

Cyngor Tref
Rhuddlan
Town Council

Events Committee

9th June 2024

A meeting of the Rhuddlan Town Council Events Committee is to be held on Tuesday 11th June 2024 at 7pm. This Hybrid meeting is taking place at Hwb Rhuddlan, Clos David Owen, Rhuddlan LL18 2UJ. Members of the public are welcome to attend in person or via Zoom. If attending remotely then please inform the Clerk by 4pm on the day of the meeting.

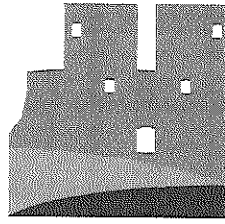
Agenda

1. Apologies
2. Declarations of Interest
3. Minutes – review the minutes of the previous meeting held on 16th April 2024
4. Progress from minutes
5. Review of Gwledd
6. Admiral's Field Summer Event scheduled for Sat 3rd August
7. Consider any new applications for support
8. Agree the date of Next Meeting

Steve Wilson

Town Clerk - 07775 673706

clerk@rhuddlantowncouncil.gov.uk



Cyngor Tref
Rhuddlan
Town Council

Rhuddlan Town Council – Minutes of the Events Committee Meeting 11th April 2024

Held at Hwb Rhuddlan

Cllr Mike Kermode (Mayor)
Cllr Val Simmons (Deputy Mayor)
Cllr Ivor Beech
Cllr Jackie Burnham
Cllr Arwel Roberts
Cllr Gareth Rowlands
Town Clerk
Clerical Assistant/Minute Clerk

Representatives of Bespoke Events and St Mary's Church were present
The Chair welcomed all those present & thanked them for their attendance

The meeting was recorded audio only

1. Apologies

Cllr Mike Elgin

2. Declaration of Interest

None given

3. Minutes

The previous meeting Minutes of 16/1/2024 had been reviewed & approved by the Full Council meeting on 9/2/2024.

4. Progress from the Minutes

The application to DLL Community Grant for the Mid-Summer event had been successful in being granted £2000 which is a reduced amount from the £8,500 applied for. This was reported to Full Council at their last meeting and an additional £5,000 was approved to fund the event.

5. Gwledd Saturday 18th May 2024

The Mayor invited Bespoke Events representatives to update the committee on the event plans.

There are 47 stalls booked in with room for more. Cllr Arwel Roberts in hearing that Rhuddlan Bowling Club had not been booked a place, asked that this should be actioned

please. He will forward the contact to Ffion. Members agreed that the bowling club should be charged for the booking. **Resolved**

Members agreed that the Community Centre would not be charged as they provide their facilities for free. **Resolved**

Following a debate on last year's loan of gazebos and their damaged return meant that there was concern about loaning them out this year and that stall holders etc. might have to supply their own. The Mayor asked that Council be allocated 2 x gazebos and suggested that Council underwrite any damage caused this year for those who do not have their own gazebo's which Members supported. **Resolved.**

A refundable deposit of £50 was proposed by Cllr Jackie Burnham to set against any damages, seconded by Cllr Arwel Roberts. **Resolved.**

Cllr Jackie Burnham is to ask Ysgol Y Castell to open the festival entertainment at around 10.30am. In return Members agreed that the school could have a free table raffle on the day as a form of donation. **Resolved**

Members discussed the practicality of introducing card payments in addition to cash for the entrance fee. Members agreed to use Eventbrite to facilitate e-ticket purchases and not have card payments. **Resolved**

The Clerk will be the custodian of the cash ticket sales. **Resolved**

In response to considering free entrance for OAP's Members decided to keep the charges as-is at £2 per adult but children go free. **Resolved**

An opening time for stall holders will be 8am and clear the site time of after 4pm to facilitate the event closing safely at 4pm without traffic movement. **Resolved**

The Clerk is to be empowered to liaise with Bespoke Events but can refer to the Mayor and Deputy Mayor if required. **Resolved.**

Other actions were discussed and agreed including car parking, marketing methods, Mayor official opening, and waste disposal.

Bespoke Events were thanked for their hard work for the 2024 event. In a recent Town Council meeting the decision was made to tender the Gwledd for the future and this is not a reflection on their work but more about Members wishing to be seen as being transparent in engaging an events organiser with public money. They will be invited to tender at that time.

Bespoke Events then left the meeting.

6. D-Day 80th Anniversary 6/6/2024

It had been agreed by Council to participate by holding a short church service followed by lighting a beacon at 9.45pm as prescribed by the National Pageant Master. In discussion with the church representative present several actions about the 30 minute service including which clergy robes are to be worn, and the church managing tea/coffee/biscuits after the service and beacon lighting were decided and agreed. **Resolved**

Council is to provide a PA system, the beacon lighting kindly undertaken by Cllr Gareth Rowlands again, a parading of Councils standard, contacting the bugle player, and a few words from the Mayor as beacon is lit. The Clerk is to check all above with the Pageant Master guidance received for the national events to ensure conformity. **Resolved**

7. Admirals Field Mid-Summer event 3/8/2024

As reported in Item 4 above the event now has a budget of £7,000 and reminded Council this is mainly a volunteering celebration day. The Clerk was suggesting that a large marque be rented for all the invited voluntary groups to be housed to present their work and potentially recruit new volunteers, and two smaller marques for the entertainment, and that a soft play inflatable area be provided to amuse the children. He estimates the cost of the above to be £4,800 leaving £1,200 for other activities or actions. **Resolved.**

Members agreed a time for the event as 10am to 3pm. **Resolved**

Members noted that the bowls club was to be providing a children's competition in the morning and their BBQ refreshments all day.

The Mayor wished that local small food/drink providers be encouraged to participate and that financial support is available if required. **Resolved**

Parking on Admiral's Field area will not be permitted. **Resolved**

There then followed a large list of potential and suggested voluntary groups that could take part which are too numerous for the purpose of these Minutes but reminding them that this about a volunteering awareness and recruitment day, and not just an income generating day by selling any goods they may have to offer.

The recording was switched off.

8. Date of the next meeting June 11th at 7.30pm in the Hwb

Signed.....Cllr Mike Kermode

Date.....

