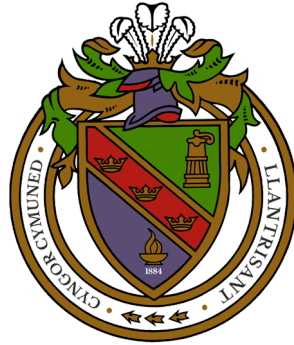


**CYNGOR CYMUNED LLANTRISANT
LLANTRISANT COMMUNITY COUNCIL**

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Clerk: Mr G E Hopkins JP BA(Hons)



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27th February 2024

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 5TH MARCH at **6.30pm**.

The Agenda for the meeting is attached.

Please note that this meeting is being held online only pursuant to the Local Government and Elections (Wales) Act 2021. Please join the meeting using the following Zoom link or Meeting ID:

<https://us06web.zoom.us/j/88213659060>

Meeting ID: 882 1365 9060

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 ONLINE VIA ZOOM ON TUESDAY 5TH MARCH 2024 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 16 th January 2024, which were received and any recommendations therein considered by the Council on 13 th February 2024.	4 to 6
4. Council Website Ad Hoc Group To note that an ad hoc working Group has been established to look at the Council's website with the following Members volunteering themselves for the group: Cllrs E. Townsend Jones (Committee Chair), M. Davies, A Robinson and C. Romney.	
5. Beating the Bounds (i) To receive an update from the Clerk on any requests for help from the Llantrisant Town Trust for the event. (ii) To decide if the Council wishes to have a stand at the event, and if so its purpose.	
6. National Eisteddfod 2024 To consider whether and how the Council should mark the Eisteddfod's sitting in Pontypridd this August.	
7. D-Day 80 Commemoration To consider whether and how the Council should mark the 80 th Anniversary of D Day on 6 th June 2024.	
8. Review of Council Notice Boards Further to resolution by the Council on 13 th February (MINUTE FC/23-24/94) to consider the findings of an inspection of the Council's notice boards in the community..	

9. Events and Public Engagement Schedule 2024

To note and consider **by exception only** the updated Events Schedule for 2023 and any further action required.

7 to 9

10. Date of Next Meeting

To agree the date of the next meeting of the Committee.

11. 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 16TH JANUARY 2024 AT 6.30PM AT BEDDAU AND
TYNANT COMMUNITY LIBRARY**

Present

Cllr Ellie Townsend Jones (Chair)

Cllr Julie Barton

Cllr Anne Callow

Cllr Mal Davies

Cllr Lynne Murdoch

Cllr David Myles

Cllr Dr Catherine Preston

Cllr Carys Romney

In Attendance

The Clerk to the Council (Mr Geraint Hopkins JP)

Cllr Adam Robinson

EC/23-24/21 Apologies for absence

There were no apologies for absence. All members of the Committee were present, and the chair also welcomed Cllr Adam Robinson who was attending but who was not a member of the Committee.

EC/23-24/22 Declarations of Interest

Cllrs Julie Barton and Carys Romney were volunteers with Litter Free Beddau and Tynant.

Cllrs Anne Callow, Lynne Murdoch, David Myles and Ellie Townsend Jones were members of Greener Llantrisant and Talbot Green.

Cllr David Myles was an allotment holder and Secretary of the Brynteg Allotments Committee.

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

The Minutes of the meeting of the Events and Public Engagement Committee held on 4th October 2023, which full Council had received and the recommendations therein considered on 10th October 2023, were approved as a true record.

EC/23-24/24 Christmas 2023 Debrief

LLANTRISANT

The Committee agreed that the Christmas on the Hilltop event had been a great success, and represented a good model for the town's principal organisations working together.

The Elf trail was particularly successful in ensuring that families got to visit every part of the town and every activity venue.

It was unlikely the Council would plan again to put anything on the Castle Green, as the wind at that time of year is very strong on the Green. It was found that making the Bullring the centrepiece, and the Workingmen's club as an indoor activity location worked extremely well and would serve well to incorporate that into future plans.

All agreed that the Council was fortunate to have a great team of staff and volunteers who were flexible enough to help support the event.

Social media feedback after the event was extremely positive, and there were many unprompted posts from people we did not know congratulating all involved.

BEDDAU AND TYNANT

The Committee agreed that the Beddau and Tynant Christmas event had been very successful. It was noted that this was principally organised by a collaboration between local groups Litter Free Beddau and Tynant and the Beddau and Tynant Community Library.

There was substantial assistance provided by the Council's outside staff. The event had been attended by hundreds of people over the evening. Some potential changes to scheduling of entertainment were discussed which could improve the evening, but this would be a matter for local organisers.

TALBOT GREEN

This was the first event to be held in Talbot Green for many years and represented a good start in re-establishing an event in that part of the community. The event was run by Greener Llantrisant and Talbot Green with substantial support from the outside General Maintenance staff of the Council. It was remarked with thanks that there had been an excellent turnout of Talbot Green and Llantrisant councillors to volunteer to support the event.

GENERAL COMMENTS

The Committee agreed in general that:-

- (i) Events organised in the community which requested substantial input from the Council, its staff and resources should be planned well in advance and should set out, through the use of a pro forma, precisely what assistance was required of the Council.
- (ii) To gather intelligence about other events held in the community or in neighbouring communities for taking into consideration when scheduling events.

The Events Schedule for 2024 was noted and approved. Members **agreed** that the Events Schedule, agreed early in the year, should represent the definitive allocation of Council resources to events and public engagement in the community for the year ahead, and that save for exceptional circumstances, events which require a substantial resource allocation from the Council and its staff ought not to be arranged at short notice without the approval of the Committee or full Council.

Specific mentions were made of the following:

D Day: The 80th Anniversary of D Day would be marked on 6th June. Given the week is leading up to the Beating the Bounds weekend in Llantrisant it was agreed to keep the Council's involvement in any commemorations dignified, but to a minimum draw on staff resources during that busy week. Greener Llantrisant and Talbot Green were due to discuss whether they wished to arrange something.

Beating the Bounds: The seven-yearly event, which is ancient tradition in Llantrisant would be held on the weekend of 7th/8th/9th June, and would likely require substantial Council involvement, led though it always is by the Llantrisant Town Trust. The Clerk had been invited to attend the steering committee and would feed back on any requirements. The Council had already agreed in principle to provide a grant to be agreed by full Council.

EC/23-24/26 Council Website

All agreed that work was needed to improve the Council's website. It was agreed that a small task and finish group be convened by the Chair to look into this in more depth.

There being no further business the meeting was ended at 8pm

**CLLR ELLIE TOWNSEND JONES
COMMITTEE CHAIR**

LLANTRISANT COMMUNITY COUNCIL

EVENTS AND PUBLIC ENGAGEMENT COMMITTEE 5TH MARCH 2024

EVENTS SCHEDULE 2024

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. General Maintenance Staff suggest keeping it on the Castle Green at a different location.
	Public Consultation on Community Council Plan		Will begin when staff capacity is returned to normal in February.
MARCH	St David's Day Flags		c. 60 Welsh flags to be flown throughout the community on the wall brackets.
6 th June	80th Anniversary of D Day	?	This matter is on the Agenda for 5 th March 2024 committee meeting to discuss,
7 th to 9 th June	Beating the Bounds	Llantrisant Town Trust (LEAD)	This matter is on the Agenda for 5 th March 2024 committee meeting to discuss.

	Time Capsule	Schools	Cllr Townsend Jones to report back.
June/July	Allotments Competition 2023	Allotments	Competition to proceed as in 2023.
11 th August	Community Horticultural Show	Show Committee	Date has been agreed. Convene meeting of 2023 stakeholders to determine way forward for 2024.
	Talbot Green Community Fair	Greener Llantrisant and Talbot Green	No date has been set for this as yet. Await details from the lead organisation (GLI&TB.)
1 st September	Tynant and Beddau Community Fair	LFB&T, Beddau Library, Beddau and Tynant Groups	Await details from the lead organisation (LFB&T)
12 th Nov	Remembrance Sunday	Llantrisant War Memorial Committee, Church representatives, Royal British Legion	Bedday/Tynant event to be organised as in 2023. Ensure Royal British Legion are involved. 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	Clerk due to have early meeting with Centregreat about 2024 decorations.
29 November	Beddau/Tynant Christmas Event	Beddau Library, LFB&TN (Who is the Lead?)	Await requests for assistance from local organisers.
13 th to 15 th December	“Christmas on the Hilltop” 2024	RCTCBC, Guildhall, Churches, Workingmens Club, Model House other Groups (LCC Lead)	Await offer from RCT. Last year’s format v. successful. Suggest substantial repeat.
	Talbot Green Christmas event	Greener Llantrisant and Talbot Green	Await date and requests for assistance from local organisers.
December 2024	Christmas Window Dressing Competition	Businesses	First prize: £100 to the charity of the winning business’ choice.
December 2024	Schools Christmas Tree Competition	Schools	Continue long-running arrangements with schools. £200 first prize; £75 for two runners up, to the school PTAs.

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