

1.

REPORT OF THE CITIZEN OF THE YEAR COMMITTEE MEETING
HELD AT 9.30am, ON MONDAY, 30TH 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.
 Councillor. Mrs P Lancaster.
 Mr Andrew Clarke Llantwit Major Principality Building Society.

Apologies. Councillor. Mr R Jenkins

There were no Councillors Declaration of Interest Forms submitted.

REPORT OF LAST MEETING HELD ON 11th MARCH, 2015, RATIFIED AT THE FULL TOWN COUNCIL MEETING OF 26th MARCH, 2015.

Committee members had previously been circulated with a copy of the report of the last meeting held on 11th March, 2015, ratified at the Full Town Council meeting of 26th March, 2015. Noted.

UPDATE ON NOMINATION LETTERS SENT OUT

The Deputy Clerk verbally updated Committee on the Nomination Letters sent out. She confirmed that all letters had been sent out to Award Winners and Nominees. Over half have already responded to the Invitations.

TO FINALISE THE FORMAT OF THE EVENING FOR THE 2015 CITIZEN AWARDS

Committee Members had previously been circulated with a copy of the format for the Citizen Awards Ceremony. Committee Members discussed the timetable for the event. Mr Andrew Clerk asked if the Town Council had a projector and screen he could use as his speech is to include a power point presentation.

RECOMMENDED: That the format of the Citizen Awards Ceremony be as follows:

- 7.00pm** - Arrival of all guests
- 7.00pm -7.30pm** - Drinks handed out to all guests
- 7.30pm** – Welcome Introductions from Councillor Mason & Mr Andrew Clarke
- 7.40pm** – Awards Ceremony – Hosts Councillor Mason & Mr Andrew Clarke
(After each Award individual photograph of all winners with their awards – use blue screen in office as backdrop)
- 8.30pm** – Helpers to serve refreshments & further drinks to all tables.
- 9.00pm** – Final group photograph of all Award winners.
- 9.15pm** - Closing speech and Thank You to all helpers

2.

Further

RECOMMENDED: That the Deputy Town Clerk check if the Town Council have a projector and screen for the evenings presentation.

UPDATE ON CATERING REQUIREMENTS FOR THE EVENT

Councillor Mason and the Deputy Town Clerk informed the Committee they had no success with obtaining donations / reduces rates for refreshments from Greggs or the Cooperative Food Store. Councillor Mason informed the Committee that Costco's provide buffet platters at very competitive rates. Mr Andrew Clark donated 8 bottles of wine on behalf of Principality Building Society for the event.

RECOMMENDED: That Councillor Mrs Hanks will order and pick up from Costco the Refreshments (Five sandwich platters, two wrap platters, ready made sausage rolls, crisps, peanuts and cup cakes) for the event.

Further

RECOMMENDED: The Deputy Town Clerk will go to Filco Food Stores to obtain the drinks for the event. Deputy Town Clerk to organise table clothes and serving trays for the event. Councillor Mason to purchase serviettes for the ceremony.

TO DISCUSS TIMETABLE AND HELPERS REQUIRED FOR THE CITIZEN AWARDS EVENT ON 18TH APRIL 2015

Committee Members were previously circulated with a Timetable for the Citizen Awards event on 18th April 2015. Committee Members discussed the timetable for the day and the number of helpers required. The Committee decided they would need 17 tables for the event so Deputy Clerk will need to get extra tables on the day from the Old School.

RECOMMENDED: Councillor Mrs Geary to organise flower displays for each table. Councillor Mason, Councillor Marsh, Mr Andrew Clark and Deputy Town Clerk to arrive at Llantonian Hall at 10am on the 18th April 2015 to set up all the table, chairs , stage and crockery , glasses etc. for the event. Mr Andrew Clark will do a run through of his power point presentation . Mr & Mrs C Lewis will be asked if they wish to come down to the hall at 11am to discuss setting up the photographic area for the evening. Councillor Mrs Lancaster, Councillor Mrs Hanks, Councillor Mrs Geary and the Deputy Town Clerk to arrive at 5pm to sort out the refreshments. All Committee Members will then meet back at the Hall at 6.15pm for The Ceremony.

TIME AND DATE OF NEXT MEETING.

No meeting is required prior to the Citizen Awards Event on 18th April 2015.

A meeting will be organised after the event to evaluate the success of the Awards Ceremony. Date and time still to be decided.