take lead on project managing the Event (booking rides and stalls, advertising the event, etc.)<br>Clerk to Apply for Licenses<br>General Maintenance Team for preparation of ground and setting up of certain stalls.<br>Staff and Councillors to be available on the day. |
| 11 <sup>th</sup> Nov | AM          | <b>Remembrance Sunday – LLANTRISANT</b>         | Llantrisant War Memorial Trust           | Community Council PA system?<br>General Maintenance Staff required?                                                                                                                                                                                                                         |
| 11 <sup>th</sup> Nov | AM          | <b>Remembrance Sunday – ?<br/>BEDDAU/TYNANT</b> |                                          | Community Council PA system?<br>General Maintenance Staff required?                                                                                                                                                                                                                         |

|                                                 |                   |                                                   |                                                |                                                                                                                                                                                                                                                                              |
|-------------------------------------------------|-------------------|---------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 <sup>th</sup> to 11 <sup>th</sup><br>December | TBC               | <b>Llantrisant Church Christmas Tree Festival</b> | Church with<br>Community<br>Council<br>support | General Maintenance Team to be available to<br>assist with erection of Christmas trees in<br>Llantrisant Parish Church.                                                                                                                                                      |
| 10 <sup>th</sup> Dec                            | 10am<br>to<br>5pm | <b>Santa's Grotto at the Guildhall</b>            | Guildhall                                      | None                                                                                                                                                                                                                                                                         |
|                                                 | 5pm               | <b>Carols around the Christmas Tree, Bullring</b> | Community<br>Council                           | Community Council gazebo to be erected on<br>Bullring;<br>Staff and Councillors to be available on at the<br>event<br>Clerk to play piano for accompanying carols;<br>Father Christmas to lead singing?<br>Deputy Clerk to liaise with businesses re<br>stalls/refreshments. |
|                                                 | ?                 | <b>Stalls at the Workingmen's Club</b>            | ?                                              |                                                                                                                                                                                                                                                                              |
| 11 <sup>th</sup> Dec                            |                   | <b>Christmas Tea Party, Guildhall</b>             | Town Trust                                     | Possible need to lend Guildhall tables/chairs                                                                                                                                                                                                                                |



|                       |   |                                                 |        |                         |
|-----------------------|---|-------------------------------------------------|--------|-------------------------|
| 11 <sup>th</sup> Dec? | ? | <b>Possible Christmas Carol Service, Church</b> | Church | Clerk to play the organ |
| XX Dec                | ? | <b>Beddau and Tynant Christmas Event</b>        | ?      | ?                       |