



# Cyngor Tref Abergele Town Council

## MINUTES

A meeting of the Events Sub-Committee to was held remotely at 6.45pm on Monday, 20<sup>th</sup> March 2023.

590/22 **Cofrestr Presenoldeb - Attendance Register**

The Mayor, Cllr. Alan Hunter

Cllrs: T. Brennan; D. Green; S. Jones-Roberts; A. Williamson;  
A. Wood (Chairman); K. Yarwood

Lay members: Rev. Kate; Craig Smallwood (on behalf of RBL)

Guests: Judith Sharp (CCBC); Dave Phillips (Safety Focus)

Officers: R. Parker (Deputy Clerk)

592/22 **Ymddiheuriadau am Absenoldeb - Apologies for Absence**

None

593/22 **Yn absennol heb ymddiheuriad - Absence without Apologies**

Cllr N. Williams

594/22 **Datganiad o Ddiddordeb - Disclosure of Interest**

Members were reminded that they must declare the existence and nature of any personal interests.

No disclosures of interest were made.

595/22 **Cofnodiaon - Minutes**

**It was RESOLVED to RECEIVE, APPROVE and SIGN as a correct record the Minutes of the meeting of the Events Sub-Committee held on 23<sup>rd</sup> January 2023.**

596/22 The Chairman rearranged the order of the Agenda for item 7 & 8 on the Agenda.

**King's Coronation**

a) Rev. Kate informed Members that a service will be taking place at 11am in St. Michael's Church on Sunday, 7<sup>th</sup> May to commemorate the King's Coronation. The service will be followed with the Coronation Big Lunch. The Church are intending to involve the schools to decorate the Yew Tree and railings with crowns.

**ACTIONS:**

- Cllr. S Jones-Roberts to contact St. Elfod's in regards to decorating the railings and Yew Tree at St. Michael's Church.
- b) The Coronation Window Competition Poster was RECEIVED. It was RECOMMENDED that a Welsh version circulated in the public domain.



## ACTIONS

- Deputy Clerk to email Rev. Kate the Coronation Window Competition poster.

### 597/22 **Fireworks**

Guests, Judith Sharp (JS), CCBC Events, and Dave Phillips (DP), Safety Focus, were welcomed to the meeting.

JS explained that she has been newly appointed to the Events team at CCBC. Her experience includes running the Choir Festival and Llandudno's fireworks. CCBC Events team are seeking to support and facilitate communities running events.

Abergele's fireworks event is to take place on Saturday, 4<sup>th</sup> November. CCBC will be dealing with most of the arrangements.

DP has been with Town Council for a number of years and ensures that it complies with regulations and that the correct licences will be in place.

*19:00 Cllr. Alan Hunter arrived at this juncture.*

DP is the technical expert and monitors changes in legislation. DP assists with the Safety Advisory Group. DP explained that Martyn's Law (protection against terrorism at events) is due to be enacted in the future and will provide the necessary checks and paperwork to implement this.

CCBC uses the 'Purple Guide' which is an official Events Industry document. Figures for required amount of medical providers depending on event size has been determined using the Purple Guide recommendations.

DP emphasized that the medical provision is a set standard that needs to be followed. Paramedic resources needed as Ambulance Services are no longer supporting events and cannot be relied on.

Costs are based on CCBC's experience of running Llandudno's event. A robust tender process will be used.

#### LEGAL/FINANCIAL/OTHER OBLIGATIONS:

- s. 144, Local Government Act 1972 – Power to encourage visitors to the area.
- Martyn's Law
- £17,000 budget based on estimated costs

*JS left at this juncture*

### 598/22 **Remembrance Sunday**

Members RECEIVED 2022's project management timetable. The following RECOMMENDATIONS were made for 2023's Remembrance Sunday event:

- Route to remain the same
- Timings to remain the same
- Pre-meeting for all parties to be held earlier; September (rather than October)



- Letters/invitations to groups (such as schools, Scouts, Brownies etc.) to go out in April and another in September. Numbers of how many participants need to be included due to the capacity of the church

**ACTIONS:**

- Book the Pipe and Drum Military band – RBL
- Book Beulah Brass – Rev. Kate
- Tasks related to traffic management – ATC
- Letters/invitations to other groups – ATC

*19:35 DP, CS and Rev. Kate left at this juncture*

**599/22 Confidential matters**

**In accordance with the Public Bodies (Admission to Meetings Act) 1960 and with Standing Order no.68, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw. (Minute No: 600/22)**

**600/22 Christmas Lights**

Members RECEIVED the invoice regarding timer replacements for the Christmas lighting display 2022.

**It was RESOLVED to ratify the payment of the invoice regarding the replacement of 5 timers.**

**LEGAL/FINANCIAL/OTHER OBLIGATIONS:**

- s. 144, Local Government Act 1972 – Power to encourage visitors to the area.
- £480 (exc. VAT) for 5 timer replacements on Marine Road lamp columns 3 & 7 and Market Street lamp columns 50, 51 & 52.

**601/22 Events Budget**

The Events budget report for 2023-24 was RECEIVED and NOTED.

**602/22 Fireworks Budget**

The Fireworks budget report for 2023-24 was RECEIVED and NOTED.

**603/22 Christmas Budget**

The Christmas budget report for 2023-24 was RECEIVED and NOTED.

Meeting Closed at 19:42

Signed

.....  
(Chairman)