

**CYNGOR TREF CONWY TOWN COUNCIL**  
**GUILDHALL, CONWY.**  
**MINUTES OF THE CIVIC COMMITTEE MEETING**  
**HELD ON MONDAY 24<sup>th</sup> JULY 2017 AT 5.15PM**

**PRESENT:** Councillors - B Chapman, JP (Mayor), J Vaughan, P Hart, H Roberts, E Leighton-Jones, V Macdonald

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

**APOLOGIES:** None

**DECLARATIONS OF INTEREST:** None

**Minute Number**

**11. Mayoral Inauguration and Civic Sunday dates for 2018**

RESOLVED to RECOMMEND that as the Deputy Mayor was absent it was agreed that that this minute be held over till her arrival or, alternatively that an email be sent by the Civic Administrator/Events Coordinator later in the week requesting her thoughts and consideration on arranging these dates.

**12. Open Doors**

RESOLVED to RECOMMEND to accept the recommendations from the working party that this year's event will concentrate on the history of the building; the displayed artefacts and the Minute Book records; and that the Attendance Timetable be circulated to all Councillors to either confirm their attendance or enter their name into the undermanned or vacant slots. Further that the set-up preparation for the event will start at 2pm on Friday 8<sup>th</sup> September followed by a briefing on the weekend at 4pm for all Councillors manning The Guildhall over the weekend

**13. Civic Sunday 2017**

The Committee were updated as follows:

- That a meeting had been held at the Church Hall with the Mayor, the outside Caterer and the Church Warden but the Church Warden did not attend the meeting. The discussion with the Mayor, Civic Administrator and the outside caterer concentrated on the menu and that was now available on file at a cost of £18.50 per person. The caterer will collect her dishes/plates/cutlery from the Hall first thing on Monday 18<sup>th</sup> September morning.
- A recommendation from the Caterer was that if the wine and beverages were purchased from Tesco Stores they would also provide glasses free of charge
- Subsequent email correspondence with the Church Warden identified that there were facilities to accommodate up to 75 people and that the Town Council may have access to the Hall from 5pm on the 16<sup>th</sup> September to be prepared for the following day and that it will need to be returned to a clean condition by end day on the 17<sup>th</sup>. The Church Warden is content that the caterer will collect her wares early Monday morning. The Church Warden will provide keys to The Guildhall on Friday 15<sup>th</sup> September.

- The Mayor confirmed that Cor Maelgwn Cymru were booked for the event.
- That Ex-Councillor Ruth Parker had been invited to provide music throughout the Civic Reception as the Orchestra were unable to attend.
- That the Civic Events Coordinator has been searching for another Marching Brass Band and has so far been unsuccessful in securing one for the Civic Sunday Parade. The Committee believed that the Cambrian Band's limited offer of a drummer and some others will suffice.
- That the Mayor, Town Clerk and the Reverend David Parry of St Mary's Church had met last week and discussed the inclusion of two Lessons from Reverend Peter Walker, the hymns for the occasion and had agreed the running order for the Service.
- The Civic Administrator had sent an electronic copy of the 2015 Service to Reverend David Parry as this was the last time that Civic Sunday had been held at St. Mary's.
- That the Civic Administrator was composing the invitations and running order this coming week and these will be sent in draft to the Mayor for his oversight and consideration.
- The Committee discussed a proposed guest list and this was finalised

RESOLVED to RECOMMEND to support the Civic Administrator/Events Coordinator in current planning in that the draft invitations and running order schedules be prepared and sent to the Mayor for his amendment and/or approval during the course of the forthcoming week.

#### **14. Honorary Bailie Ceremony 2017**

RESOLVED to RECOMMEND to hold the Honorary Bailie Ceremony 2017 on the 30<sup>th</sup> October, 2017 and to request the Councillors who proposed the nominated Bailie's to prepare a Commendation accordingly.

#### **15. Remembrance Sunday**

The Civic Administrator/Events Co-ordinator advised the Civic Committee that she had not had an opportunity to revisit the plans for this event and that these were as reported at the last meeting.

RESOLVED to RECOMMEND to accept a report from the Civic Administrator at the next meeting.

#### **16. WW1 Commemoration Events**

RESOLVED to RECOMMEND to accept the Working Party's recommendations for a Talk and Slide Show Commemorative events at the Llandudno Junction Community Centre on the 20<sup>th</sup> September this year to be delivered by the Curator of the Llandudno Museum and that his expenses and fee should be met by the Council.

#### **17. Civic Chains & Civic Regalia**

The Committee were updated as follows:.

- The Mayoral Chains had been delivered to Fattorini in Birmingham and should take approximately 3 weeks.
- That in view of other logistics that a recommendation to send the Deputy Mayoral Chains be sent after Civic Sunday in September
- That all the Gowns were scheduled to be collected for cleaning on the 8<sup>th</sup> August and due to be returned by the 17<sup>th</sup> August.
- That a seamstress had not yet been approached to make additional Mayoral sleeves but this would be addressed in the near future
- That the purchase of another Hat would be addressed in the near future.

**18. The Conwy River Festival**

This item was allowed on the Agenda.

RESOLVED to RECOMMEND that invitations should be sent to the Mayors of the Walled Town Friendship Circle asking for a rsvp within a week and to all Conwy Town Councillors asking for a rsvp within 3 days. After that the invitation list may be expanded to include Town Councils within the County of Conwy and the Mayor's nominated guests.

**19. Civic Engagements & Protocol**

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

**20. The date of the next meeting**

RESOLVED to RECOMMEND to hold a meeting on a date to be advised