

**CYNGOR TREF, CONWY TOWN COUNCIL**  
**GUILDHALL, CONWY.**  
**MINUTES OF THE CHRISTMAS COMMITTEE MEETING**  
**HELD ON MONDAY 3<sup>rd</sup> JULY 2017**

**PRESENT: Councillors – P Hart, T James, H Roberts, A James, E Hughes, T Hughes, D Hale, E Leighton-Jones,  
V Macdonald**

**IN ATTENDANCE: Town Clerk – Mrs H Barritt  
Civic Administrator/Events Co-ordinator – Kathy Cook**

**APOLOGIES: Councillors – B Chapman (Mayor), S Cotton (Deputy Mayor), S Barbour-Bailey.**

**Declarations of Interest – Code of Local Government Conduct: None**

*The Past Mayor – Cllr P Hart took the Chair for the first item*

**1. Appointment of Chairman**

RESOLVED to RECOMMEND that Cllr H Roberts is appointed Chairman for the Municipal Year 2017/18

*Cllr H Roberts took the Chair*

**2. Appointment of Vice Chairman**

RESOLVED to RECOMMEND that Cllr T James is appointed as Vice Chairman for the Municipal Year 2017/18

**3. Fireworks**

Members received quotes for 3 years for the Christmas Eve fireworks from The UK Firework Company £2,095 plus vat pa & Nemesis Pyrotechnics Ltd £1,990 plus vat. Quotes had been requested from Mr Heyes & Smart Pyrotechnics but, despite numerous emails these had not been forthcoming.

The Town Clerk had also spoken to the Custodian for Conwy Castle who had requested that the usual provider, The UK Firework Company was retained.

RESOLVED to RECOMMEND that the quote from The UK Firework Company is accepted

**4. Christmas Trees**

The Town Clerk informed Members that Barritt & Son had provided a quote for 2017 for the supply, erection & removal of 7 Christmas trees of £3,500 plus vat. This would be the last year Mr Barritt would be undertaking this work.

The Town Clerk is awaiting a quote from another supplier & asked Members if they knew of anyone else who would be able to provide the service.

Members discussed the matter & the difficulty in finding a contractor. The Town Clerk informed Members that Mr Barritt was willing to help find a new contractor next year.

RESOLVED to RECOMMEND that due to the good service the Town Council has received over the years from Barritt & Son, the contract is extended for a year & quote accepted

**5. Conwy Christmas Eve Event**

Members discussed initial preparations for the event.

The Town Clerk informed Members that photographs of the crowds at last year's event had been analysed by Mr Phillips of Safety Focus & indicated that approximately 3,750 were in attendance at the event.

The Town Clerk had agreed to attend CCBC's Safety Advisory Group meeting on 18<sup>th</sup> October 2017 at 2pm at Bodlondeb to appraise the Group of the event & seek advice in the light of recent incidents at events in the UK. The Civic Assistant/Events Co-ordinator would also attend & she had invited Mr Phillips of Safety Focus to be there too. Members were welcome to come along as their support would help. Members suggested that Mr Blundell from Ekult Ltd, Traffic Management Services should be invited.

The Town Clerk reminded Members that the Conwy Estuary Lions had disbanded so there would be a need for new Marshals & suggested that enquiries be made with Ekult as to the cost & availability of providing Chapter 8 Marshals at key points throughout the event area as well as seeking volunteers for other areas. It was noted that good communication would be key throughout the whole event & that this would need to be carefully co-ordinated to ensure safe & timely management of access points.

Members discussed the Carol Sheet

Members discussed the entertainment for this year & requested that a representative from Tape Community Music and Film Project be invited to a meeting to discuss Ghostbusters providing musical support to the event.

RESOLVED to RECOMMEND that

- a) due to the complexity of the event on Christmas Eve, Standing Orders & Financial Regulations are suspended to enable the usual contractors to be engaged for this event
  - MAD Sound and Lighting
  - Sound Design
  - Maxplant
  - Beulah Brass Band
- b) the timetable for the event is the same as that of 2016
- c) a quote needs to be obtained on the removal & reinstallation of the newly placed benches in Lancaster Square
- d) EKULT Highways Ltd are engaged for signage & to obtain quotes for Chapter 8 traffic management marshals at key points around the event area.
- e) for maintenance of hygiene, each Santa should have own beard & another may be required.
- f) Santa costumes need to be checked for sufficiency & condition & should be made available for the next Christmas Committee Meeting.
- g) following discussion on the 'Elf' costume, Cllr T Hughes researches the provision and cost of new 'Elf' costumes
- h) the provision of sweets be more carefully distributed.
- i) the of Carols remain the same & printed in English & Welsh as that of 2016
- j) Beulah Brass Band be invited to play in Lancaster Square & that their musical contribution is alternated with sung Carols from the audience.
- k) Gary Carr is retained as the MC
- l) a well-known/highly regarded local personality be invited to do the countdown for the fireworks. Consider sending a letter to Venue Cymru to the principal Artist of the Christmas Pantomime
- m) Neil Dunsire, Centre Manager of TAPE Film & Music is invited to a Christmas Committee meeting to discuss whether their resident ukulele group, Ghostbusters, are available to provide entertainment for the event & the range of music/songs.

#### **6. Llandudno Junction & Deganwy Events & Boxing Day Dip**

Members discussed initial arrangements for the events

RESOLVED to RECOMMEND that:

- a) the entertainment is the same format as last year with Sound Design providing the pa system.
- b) Llandudno Junction event to take place on Friday 15<sup>th</sup> December at 6pm
- c) Deganwy event to take place on Saturday 16<sup>th</sup> December at 2pm
- d) enquire whether Ghostbusters are available to support both events
- e) the Boxing Day dip at Deganwy take place at 11am & whilst the RNLI might offer advice as to weather conditions that the Mayor makes the final decision whether to go ahead or not.
- f) if there is a cancellation of the event, that this is circulated widely to all in the area including the local kiosk proprietor
- g) Conwy Yacht Club be approached for the use of a room
- h) the Coastguard be invited to attend. Enquires should be directed to the Station Officer
- i) Mince pies are purchased for the events

#### **7. Christmas Window Competition 2017**

RESOLVED to RECOMMEND that

- a) the theme of 'The Legends of Christmas' for the 2017 competition & that posters be designed & distributed as soon as possible including to the Chair of the Conwy Chamber of Trade
- b) That, if the Mayor wishes, to invite other local Civic Dignitaries to assist with the judging for the Competition.

**There being no further business, the meeting was closed at 8pm**