

CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY
MINUTES OF THE CIVIC COMMITTEE MEETING
HELD ON MONDAY 1st APRIL 2019 @ 18:00pm

PRESENT: Councillors – E Leighton-Jones (Vice-Chair), V Macdonald, H Roberts, B Chapman, P Hart.

IN ATTENDANCE: N Flint (Town Clerk) P Gillbanks (Civic Assistant /Events Co-ordinator)

APOLOGIES: None.

DECLARATIONS OF INTEREST – CODE OF LOCAL GOVERNMENT CONDUCT: None

In the absence of the Chair and Vice Chair it was resolved that Cllr. E Leighton-Jones take the Chair for the meeting.

Minute Number:-

6. Arrangements for Mayoral Inauguration 2019:

Members discussed the arrangements for the Mayoral Inauguration 2019

Resolved to recommend:

- a) Rev David Parry has agreed to be the Chaplin for the Mayor elect Cllr. G Edwards;
- b) In the absence of Cllr. G Edwards (Deputy Mayor) the Civic Assistant indicated that having spoken to Cllr. G Edwards, the Mayor's charities this year would be Conwy Riding for the Disabled and Conwy District Scouts;
- c) The Civic Assistant advised that Midland Restaurant has been confirmed with Cllr. G Edwards. It will be table service @ £12.00 per person, per head. The Civic Assistant confirmed that he will send the menu to Cllr. G Edwards for approval;
- d) The Civic Assistant advised that he had spoken with Daisy Chain and they would supply table decorations of £3.50 - £4.50. Cllr. G Edwards will be advised of this and will make a decision on what he would like on the tables. This is the responsibility of the incoming Mayor;
- e) The Civic Assistant has agreed with Mr T Tunstall that Mead will be provided and the Knights of Conwy are present at the Castle;
- f) The Civic Assistant advised that the Camera Club / CADW and the Risk Assessment had been completed/organised;
- g) Councillors / CTC Staff / Dignitaries / Mayoral Guests (10) / Bailies & Burgesses / Mayor's Chaplin / Mayor's Cadet / Parade Marshall / Mace Bearer – Maximum limit of 60 persons to be invited to the ceremony at the Guildhall (**RESOLVED**);
- h) Councillors / CTC Staff / Dignitaries / Mayoral Guests (10) / Bailies & Burgesses / Mayor's Chaplin / Mayor's Cadet / Parade Marshall / Mace Bearer / invited Guests proceed to the Castle (**RESOLVED**);
- i) It was decided that the M/C at the restaurant be the Town Clerk (**RESOLVED**);
- j) The 'Meeters and Greeters' on the night will be Cllr. B Chapman and the Mace Bearer (**RESOLVED**);
- k) The role of the Mace Bearer to be reviewed and that the Civic Assistant will need to go through the ceremony script with the Mace Bearer (**RESOLVED**);

7. Civic Sunday 2019:

Members discussed the arrangements for Civic Sunday 2019

Resolved to recommend:

- a) Civic Sunday is held on 21st July at St Mary's Church, Conwy;
- b) It was decided that the Parade would begin at 11am from Conwy Quay, will go up High Street and down onto Church Street (**RESOLVED**);
- c) The Civic Assistant would make the necessary road traffic arrangements with EKULT (**RESOLVED**);
- d) The Menai Bridge Band is booked at a cost of £250.00 (**RESOLVED**);

- e) Attending Mayors and dignitaries to be advised in their invitations of the Classical Music Festival which is being held that evening. **(RESOLVED)**;
- f) The Civic Assistant will confirm with Cllr. G Edwards to book the Conwy Comrades Sports & Social Club for the reception. An alternative venue was suggested: the Quay Hotel in Deganwy at either £25.00 or £35.00 per person including complimentary room hire;

8. D-Day 75th Anniversary:

- a) D-Day Landing Anniversary service will be on the 9th June 2019 at 14:00pm at the Mulberry Monument, Conwy **(RESOLVED)**;
- b) Councillors and dignitaries to be invited. Councillors to be Robed for the service **(RESOLVED)**;
- c) Tea and Biscuits / Cake will be provided at the Guildhall at 15:00pm after the service at the cost of £30.00 **(RESOLVED)**;
- d) A historic display of the D-Day Event will be prepared by Cllr. V Macdonald and set up in the Guildhall on the 9th June **(RESOLVED)**;
- e) Two 2nd World War pieces of poetry to be read out at the Mulberry Monument by Cllr. E Leighton-Jones and Cllr. G Edwards **(RESOLVED)**;
- f) To invite Rev. D Parry **(RESOLVED)**;
- g) To ask Rev. D Parry to say prayers at the service **(RESOLVED)**;

9. Honorary Bailies

- a) Mr Peter McFadden and Mrs Margaret Norwood had been formally invited to become the Honorary Bailies for 2019-20. Both accepted and were delighted;
- b) The date of the ceremony is 16th September 2019 **(RESOLVED)**.

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

There being no further business, the meeting was closed at 18:55pm