

**CYNGOR TREF, CONWY TOWN COUNCIL**  
**GUILDHALL, CONWY.**  
**MINUTES OF THE CHRISTMAS COMMITTEE MEETING**  
**HELD ON WEDNESDAY 26<sup>th</sup> JUNE 2019**

**PRESENT: Councillors – S Cotton, H Roberts, P Hart, T James, J Vaughan, E Roberts, E Leighton-Jones (Deputy Mayor), S Barber-Bailey, G Willetts, M Priestley, M Craven, C Ryan.**

**IN ATTENDANCE: Town Clerk & Responsible Financial Officer – Mrs Natasha Flint;  
Civic Assistant/Events Co-ordinator – Paul Gillbanks;  
Assistant to the Town Clerk – Mrs Rachel Lees**

**APOLOGIES: Councillors – G Edwards (Mayor), T Hughes, B Chapman, V Macdonald, J Rooney**

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

*The Town Clerk – Mrs Natasha Flint took the Chair for the first and second items*

**1. Appointment of Chairman**

RESOLVED to RECOMMEND that Cllr C Ryan is appointed Chairman for the Municipal Year 2019/20.

**2. Appointment of Vice Chairman**

RESOLVED to RECOMMEND that Cllr J Vaughan is appointed as Vice Chairman for the Municipal Year 2019/20.

*Cllr C Ryan took the Chair*

**3. Christmas Lights**

The Town Clerk informed Members that this was the last year of a 3-year contract with Lite for the Spheres.

The Town Clerk informed Members that the contract with Festive lighting had come to an end and new motifs were needed.

The Town Clerk informed Members that the installation of Christmas Lights contract with Mr Ray Wilson came to an end last year and a new contract is needed. The Town Clerk informed Members that quotes can be obtained by Disc Electrical Ltd and Owen Palmer Ltd as well as Bebbington and Wilson. Due to the complexity of the installation of the Christmas Lights it was suggested to suspend standing orders and to extend the contract with Bebbington and Wilson for 2019 and to look at quotes early next year. This was also recommended for the motifs as they were still in good working order. Members discussed the distribution of lights on some of the trees in the communities and ask that the Town Clerk discuss this with Mr Wilson when contacting him regarding the contract.

RESOLVED that:

- Standing Orders be suspended, and the Town Clerk contacts Mr Wilson and Festive Lighting to extend their contracts for a further 1-year period.
- The Town Clerk obtains quotes for lighting and installation in February 2020.

It was suggested that the next Christmas Committee agenda includes:

Led Christmas Lights, using more environmentally friendly bulbs.

**4. Fireworks**

Members were informed that the Town Council were in the third year of a 3-year contract for the Christmas Eve fireworks from The UK Firework Company.

RESOLVED that the Town Clerk obtains 3 quotes for fireworks in February 2020.

**5. Christmas Trees**

Members discussed the Trees in the Community and it was suggested that every effort is made to provide a tree in Conwy Morfa and Gyffin this year. It was suggested to suspend standing orders and use TreeWiseMen again this year. The sizes of the trees were discussed, and Members would like to have 17.5ft trees in Llandudno Junction, Deganwy, Conwy Morfa and Gyffin, this will need to be discussed with TreeWiseMen as to whether they would withstand strong winds and gales. It was suggested to keep the trees in Conwy Town the same as per last year at 25ft.

RESOLVED that:

- The Town Clerk contacts Conwy County Borough Council in relation to placing Trees in Conwy Morfa and Gyffin at new locations.
- Standing Orders be suspended, and the Town Clerk obtains quotes for 6 x 17.5ft Trees and 2 x 25ft Trees from TreeWiseMen Tree Services.

## 6. Conwy Christmas Eve Event

The Civic Assistant/Events Co-ordinator discussed initial preparations for the event. Points that were brought up in the debrief meeting held on 7<sup>th</sup> January 2019 were discussed, these included the poor lighting on the steps down to Morfa Bach car park. The concerns were that the spot lamp used in 2018 made shadows and caused dark spots, therefore the Civic Assistant/Events Co-ordinator has enquired about 4 flood lights which are used on major roads, these will distribute the light evenly over all steps. Another point raised at the debrief meeting was that there was an issue with identities of people, it was suggested that ID tags and lanyards with safety clips/magnets are to be supplied this year.

Members discussed the need for more volunteers this year. The Civic Assistant/Events Co-ordinator asked Members to find volunteers from local groups in their wards. It was suggested that this could be done through Facebook. More Volunteers will be needed around Lancaster Square this year and Volunteer training will be provided by Mr D Phillips, Safety Advisor nearer the event.

Members discussed placing barriers around the fountain to stop people climbing on it, however the Town Clerk informed Members that having spoke with PC Chris Jones and D Phillips Safety Advisor they advised not to put barriers around the fountain as it highlights an unnecessary health and safety issue. Members discussed having Chapter 8 personnel and SIA operatives at Morfa Bach car park.

It was discussed to encourage the public through social media and advertising to use Bodlondeb car park.

The Civic Assistant/Events Co-ordinator informed Members that he had met with the new Police Constable/Events Manager James Arthan, who is keen to have police presence at the event and will be providing PCSO's from Conwy and Colwyn Bay. Members discussed contracting a Special Police Officer, this will be discussed at the next meeting. Members were informed that the extra blue bins from County Council worked well.

Members discussed having donation boxes at the event this year.

A major issue last year was the service provided by the medical staff for the event.

RESOLVED to RECOMMEND that:

- a) flood lights are hired at a cost of £225 from Maxplant for the steps down to Morfa Bach car park;
- b) the Civic Assistant/Events Co-ordinator purchase lanyards and id tags;
- c) Members provide the Civic Assistant/Events Co-ordinator with passport sized photos before the meeting in August;
- d) Additional SIA operatives are contracted to be placed at Morfa Bach car park, as well as the usual locations;
- e) donations will be discussed at the next Christmas meeting;
- f) due to the complexity of the event on Christmas Eve, Standing Orders are suspended and the usual contractors are to be engaged for this event
  - Sound Design
  - Maxplant
  - Beulah Brass Band
  - MAD Sound and Lighting;
- g) following discussion on the 'Santa' & his 'Elf' Cllr. M Craven will be 'Santa' and Cllr C Ryan will be the 'Elf';
- h) Cllr. J Rooney was to prepare 'Santa's' speech;
- i) Gary Carr is retained as the MC;
- j) Rosie Hern would be approached to stage manage Lancaster Square;
- k) Cllr. P Hart to look into a new belt for Santa;
- l) Cllr. H Roberts to look into a new beard and wig for Santa;
- m) Cllr. S Cotton will be the lost Child Officer outside the Guildhall;
- n) Cllrs. P Hart and T James will be the lost Child Officers placed in the Guildhall;
- o) Alternative medical cover is discussed at the next Christmas Committee Meeting.

## **7. Llandudno Junction & Deganwy Events**

Members discussed both events. Llandudno Junction event had a good turnout last year but Deganwy was poor.

It was suggested that the event in Deganwy could be held in the evening and at a different location in the village which could attract more people to the event, it was also suggested to see if one of the Choirs from the locals Schools could sing at the event.

The Town Clerk informed Members that having spoken with N Roberts from the Summer playscheme, has had an idea to have a small bonfire at the event, with the possibility of toasting marshmallows and singing carols around the bonfire, which the playscheme do in other events across the County.

It was also suggested that members contact Chaps to see if members of Chaps could attend the event in fancy dress.

RESOLVED to RECOMMEND that:

- a) The Deganwy Event is moved to the Station and held in the evening;
- b) The possibility of a bonfire is looked at in the future;
- c) The Civic Assistant/Events Co-ordinator emails Cllr. T James with the details of the event to take to the Governors meeting being held next week to ask if the Choir could sing at the event;
- d) The Civic Assistant/Events Co-ordinator asks Schools to advertise the events on twitter, Facebook, text service, seesaw service;
- e) The Civic Assistant/Events Co-ordinator invites beavers, scouts, rainbows, brownies to the events;
- f) Advertise the events in the press well in advance of the events;
- g) The Civic Assistant/Events Co-ordinator to look into a more exciting leaflet for the events;
- h) Councillors to hand deliver the leaflets in their wards

It was suggested that the next Christmas Committee agenda includes:  
Linking with the foodbanks, as a goodwill gesture.

## **8. Boxing Day Dip**

The event was successful last year and there are no changes this year.

## **9. Christmas Window Competition 2019**

RESOLVED to RECOMMEND that

- a) the theme of 'Night before Christmas' is for the 2019 competition & that posters be designed & distributed as soon as possible.

The next Christmas Committee Meeting will be held on 14<sup>th</sup> August 2019.

**There being no further business, the meeting was closed at 7:54pm**