

**REPORT OF THE CITIZEN OF THE YEAR COMMITTEE MEETING
HELD AT 10:00am, ON MONDAY, 16th JANUARY, 2017,
IN THE HERITAGE CENTRE, TOWN HALL, LLANTWIT MAJOR.**

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

Apologies. Councillor Mr G Morgan.

There were no Councillors Declaration of Interest Forms submitted.

**REPORT OF THE LAST MEETING HELD ON 17th OCTOBER 2016 RATIFIED AT FULL TOWN
COUNCIL MEETING OF 27th OCTOBER 2016**

Committee Members had previously been circulated with the Minutes of the last meeting held on the 17th October 2016 and ratified at the Full Town Council Meeting of 27th October 2016. Noted.

UPDATE ON FUNDING/SPONSORING OF THE CITIZEN AWARDS EVENT

Committee Members had previously been circulated with an Agenda Brief detailing the funding available for the Citizen Awards Event for 2017. The Deputy Town Clerk stated that there had been no responses from businesses and charity organisations re sponsoring the Citizen Awards Event.

RECOMMENDED: That the Deputy Town Clerk send reminder emails to COOP, Greggs, Travis Perkins and Kingfishers reference funding request for Citizen Awards Event.

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

Committee Members had previously been circulated with an Agenda Brief detailing Nomination Forms received to date and further promotion of the Citizen Awards Event. The Deputy Town Clerk informed Committee Members that at present 14 completed Nomination Forms had been received. It was confirmed the closing date for all Nominations is the 28th February 2017. Committee members discussed ideas for further promoting the event.

RECOMMENDED: That two further promotional mornings be allotted for giving out Nominations Forms to passing residents. The first will be held on Saturday 28th January 2017 at 10:30am outside the front of the

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Principality Building Society. The 11th February 2017 will be the second promotional morning. Mr Ian Hunt from Filco Food Stores will be approached to see if on the 11th February we are able to set up a table in the store to distribute the Nomination Forms.

Further

RECOMMENDED: That the Deputy Town Clerk take a photograph on the 28th January 2017 October of Councillors promoting the Citizen Awards Event and a report and picture be displayed in the local Gem Newspaper to further advertise the event.

Further

RECOMMENDED: That additional Nomination Forms be printed and given to Llantwit Major Library to distribute. The Deputy Town Clerk to ring the Vale of Glamorgan Council to see if they have the missing Citizen Awards Banner that was put on the Library fencing in October 2016.

Further

RECOMMENDED: That the Citizen Awards Event be further published on Llantwit Major Town Councils facebook and website pages.

TO DISCUSS STYLE AND COSTINGS OF THE CITIZEN AWARDS TROPHYS

Committee members had previously been circulated with details of style and costings of proposed Citizen Award Trophies. Committee Members discussed various style options and agreed that a different style to the 2015 Award should be purchased.

RECOMMENDED: That D775 Series Glass Trophies be purchased from Martins Sports Shop. Five Glass Awards (13cm in height) be purchased at £7.50 each and 5 Glass Awards (17cm in height at £10.99 each) . Note there will also be additional engraving costs for each trophy.

TO DISCUSS LAYOUT AND CATERING REQUIREMENTS FOR THE CITIZEN AWARDS EVENT

Committee Members had previously been circulated with ideas for layouts and catering requirements for the Citizen Awards Event. Committee members discussed table layouts / colour schemes and food / drink requirements.

RECOMMENDED: That the colour scheme will be burgundy and green. Mr Andrew Clarke to look into prices of burgundy serviettes, burgundy and green bunting and balloons for each table. Councillor Mrs S Geary agreed to do a flower arrangement for each table. It is estimated there will be a maximum of 100 people at the event.

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Further

RECOMMENDED: That food will be ordered from Costco. Councillor Mr R Austin to pick up leaflets of the Costco's Buffet Price List and drop off at the Town Hall. Drinks will be red wine, white wine and soft drinks. These will be purchased from Filco Food Stores.

TIME AND DATE OF NEXT MEETING.

The time and date of the next meeting will be on Monday 6th March 2017 at 10am in the Heritage Centre, Town Hall.