



Cyngor Tref
Rhuddlan
Town Council

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

Held at Hwb Rhuddlan

Cllr Mike Kermode (Chair)
Cllr Val Simmons (Mayor)
Cllr Jackie Burnham (Observer)
Cllr Mike Elgin
Cllr Arwel Roberts
Steve Wilson - Town Clerk
Paul Smith - Clerical Assistant/Minute Clerk (Virtual)

The meeting was recorded audio only

1. Apologies

Cllr Gareth Rowlands (Observer), Bespoke Events, Shirley Capper Rhuddlan Bowls Club

2. Declaration of Interest

Cllr Mike Kermode reference a lost property issue at the Gwledd

3. Minutes

The previous meeting Minutes of 11/4/2024 had been reviewed & approved by the Full Council meeting on 16/5/2024.

4. Progress from the Minutes

None

5. Gwledd Review 2024

The Clerk noted that Bespoke Events had worked really hard at organising a successful event, there were no complaints received, and he reminded Members what organisational aspects Town Council had been responsible for.

Over 70 people had paid electronically which has cost implications that need an investigation for more cost effective methods of payment for 2025.

Members discussed and agreed that vendors would be better placed into themed areas in 2025, e.g. food vendors all together. Followed by a series of ideas for next year such as a Town Council volunteer to be placed in the school car park and take details of those parking, a better understanding of generator noises, and provision of electric extension cables.

The Clerk suggested improvements to minimise waste.

M&K
13/6/24

A Member voiced concern about the length of travel between their allotted gate collection point and their supported charity stall and Members agreed to look at a site plan for 2025 to ensure certain vendors, volunteers, and community/charity organisations are grouped together for ease of access. It was suggested that the community centre could host the charities together.

Income from entry fees was £1932.91 which is an decrease around £500 from 2023. It was estimated that around 1000 adults attended. Members then discussed potential grants towards the 2025 event but the grant timescales excluded this event. A proposal from Cllr Mike Elgin to provide free entrance in 2025 and increase the charge to vendors, seconded by Cllr Mike Kermode. **Resolved.**

It was suggested that the Clerk speaks to other food festival organisers to investigate their vendor charges.

During a short discussion it was decided to ensure that time was given to introduce the Mayor so that everyone can be welcomed officially in a bilingual manner.

At this point Cllr Mike Kermode declared an interest and informed Members that his parasol had been removed by persons unknown when retrieving his gate entrance stall and would wish to make a claim for its replacement. Cllr Arwel Roberts proposed that Town Council meet the cost of replacement, seconded by Cllr Val Simmons. **Resolved.**

Regarding the previous decision to tender the event organisation which was last done in 2019. The Council's standing orders do have provision for non-tendering under special circumstance and asked Members to consider recommending to Council reengage Bespoke Events as their performance organising this event was excellent and they have all the intelligence regarding vendors etc. Proposed by Cllr Mike Kermode, seconded by Cllr Mike Elgin. **Resolved.**

The Clerk run through the finances and the overall cost to the council was £2,001.

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

Members agreed to name the event Picnic in the Park Volunteer Fayre.

The Clerk had prepared a document outlining the various items booked and those which were awaiting responses. This included 15 voluntary groups confirming their attendance so far, marque hire, inflatable hire, and entertainment. After a discussion where Members offered several ideas of other entertainers who might attend it was agreed that they forward contacts to the Clerk for him to progress.

Cllr Mike Elgin informed the meeting that the bowls club had a fixture that Saturday so could only provide the BBQ outside of the Bowling Green site on Admiral's Field which Members were happy with. **Resolved**

Members tasked the Clerk to ask the allotment association if their electric points could use for the event.

It was thought that having the Hwb & bowls club toilet facilities this provision was covered. Further discussion was around publicity for the event around Rhuddlan only, confirming extra furniture for the stalls at no cost. It was agreed to purchase Rhuddlan Town Council labelled volunteer Hi-Viz jackets for Council's volunteers.

The Clerk is to inform the police in case of attendance number issues, and check the school car park availability during the school holidays.

It was proposed to run the event from 11am until 4pm. **Resolved.**

Visitors will be encouraged to take home their litter and notices will be placed on the Field entrances for the event, and the opening of the Rhyl Road black gates for easy access.

Resolved.

7. Applications

Cllr Arwel Roberts confirmed he had assisted John Saunders Davies to complete the Councils application form for the Behind the Gate celebration at Pengwern Farm, but the applicant was struggling with certain details. After some discussion members agreed to sponsor the celebration to the amount of £500 but a precise idea of what was being sponsored would be needed first and the Council could then pay the sponsorship directly to the idea provider.

Resolved.

8. Date of the next meeting July 16th 2024 at 7.00pm in the Hwb

Signed *Mike Kermode* **Mike Kermode - Chair**

Date *13/6/24*

