

**REPORT OF THE CITIZEN OF THE YEAR COMMITTEE MEETING
HELD AT 10:00am, ON MONDAY, 17th OCTOBER, 2016,
IN THE HERITAGE CENTRE, TOWN HALL, 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 21st SEPTEMBER 2016 RATIFIED AT FULL TOWN
COUNCIL MEETING OF 29th SEPTEMBER 2016**

Committee Members had previously been circulated with the Minutes of the last meeting held on the 21st September 2016 and ratified at the Full Town Council Meeting of 29th September 2016. Noted.

**TO NOTE FORMAT OF POSTERS / NOMINATION FORM & BANNERS FOR THE CITIZEN
AWARDS EVENT**

Committee Members had previously been circulated with a copy of the newly designed format of the Citizen Awards Event Posters / Nomination Form & Banners. Committee Members liked the new format and all congratulated Mr Andrew Clarke for his hard work in producing the new layouts.

RECOMMENDED: That the Deputy Town Clerk print of copies of the Flyers/ Nomination Forms & Posters for distribution on the 22nd October 2016. The Nomination Form and Poster to be displayed on the Llantwit Major Town Council Web site and Facebook site.

TO FURTHER DISCUSS PROMOTING CITIZEN AWARDS EVENT ON 22ND OCTOBER 2016

Committee Members had previously been circulated with an Agenda Brief detailing suggested Timetable for promoting Citizen Awards Event on 22nd October 2016. The Deputy Town Clerk confirmed that two Banners had been purchased to promote the Event.

RECOMMENDED: That all Committee Members meet at the Principality Building Society at 9:45 am on the 22nd October 2016. Members will set a table outside the building and also set up one inside Llantwit Major

2.

Library to display Flyers and Nomination Forms of the Citizen Awards Event. Four people will distribute posters to all Businesses in the town whilst two people will remain by each table encouraging people to fill out Nomination Forms. Councillor Mrs S Geary to provide a list of all Businesses in the Town Centre.

Further

RECOMMENDED: That the Deputy Town Clerk obtain permission from Mr Ian Hunt and the Library to place Banners on the Railing of their premises.

Further

RECOMMENDED: That the Deputy Town Clerk take a photograph on the 22nd October of Councillors promoting the Citizen Awards Event and a report and picture be displayed on the local Gem Newspaper to further advertise the event.

Further

RECOMMENDED: That an additional promotional Day may be considered on the Christmas Fair/Lighting UP Event on the 26th November 2016 dependent upon the number of Nominations received at this point.

TO DISCUSS FUNDING FOR CITIZEN AWARDS EVENT

Committee members received a verbal update from the Deputy Town clerk. She confirmed to Committee Members that the Town Council had a budget of £250.00 for this event and not as previously recorded in the Minutes of 21st September 2016. She confirmed that at present no letters had been sent to Businesses / Organisations requesting Sponsorship or providing refreshments for the Citizen Awards Event.

RECOMMENDED: That letters be written to Travis Perkins, Tarmac Ltd, Kingfisher, 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 write to Filco Food Stores, Gregg and COOP to ask if they would donate some refreshments towards a savoury buffet/drinks for 100 persons for the Citizen Awards Event.

TIME AND DATE OF NEXT MEETING.

The time and date of the next meeting will be on Monday 16th January 2017 at 10am in the Heritage Centre, Town Hall.