

**Report of the School Gardens Committee meeting held in the Heritage Centre,
Town Hall at 11:00am on Tuesday 20th February 2018**

Present; Mayor Councillor Mrs J Norman – Chairman.
Councillor Dr Ellis
Councillor Gant

Declarations of Interest Forms were received from Councillors.
Pursuant to the requirements of this Councils Code of Conduct, Councillor Dr Ellis declared an interest as a School Governor on St Illtyd's School.

There were no apologies received.

To discuss theme for School Garden Competition

Themes discussed were WWI, Rainbow, Eco Friendly and a Peace Garden. The committee decided WWI would be most appropriate as it is 100 years since the end of the war. Llantwit Major will be commemorating the occasion in a number of ways so it felt fitting to include the competition in the running theme.

To discuss format and dates for judging School Garden Competition

Committee members were happy with the judging format used in previous years. The judging day will be Wednesday 4th July and the presentation of awards on Wednesday 11th of July in the Town Hall.

Recommended: For the Administrative Assistant to write to all local Primary Schools and Nurseries in Llantwit Major inviting to participate in the competition. Include theme and dates in letter.

To discuss prizes/certificates to be awarded to winners/runners up of each category and costs

Committee members discussed suitable prizes in cooperation with the theme of competition. Cllr Mrs Norman informed members that the Comprehensive School are making ceramic Poppies in remembrance of the end of First World War.

Recommended: For Administrative Assistant to contact Llantwit Major School to ask if they would be able to make a Poppy for each primary school competing in our competition.

Certificates to be made in cooperation with WW1 theme.

Recommended: For Administrative Assistant to create a suitable certificate. Bring draft to next meeting.

To discuss trophies to be awarded to winners/runners up of each category and cost
Committee chose to continue with the trophies used in previous years.

Boxes and refreshments cost

Committee members agreed that a green party box would be best suited for the occasion. Boxes are £0.40 each. The boxes will include a drink, two triangles of sandwiches, apple, small cupcake and a packet of crisps. Sandwiches to be made at 'The Cwtch' Restaurant and delivered to Town Hall for the event.

Recommended: For the Administrative Assistant to order the party boxes when we have final attendance numbers.

Further Recommended: For Administrative Assistant to liaise with 'The Cwtch' and purchase refreshments closer to event.

To discuss plans and date for presenting prizes to the schools

Picnic style lunch and presentation to be held in the Town Hall on Wednesday 11th July 2018. 5 children from each school to represent their gardens.

Date of next meeting

11am on Tuesday 19th June in Heritage Centre.