

CYNGOR CYMUNED LLANTRISANT LLANTRISANT COMMUNITY COUNCIL

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31st January 2023

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 7th February 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:

Join Zoom Meeting
<https://us06web.zoom.us/j/83252483472>

Meeting ID: 832 5248 3472

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 TUESDAY 7th FEBRUARY 2023 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 22 nd November 2022.	2 to 3
4. Review of Christmas Events To receive feedback from the Christmas events: a) BATCL carols b) Llantrisant weekend c) School Christmas Tree Competition d) Lamp post lights e) Business Christmas Trees f) Large Christmas Trees g) Council Christmas	4 to 7
5. Events Schedule 2022-23 To receive any updates for planned events and consider further action required. With special consideration for: a) Grants evening b) Coronation of King Charles III	8 to 9 10 to 11
6. Urgent Business To consider any matters which the Chair has deemed reasonably to be urgent.	

MR G. E. HOPKINS JP
CLERK

LLANTRISANT COMMUNITY COUNCIL

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

HELD VIA ZOOM ON TUESDAY 22ND NOVEMBER 2022 AT 6.30PM

[Several members having submitted their apologies in advance, with the leave of the Chair, this meeting scheduled for Wednesday 16th November 2022 was postponed and to Tuesday 22nd November and held thereupon with the same order of business as initially published.]

Present

Cllr Julie Barton (Chair)

Cllr Anne Callow (Vice Chair)

Cllr Lynne Murdoch

Cllr Dr Catherine Preston

Cllr Adam Robinson

Cllr Ellie Townsend Jones

In Attendance

The Clerk to the Council (Mr Geraint Hopkins JP)

Non Committee Members: Cllr David Brown
Cllr David Myles

Cllr A. Callow in the Chair

EC/22-23/22 Apologies for absence

Apologies for absence had been received from Cllrs M. Davies and C. Romney.

EC/22-23/23 Declarations of Interest

Cllr Barton declared she was a volunteer with Litter Free Beddau and Tynant; Cllr Townsend Jones declared that she was a Trustee of the Llantrisant Town Trust; and Cllr Adam Robinson declared his membership of the Llantrisant War Memorial Committee.

EC/22-23/24 Minutes of the Previous Meeting

The Minutes of the meeting of the Events and Public Engagement Committee held on 5th October 2022 (seen by Full Council on 11th October 2022) were approved.

EC/22-23/25 Time Capsule Project

All Members of Council, whether they were members of the committee or not, had been invited to attend the Committee to discuss options for a potential Time Capsule project.

Members agreed that the appetite for this project lay principally in the Llantrisant Town ward, possibly to coincide with the next Beating of the Bounds in 2024. It was consequently **agreed** that the project should be recommended to Council as a Llantrisant Town project, and further **agreed** to recommend to Council that £500 be allocated from the Llantrisant Project fund to initiate work under the stewardship of Cllr Ellie Townsend Jones.

The Committee **agreed** to receive updates on the project as required.

EC/22-23/26 Events Schedule 2022 – 23

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

Members **agreed** to meet on 1st December to decorate the Community Council Christmas Tree to be displayed at the parish church's Christmas Tree Festival.

In advance of the Coronation of His Majesty the King in May 2023, the Committee agreed to explore options for celebrating the weekend, including a fun run.

EC/22-23/27 Remembrance Sunday 2022

Members concluded that the two Remembrance Sunday events at Llantrisant Town, and Beddau and Tynant went very well this year and were well attended.

It was **agreed** that further work could be done next year to clarify the Council's role in organising both events, and the Clerk agreed to speak with partners in both communities in readiness for such discussions in the new year.

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 MEETING, 7th FEBRUARY 2023

REPORT OF THE DEPUTY CLERK

CHRISTMAS 2022

This report is a summary of the activities undertaken by the Council to celebrate Christmas 2022. It is intended as a starting point for discussion as to the success of the 2022 events and what lessons can be learnt or changes made moving forward.

a) BATCL carols

The event was held on Saturday 3rd December 2022. Official start 4pm.

The school and dance class arrived early and proceedings started early too. There was a lovely community atmosphere. The library and litter free volunteers co-ordinated everything indoors.

Louis and Alison set up the Gazebo for the sound system, the inflatables and snow machine. It was the first time using the snow machine and there were problems with the wind blowing it the wrong direction and onto the sound system.

This was a team effort between the library, Litter-Free Beddau & Tynant and the Community Council. Planning meetings between the 3 are essential and there needs to be a co-ordinator on the night.

Feedback on the night was that the event was well received, however it was more appropriate for a week-night than a weekend.

Costs:

Mulled Wine:	£31.93
Sweets & Bags for Santa:	£47.99
Replacement extension lead:	<u>£16.41</u>
TOTAL	£96.33

b) Llantrisant weekend 9th to 11th February

Grant funding was applied for and received from RCT for a joint Christmas event with Llantrisant Guildhall and the Parish Church. This originated from the Business Forum. The weekend was a great success with the combination of the various venues throughout the old Town. The weather was not in our favour and the Carols around the Christmas Tree had to be moved into the Parish Church – but at least we did have a plan B, and the church was packed to standing room only.

We were delighted that the Model House got involved and ran workshops on the Saturday and we believe the local businesses appreciated the Augmented Reality Trail. We will be holding a review meeting with the Parish Church and Guildhall representatives on Thursday 2nd February to consider what went well and what we can improve in the future.

The snow machine and inflatables were purchased rather than hired and can be used by any of the organisations in the future.

All costs with the exception of the Beacon were covered by the RCT Grant. The Beacon was not included in the original proposal. However, the wood was donated by a local business and the cost for materials for the base will be reused in the future.

c) School Christmas Tree Competition

Cllr Mal Davies, Adam Robinson and Carys Romney visited the 9 schools in the area. Jason and Louis delivered the Christmas trees at the end of November.

Costs:

9 Trees:	£450.00
Prizes:	<u>£350.00</u>
TOTAL	£800.00

d) Lamp post lights

Centregreat store, test, install and remove the streetlight mounted decorations each year. There are 24 in total.

The lights on Parish Road were replaced Christmas 2020

The lights on Gwaunmiskin Road were replaced Christmas 2017

The lights in Talbot Green were purchased in 2015.

Members should consider the need to update the decorations.

Costs:

Centregreat:	£2423.00
Power:	<u>£35.86</u>
TOTAL	£2458.86

e) Business Christmas Trees

In 2019, artificial trees were purchased for the businesses in Llantrisant and Talbot Green. There have been issues with plugging the lights on the trees into the businesses and businesses switching the lights on. This year new battery-operated lights were purchased. There were concerns as to whether the batteries would last the full Christmas period – they did, and lights were still on when the trees were

removed. Feedback was that the lights all need to be set to constant, rather than intermittent flashing.

Jason and Louis installed and removed all of the trees this year, it has been contracted out in recent years. The trees are stored in the attic at Llys y Cwm.

Similar battery lights were purchased for the basket trees in Beddau & Tynant.

Costs:

New Lights:	£307.84
Batteries:	£ 85.15
Cable Ties:	<u>£ 11.91</u>
	£404.90

f) Large Christmas Trees

The Council provide four large trees. Each is provided, installed and removed by Centregreat. The Council has previously sourced its own trees, however finding large trees was becoming increasingly hard and our insurance requires a qualified electrician to connect the lights.

The tree in Talbot Green is 30ft tall – Centregreat have the equipment to transport and lift this – the Community Council do not. The Talbot Green tree is sponsored by Talbot Green shopping park who cover the full £1256.00 cost of the tree. For the size of the tree, it may be worth purchasing additional lights for future years.

In 2018 a new tree pit was installed at the bowling pavilion, Southgate Llantrisant. This tree always looks really good.

A tree is plugged into the BaTCL. Comments were made this year about more lights being needed.

A tree is provided at Mount Pleasant Gardens, the electricity supply is by Giggles playgroup and a donation is made to the playgroup each year to fund the electricity. No comments about this tree have been received this year.

Costs: Each tree is 20ft and costs £926.00 normally. For some reason the BaTCL tree was only charged at £485.00 this year. TOTAL: £2,337

g) Council Christmas

A social event is organised following the December meeting for Councillors and staff. This is funded from the Chairs Allowance.

Cost: £295.17

CONSIDERATION:

The budget for Christmas was £10,000. Installing the business trees ourselves and no cost for the Llantrisant event ensured that we have come in under budget; Total project spend: £7,502.04

Brett from Hi-motive at no charge provided toilets, radios and barriers for the September fair. He provided lights for the BaTCL carols and barriers for the Llantrisant event. To hire professional equipment like this would greatly increase our costs for events and they are essentials for the safety of the community. Brett mentioned that the Rugby Club had had to fund the Senior Citizens Christmas dinner themselves this year. (Grant application was late). In the interest of good relations and vital future support for community events, members should consider provision of the funds for the dinner either from the Christmas project budget (£2,499 available) or Beddau and Tynant Grants (£1,550 available).

LLANTRISANT COMMUNITY COUNCIL**EVENTS AND PUBLIC ENGAGEMENT COMMITTEE (07/02/23)****EVENTS SCHEDULE 2023**

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

Date	Time	Event	Partnership Organisations	Remarks
		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.

6 th to 8 th May		The Coronation		
13 th August		Community Horticultural Show		
June 2024		Time Capsule Project (Llantrisant)		

LLANTRISANT COMMUNITY COUNCIL

EVENTS AND PUBLIC ENGAGEMENT COMMITTEE MEETING, 7th FEBRUARY 2023

REPORT OF THE DEPUTY CLERK

CORONATION WEEKEND 6TH TO 8TH MAY 2023

Members need to consider what if any events they wish to organise to mark the coronation of King Charles III.

A previous decision was made to fly Union Jacks and Welsh Flags, and these have already been purchased.

Interest has been expressed in organising a fun run, however following investigation this requires the involvement of a running club with the expertise to organise such an event.

Official activity proposals:

Copied from the Royal website:

The Coronation of His Majesty The King and Her Majesty The Queen Consort will take place at Westminster Abbey on Saturday 6th May, 2023. The Service will be conducted by the Archbishop of Canterbury. The Service will reflect the Monarch's role today and look towards the future, while being rooted in longstanding traditions and pageantry.

Across the Coronation Weekend, there will be further opportunities for people to come together in celebration of the historic occasion. On Sunday, 7th May 2023, a special Coronation Concert will be staged and broadcast live at Windsor Castle by the BBC and BBC Studios, with several thousand pairs of tickets to be made available via public ballot. One of the highlights of the concert will be "**Lighting up the Nation**", in

which iconic locations across the UK will be lit up with projections, lasers, drone displays and illuminations.

Neighbours and communities across the United Kingdom are invited to share food and fun together at **Coronation Big Lunches** on Sunday 7th May 2023, in a nationwide act of celebration and friendship. From a cup of tea with a neighbour to a street party, a Coronation Big Lunch brings the celebrations to your neighbourhood and is a great way to get to know your community a little better.

The **Big Help Out** will be held on Monday, 8th May 2023 and is being organised by The Together Coalition and a wide range of partners such as The Scouts, the Royal Voluntary Service and faith groups from across the United Kingdom. The Big Help Out will highlight the positive impact volunteering has on communities across the nation.

In tribute to His Majesty The King's public service, The Big Help Out will encourage people to try volunteering for themselves and join the work being undertaken to support their local areas. The aim of The Big Help Out is to use volunteering to bring communities together and create a lasting volunteering legacy from the Coronation Weekend.