

Minutes of Community Working Group - Wednesday 27th March 2024

Present:

Heather Weddell – Deputy Mayor (HW)
Tom Hope – Community Engagement Officer (TH)
Sue Jenkins – Resident (SJ)
Biga John – Old Hall Gardens, Town Councillor (BJ)
John Andrew – Lions, Town Councillor (JA)
Tracy James-Lieberman – Cowbridge Food and Drink Festival (TJL)
Alan Thomas – Resident (AT)
Peter Davies – Rotary (PD)
Tim Bird – Resident (TB)
Malcolm Wilson – Mayor (MWO)
Andy Banks – Rotary and H & S (AB)
Justin Legg – Military Vehicle Trust (JL)
David Howell – Poppy Appeal (DH)

Apologies: Liane Evans, Town Councillor

HW opened the meeting by giving a tribute to local resident Peter Clinton who sadly passed away on 26th March. He was not only the caretaker of the Old Hall Gardens and Physic Garden but a very important member of the community and will be hugely missed.

Minutes of last meeting:

Amendments are required: Andy Banks is listed as being present but was not
Glenn Booker from Barry at War was present but is not listed

Final line up for the May Fayre stage

List provided by TH - – please see **Appendix 1**
AB requested list of what each group does from a H & S point of view

Practical arrangements

List provided by TH of stalls and food outlets - please see **Appendix 1**
TH will check when all the staging etc. will be set up
Awaiting to hear from Cadets
St John have been applied for

HJ had said we could get gazebos from VOG. Need to be picked up on the Friday. Also needs key to the gate on North Road.

Action: Need to arrange who is to pick these up and how

Arrangements re collection of money

Field collection will be for Llamau only – collectors at entrances
Charitable stands can have a collection box on their stall but not collect on the field. This needs to be made clear to them when they book a stall.

Costs to the outlets to be finalised

TJL has given the food outlets two price levels:
£80 – hot food
£60 – everyone else

There will be no charge for charitable stalls

Bang on Brewery have requested to be present however there is already a brewery (Thomas and Lilford) booked. TJL to speak to Bang On to explain this

All stalls are 3* and above for food hygiene, all have public liability insurance

Stewarding

Tim (maintenance) was to do coordination of parking – check that he is aware of this

Event management plan needs to be completed and responsibility needs to be allocated

? have information point for people (lost children etc.)

Communication is important to everyone involved

Instruction for Stall holders sheet (from Coronation) to be updated for current event – to be sent to all stallholders in advance

? Instructions for performers too - would be a good idea for all to have

Action – TH to meet with JA to discuss this and other aspects as temporary events notices needed and this was previously completed for Coronation

Action: Setting up needs to be finalised how and when this is going to happen.

Any Other Business

Justin Legge – Secretary Military Vehicle Trust. Also an event at the Gower on the same date.

What is exactly required?

Maybe 2 jeeps to give the flavour of the wartime theme - anything bigger would have to park by the leisure centre

Action: Licensing – TJL to speak to Sarah Jones at VOG

? Banners for the town

Litter and recycling – Claire is organising

Need to check with Leisure centre about toilets

Leisure centre manager keen to promote their services at the event -? to have a stall for this

Action: MW to discuss what they would like

Need to check with the Medical centre about parking

Poppy Appeal – producing an 80th anniversary pin but (DH) will need to check if they will be available in May. Rotary would be happy to host the poppy appeal on their stall if required.

Risk Assessment

AB mentioned Purple Guide – (bible of risk Assessment)

If something goes wrong – who has the power to stop this event if necessary?

MW will be this person – needs to be logged in the Events plan

Action: To be prepared for next meeting - event plan, instructions, list of volunteers, set up plan, list of participants, list of stallholders

Date for next meeting: Wednesday 17th April 2024 @ 6.30pm

APPENDIX 1

Entertainment & Live Acts

The Vale of Glamorgan Amusements – *Fair ground, bouncy castles etc.*
Neil Diamond tribute
Old Spice Barber Shop
With Music in Mind
Little Strings
Dynamix Vocal Group
Stagecoach Bridgend & Cowbridge – Guys & Dolls Medley
Ellen Williams
Belly Dancers
Cowbridge Youth Jazz
The Mules
Katie Lou Line Dancing? (Tom to chase/confirm)
Cowbridge Amateur Dramatics (To confirm after their community meeting)

Stalls

Barry at War
WI Tombola
Friends of the Animals
Cowbridge Rotary
Cowbridge Ministry Area
Horse & Groom Gin
Llamau
Police Therapy Dogs
Fire Service
Mountain Rescue
Information Point/Medical Centre/Point of contact for lost children
RBL/D-Day Poppy's (*May have their own or share with Rotary, TBC*)
Leisure Centre - to promote their services (*Malcolm to confirm*)

Food

Astrian Pizza
Ringos Dirty Diner
Llanblethian Cider
Tomos & Lilford (Beer)
The Lemoneers
The Cookes Bake
TBC – Ice Cream & Welsh Cakes

Stage Equipment

6m x 6m Stage
PA System
FOH Mixing Point with Gazebo
All required leads and cables
Stage monitors
Diesel generation
X2 Marquees for seating