

CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY.
MINUTES OF THE CIVIC COMMITTEE MEETING
HELD ON MONDAY 12TH JUNE 2017 AT 5.15PM

PRESENT: Councillors - B Chapman, JP (Mayor), S Cotton (Deputy Mayor), E Leighton Jones, V Macdonald, J Vaughan

IN ATTENDANCE: Kathy Cook (Civic Administrator/Events Co-ordinator)

APOLOGIES: Councillors – P Hart, H Roberts.

DECLARATIONS OF INTEREST: None

Minute Number

The Mayor took the Chair and allowed the following agenda item as a matter of urgency

1. Nomination of Chairman for the Civic Committee for the Municipal Year 2017-2018

RESOLVED to RECOMMEND that Councillor Leighton-Jones is Chairman of the Civic Committee for the Municipal Year 2017 -2018

Councillor Leighton-Smith took the Chair and allowed the following agenda item as a matter of urgency

2. Nomination of Vice Chair for the Civic Committee for the Municipal Year 2017 -2018

RESOLVED to RECOMMEND that Councillor Macdonald is Vice Chairman of the Civic Committee for the Municipal Year 2017-2018

3. Review of Mayoral Inauguration 2017

RESOLVED to RECOMMEND that:

- a) chairs are removed from behind the Mayor's Seat and relocate dignitaries to the sides and auditorium of the Council Chamber
- b) proscribed speeches are removed and provide aide memoire guidance so as to encourage a more natural speech throughout the Ceremony
- c) more specific rehearsals are held with the Mace Bearer and Mayors during the run up to the inauguration
- d) a reading of the original Charter from Edward 1 of 1284 during the raising of the Constable of the Castle's Pennant at Conwy Castle is planned
- e) it is considered including a Bugler at the Raising of the Pennant Ceremony
- f) the numbers of Guests on the invitation list is reviewed & take due regard of the numbers permitted within The Guildhall
- g) the Council's thanks are conveyed to Time Restaurant and their Staff, for their excellent meal and service. However, it was noted that the Restaurant was cramped, hot and stuffy, and consideration should be given to an alternative venue. It was noted that a booking had already been made for St Mary's Church Hall for next year (14th May 2018) and subject to the Committee's approval of the hall, that external catering will be used to provide the Reception.
- h) the Council's thanks are conveyed to the Harpist who played beautifully at The Guildhall and in CADW Reception following the Raising of the Constable's Pennant Ceremony.
- i) it is considered inviting the Conwy Orchestra to play at the Church Hall for the Mayoral Reception – subject to numbers permitted in the building.

- j) it is considered enhancing the décor of the Church Hall should it require it – following an inspection closer to the date.

4. Open Doors

RESOLVED to RECOMMEND that a working party is formed to consider the plans for the event on the 9th and 10th September and it was noted that this would be on the Agenda at that evening's Council Meeting.

5. Civic Sunday 2017

The Civic Administrator/Events Coordinator advised the Committee as follows:

- Broad discussions had taken place with the Vicar of St Mary's Church with regard to the Civic Service, but details such as the Mayor's request to invite the Reverend from his local Church to provide a Sermon, the provision of light refreshments to the Congregation after the Service and seating plan had yet to be discussed.
- That St Mary's Church Hall and an outside caterer for the Civic Reception were booked
- That Cor Maelgwn Cymru were booked for the event.
- That the Cambrian Band had been booked for the event (please note – a subsequent email from the Conductor advises that due to a commitment on the 16th September that the band size may be limited)
- That a decision needed to be taken on where the Mayor and Committee wished for the parade to commence.

RESOLVED to RECOMMEND that the Civic Administrator/Events Coordinator is supported in current planning & that the Civic Sunday Parade should start from Bodlondeb. Further, that a Civic Committee should be held within the next 6 weeks to review the planning.

6. Remembrance Sunday

The Civic Administrator/Events Co-ordinator advised the Civic Committee that she had met with both the Chair of the British Legion and Vicar of St Mary's at Bodlondeb to discuss the management of the event, the Parade to the Church and the Service at the Church and that broad agreement had been reached between all and plans would be finalised in the near future and presented at the next Civic Committee Meeting.

7. WW1 Commemoration Events

RESOLVED to RECOMMEND that the Working Party's recommendations for a Talk and Slide Show Commemorative events at the Llandudno Junction Community Centre on the 20th September this year are accepted with a view to arranging further events and activities next year.

8. Civic Chains & Civic Regalia

RESOLVED to RECOMMEND to:

- a) accept the quotation for refurbishment and repairs for all the Civic Chains from Fattorini and to accept their planned schedule of work.
- b) accept the recommendation for an additional pair of Mayoral sleeves to made
- c) accept the recommendation to purchase another Hat
- d) accept the use of the local repairs to the flag and noted that this had extended its life.
- e) accept the use of a local seamstress to shorten the Mayoral Robes
- f) accept the recommendation that the same seamstress be used to affix the Former Mayor's Flash to an in-house hat
- g) review the quantity and quality of the Councillors shirt ties

It was noted post meeting that there had not been any discussion about carrying/storage cases for the Civic Chains and this matter will be deferred to the next meeting.

9. Civic Engagements & Protocol

RESOLVED to RECOMMEND to defer this item to the next Civic Committee Meeting.

10. The date of the next meeting

RESOLVED to RECOMMEND to hold a meeting 6 weeks hence which will be the 24 July 2017 in the Mayor's Parlour at The Guildhall, Rose Hill, Conwy at 5.15 pm.