

REPORT OF THE CITIZEN OF THE YEAR COMMITTEE MEETING
HELD AT 10.00am, ON MONDAY, 8th DECEMBER, 2014,
IN THE HERITAGE CENTRE, TOWN HALL, LLANTWIT MAJOR.

Present.	Councillor.	Mr. M Mason (Chairman).
	Councillor.	R. Jenkins.
	Councillor.	Mrs. S. Geary.
	Councillor.	Mrs. S. Hanks.
	Councillor.	Mrs P Lancaster.
Apologies .	Councillor	Marsh.

There were no Councillors Declaration of Interest Forms submitted.

REPORT OF LAST MEETING HELD ON 13th OCTOBER, 2014, RATIFIED AT THE FULL TOWN COUNCIL MEETING OF 30th. OCTOBER, 2014.

Committee members had previously been circulated with a copy of the report of the last meeting held on 13th October, 2014, ratified at the Full Town Council meeting of 30th October, 2014. Noted.

UPDATE ON FUNDING/SPONSORING OF THE CITIZEN AWARD EVENT

Committee members had previously been circulated with a letter dated 20th November from LaFarge Tarmac detailing sponsoring the Citizen Awards event. The LaFarge Tarmac Committee will meet in December to consider our sponsorship request.

The Deputy Town Clerk informed members that Llantwit Major Principality Building Society had yet to confirm in writing, the exact amount they are agreeing to sponsor the Citizen Awards event. Mr Andrew Clark, the Manager of Principality Building Society, is off sick at present, so it was agreed to clarify with him in January 2015 the exact sponsorship amount to be donated.

The Deputy Town Clerk confirmed that she had received a cheque, on 8th December 2014, for £200.00 from Aberthaw Power Station to contribute towards that Citizen Awards funds.

TO REVIEW NOMINATION FORMS CURRENTLY SENT OUT AND TO DISCUSS FURTHER PUBLICATION OF THE NOMINATION PROCESS

Councillors had previously been circulated with a report detailing an update on the Nomination process. The Deputy Town Clerk confirmed to members that at present no completed Nomination Forms had been returned to the Town Hall.

Councillors discussed what initiatives should be put in place from January 2015 to further publicise the event to encourage residents to nominate citizens for awards.

Councillor Mrs P Lancaster suggested to members to offer a posthumous award to Carolyn Risby . She said that Carolyn sadly passed away in the summer but her hard work and fundraising for Llantwit Major deserves to be recognised in a special one off award.

- RESOLVED:** That the beginning of January 2015 all Town Councillors assist in further Publicising the Citizen Awards event by:
- a) Going back into local shops/businesses to encourage them to re-advertise Citizen Awards event.
 - b) Attending local organisations (ie. WI, Probus, Boys Brigade Sports Groups etc.) to hand out Nomination Forms
 - c) Councillors as Governors of a local schools encourage schools to nominate worthy candidate's for awards.
 - d) Deputy Town Clerk to look into advertising Citizen Awards event on the Llantwit Major Hub website.
 - e) Deputy Town Clerk to liaise with Youth Council/Boys Brigade on ideas to publicise Citizen Awards event. To look into the possibility of setting up a table in the Precinct on a Saturday morning to hand out Nomination Forms.

Further

RESOLVED: That a special posthumous award be given to Carolyn Risby at the Citizen Awards event.

TO DISCUSS STYLE AND COSTINGS OF THE CITIZENS AWARDS TROPHYS

Councillors were previously circulated with examples of Trophies for purchase for the 2015 Citizen Awards Event. Councillors discussed styles and prices of proposed trophies.

RESOLVED: That the Deputy Town Clerk order trophies, format and style same as awarded in 2013, from Martin Lee's Sport shop.

Further

RESOLVED: That the Deputy Town Clerk look into purchasing a special posthumous award. The style of the award should be a paper weight including a presentation box.

TO DISCUSS TABLE LAYOUT AND CATERING REQUIREMENTS FOR THE CITIZEN AWARDS EVENT

Councillors were previously circulated with photographs of the table layouts used at the last Citizen Awards Event held in 2013. Councillors agreed that the table layout was successful at the last event and the format should remain the same.

Councillor Mrs P Lancaster suggested we look at the colour coordination of the tables/napkins and flowers nearer the time. All members agreed that finger food should be provided on each table. Members agreed they would organise the food themselves. Wines, soft drinks, teas and coffees will also be provided. Members agreed a table plan should be produced so there can be no confusion as to where everyone should sit. This matter to be discussed further at future meetings.

TIME AND DATE OF NEXT MEETING.

The time and date of the next meeting will be on Monday 12th January 2015 at 10am in the Heritage Centre, Town Hall.