

**REPORT OF THE CITIZEN OF THE YEAR COMMITTEE MEETING
HELD AT 9.30am, ON WEDNESDAY, 11TH MARCH, 2015,
IN THE HERITAGE CENTRE, TOWN HALL, LLANTWIT MAJOR.**

Present. Councillor. Mr. M Mason (Chairman).
 Councillor. Mr M Marsh.
 Councillor. Mrs. S. Hanks.
 Councillor. Mrs S Geary.
 Mr Andrew Clarke Llantwit Major Principality Building Society.

Apologies. Councillor. Mr R Jenkins
 Councillor. Mrs P Lancaster

There were no Councillors Declaration of Interest Forms submitted.

Councillor Mason extended a warm welcome to Mr Andrew Clarke.

REPORT OF LAST MEETING HELD ON 2ND FEBRUARY, 2015, RATIFIED AT THE FULL TOWN COUNCIL MEETING OF 26TH FEBRUARY, 2015.

Committee members had previously been circulated with a copy of the report of the last meeting held on 2nd February, 2015, ratified at the Full Town Council meeting of 26th February, 2015. Noted.

TO DISCUSS AND CONFIRM WINNERS AND RUNNERS UP OF EACH CATEGORY OF THE 2015 CITIZEN OF YEAR AWARD

Committee Members had previously been circulated with copies of all Nomination Forms received in respect of the Citizen Awards for 2015. The Committee discussed at length all Categories and Nominations. The Committee Members finalised the winners and runners up of all awards. Discussions took place on creating an additional award. The Committee felt two of the nominated organisations were both worthy of recognition in the category 'Award for outstanding fundraising for charity or local organisations'.

RESOLVED: That the Deputy Town Clerk purchase an Additional Award for 'Outstanding Fundraising for a local Organisation'.

Further

RESOLVED: That the Deputy Town Clerk write letters to all successful winners and runners up inviting them to the Citizen of Awards event on 18th April 2015. Winners & Runners up will be offered to bring up to 3 guests to the event.
All unsuccessful Nominees will be written to explaining they were nominated for a Citizen Awards, stating they were unsuccessful on this occasion but thanking them for all their service and contribution to the community.

TO DISCUSS AGENDA BRIEF FOR THE FORMAT OF THE EVENING OF THE 2015 CITIZEN AWARDS

Committee Members had previously been circulated with an Agenda Brief detailing the format for the Citizen Awards evening. Committee Members discussed the format of the Event.

RESOLVED: Councillor Mason and Mr Andrew Clark will jointly host the event.

The following Special guests will be invited:

Ms Julie Evans (Regional Manager Principality Building Society)

Mr Damien Thompson (Customer Director Principality Building Society)

N Power (+1)

All tables will be numbered and there will be a table/seating plan as you enter Llantonian Hall. Once all guests are seated Councillor Mason will give a short introduction. The awards ceremony will take place. Refreshment will be served at the tables after the official ceremony.

Photographs of each winner/runner up will be taken after each award is given and a group photograph will be taken at the end of the formal ceremony.

The Deputy Town Clerk to enquire if Mr & Mrs C Lewis would be available to take photographs of the Award Winners. If they are not available local professional photographers will be asked and Mr Andrew Clark to enquire upon availability of Principality Building Society's in house Photographer.

TO DISCUSS CATERING REQUIREMENTS FOR THE EVENT

Committee members discussed the catering requirements for the event. Councillor Mrs Hanks and Councillor Mrs Geary stated they would be happy to make trays of sandwiches for each table. Mr Andrew Clark suggested asking Greggs Bakery if they would provide platters of sandwiches at a discounted price. Also asking Cooperative Food Store if they would provide boxes of small cupcakes for the event. Committee members discussed offering free soft drinks and wine on each table.

RESOLVED: Councillor Mason to ask Greggs Bakery if they would provide platters of sandwiches for the Awards Ceremony.

The Deputy Town Clerk to liaise with Cooperative Food Stores on providing cake's for the evening event.

Mr Andrew Clark to enquire with Principality regarding providing wine for the occasion.

TO DISCUSS LAYOUT AND DECORATION OF LLANTONIAN HALL FOR THE AWARDS CEREMONY

Committee Members were previously circulated with a photograph displaying the layout of the 2013 Citizen Awards event. Councillor Mrs S. Geary confirmed to Committee Member's

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that this layout would seat up to 80 people. Discussions then followed regarding a colour theme for the evening.

RESOLVED: That the same table layout be used as per the 2013 Citizen Awards.
The colour scheme for the evening will be red and white. Councillor Mrs S Geary volunteered to make flower decorations for each table.
The Deputy Town Clerk to investigate if we have enough crockery and glasses for the event.

TIME AND DATE OF NEXT MEETING.

The time and date of the next meeting will be on Monday 30th March 2015 at 9.30am in the Heritage Centre, Town Hall.