Cyngor Tref
Rhuddlan
Town Council

Events Committee

24th February 2023

A meeting of the Rhuddlan Town Council Events Committee is to be held on Thursday 2nd March 2023 at 7pm. This Hybrid meeting is taking place at the Community Centre in Rhuddlan. Members of the public are welcome to attend in person or via Zoom. If attending remotely then please inform the Clerk by 3pm on the day of the meeting.

Agenda

1. Apologies
2. Declarations of Interest
3. Minutes – review the minutes of the 3 previous meetings held on 5th December 2022 and 19th January 2023 (2 meetings), which have been approved by the Town Council.
4. Matters Arising from minutes
5. Coronation Weekend – update from groups and consideration of support bids
6. Gwledd-Fest – update on latest position
7. Discussions about potential events in 2023.
8. Agree the date of Next Meeting.

Steve Wilson
Town Clerk - 07775 673706
clerk@rhuddlantowncouncil.gov.uk

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Rhuddlan Town Council – Minutes of the Events Committee Meeting 5th December 2022

Held at the Rhuddlan Community Centre

Present:
Cllr Mike Kermode (Chair)
Cllr Ivor Beech
Cllr Mike Elgin (Mayor)
Cllr Arwel Roberts
Cllr Val Simmons
Town Clerk
Clerical Assistant/Minute Clerk

There was 1 member of the public present, Seren Evans, Rhuddlan Spar.

The Chair welcomed all those present.

1. Apologies
Rev Jayne Coxall, Gill Price

2. Declaration of Interest
None

3. Minutes of the Committee Meeting held 8th November 2022
Cllr Mike Kermode explained that these had been approved by Full Council on 10th November 2022.

4. Matters Arising from 8th November 2022
The Committee agreed that the Remembrance Sunday event had proved successful and mention was made of the late substitution for Parade Marshall. The Clerk had written to Roy Price thanking him for his past efforts as Parade Marshall over several years. The Clerk was also asked to write to thank the standard bearer. **Resolved.**
It was reported that the arrangements for the Gwledd Fest were all going well and that the build-up work will commence again in February in preparation for the May 11th event.
A coronation draft poster was circulated that will help to engage with local orgs and groups about 2023 events including the coronation and a discussion was had regarding a list of community groups to be invited to the 24th January meeting to be involved in the King's coronation, as well as seeking their ideas for suitable ways of celebration, and any support

needed from the town council. The Council's website, Facebook page and noticeboards will be used to advertise the January meeting.

5. Carols around the Tree

The Chair repeated his apologies for not being able to attend this event due to prior diary appointment that day.

Although the community centre has a music license, it is for inside the centre only. So it is hoped that the St Asaph Rotary Christmas float (which does have an outside license), will be present and arrangements are in place for that to happen.

The children's Father Christmas (FC) presents have been purchased and the mulled wine. Thermos flasks and other food and drink will be purchased in the next week by the clerk. Any of the above remaining will be donated to the Rhuddlan food bank. **Resolved.**

The committee also wished that some tubs of sweets and children's drinks be purchased with any remaining being donated to the food bank. **Resolved**.

There then followed a discussion on how best to manage FC's grotto with "chaperone" elves, and the insistence of parents accompanying children to see FC. The FC outfit was passed on to Cllr Beech as the FC designate, FC grotto directional signs, decoration, and FC's arrival arrangements agreed. **Resolved**.

The committee heard that the community centre choir have agreed to support the singing of the carols, which will be led by Cllr Arwel Roberts, and a suggested carol sheet circulated. **Resolved**.

Collection buckets will be available for donations towards the community centre and the committee agreed to meet the booking hire costs. **Resolved**.

The subject of litter was discussed and it was agreed to use the litter pickers red sacks which can be left for collection by DCC street scene. **Resolved**.

It was noted that the Rhuddlan dance group are holding an event in the main hall from 6pm and the need not to disturb that event.

The community centre had some concerns about the centre Christmas tree, and outside lights, which are to be investigated by the Clerk.

The Clerk's agreed timetable for the event was discussed and it will be amended as required ready for full council on Thursday 8th December. He will write an event risk assessment with the chairman for approval, and repeat the Council's request for Councillors to volunteer for the event.

The committee wished to note their thanks to Seren Evans from SPAR who was kindly donated decoration and lights.

The Clerk, chairman and community centre management will meet on site on Friday 9th December to go through the above and any other issues that may have arisen. To take place after 1pm.

Date of next meeting 24th January 2023.

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Rhuddlan Town Council – Minutes of the Events Committee Meeting 24th January 2023

Held at Hwb Rhuddlan

Present:
Cllr Mike Kermode (Chair)
Cllr Jackie Burnham
Cllr Mike Elgin (Mayor)
Cllr Arwel Roberts
Cllr Val Simmons
Town Clerk
Clerical Assistant/Minute Clerk

There were 3 members of the public present, Sue Butterworth, Seren Evans (Rhuddlan Spar) and Gill Price (Rhuddlan Community Centre).

The Chair welcomed all those present to the Hwb adding that this was the first meeting held at the new community facility.

1. Declaration of Interest - None

2. Minutes of the Committee Meeting held 8th November 2022
The Chair explained that these will be held over until the next business meeting of the events committee, and that this meeting is for a review of the Christmas Carols event

3. Review of the Christmas Carols Event 18th December 2022
The Chair invited those present to share their views on how they thought the event had gone, and how we could improve things for 2023.
Several commented and highlighted their thoughts. These included:-

- Very positive feedback had been received from the public and from the groups involved.
- Sufficient time needs to be given to the setting up of Santa's Grotto.
- Santa's arrival needed more thought this year to improve the impact.
- Santa's route to be reconsidered to take into account the High Street in particular
- The carol singing might be better done inside the Community Centre.
- Need to consider adverse weather conditions, especially protecting Santa.
- Distributing sweets from a float might be useful.
- More backdrops might be useful.

- Queueing in the corridor needs to avoided and closely supervised together with a queuing system for grotto and signage for the various elements, e.g., mulled wine, carol singing.
- Better liaison with the Prestatyn Rotary Club on any potential clash with their float event.
- Better advertising within the town would be very useful.
- Involvement of Ysgol Y Castell to be investigated with them. Perhaps a poster or a dressing up competition. The Chair will attend a governors meeting to discuss the matter with them.

It was agreed that the 2023 event will be on Saturday 16th December, to be held indoors at the Community Centre.

The Chair thanked everyone for their comments and added that if anything else came to mind it can be noted to the Town Clerk.

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Rhuddlan Town Council – Minutes of the Events Committee meeting on 24th January 2023

Held at Hwb Rhuddlan

Present:
Cllr Mike Kermode (Chair)
Cllr Mike Elgin (Mayor)
Cllr Arwel Roberts
Cllr Val Simmons
Town Clerk
Clerical Assistant/Minute Clerk

There were also several representatives from Rhuddlan's voluntary community groups; namely: Dragons F.C., Rhuddlan Allotments Association, Rhuddlan Bowling Club, Rhuddlan Community Centre, Rhuddlan Friendship Club and St. Mary's Church.

Also present were the Manager from Rhuddlan Spar and Mr. Selwyn Thomas.

The Chair welcomed all those present, inviting them to introduce themselves. He said that this was an open meeting which gave local groups and organisations the opportunity to discuss any future events they may be considering and offering Town Council financial support, where needed, to make the events happen successfully. The Council does not have the resources and skills to organise a range of community events itself but it is eager to support the work by voluntary community groups for the benefit of the town.

1. Apologies
Brian Taylor, and Rhuddlan Men's Shed, however both said they are keen to help with any events.

2. Declaration of Interest - None

3. Potential Events

King's Coronation – The Chair listed the national events that have been announced by Buckingham Palace. Saturday May 6th will be Coronation Day with King Charles III being crowned officially along with the Kings Consort, a service in Westminster Abbey, and formal processions in London. Sunday 7th May is being seen as the Big Lunch event to encourage communities to share food and fun together, along with a concert and light show at Windsor

Castle in the evening. Monday 8th May is to be considered as the Big Help Out Day whereby voluntary groups can showcase what they do and invite people to try volunteering.

It was noted that there was an error in the start time published in the Parish and Community Magazine. The meeting had started at 7pm and not 7-30pm as shown in the magazine, however, the various groups were aware of the correct start time.

At this point the representatives from the various groups were invited to give details of the events they were proposing, especially for the coronation weekend and to comment on any ways that the town centre can be suitably decorated for the event.

3.1. Town Centre – it was felt that there should be flags and decorations along Rhuddlan High Street and for individual streets to consider holding their own street parties, if they so wished. There was reminder for groups to consider disabled inclusion and special needs at their events where possible.

3.2 Friendship Club and the Community Centre – will be organising a Big Lunch for the Sunday afternoon with a best dressed competition, a best crown competition, and potentially a maypole event. Tickets will be sold for around 50 people for the buffet.

3.3 Allotment Society – nothing confirmed yet but eager to participate.

3.4 Bowling Club – will be holding fun games for children in the morning of Monday 8th May and a fun bowling event for adults in the afternoon. BBQ catering for around 150 people for which funding support will be required. There will also be a raffle for a signed Welsh football shirt along with donations of prizes from local businesses. They have liaised with Dragons F.C. already on how they can best work together.

3.5 Dragons F.C. – an idea to book an inflatable football pitch and a large inflatable dart board for some fun events along with a raffle for some replica shirts. A bouncy castle is also being investigated along with the provision of other sports inclusion e.g., rounders and dodge ball.

3.6 St Mary's Church – Sunday May 7th a joint celebratory service with Bodelwydden church at 10.30am

3.7 Rhuddlan Castle – the town council will have discussions with CADW to ensure the castle is involved in some way over the weekend, particularly in respect to flag flying and illuminating the castle walls.

3.8 Other Ideas – several were mentioned and discussed that may yet come to fruition. These were Rhyl Raptors disabled basketball team, Rhyl Rugby Club, Carnival Queen event, knitted flower cascade, calendar project of Rhuddlan views, biggest marrow competition, and the use of the allotment society's new electric points for groups that might need them.

It was asked if support was available to any local businesses. The answer was no because the support is aimed at supporting local voluntary groups and organisations with their events during the year.

4. Next Steps

The Chair said that there was the opportunity for groups and organisations to come forward with more ideas for other events throughout the year. This can be done by completing a short application form which can be sent to the Town Clerk and copies of the form were circulated at the meeting.

Bids for support for events in connection with the King's Coronation should be made by mid-February and will be considered at the next meeting of the Events Committee.

clerk@rhuddlantowncouncil.gov.uk.

Rhuddlan

Events Committee – Request for Support

Event name	Kings Coronation - Volunteers Day 8.5.23
Organised by	Rhuddlan Bowls Club.
Contact details	Name – Judith Thomas Position in organisation – Committee member. Phone or email – 07485410369 / jet1953195b@aol.com
Event date(s)	08.05.2023
Location(s)	Rhuddlan Bowls Club - Admirals Field.
Activities involved	Competions (bowling) for adults / juniors. Supporting other organisations by providing catering.
Who will be involved	In delivering the event – Volunteers from the Bowls Club. In participating at the event – Bowls club members. General public
Do you have a	Treasurer – yes - Mr. A Thomas Bank account – NatWest 54-41-11 31047254
What benefits will it bring to the town's community and/or businesses?	It will aid the residents of Rhuddlan to enjoy the various events and activities planned to celebrate the coronation. It will also encourage closer working relationships within the community.
How will you measure the success of the event?	By the number of people attending and asking attendees for feedback.
What are the main health and safety issues?	• food not cooked properly • hot surfaces and liquids causing burns. • slips, trips and falls. • hand hygiene for volunteers.
Type and level of support requested from Town Council	Financial support is requested to enable the club to fully assist and encourage the local community to participate as follows: Alexa Grill £442.80 (inc. vat) Catering supplies £350.00 Total: £792.80.

Rhuddlan

Events Committee – Request for Support

Event name	Big Lunch Coronation Buffet
Organised by	Rhuddlan Friendship Group
Contact details	Name – Gill Price Position in organisation – Chairperson Phone or email – 07845 758049
Event date(s)	Sunday 07/05/2023 (2pm - 5pm)
Location(s)	Rhuddlan Community Centre – Main Hall
Activities involved	Hot & cold Buffet – centre to be Decorated Adults & children Activities – Best crown Best dress – Red/white/Blue (with Prizes) other Activities
Who will be involved	In delivering the event – Friendship Group Committee with support from volunteers. In participating at the event – Local residents and Business Groups
Do you have a	Treasurer – CAROLE HOADLEY Bank account – 90837207 60-17-30
What benefits will bring to the own's community nd/or usinesses?	Local resource of goods for use on day Involvement of community in celebrations Bringing together residents of Rhuddlan Memories for the attendees of the first Coronation in 70 years. Younger attendees to make memories of 'event' for future!
ow will you easure the cess of the nt?	Memory book or Boards with / to encourage comments & feedback Overall satisfaction of those involved in arranging Review of recommendations for improvements Buffet consumed.
at are the main th and safety es?	Access & Egress children / vulnerable groups Activities. Parking Behaviour (unpredictable) Food safety
and level of ort requested Town Council	Free Parking for duration of event on the day Advertisement Bunting (Red/white/Blue) previously used QEII celebration Cash in put £450 Attendance Mayor & partner

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Events Committee – Request for Support

Event name	Service to Celebrate the Coronation 11am (Our Town Council, Youth groups, & Rhuddlan Societies/Groups to be invited) followed by Family Fun Afternoon
Organised by	Our own Events Committee at St Mary's
Contact details	Name – Allan G Jones Position in organisation – committee chair, church warden Phone or email – 590311 / brynaled@btinternet.com
Event date(s)	Sunday May 7th 2023
Location(s)	St Mary's church & grounds
Activities involved	Celebratory Service, Bring & Share Lunch, photographic, art & craft competitions (entries beforehand), games indoor & out (weather permitting), treasure hunt, live music - Rock & Pop Band Teen Spirit
Who will be involved	In delivering the event – events committee, St Mary's members In participating at the event – everyone is welcome including visitors to our town. Free entry. No booking required.
Do you have a	Treasurer – Jill Donnelly Bank account – ac/no 21137921 sort code 40:38:17
What benefits will it bring to the town	It is an opportunity for town residents to gather in one place to celebrate this momentous event together.
How will you measure success of the event?	Public reaction /feedback
What are the main health and safety issues?	We have organised many similar events without incident. There's disabled access, kitchen & toilets on site and our health & safety officer has not identified any abnormal issues
Type and level of support requested from Town Council	Money for 1] prizes for games & competitions 2] Refreshments 3] Band 4] Free-standing, double sided display boards & folding tables for putting competition entries on show as they are received. Church will be open all day so residents & visitors can come and view. This should bring people into Rhuddlan. And please note - these will have ongoing use and value. We are currently removing pews from the south side of the south aisle to give us a versatile open space for community events e.g. concerts, exhibitions by our History Society which would fit in with our guided tours, Christmas Tree festival etc. - and of course regular school visits. These all increase footfall in the village, benefitting local businesses. Except for the depths of winter, St, Mary's is open to all, daily 10-4 (*We will be buying folding chairs for this space for major occasions - civic services, school end of term events but I feel that asking for funding for that would probably be a step too far!*)

Clerk

From: ALLAN JONES <brynaled@btinternet.com>
Sent: 22 February 2023 16:40
To: Rhuddlan Town Council
Subject: CORONATYION GRANTS

Dear Steve,
More detail for St.Mary's application --
Display boars, set of 3, double sided with 3 m2 area - £320.40 incl. vat and delivery.**
Collapsible tables, 6', -- £95.10 incl. vat and delivery.**
Prizes for 3 ccmpetitions with 3 age categories in each -- £225
Rock and Pop band, 2 sessions -- £100
Refreshments - £120
Total £865.50
** These items will see extensive future use in the versatile open space our volunteer members are currently creating in church by removing pews from the south side of the south nave. 2 of each would be ideal but we are as ever grateful for what we receive!
Regards,
Allan