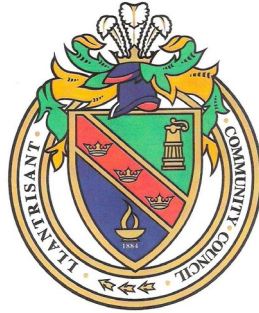


**CYNGOR CYMUNED LLANTRISANT
LLANTRISANT COMMUNITY COUNCIL**

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Clerk: Mr G E Hopkins JP BA(Hons)



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11th November 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
Wednesday 16th November 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.

Please join the meeting using the following link or Meeting ID:

<https://us06web.zoom.us/j/82569073356>

Meeting ID: 825 6907 3356

I should be grateful if you would confirm your attendance.

Yours faithfully,

A handwritten signature in black ink that reads 'Geraint Hopkins'.

MR. G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL
A VIRTUAL MEETING OF THE
EVENTS AND PUBLIC ENGAGEMENT COMMITTEE
TO BE HELD ON WEDNESDAY 16TH NOVEMBER 2022 AT 6.30PM

AGENDA

Item		Page
1. Apologies for absence	To receive any apologies of absence from Members.	
2. Declarations of Interest	To receive disclosures of personal interest from Members in accordance with the Code of Conduct.	
3. Minutes of the Previous Meeting	To note Minutes of the Events Committee held on 5 th October 2022 as reported and received by the full Council meeting held on 13 th September 2022.	3 to 4
4. Events Schedule 2022-23	To consider the Events Schedule for 2022-23 and any actions arising therefrom.	5 to 7
5. Time Capsule Proposal	To reconsider a proposal made by Cllr E. Townsend Jones for a time capsule project.	8 to 10
6. Urgent Business	To consider any matters which the Chair has deemed reasonably to be urgent.	

MR G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

MINUTES OF A VIRTUAL MEETING OF THE EVENTS AND PUBLIC ENGAGEMENT COMMITTEE

HELD VIA ZOOM ON WEDNESDAY 5TH OCTOBER 2022 AT 6.30PM

Present

Cllr Anne Callow (Vice Chair)

Cllr Mal Davies

Cllr Lynne Murdoch

Cllr Dr Catherine Preston

Cllr Ellie Townsend Jones

In Attendance

The Clerk to the Council (Mr Geraint Hopkins JP)

Cllr A. Callow in the Chair

EC/22-23/14 Apologies for absence

No apologies for absence were received.

EC/22-23/15 Declarations of Interest

No declarations of interest were received.

EC/22-23/16 Minutes of the Previous Meeting

The Minutes of the meeting of the Events and Public Engagement Committee held on 25th July 2022 (seen by Full Council on 13th September 2022) were approved.

EC/22-23/17 Events Schedule 2022 – 23

The Clerk and Deputy Clerk took Members through the updated Events Schedule for 2022-23, which was noted.

The Clerk reported that whilst it was budgeted to cost £950 to hire the Snow Machine for the Llantrisant Christmas Weekend, he had found that a good machine could be bought new for around £1,500, and then be used at more than one event for many years to come at a considerable longer term saving to the Council. It was **agreed** to recommend to Council that the machine be so purchased..

EC/22-23/18 S Goodhall Memorial Tree

It was **agreed** that the plaque to Suzanne Goodall be unveiled at a ceremony to take place at 10.30am on Thursday 20th October 2022.

EC/22-23/19 Time Capsule Project

A meeting to further explore the potential for a Time Capsule Project would be held on 16th November 2022 at 6.30pm.

EC/22-23/20 Remembrance Sunday 2022

It was noted that the Community Council was assisting in the organisation of both the Llantrisant Town and Beddau/Tynant commemorations of Remembrance Sunday.

The Office would be required to print and laminate service sheets, and to send out invitations as agreed by the principal organisers of each event.

EC/22-23/21 Christmas Tree Festival: Community Council Tree

It was agreed that the Community Council would contribute a decorated tree to the Parish Church's Christmas Tree Festival. Llantrisant Town members would coordinate an evening for decorating the tree and will inform other members in due course for their assistance.

There being no further business the meeting was ended.

CLLR JULIE BARTON
CHAIR

MR GERAINT HOPKINS JP
CLERK

LLANTRISANT COMMUNITY COUNCIL

EVENTS AND PUBLIC ENGAGEMENT COMMITTEE

EVENTS SCHEDULE 2022-2023

This document is updated regularly; past events are removed and new/potential events added.

Date	Time	Event	Partnership Organisations	Remarks
3 rd Dec	TBC	Beddau and Tynant Christmas Event	BaTCL, Litter Free Beddau & Tynant	4pm open, music from 4.30pm; lights on at 5pm Refreshments supplied by Library Council to buy small bags of sweets for children One Council gazebo required.
9 th to 11 th Dec	10am to 5pm	Christmas on the Hilltop: Llantrisant Christmas Tree Festival	Parish Church	Community council to provide physical support for preparing the church (two days during the previous week before) clearing up afterwards.
10 th Dec	5pm	Christmas on the Hilltop: Carols around the Christmas Tree, Bullring	Llantrisant MVC	Craft stalls in the Guild Hall and Parish Hall to make lanterns ready for a lantern parade to start the event. Male Voice Choir attending. Guild Hall Santa attending.

				Snow machine operating most of the day on the Castle Green, and moved at 4pm to the Bullring ready for the carol singing at 5pm.
10 th Dec	10am to 5pm	Christmas on the Hilltop: Stalls/activities in the hall at the Workingmen's Club	LL. Workingmen's Club	Working Men's Club have confirmed we can use the hall, but it must be clear by 6pm. Proposed a mix of activities and craft stalls.
10 th Dec	10am to 5pm	Christmas on the Hilltop: Activities on the Castle Green	Guildhall	Father Christmas will be located in the Guild Hall. Gills Amusements to confirm availability, and other rides/activities to be booked via grant funding.
		Find a location and install the Jubilee Beacon for public display.		The beacon has now been painted with anti-rust paint to preserve it.
JANUARY 2023		Planning meeting for Horticultural Show		New committee needs to be formed early to ensure a show takes place in August 2023
SPRING 2023		Community Network Event (Previously Grant Award Evening)		Members to consider suggestions for an event to allow local groups to Network.

27 th Feb to 6 th March		St David's Day Flags		Flags to be purchased, installed in Christmas Tree Holders and flown for the week of St David's Day. Cost for 70 flags is £270 we already have the poles to attach them to.
?		The Coronation?	?	?

Time Capsule project: starting points for discussion at Events & Public Engagement Committee 25 July 2022

Time capsules:

One each for Llantrisant, Talbot Green, Beddau, Tynant.

Suggested duration: 50 years (allows for some young people to be present at the burial ceremony and also potentially be there 50 years later).

Locations TBA. Buried or concealed in a location where access will definitely be available in 50 years' time.

Either buried in a specified spot of land that will remain accessible in 50 years OR included in a building project and incorporated into the scheme in an identifiable way. Both options need to be access-proof, so best within the confines of a building's boundary.

A record to be lodged with the owner/manager of the building / land and elsewhere to ensure record is not lost.

Ready-made capsules can be bought. Prices vary according to size, quality and materials used.

Site that looks reputable and where the hermetic seals sound viable: <https://timecapsulesuk.com/>

Theirs are made of a “non-degradable” plastic with a hermetic seal. This may be less suitable for burial in the ground but fine for burial within an enclosed space. More research needed.

Time Capsules UK Prices & delivery times

Size and Capacity

A small **Celebration** time capsule can hold **10 litres**. Its dimensions are 65 centimetres long and 18 centimetres in diameter. When empty, it weighs 2.6kgs
Costs £178. Bespoke £271

Our larger **Commemoration** time capsule's capacity is **25 litres**, and its dimensions are 65 centimetres long and 28 centimetres in diameter. This weighs 6kg when empty. Costs £287 Bespoke £380.

Delivery time

For a **standard capsule** you can expect to receive it **within five working days** from placing your order. For delivery of a **Bespoke capsule** please allow **10 working days from final approval of artwork**.

To consider:

Whose contributions to involve?

- **The Community Council itself**, its historical context, its current role (common to all the capsules)
- **(if any) town's other municipal buildings/leisure facilities/visitor attractions** that record historical context, function & role in society.
- **Groups:** representative interest groups not every single group
- **Schools & Colleges**
- **Others??**

Location:

- Each group of councillors to draw up shortlist of suggested locations with brief rationale / feasibility for each

Timescale (could be done over two financial years if wanted):

- Suggest: 2022-23 (early spring), 2023-24 (late spring or early autumn), maybe 2024-25 (may be determined by choice of location e.g. Penygawsi new school, Metro)

Budget required:

- Funded from: Ward projects
- Cost of capsule; copying / reproduction costs; purchase cost of materials included; Ballpark beyond cost of capsule is negligible so agree contents of capsule, determine size needed and spec of chosen capsule and add ?£50 per capsule?

Items for inclusion (to consider): Just a starter:

- Message from Community Council Chair with names of other councillors & staff
- Coin/s of the current year
- legal documents
- building plans
- maps
- stamps
- newspaper
- internet printouts
- predictions for the future (incl climate change references)
- photos of various places; letter from the past to the future (written / illustrated by school groups / various other bodies)
- memory of what existed 50 years ago in the area (1972-73-74)
- Items that represent: RCT / Wales / the UK (of which we are still part. . .)

Tips on do's and don'ts lifted (from an academic's website):

There are three principal concerns to address: the physical quality of the materials you select for inclusion in the time capsule, the structure of the time capsule, and documentation of the contents and location.

- Tip 1—Establish a selection preference for books and documentation printed on the highest quality paper. Newspapers and similar low quality paper items are highly acidic and quickly deteriorate as well as contribute to the deterioration of other items in the capsule. Newspapers and similar quality materials should be photocopied onto archival quality paper to insure longevity.
- Tip 2—Photographs are wonderful information carriers across time and culture. Black and white photos are much more stable than colour prints. Use black and white if at all possible. To keep photo emulsion surfaces from sticking together, interleave the photos or sleeve them with archival quality photo envelopes.
- Tip 3—Enclose each item in an archival quality envelope, folder, or other appropriate container, or wrap each item in acid-free tissue. Labelling these enclosures in pencil would be useful to the intended future audience.

- Tip 4—If selected paper materials present acidity problems, deacidification may be appropriate. Although easily applied spray deacidification products are available through preservation specialty catalogues (e.g., Wei T'O and Bookkeeper), it would be advisable to consult with a professional conservator.
- Tip 5—Select a container that is non-rusting, leak proof, and durable. Burial vaults have an obvious track record and are the most commonly used containers. Commercial time capsule products are available, but budget and space often drive the decision for local fabrication. Polypropylene, aluminium, and stainless steel are currently considered as acceptable capsule structure materials. Seals are critical; butyl or propylene gaskets are currently favoured.
- Tip 6—Include items that require no technology or equipment other than the eye and hand to use and interpret. CDs and similar electronic media will not be playable in the future.
- Tip 7—Document the time capsule. Label the outside of the capsule clearly with a permanent material; create a checklist of the contents in duplicate (one copy for the time capsule enclosure and one file copy); and ensure that a record of the time capsule along with the contents list is kept in several places.
- Tip 8—Avoid plastics. Because the ageing characteristics of some plastics are not good and others are not yet known, these materials cannot be counted upon to survive in their original form. This problem is compounded if a plastic object is the medium for information (as with CD's or video tapes).