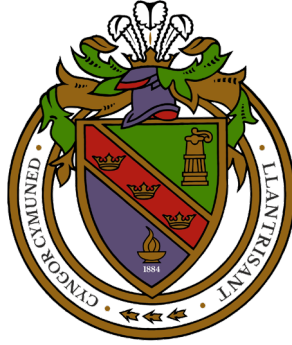


CYNGOR CYMUNED LLANTRISANT LLANTRISANT COMMUNITY COUNCIL

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26th September 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
WEDNESDAY 4TH OCTOBER 2023 at 6.30pm.

The Agenda for the meeting is attached.

The meeting will be held 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/87200022645>

Meeting ID: 872 0002 2645

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 OCTOBER 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 the Minutes of the Events and Public Engagement Committee held on 4 th July 2023, which were received and the recommendations therein approved by the Council on 13 th June 2023.	2 to 3
4. Christmas 2023 To note the Christmas events for 2023 in: (i) Llantrisant (ii) Beddau and Tynant (iii) Talbot Green	4 to 7
5. Events Schedule 2023 To note and consider by exception only the updated Events Schedule for 2023 and any further action required.	8 to 12
6. Date of Next Meeting To agree the date of the next meeting of the Committee.	
7. 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 VIRTUAL MEETING OF THE EVENTS AND PUBLIC ENGAGEMENT COMMITTEE

HELD ON TUESDAY 4TH JULY 2023 AT 6.30PM

Present

Cllr Ellie Townsend Jones (Chair)	Cllr Mal Davies
Cllr Julie Barton	Cllr David Myles
Cllr Anne Callow	

In Attendance

The Clerk to the Council (Mr Geraint Hopkins JP)
The Responsible Financial Officer (Mrs Alison Jenkins)
County Borough Councillor Sarah Jane Davies

EC/23-24/07 Apologies for absence

Apologies for absence were received from Cllrs Lynne Murdoch, Dr Catherine Preston and Carys Romney.

EC/23-24/08 Declarations of Interest

Cllrs Townsend Jones, Callow and Myles and County Borough Councillor Sarah Jane Davies declared an interest in the matter of the proposed Talbot Green Fair (Minute EC/23-24/14) in that they are members of Greener Llantrisant and Talbot Green which is organising the event.

EC/23-24/09 Minutes of the Previous Meeting

The Minutes of the meeting of the Events and Public Engagement Committee held on 23rd May 2023, which full Council had received and the recommendations therein dealt with on 13th June 2023, were approved as a true record.

EC/23-24/10 Community Network Events

The Committee decided that as August was a busy period for the Council and staff the Network events would be scheduled in the Spring of 2024, and decisions relating to those events were deferred to a future meeting of the Committee.

EC/23-24/11 Public Consultation on the Community Plan

The Committee noted the Clerk's report containing a suggested timescale for the public consultation on the Community Plan, and **agreed** to refer the timescale and all matters

pertaining to the consultation to the Task and Finish Group established by Council for that purpose.

EC/23-24/12 **Future Meetings in 2023/2024**

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

EC/23-24/13 **Christmas Window Dressing Competition**

The Committee **agreed** to supply £150 from the Events Budget for prize money for the Christmas Window Dressing Competition. It was broadly agreed that there ought to be two £50 prizes, one each for best in Talbot Green/Llantrisant and Beddau/Tynant, and a £50 overall winner, paid to the charity of choice of the winning businesses.

EC/23-24/14 **Talbot Green Community Fair**

- (i) A letter had been received from the Chair of Greener Llantrisant and Talbot Green (County Borough Councillor Sarah Jane Davies) requesting that the Council consider providing financial assistance towards the cost of running the proposed fair on 16th September 2023. Cllr Davies was invited to address the Committee.
- (ii) The Committee unanimously felt that the idea for a Talbot Green fair was good.
- (iii) The sum recommended to Council to support this event was **agreed** as £1,500, and the Clerk was instructed to advise Council on options for funding this from different budgets.
- (iv) As the request had come fairly close to the date of the event, assurances were sought, and they were given, that there were sufficient numbers of volunteers to run the event without the need of the Parish Office's direct involvement.

EC/23-24/15 **Events Schedule 2023/24**

The Events Schedule for 2023/24 was noted.

There being no further business the meeting was ended at 7.15pm

CLLR ELLIE TOWNSEND JONES
COMMITTEE CHAIR

CHRISTMAS IN LLANTRISANT 2023

Friday 8th December to Sunday 10th December

INTRODUCTION

Christmas on the Hilltop in 2022 was a joint venture between Llantrisant Community Council, Llantrisant Guildhall, Llantrisant Parish Church and Rhondda Cynon Taf County Borough Council. A weekend of activities throughout the Old Town was organised. The weather did not help - but the basics of the plan were a great success. In 2023 we want to learn from last year and improve the offer for the community.

What went well in 2022

1. Everyone was very pleased to see the Christmas Tree Festival back.
2. Santa Claus at the Guildhall was fully booked.
3. The weather forced the Carols around the tree to be moved into the Parish Church. The Church was full so rather than being a negative this turned out to be a positive experience.
4. It worked out better value to purchase a snow machine and inflatables so we will not need to spend out on these again in 2023.

Changes we want to make in 2023

1. Priority needs to be given to achieving an eye-catching welcome to the town. People passing the Bullring would not instantly have been aware that there was an event on. In 2023 we want to put some stalls, lights, and activities on the Bullring itself.
2. There was a lack of food and drink on offer for people wanting to extend the day.
3. The Augmented Reality Trail was expensive for the number of people that used it. This year we want to do a similar trail to get people around the town but think that a simple scavenger/treasure hunt designed by someone local will be of more benefit.
4. Although the Model House did organise some events over the weekend, they were not involved from the planning stage – this year we would like to include the Model House and Llantrisant Workingmen's Club in the planning stage.

ORDER OF EVENTS

Date	Time	Event
All December		Scavenger/Treasure hunt around the Old Town. Entry forms available in all local businesses.
All weekend	10am to 5pm	Christmas Tree Festival – Parish Church

Friday 8 th December	7.30pm	Llantrisant Church Christmas Tree Festival Opening Concert Ukelele Group for concert
Saturday 9 th Dec	10am to 4.30pm	10am – 4pm: Santa’s Grotto at the Guildhall Christmas Tree Festival in the Parish Church with performances throughout the afternoon. Refreshments in the Parish Hall Activities at the Workingmen’s Club Activities on the Castle Green Activities on the Bullring
	4.45pm	Lantern Parade from Bullring to Church
	5pm	Carols for the community in Llantrisant Parish Church
Sunday 10 th Dec	11.30 and 2pm	Christmas Tea Party, Guildhall
Sunday 10 th Dec	4.30pm	Festival Praise Geraint to play

DETAILS OF PROPOSED EVENTS

Scavenger/Treasure Hunt:

A simple one sheet trail around the town for children/families to collect clues leading to a final stop where a small prize can be collected.

Proposed Locations:

1. Guildhall
2. Parish Church
3. Bullring Stores
4. The Gourmet Butcher
5. Butchers Arms
6. Kinda Planet
7. Model House
8. With Love Flowers and Gifts
9. Dr Price Statue

Llantrisant Parish Church and Church Hall:

The local community was extremely pleased to see the Christmas Tree festival back at the Parish Church. Although on a smaller scale to previous years the display was still impressive.

The community Council has arranged a display of Small lighted trees for the pathway from the Parish Hall to the Church and from the Church to the gate leading to the Castle Green.

This year it is proposed to move the local performances from the Workingmen's Club to the front of the Church throughout the weekend. Local School choirs to perform.

At 5pm on the Sunday Llantrisant Male Choir and Llantrisant Ladies Choir accompanied by RCT Community Wind Band will lead a session of Community Carol Singing.

Llantrisant Guildhall

The Guildhall will be open throughout the weekend. Santa will be in attendance from 10am to 4pm on the Saturday. Downstairs is now a tearoom, that will be providing takeaway drinks for activities on the Castle Green.

On the Sunday the Guildhall will be hosting 2 Christmas Tea Parties.

Castle Green

We have sourced some small fairground rides that we will subsidise with the grant to limit the charge to people having rides to £1 and plan to have some mingling entertainment. The Beacon will be lit with seating around and we will provide take away hot drinks from the Guildhall. The snow machine and inflatable characters will offer a photo opportunity.

Llantrisant Working Men's Club

The hall at the Working Men's club will be used for more activities. Bouncy Castle, Face Painting, and games stalls. BLT Food Hub will work with the Working Men's Club to provide refreshments (Bacon Rolls, Mince Pies etc.) There will also be a large children's craft station for families to make lanterns in preparation for the Lantern Parade.

Bullring

We will have a welcome gazebo on the Bullring, with a Sleigh and Reindeers for photos. Scavenger Hunt forms, schedule of performances for the day and mulled wine and mince pies.

At 4.45pm families are encouraged to meet Santa who will lead the Lantern Parade to the Parish Church for the Community Carol Singing.

Marketing: It is essential that the word is spread that this event is happening and that a wide audience is reached. There will need to be an event guide, posters and social media promotion.

Model house: Various workshop/children's craft activities in the conference room at the Model House.

Insurance: Although each organisation has its own insurance as it is a joint event separate insurance is required to cover all activities on the Saturday.

Proposed Budget Allocation

Activity	Cost	£ 5,000.00
Scavenger Hunt prizes and printing	£ 200.00	£ 4,800.00
Performers for Church Concert, Christmas Tree Festival	£ 500.00	£ 4,300.00
sleigh & reindeers for Bullring	£ 1,000.00	£ 3,300.00
Snow Fluid	£ 150.00	£ 3,150.00
Amusements	£ 600.00	£ 2,550.00
Bouncy Castle	£ 230.00	£ 2,320.00
Rodeo Reindeer	£ 410.00	£ 1,910.00
Marketing	£ 400.00	£ 1,510.00
Insurance	£ 250.00	£ 1,260.00
Mingling Entertainers	£ 500.00	£ 760.00
Face Painter	£ 350.00	£ 410.00
Craft Materials, including workshops in Model House	£ 300.00	£ 110.00
Sundries: Insulated cups, Sweets and bags	£ 100.00	£ 10.00

SUMMARY

We have worked together to plan activities that will encourage the community to explore the whole of Old Town Llantrisant. The emphasis is on family fun, offering activities that have been chosen for all ages. The Community Council, Church and Guildhall would welcome the involvement of Businesses in supporting and promoting the event.

MR. G. E. HOPKINS J.P.
Clerk to Llantrisant Community Council
September 2023

LLANTRISANT COMMUNITY COUNCIL

EVENTS AND PUBLIC ENGAGEMENT COMMITTEE / 4TH OCTOBER 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 Allotments Competition was held as agreed. Some remarks have made by entrants about the reduced prize money and number of prizes.
13 th August	Community Horticultural Show	Show Committee	There were many more entries than we had expected, which was very encouraging. The Show was well organised and well received. The Committee have met since the show to consider planning for next year.
3 rd September	Tynant and Beddau Community Fair	LFB&T, Beddau Library, Beddau	The event was a great success.

		and Tynant Groups	A good balance between a strong core steering group, the local volunteers leading the event, and their clarity about the requirements of the Community Council in good time. All agreed it was a good event, but would require more volunteers to be sustainable.
17 th Sept 2023	Talbot Green Community Fair	Greener Llantrisant and Talbot Green	The event was sadly spoiled due to the very heavy rain, so it was difficult to assess. GLL&TB to consider if and when to hold another event.
Spring 2024?	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		Task and Finish Group has met; a draft plan produced and is still under consideration before being recommended to Council for 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. RCT have agreed for multicoloured lights to be strung from a central pole on the Bullring, Llantrisant out to properties around the Bullring who have consented to a bracket to receive the string of lights.
Fri 1 st December	Beddau/Tynant Christmas Event	Beddau Library, LFB&TN	Carols around the tree with a small choir. Mulled wine and mince pies supplied by the Library.
9 th to 11 th December	“Christmas on the Hilltop” 2023	RCTCBC, Guildhall, Churches, Workingmens Club, other Groups	Plan submitted by us, the Guildhall and Llantrisant 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.

			Invitation has been sent 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