

CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
MINUTES OF THE CIVIC COMMITTEE MEETING
HELD ON MONDAY 13th FEBRUARY 2017

PRESENT : Councillors – P Hart(Mayor), B Chapman (Deputy Mayor), B James, E Leighton-Jones, H Roberts , V McDonald, S Cotton, R N Parker

IN ATTENDANCE : Helen Barritt (Town Clerk) Kathy Cook (Civic Administrator/Events Co-ordinator)

Minute Number

1. Nominations for Chair of the Civic Committee Meeting:

Nominations were received that Cllr Cotton should chair the meeting

Proposed : Cllr P Hart

Seconded : Cllr B James

2. Apologies:

Apologies were received from Cllr C Rigal

3. Declarations of Interest – Code of Local Government Conduct:

None

4. Arrangements for Mayoral Inauguration 2017

- a) The Town Clerk advised the Meeting that as this was an Election Year that the Annual General Meeting would need to be held within 14 days of the Election when the incoming Mayor would be elected and that the Inauguration would follow 7 days later. She recommended that the Annual General Meeting date be set as the 15th May with the Mayoral Inauguration following a week later on the 22nd May 2017.
- b) Members then discussed the arrangements for Mayor Making on the 22nd May, 2017 at 6.30 pm in The Guildhall followed by a Drinks Reception at Conwy Castle Visitor Centre to toast the raising of the Mayor's Pennant on the Castle's Flagpole. It was agreed that whilst all in attendance at the Mayor's Inauguration would be invited to the Drinks reception that only a Civic Party would attend the new Mayor to the Flagpole for the raising of the Mayor's Pennant. It was noted that the Drinks Reception would be funded by the new Mayor and advice was provided as to arrangements and refreshments that may be required.
- c) Discussion then focussed on the Inauguration Reception and it was agreed that the preferred venue was St Mary's Church Hall with outside caterers providing a total catering package for the event.
- d) Discussion then focussed on the reading of the Royal Warrant in Welsh and it was agreed that provided that she is available Cllr E Leighton- Jones would undertake this. In the event of her unavailability another Member of the Council would be approached.
- e) Discussion then focussed on whether a Cadet from a Youth Organisation should be invited to support the Mayor and it was agreed that the Chair would make enquiries direct for their nominations.
- f) The Town Clerk advised the retiring Mayor that it was traditional to provide a gift to her Consort and that funds to the value of £75.00 were available for this purpose.

RESOLVED to RECOMMEND these arrangements to the full Town Council for endorsement and action.

5. Civic Sunday 2017

- a) Members discussed the initial arrangements for Civic Sunday and Parade and it was agreed that it should be held on the 17th September at St Mary's Church, Conwy.
- b) It was also noted that the incoming Mayor may wish to include their local Church Minister to officiate at the Ceremony and that permission will be required from the current Incumbent of St Mary's Church followed by refreshments at the Church.
- c) Members then discussed the option of the incoming Mayor choosing, if they wish to hold a Special Service in their own ward at a later date, possibly combining it with another event taking place at the Church such as a Christmas Carol Service and that Members of the Town Council should support such event.

RESOLVED to RECOMMEND these arrangements to the full Town Council for endorsement and action.

6. Remembrance Sunday

- a) Members noted that Remembrance Sunday fell on the 12th November and then discussed the role of the Town Council as the lead agency for this event. Discussion centred on the belief that the event was in fact in the remit of the British Legion and not the Town Council. A suggestion was made that an invitation to meet with the British Legion representatives and any other interested parties could be facilitated by the Town Clerk to support the timely planning and organisation for this year's Service.

RESOLVED to RECOMMEND these arrangements to the full Town Council for endorsement and action.

7. Civic Chains & Regalia

A) Mayor's & Deputy Mayor's Chains

The Mayor reported that some of the links on the chain had cracked prior to her appointment and that she had taken good care of the chain by keeping it as flat as possible during her tenure. The Deputy Mayor reported the same condition of that chain as well. Examination of both chains noted that the year's wear and tear had rendered both Chains to be in urgent need of refurbishment and repair.

B) Chain and Consort's Chain Boxes

Members examined the carrying and storage boxes for all the Civic Chains and recognised that these were heavy and cumbersome making them unsuitable for the Mayor and Deputy Mayor to carry their chains in these when not being worn. The Deputy Mayor stated that he had not received his Consort's Chain Box and so had been unable to store the chain throughout the year.

C) Hats

Examination of the current Lady Mayor hat revealed that it was showing significant signs of wear and that the initial idea of replacing the embroidered flash on a newer Member's hat with the Mayor's insignia was not likely to have a good quality outcome. It was noted by Members that a standing agreement was in place to purchase a new hat each financial year.

D) Gown

The Town Clerk advised the Members that there was a shortage of shorter gowns but that there were ample of the longer gowns available for taller Councillors and with the proposed addition of new Members joining the Council at the next elections that this may present some difficulty in providing enough robes for all Councillors but that with the alteration of an unused spare longer gown this would ensure enough robes for all Members of a general height with several longer gowns still available for taller Members.

The Deputy Mayor, as the tallest Member present, obligingly donned the longer gown which reached to his ankles and this was overlaid with a shorter gown to illustrate that this length would be suitable for most people.

(The Town Clerk excused herself at this point to meet guest presenters for the full Council Meeting)

E) Mace

Members were advised that with the proposed closure of the nearby NatWest Bank later this year, that the Mace would be moved to storage at Llandudno's branch. There was some discussion as to whether the Mace should be removed from storage at the Bank altogether and stored in a secure gun cupboard at The Guildhall. The Civic Administrator advised the Members that a discussion on that topic had taken place between herself and the Town Clerk earlier in the day and it was felt that any proposals to remove the Mace from the care of the NatWest Bank, regardless of its location, should be discussed with the Town Council's insurers to ascertain their position.

RESOLVED to RECOMMEND to the full Town Council the following arrangements

- a) That the Town Clerk/Civic Administrator be instructed to contact **Fattorini** as a matter of urgency to arrange scheduled repairs for both the Mayor and the Deputy Mayor's chain of Office on a rotational basis
- b) That the Town Clerk/Civic Administrator be instructed to research for lighter but durable carrying cases for all chains of office
- c) That in accordance with previous standing agreement that the Town Clerk/Civic Administrator should order a new Lady Mayor hat and possibly consider that this may be balanced against the gender of the nomination of the new Mayor in May – ie if not needed this year, to order a replacement Lady Hat this year and a new Lady Mayor's Hat next year.
- d) That the Town Clerk/Civic Administrator be instructed to have the long gown professionally altered to the same length as the standard length gowns
- e) That the Town Clerk/Civic Administrator be instructed to discuss with the Insurers the various options of removing the Mace from the care of NatWest bank and report back to the full Town Council

8. Civic Engagement and Protocol

Discussion focussed on preparing an information pack/guide/aide memoire for Councillors, particularly with regard to the fact that new Councillors will be joining the Town Council following the elections in May 2017. Several Members advised that they had prepared a 'rough guide' previously and the Civic Administrator advised that she had also been preparing a check list for Mayoral and Councillors' engagements.

RESOLVED to RECOMMEND to the full Town Council that all Members provide whatever information they hold on Engagement and Protocol to the Civic Administrator and that this should be utilised to provide an Aide Memoire for Councillors

There being no further business, the meeting was closed at 6:30pm