

Report on Cowbridge with Llanblethian Civic Service

To: Members of the Town Council

From: Town Clerk Cathy Kennedy

Date: 16th July 2024

Event Overview

The Cowbridge with Llanblethian Civic Service and Parade was held on the 7th July 2024. Feedback from participants and attendees has been positive. Everyone thoroughly enjoyed the event, as evidenced by the attached letters of thanks and their responses. [71b Civic Sunday Feedback.pdf](#)

Key Highlights:

- **Excellent Feedback:** Participants and attendees expressed their enjoyment and satisfaction with the event.
- **Community Engagement:** The event engaged various community members, enhancing the sense of community and local pride.

Recommendations for Future Events

To build on the success of this year's event, the following recommendations are proposed for future Civic Sundays:

1. Consolidate Mayor Making and Annual Meeting:

- **Single Evening Event:** Hold both the Mayor Making ceremony and the Annual Meeting on one evening instead of over two days. This would streamline the process and make it more efficient. Only invite Councillors and Partners alleviating the issue of lack of space in the Chamber.
- **Proposed Schedule:**
 - **Date:** Tuesday, 13th May 2025
 - **Duration:** The meeting should last no more than one hour.
 - **Post-Meeting Refreshments:** After the meeting, councillors and their partners should be invited into the Mayor's Parlour for refreshments.

2. Scheduling of Civic Sunday

- **Timing:** Hold the Civic Service and Parade on the Sunday immediately following the Annual Meeting/Mayor Making.
- **Proposed Date:** 18th May 2025

3. Improved Notice for Parade Participants:

- **Advance Notice:** Ensure that invitations and notices are sent out well in advance to groups such as air cadets, scouts, guides, etc. A two-month notice period proved insufficient this year, leading to lower attendance.
- **Recommended Notice Period:** Provide at least 10 months' notice to allow ample time for planning and participation.

4. Monthly Council Meeting Adjustment

- **Reschedule Council Meeting:** Hold the May council meeting on the Tuesday following the Civic Sunday to avoid conflicts and reduce the duration of meetings.
- **Proposed Date:** 20th May 2025

Summary of Proposed Schedule for 2025:

- **Mayor Making and Annual Meeting:** 13th May 2025
- **Civic Sunday and Parade:** 18th May 2025
- **Monthly Council Meeting:** 20th May 2025