



Bydawch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

THE CORONATION OF KING CHARLES III

WORKING GROUP

NOTES OF THE MEETING

held in
COWBRIDGE TOWN HALL, COUNCIL CHAMBER
29th March 2023, 6.30pm.

The purpose of these meetings is to organise events and activities to celebrate the Coronation of King Charles III.

Members of the public and community groups are strongly encouraged to attend.

LIST OF FUTURE MEETINGS

6.30pm

12th April 2023

26th April 2023

NOTES OF THE MEETING

Attendees:

Cllr John Andrew (Chair), Cllr David Breen, Cllr Heather Weddell, Biga John (Old Hall Gardens), Alan Thomas (Resident), David Pierce (Rotary/Museum), Peter Davies (Rotary/Church), Tim Bird (Resident), Sally Stephenson (Pencil Case).

Apologies:

Cllr Malcolm Wilson, Cllr Alec Trousdell, Cllr Lianne Brown, Councillor Beverly Tonkin, Cathy Kennedy (Town Clerk), Sarah-Jane Marshall (deputy Town Clerk)

Friday 5th May

Dinner Dance

So far 45 places reserved so it will go ahead but we need to sell more tickets.

Saturday 6th May and Sunday 7th May

Kings and Queens exhibition in Town Hall

Dave Breen organising on behalf of the Museum and being assisted by Cowbridge History Society. Progressing okay.

Costumes are being borrowed. Mannequins are required.

Bell Ringing

Information provided by one of the regular bell ringers:

"I had a word with one of the Bellringing leaders and they are hoping to ring a quarter peal on Sunday afternoon for the Coronation - lasts about 45mins and are also looking to see if they can get a band together for a short ring on Saturday morning before it starts. Times aren't set yet but there should be bells at some point."

Peter Davies to see if he can get more information.

Sunday 7th May

Parade

Road closure has been applied for. 11:30 am to 12:30 pm.

Fire Station to Leisure Centre.

Are the Tractor Boys decorating trailers? **Tim Bird to ask. Also ask if a representative can attend the next meeting.**

Need pedestrians in costumes such as kings and queens. **All to publicise.**

Decorating the High Street. Sarah-Jane Marshall is working with Sally and Jane from the Pencil Case. Funds are available from the grant. Bunting across the High Street with the assistance of the fire service. Shop windows to be decorated. **Sally Stephenson to ask shops what they want from a shopping list.** Once costs are known we can determine how much support can be given to the shops. Decorations to go up one week before the parade.

Bear Field

Stage

Notes provided by Lianne Brown:

"The performers confirmed are, the timings are estimated

12.30 Ellen Williams

13.00 Cowbridge coral society

13.15 Belly Dancers

13.45 Old spice

2.00 ?Mini disco (sjm)

2.30 ? Elinor parsons (£70 for conducting fee needs to agreed)

Possibly time to announce any competition winner - poem / colouring awaiting replies from music in mind and little strings

3.00 Emily Langford

At the last meeting we agreed travel expenses for belly dancers , if we agree the £70 fee for conducting the children choir - should we give the same amount to all performers that have volunteered?

Between any gaps there can be music playing for all to dance to - which could include songs

YMCA, music man, Hokey Cokey , birdie song etc - any request welcome !

*Unfortunately, stage coach, Eleri Roberts and shenanigans cannot make it.
no reply from the automatic, Greta Issacs, Moya dancing and vale academy performing arts.*

*No reply from message informing Lucy Owen, Gareth Thomas and charlotte Church about
our event and taking part in the parade."*

The meeting agreed that reasonable and justifiable expenses can be paid but not a fixed sum.

Some confusion over **Stagecoach**. Biga John had spoken to someone from Stagecoach who said that they were taking part. **Biga John to contact and clarify.**

Tim Bird believes he may be able to get a prize winning **Elvis act**. **Tim Bird to contact.**

Ellen Williams would like to make contact with **Huw Evans**, the stage and sound system operator regarding a sound check. **John Andrew to provide contact details to Alan Thomas.**

Food stalls

Sarah-Jane Marshall has found a coffee provider.

We have crêpes, ice cream (Fablas), Gin bar (Horse and Groom), Burgers (Lions).

Horse and Groom apparently not interested in providing **beer and cider**. **Sarah-Jane looking for an alternative.**

Competitions

Dave Breen is in contact with schools regarding competitions which are to be held in one of the marquees.

Maypole

Shenanigans unable to help with the maypole. **Tim Bird to contact Debbie Leigh** who ran the maypole at one of the first Cowbridge May Fair.

Portable sound system available from Vale events (Sarah Jones).

A practice run will probably be needed.

Amusements

To be provided by M Gill Amusements (Katie Gill)

A small roundabout, inflatable slide and candy floss stall.

They will donate 20% of profits to the Mayor's charities.

Location on field to be agreed. Probably as May Fair, possibly further infield.

Katie Gill to send the various health and safety documents required.

Leisure Centre

No change.

Litter bins

Sarah-Jane Marshall organising with Vale of Glamorgan Council.

Tables and chairs

To be provided and set out by the Town Hall and the Leisure Centre.

Also Lianne Brown says she has 2 volunteers.

The Museum will need some from the Town Hall for the Kings and Queens Exhibition.

Other stalls and displays

Cowbridge U3A

Air Cadets

Community Plan - Council

Face painting - Pencil Case

Cowbridge Rotary

St John's Ambulance

Town Twinning

General

Publicity

Information about the events was published in the club Morgan store and Cowbridge Club News. This will be followed up by further articles.

Information is being spread on social media.

Sarah-Jane Marshall is working on the production of posters and flyers.

Risk Assessments and Event Plan

Sarah-Jane Marshall is working on the event plan and will provide to Sarah Jones of Vale Events.

Site Plan

We need to produce a site plan. **John Andrew to draft for the next meeting.**

Monday 8th May

Voluntary activities

Litter pick Sarah-Jane Marshall obtaining equipment.

Cowbridge School wish to take part.

John Andrew to discuss organisation with Julia Evans.

Monday Club/Lions Club Treasure Hunt? **John Andrew to check with Lions Club and Monday Club.**

NEXT MEETING

6.30pm Wednesday 12th April 2023

Councillor John Andrew

The Mayor

Cowbridge with Llanblethian Town Council

Tel: 07964 829780

[Email: cllrjandrew@cowbridge-tc.gov.uk](mailto:cllrjandrew@cowbridge-tc.gov.uk)

**THE CORONATION OF KING CHARLES III
WORKING GROUP MEETING
COWBRIDGE TOWN HALL, COUNCIL CHAMBER, 12th April 2023, 6.30pm.**

LIST OF FUTURE MEETINGS

**6.30pm
26th April 2023**

NOTES OF THE MEETING

Attendees (in person): Cllr John Andrew, Katie Gill (VoG Amusements Fairground), Gethin Charles (Scouts), Sally Stephenson (The Pencil Case), Russell Capeling (Tractor Boys), Martyn Lewis (Tractor Boys), Sian Williams (Tractor Boys), Dave Palmer (Air Cadets), Rob Coombes (U3A), Scylla Coombes (U3A) Cllr Dave Breen, Alan Thomas (Resident), Cllr Peter Carter, Cllr Charles Champion (VoG), Cllr Lianne Brown, Cllr Heather Weddell, Peter Davies (Rotary/Church), Cathy Kennedy (Town Clerk).

Attendees (online) Gethin Charles (Scouts), Kate Thomas (Chamber of Trade), Cllr Beverly Tonkin, Rebecca Exley (Walkers are Welcome), Sarah Miles (Music in Mind).

- Introductions
- Friday 5th May - Dinner Dance – 41 confirmed, will continue to publicise.
- Saturday 6th May - Dave Breen – museum and history society display in the Lesser Hall, open Sat, Sun and Mon. Costume exhibition upstairs in main hall.
- Bell ringing in Cowbridge update - Saturday 6 May 8.45am to 9.15 am - Llanblethian Church., 9.30am to 10.00am - Holy Cross Church.
Sunday 7 May 12.30pm to 1.30pm - A Quarter Peal at Holy Cross Church.
The Quarter Peal is rung only for special church services or to mark a special event, in this case the Coronation. Purely out of interest, the Quarter Peal is strictly an attempt at a Quarter Peal. It is apparently quite complex and challenging and the Quarter Peal will be "lost" if something goes wrong with the timing of ringing etc when it is underway. The bellringing team are to be congratulated if they achieve it!
- Sunday 7th May Parade. – Road closure applied, tractors will set off approx. 11.30 from fire station and parade through to leisure centre. Residents will be informed by traffic closure signs a week in advance and a leaflet drop to all residents and businesses on the High Street by town council staff.
- Tractor boys can drop a trailer to a local school or community group for decorating.

- Tractor boys envisage each driver will take responsibility to decorate own tractor, however, time is an issue as most are working. Suggest volunteers could be taken over to where the trailers are stored. If anyone wishes to decorate a tractor, put them in touch with tractor boys. Approximately 12 tractors will be in attendance.
- Town Clerk will provide walkie talkies to tractor boys, Cone Masters and volunteers to coordinate road closure and stewards for safety.
- Peter Davies (Rotary) will organise a rota for stewards to support the event, including the parade and the event.
- Dave Breen sent posters to school asking for school support.
- Decorating the High Street. Sally and Jane will contact Town Clerk with suggestions for bunting and town clerk will purchase on their behalf.
- Entertainment organised by Lianne Brown.
- Tim Bird secured an Elvis performer and wants to be on early. Lianne will liaise with him.
- Food stalls, Heather Weddell - confirmed – Coffee, gin bar, Fablas, burgers.
- John Andrew read out an email from Biga John to food festival organisers to see if they know anyone who would like to get involved with the Coronation event. Neil from Bang On Brewery Bridgend, has shown interest in attending, Heather Weddell to follow up.
- Dave Breen – displaying entries in marquees for a school competition.
- Scouts would like a space for a Gazebo to enable them to speak to members of the public about Scouting in the town. They hope to have a tombola and some games (which won't take up much room).
- Katie Gill – has fairground in St Fagans and travels around the country. Will provide small children amusements, a corner for small children, 20% of proceeds will go to the Mayors' charity. Will provide own generators.
- Leisure centre will be open for toilets and soft play.
- Litter and recycling bins – Deputy Town Clerk organising with the Vale.
- Rotary would like an area to put their gazebo up.
- Publicity – posters, Deputy Town Clerk sourcing prices.

- Voluntary groups to bring their own tables.
- Gazebos not provided, but can be borrowed from Vale events group.
- Coronation Bench – Town Clerk will order new bench for Llanblethian playing fields.

Final meeting in 2 weeks – 26th April 2023.

Cathy Kennedy
Town Clerk
12th April 2023