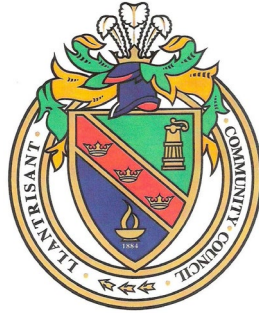


CYNGOR CYMUNED LLANTRISANT LLANTRISANT COMMUNITY COUNCIL

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Clerk: Mr G E Hopkins JP BA(Hons)



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Clerc: Mr G E Hopkins JP BA(Hons)

23rd June 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 4th July** at 6.30pm.

The Agenda for the meeting is attached.

The meeting will be accessible online pursuant to the Local Government and Elections (Wales) Act 2021. Please join the meeting using the following link or Meeting ID:

next meeting of the Committee is on Tuesday 4th July at 6.30pm. This will be a wholly VIRTUAL meeting of the Committee via the following Zoom link:

<https://us06web.zoom.us/j/81514509275>

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 VIA ZOOM 2023 ON TUESDAY 4TH JULY 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 the Minutes of the Events and Public Engagement Committee held on 23 rd May 2023, which were received and the recommendations therein approved by the Council on 13 th June 2023.	2 - 7
4. Community Network Event To confirm the dates upon which the two Council Community Network events will take place. (The Chair wishes to remind Members to bring their diaries to the meeting.)	
5. Public Consultation on the Community Plan To receive a report from the Clerk outlining the process by which the Council will consult the public on its Community Plan.	8 - 9
6. Christmas Window Dressing Competition To consider whether, in addition to a first prize of £100 previously agreed, there ought also to be a second prize of £50.	
7. Events Schedule 2023 To note and consider by exception only the updated Events Schedule for 2023 and any further action required.	10 - 14
8. Date of Next Meeting To agree the date of the next meeting of the Committee.	
9. 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 THE MEETING OF THE EVENTS AND PUBLIC ENGAGEMENT COMMITTEE

HELD ON TUESDAY 23RD MAY 2023 AT 6.30PM AT LLYS Y CWM, BEDDAU

Present

Cllr Ellie Townsend Jones (Chair)

Cllr Carys Romney (Vice Chair)

Cllr Julie Barton

Cllr Anne Callow

Cllr Lynne Murdoch

Cllr Dr Catherine Preston

In Attendance

The Clerk to the Council (Mr Geraint Hopkins JP)

The Responsible Financial Officer (Mrs Alison Jenkins)

County Borough Councillor Sarah Jayne Davies

EC/23-24/01 Apologies for absence

Apologies for absence were received from Cllrs Mal Davies and David Myles.

EC/23-24/02 Declarations of Interest

Cllr Barton declared she was a volunteer with Litter Free Beddau and Tynant, and a Trustee of Beddau and Tynant Community Library.

Cllr Romney declared she was a volunteer with Litter Free Beddau and Tynant

Cllr Preston declared she was a volunteer with Beddau and Tynant Community Library.

EC/23-24/03 Minutes of the Previous Meeting

The Minutes of the meeting of the Events and Public Engagement Committee held on 15th March, which full Council had received and the recommendations therein dealt with on 11th April 2023, were approved as a true record.

EC/23-24/04 Committee Membership and Terms of Reference

The Report of the Clerk giving the Committees revised membership agreed at the Annual Meeting of Council, and its Terms of Reference was noted.

EC/23-24/05 Events Schedule 2023

The following was approved as the updated Events Schedule for 2023/2024 and the recommendations contained therein **agreed** to be made to Full Council at its next meeting:

Date	Event	Partnership Organisations	Remarks / Recommendations
	Find a location and install the Jubilee Beacon for public display.		The recommendation by the Committee to full Council is for the Beacon to be installed at the entrance to Caerlan Hall in the Car Park.
June/July	Allotments Competition 2023	Allotments Holders/ Committees	The Annual Allotments Competition will be held in the first week of July. Prizes will be different from previous years. Recommended that Council present the following prizes: Overall Winner: £50 4 x Allotments Sites Winners: £10 2nd and 3rd Place Certificates.
13 th August	Community Horticultural Show	Allotments Committees	The meetings held so far have demonstrated a strong committee has been formed to steer this year's show, and a good Show Committee Chair and officers to take this forward, with the Council providing administrative and logistical support. Photography competition on the theme of the Environment to be incorporated into the Show.
3 rd September	Tynant and Beddau Community Fair	LFB&T, Beddau Library, Beddau and Tynant Groups	Awaiting decision by the local partners on site for this year's fair. Council will wait to hear for any calls for assistance as may be necessary.

September/ October 2023	Community Network Event	Community Groups/ Beddau Community Centre	Recommended to Council that they hold two network engagement events with community groups, partnering with other agencies, to encourage volunteering opportunities in the community. Also possible opportunity to engage people with the consultation on the community plan.
September/ October	Llantrisant Council Plan public consultation		Recommend the Council conduct a public engagement exercise to discover the public's views on the Council's work, in order to inform the adoption of a Community Plan and the budget-setting process for 2024/25. Recommend the Council establish a 4-member Task and Finish Group on the Community Plan and determine membership thereof.
12 th Nov	Remembrance Sunday	Llantrisant War Memorial Committee, Church representatives, Royal British Legion	Llantrisant Community Council organised in full the <u>Beddau/Tynant</u> event last year and coordinated participation from Community Groups, and arranged for a Minister. Also provided microphone and amplifier. Suggest repeat. Llantrisant Community Council carried out some functions on behalf of the <u>Llantrisant</u> War Memorial Committee last year, including writing to dignitaries and community groups, and producing the Order of Service. Service on the day organised by LIWMC and church representatives. Suggest repeat.
	Christmas Lights	RCT Centregreat	Recommend to Council not to use mini Christmas trees this year in the shop brackets. Instead propose large Christmas Flags,

			which will have impact during the day, unlike the Christmas Trees. Suggest alternative use for mini trees to line the route from Swan Street entrance up to the Parish Church door for Christmas Tree Festival. Propose, if RCT agree, simple strings of multicoloured bulbs to go across the street in Talbot Road, rather than motifs. Reallocate more motifs to Beddau/Tynant, and replace the “ice cream” lights. Explore potential for projecting Christmas images on to Llantrisant Parish Church. Explore better options for lighting Bullring Llantrisant.
Fri 1 st December	Beddau/Tynant Christmas Event	Beddau Library, LFB&TN	Council will await requests for assistance with this event from the organisers.
9 th to 11 th December	“Christmas on the Hilltop” 2023	RCTCBC, Guildhall, Churches, Workingmens Club, other Groups	RCT already informed of our desire to apply for the £5,000 again, and to work within the town to make a good weekend event. Early tentative discussions with Guildhall and Parish Church indicate repeat of Christmas Tree Festival and Santa’s Grotto. Events Committee to decide what else could compliment the

			event, for example use of workingmen's club again for stalls and entertainments. Carol service to be held at the Parish Church.
December 2023	Christmas Window Dressing Competition	Businesses	Following same format as the Coronation Window Dressing Competition, which was a remarkable success, hold a further such competition for best Christmas Window for businesses in the Community Council area. First prize: £100 to the charity of the winning business' choice.
27 th Feb to 6 th March	St David's Day Flags		Welsh Flags to go up as per last year. The proved very popular with residents and businesses. Office maintaining a list of businesses who did not have brackets, but wish to have them installed.
June 2024	Beating the Bounds, Llantrisant	Llantrisant Town Trust	Recommend to Council that they agree in principle to supply the event with a grant. Recommend specifically that the Finance and General Purposes Committee do consider the amount at the setting of the budget in December. Further recommend that the Finance and General Purposes Committee consider establishing an earmarked reserve upon which the Council could draw upon every seven years to support the event. Clerk has already agreed to a request from the Town Trust for Caerlan Hall to be used as Gold Command centre for the various emergency services during the weekend.

			Committee to consider invitations to representatives of Crecy to come for the weekend. Agreed to draw on the Crecy earmarked reserve to make reservations at local hotels for visitors.
June 2024	Time Capsule Project (Llantrisant)	Llantrisant Schools	Time Capsule to be located in the refurbished belfry of Llantrisant Parish Church.

EC/23-24/06 Future Meetings in 2023/2024

The Committee **agreed** to meet in future wholly online format, and keep the matter under review.

There being no further business the meeting was ended.

**CLLR ELLIE TOWNSEND JONES
COMMITTEE CHAIR**

LLANTRISANT COMMUNITY COUNCIL
EVENTS AND PUBLIC ENGAGEMENT COMMITTEE

4TH JULY 2023

REPORT OF THE CLERK

COUNCIL COMMUNITY PLAN CONSULTATION

1. The Council has agreed to produce a Community Plan, which will outline the aims, objectives, operations and aspirations for the community it serves throughout Beddau, Llantrisant, Talbot Green and Tynant.
2. The task of producing the Draft Plan before public consultation has been delegated by full Council (Minute FC/23-24/24) to a Task and Finish Group.
3. The Task and Finish Group will then present its draft to Council for formal approval for consultation. The Council at that point will then require recommendations from the Events and Public Engagement Committee on how the consultation will be done.
4. This paper sets out a timeline for that consultation, which with the Committee's agreement will then form those recommendations to Council.
5. Following the consultation process, the public's views will be fed back to the Task and Finish Group, ready for a revised Plan to be taken to Council in November, in order that it may be adopted, and so that it may influence the budget-setting process for 2024/2025 which begins in late November this year.
6. In summary, then, the timeline for this process is recommended as follows:

July 2023

Task and Finish Group Meets

This will receive a draft plan from the Clerk for consideration and amendment. The Group may wish to meet again between July and the Council meeting in September.

12th September

Full Council Meeting to Approve the Draft

The Council will be recommended by the Task and Finish Group to approve the Draft Plan ready for public consultation. The Council may still at this stage request amendments, or refer back to the Group for further work if it sees fit.

Mid September

Publication of the Draft Plan and commencement of one month consultation

The Draft Plan will be published on the Council's website and publicised on social media.

Two events to be held, one in Beddau/Tynant, the other in Llantrisant Talbot Green. The suggestion is a three-hour evening "drop in" at Caerlan Hall and Llys y Cwm Hall, where Members and the Clerk would be available to discuss the plan with members of the public and record any comments.

These events also to be publicised online (and maybe by way of a short article sent to the Pontypridd and Llantrisant Observer?)

An Online Survey be produced to accompany the consultation, also to be publicised online.

Mid October

Closure of Consultation Process

Late October

Task and Finish Group meets to receive consultation responses:

The Clerk will have produced a summary of the responses received through the various routes outlined above.

The Group may make amendments to the Draft Plan in light of the consultation, before approving it for recommendation to Council.

14th November

Full Council Meeting to approve the Final Plan

The Council will receive the final report of the Task and Finish Group with the final draft of the Plan. If approved, the Task and Finish Group is disestablished; if not, Council may ask it to make further changes.

Late November

Finance and General Purposes Committee

The FGP Committee will receive the Plan before considering making recommendations for the Council's budget and precept for 2024/2025.

12th December

Full Council Meeting to set Budget for 2024/2025

The Council receives the recommendations of the FGP Committee and sets the Budget and Precept for 2024/2025.

MR. G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

EVENTS AND PUBLIC ENGAGEMENT COMMITTEE / 4TH JULY 2023**EVENTS SCHEDULE 2023**

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

Date	Event	Partnership Organisations	Remarks / Recommendations
	Find a location and install the Jubilee Beacon for public display.		The recommendation by the Committee to full Council is for the Beacon to be installed at the entrance to Caerlan Hall in the Car Park.
June/July	Allotments Competition 2023	Allotments Holders/ Committees	The Annual Allotments Competition will be held in the first week of July. Prizes will be different from previous years. Recommended that Council present the following prizes: Overall Winner: £50 4 x Allotments Sites Winners: £10 Plus Highly Commended Certificates.
13 th August	Community Horticultural Show	Allotments Committees	The meetings held so far have demonstrated a strong committee, Chair and officers to take this forward, with the Council providing administrative and logistical support.

3 rd September	Tynant and Beddau Community Fair	LFB&T, Beddau Library, Beddau and Tynant Groups	Organisers have informed us that this year the fair will be over two days. The Deputy Clerk is liaising with the organisers on the Council's behalf. Council will wait to hear for any calls for assistance as may be necessary.
September/October 2023	Community Network Event	Community Groups/ Beddau Community Centre	Two network engagement events with community groups, partnering with other agencies, to encourage volunteering opportunities in the community. Also possible opportunity to engage people with the consultation on the community plan.
September/October	Llantrisant Community Council Plan public consultation		Public engagement exercise to discover the public's views on the Council's work, in order to inform the adoption of a Community Plan and the budget-setting process for 2024/25. Task and Finish Group established by the Council to steer this matter before going to public consultation.
12 th Nov	Remembrance Sunday	Llantrisant War Memorial Committee, Church representatives, Royal British Legion	Llantrisant Community Council organised in full the <u>Beddau/Tynant</u> event last year and coordinated participation from Community Groups, and arranged for a Minister. Also provided microphone and amplifier. Suggest repeat. Llantrisant Community Council carried out some functions on behalf of the <u>Llantrisant</u> War Memorial Committee last year, including writing to dignitaries and community groups, and producing the Order of Service. Service on the day organised by LIWMC and church representatives. Suggest repeat.

	Christmas Lights	RCT Centregreat	Large Christmas Flags, which will have impact during the day, unlike the Christmas Trees. Alternative use for mini trees to line the route from Swan Street entrance up to the Parish Church door for Christmas Tree Festival. Propose, if RCT agree, simple strings of multicoloured bulbs to go across the street in Talbot Road, rather than motifs. Centregreat intermediating with RCT about this. Reallocate more motifs to Beddau/Tynant, and replace the “ice cream” lights. Explore potential for projecting Christmas images on to Llantrisant Parish Church. Explore better options for lighting Bullring Llantrisant.
Fri 1 st December	Beddau/Tynant Christmas Event	Beddau Library, LFB&TN	Council will await requests for assistance with this event from the organisers.
9 th to 11 th December	“Christmas on the Hilltop” 2023	RCTCBC, Guildhall, Churches, Workingmens	RCT already informed of our desire to apply for the £5,000 again, and to work within the town to make a good weekend event. Early tentative discussions with Guildhall and Parish Church indicate repeat of Christmas Tree Festival and Santa’s Grotto. Events Committee to decide what else could compliment the

		Club, other Groups	event, for example use of workingmen's club again for stalls and entertainments. Carol service to be held at the Parish Church.
December 2023	Christmas Window Dressing Competition	Businesses	Following same format as the Coronation Window Dressing Competition, which was a remarkable success, hold a further such competition for best Christmas Window for businesses in the Community Council area. First prize: £100 to the charity of the winning business' choice.
27 th Feb to 6 th March	St David's Day Flags		Welsh Flags to go up as per last year. The proved very popular with residents and businesses. Office maintaining a list of businesses who did not have brackets, but wish to have them installed. Are there any other ways the Committee would like to celebrate St David's Day, e.g. Photographic competition, window display competition, etc?
June 2024	Beating the Bounds, Llantrisant	Llantrisant Town Trust	Council has agreed in principle, following Committee recommendation to supply the event with a grant. Finance and General Purposes Committee will consider the amount at the setting of the budget in December. It has further been approved that the Finance and General Purposes Committee consider establishing an earmarked reserve

			upon which the Council could draw upon every seven years to support the event. Clerk has already agreed to a request from the Town Trust for Caerlan Hall to be used as Gold Command centre for the various emergency services during the weekend. Committee to consider invitations to representatives of Crecy to come for the weekend. Agreed to draw on the Crecy earmarked reserve to make reservations at local hotels for visitors. Hotel rooms at the Premier Inn have been reserved, but other alternatives are also being looked into. Town flags could be erected in the brackets throughout the Llantrisant area.
June 2024	Time Capsule Project (Llantrisant)	Llantrisant Schools	Time Capsule to be located in the refurbished belfry of Llantrisant Parish Church.

MR G. E. HOPKINS J.P.
CLERK