

**REPORT OF THE CITIZEN OF THE YEAR COMMITTEE MEETING
HELD AT 10:00am, ON WEDNESDAY, 21st. SEPTEMBER, 2016,
IN THE COUNCIL CHAMBER, OLD SCHOOL, LLANTWIT MAJOR.**

Present. Councillor. Mrs. S Hanks (Chairman).
 Councillor. Mr. G. Morgan.
 Councillor. Mrs. S. Geary.
 Councillor. Mrs J Norman.
 Councillor. Mrs. P Lancaster.
 Councillor Mr. R. Austin.
 Mr Andrew Clark – Manager Principality Building Society

Apologies. None.

There were no Councillors Declaration of Interest Forms submitted.

**REPORT OF THE LAST MEETING HELD ON 12TH JULY 2016 RATIFIED AT FULL TOWN
COUNCIL MEETING OF 28TH JULY 2016**

Committee Members had previously been circulated with the Minutes of the last meeting held on the 12th July 2016 and ratified at the Full Town Council Meeting of 28th July 2016.
Noted.

TO AGREE FORMAT OF POSTERS FOR THE CITIZEN AWARDS EVENT

Committee Members had previously been circulated with a copy of the proposed format for the Citizen Awards Event to be held on the 8th April 2017. Committee Members discussed the layout of the Poster.

RECOMMENDED: That Mr Andrew Clark re-designs the Poster and forwards the proposed layout to the Deputy Town Clerk. She will then email the Poster to all Committee Members for final agreement.

TO AGREE FORMAT OF NOMINATION FORM FOR THE CITIZEN AWARDS EVENT

Committee Members had previously been circulated with a copy of the proposed format of the Nomination Form for the Citizen Awards Event. Committee Members discussed amending the layout to follow the same design as the new Citizen Awards Poster.

RECOMMENDED: That Mr Andrew Clark re-designs the Nomination Form and forward the proposed Form to the Deputy Town Clerk. She will then email the Nomination Form to all Committee Members for final agreement.

TO DISCUSS PUBLICISING THE NOMINATION PROCESS/CITIZEN AWARDS EVENT

Committee Members had previously been circulated with Agenda Brief detailing publicising the Nomination Process & Citizen Awards Event. Committee Members discussed details of all shops / businesses and local organisations that should be given copies of the Posters / A5 Flyers and Nomination Forms. They discussed additional organisations that should be written to for 2017 including the newly formed Chamber of Trade, the Masonic Lodge, the Rotary Club, the Lions Club and Probus.

The Deputy Town Clerk stated that social media sites should be used to further advertise the Event (i.e. Face Book, Llantwit Major Town Council Website and Llantwit Major Hub). Committee Members discussed getting two large banners produced to further promote the event. Mr Andrew Clark and Councillor Mrs P Lancaster discussed various places in Llantwit Major when the banners could best be positioned.

RECOMMENDED: That Saturday 22nd October 2016 between 10:00am and 12:00 pm will be set aside to first publicise the 2017 Citizen Awards Events. A table will be placed outside Principality Building Society and in the Llantwit Library to display Flyers and Nomination Forms of the Event. Councillors will visit all shops and businesses in the Town and hand out posters, Flyers and Nominations Forms and ask the local community to advertise and promote the 2017 Citizen Awards Event.

Further

RECOMMENDED: The Deputy Town Clerk to purchase two Banners to advertise the Citizen Awards Event. The Banners will be displayed on an ad hoc basis on the Llantwit Major Library Fence and in the Precinct. The Deputy Town Clerk to approach Mr Ian Hunt, Filco Stores to request permission to advertise the event in the Precinct. The Banners will not display the date of the event so that they can be used again for future Citizen Award events.

Further

RECOMMENDED: The Deputy Town Clerk to send emails to all Local Organisations attaching Flyers and Nomination Forms of the Citizen Awards Event and to advertise the Event on Face Book, Llantwit Major Town Council Website, Llantwit Major Hub and in the Gem Newspaper.

TO DISCUSS FUNDING FOR CITIZEN AWARDS EVENT

Committee members had previously been circulated with an Agenda Brief detailing the funding available for the 2017 Citizen Awards Events. Mr Andrew Clark confirmed that the Principality Building Society are happy to once again be the main sponsor for the Event and will contribute £250.00 plus provide a wine hamper (up to a dozen bottles of wine) for the evening. Councillor Mrs S Hanks confirmed the Town Council had a budget of up to £500 for funding the Event. Committee Members discussed the costs involved for putting on this event which includes drinks, buffet and purchasing trophies.

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RECOMMENDED: That letters be written to Ian Hunt, Filco Food Stores, the Masonic Lodge, the Rotary Club, the Lions Club, the Round Table and the 41 Club asking if they wish to offer a donation towards putting on this Community Event.

Further

RECOMMENDED: That the Deputy Town Clerk look into costings (donations) from the following Food Retailers for providing a savoury buffet for 100 persons:- Cosco, Greggs and Vale Catering.

TIME AND DATE OF NEXT MEETING.

The time and date of the next meeting will be on Monday 17th October 2016 at 10am in the Heritage Centre, Town Hall.