

1.

**REPORT OF THE CITIZEN OF THE YEAR COMMITTEE MEETING
HELD AT 10:00am, ON MONDAY, 6TH MARCH, 2017,
IN THE HERITAGE CENTRE, TOWN HALL, LLANTWIT MAJOR.**

Present. Councillor. Mrs S Hanks (Chairman).
 Councillor. Mrs J Norman.
 Councillor. Mrs. P Lancaster.
 Councillor. Mrs S Geary.
 Councillor Mr G Morgan.
 Councillor Mr R Austin
 Mr Andrew Clarke Llantwit Major Principality Building Society.

There were no Apologies

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs J Norman declared an interest under item 2, to discuss all Nominees and finalise Winners & Runners Up for 2017.

Pursuant to the requirements of this Councils Code of Conduct, Councillor Mrs P Lancaster declared an interest under item 2, to discuss all Nominees and finalise Winners & Runners Up for 2017.

REPORT OF LAST MEETING HELD ON 16th JANUARY, 2017, RATIFIED AT THE FULL TOWN COUNCIL MEETING OF 26th JANUARY 2017.

Committee members had previously been circulated with a copy of the report of the last meeting held on 16th January, 2017, ratified at the Full Town Council meeting of 26th January 2017. The Town Clerk updated Committee Members that there had been no response from any businesses regarding sponsoring the 2017 Citizen Awards Event. She also informed Members that Mr and Mrs C Lewis had kindly agreed to photograph all the Winners/Runners up of this year's event. Noted.

TO DISCUSS AND CONFIRM WINNERS AND RUNNERS UP OF EACH CATEGORY OF THE 2017 CITIZEN OF YEAR AWARD

Committee Members had previously been circulated with copies of all Nomination Forms received in respect of the Citizen Awards for 2017. 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 additional awards. The Committee felt that an additional Runners Up Trophies should be presented in the Citizen of the Year Category, a Mayors Special Award Certificate given in the Business/Organisation, Service to the Community Award and a Highly Commended Certificate to be presented in the Award for outstanding Fundraising for Charity or Local Organisation.

2.

RESOLVED: That the Deputy Town Clerk purchase an Additional Runners Up Trophy for the 'Citizen of Year' Category.

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 the 8th April 2017. Winners & Runners Up will be offered to bring up to 3 guests to the event. Two Nominators for each Winner/Runners Up category will also be invited to attend.

TO DISCUSS FORMAT AND COMPERES FOR THE CITIZEN AWARDS EVENING

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 Mrs S Hanks and Mr Andrew Clark will jointly host the event. The following guests will be invited to present prizes on the evening:

A representative from Llantwit Major Chamber of Trade
Chairman of Llantwit Major Rugby Club

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

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 by Mr & Mrs C Lewis.

UPDATE ON DECORATIONS FOR THE HALL

Committee Members had previously been circulated with suggestions for ideas for decorating the Llantonian Hall for the event. It was confirmed that at a previous Meeting it had been agreed the colour scheme for the evening would be burgundy and dark green. Committee Members discussed various decorative ideas. It was confirmed there would be approximately 100 guests and there will be 6 table settings each comprising of 3 tables joined together. White table clothes will cover each setting.

RESOLVED: That the Deputy Town Clerk purchase Burgundy and White Bunting, Burgundy Balloons, Green Plates and Serviettes and borrow/buy glass jars and white battery operated fairy lights to be placed on each table. Councillor Mrs S Geary to make a green foliage and white flower arrangement for the table on the Stage.

3.

Further

RESOLVED: That Committee Members meet at 10:00am on the 8th April 2017 to decorate the Hall for the evening Awards Ceremony.

TO FINALISE PURCHASE OF REFRESHMENTS FOR THE EVENING

Committee members discussed the catering requirements for the event.

RESOLVED: That sandwich and wrap platters be purchased from Costco Food Stores.

Councillor R Austin volunteered to pick up the Platters on the morning of the 8th April 2017.

Additional Sausage Rolls, Cakes, Crisps, Crudités, Dips and Salad items will be purchased from local supermarket stores.

Mr Andrew Clark, Principality Building Society to donate red and white wine for the event.

Additional wine and soft drinks will be purchased on a sale and return basis from Filco Food Stores Ltd.

TIME AND DATE OF NEXT MEETING.

It was agreed that no further Meeting is required prior to the Citizen Awards Event on the 8th April 2017.