

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Town Centre and Events Committee** held in the Council Chamber, Bank Place Offices, Holywell, on Thursday 19th June 2025 at 9.30am.

PRESENT: Councillor D. Thomas (Chair – see minute TC1).
Councillors: L. Corbett, P. Corbett, P. Cooper, and M. Sprake.

APOLOGIES FOR ABSENCE were received from Cllrs P. Curtis, I. Hodge, and E.B. Palmer. Cllr C. Blackwell was absent without apology.

IN ATTENDANCE: Jason Baker (Town Clerk) & M.G. Fearnley (Deputy Clerk).

TC1. **ELECTION OF CHAIR – MUNICIPAL YEAR 2025/26**

RESOLVED:

That Cllr D. Thomas be appointed as Chair for the municipal year 2025/26.

TC2. **ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2025/26**

RESOLVED:

That Cllr I. Hodge be appointed as Vice Chair for the municipal year 2025/26.

TC3. **DECLARATIONS OF INTEREST**

None were received.

TC4. **SPEAKER – RECYCLING OFFICER, FLINTSHIRE COUNTY COUNCIL.**

The Deputy Clerk reported he had not received a response in time for an officer to attend the meeting.

RESOLVED:

That Michelle Shaw, Recycling Officer, be invited to the next meeting of the Committee.

TC5. SPEAKER – PLAY DESIGN OFFICER, GWELLA LEISURE

Richard Roberts, Gwella Leisure attended the meeting in response to members concerns in relation to the sand pit area in Fron Park. The reported syringe had not been located and there were only isolated occurrences of similar issues over many years. The playground was inspected weekly, and the sand would be raked through every three weeks.

RESOLVED:

That signage be installed at appropriate positions around the sand pit, to advise caution when entering i.e. appropriate footwear, and also to advise that the area is raked through every three weeks as part of the existing inspection regime.

TC6. 2025 EVENTS PROGRAMME

Members considered the scope for the following events:

Party in the Park Saturday – Saturday 26th July 2025

The Deputy Clerk gave an update on the proposed activities in line with last year and invited additional ideas from those present. Several ideas were suggested including Street dance, Wrestling, Morris Dancing, Taekwondo, Football skills displays, Ice Cream Van, Coffee and Burger Vans, Carnival Games.

RESOLVED:

That the staffing team be authorised to complete the final event planning and book the activities required.

Pirate Event Saturday – Saturday 16th August 2025

Members discussed the proposed pirate themed event. There were several potential issues raised that included power, accessibility and staffing resources.

RESOLVED:

That the event be deferred for this year with a review ahead of the 2026 event programme.

Well Inn Music Festival - Saturday 6th September 2025

The Deputy Clerk provided members with an update on discussions with the sound and lighting company, last year's stage managers, with some suggestions for potential bands. The Clerk informed members that last year's stage managers had not yet confirmed their availability.

RESOLVED:

- 1) Deputy Clerk to book stage, sound and lighting through Event Sound.
- 2) Deputy Clerk to confirm stage manager availability.
- 3) Deputy Clerk to source Oasis / Brit Pop Band as a headline act.
- 4) Outer Stage Manager fees confirmed as £250.00, Artists on Main Stage £200.00, and Artists on Outer Stages £50.00.
- 5) Staff to source other activity providers as required.

FCC Christmas Market - Sunday 30th November

The Deputy Clerk provided members with an update from Flintshire County Council on the market's proposed programme and budget.

RESOLVED:

- 1) Members agreed to participate in the Snow Globe.
- 2) That the Town Council make a £500.00 contribution to this event.
- 3) Deputy Clerk to book relevant entertainment in line with the allocated budget.
- 4) Deputy Clerk to speak to Martin from Nexus to generate additional interest in the booking of stalls.

TC7. RISK ASSESSMENT TRAINING

Members that attended the training gave very positive feedback. Certificates of attendance had been placed on the Council's training file. The Clerk reported that the risk assessment documentation was fit for purpose and that an anti-terrorism policy to comply with Martyn's Law would be drawn up for consideration by members.

TC8. LEGENDS ON THE BENCH PROJECT

The Deputy Clerk gave an update on the project and the Council's successful grant application to Kingspan, along with suggested locations for the two benches - Fron Park and Greenfield Dock.

RESOLVED:

That the Deputy Clerk confirm the installation dates with the suppliers and organise the unveiling of the benches with the relevant invitees.

TC9. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes TC10 and TC11, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the contractual considerations.

TC10. CCTV SERVICE LEVEL AGREEMENT

Members received an update from the Clerk and a copy of the Service Level agreement (SLA) with Flintshire County Council had been circulated with the agenda. Three months' notice was required to terminate the agreement.

RESOLVED:

That the Clerk arranges a site visit to the CCTV Control Room for committee members.

TC11. CHRISTMAS LIGHTS INSTALLATION CONTRACT

The Clerk provided an update and costings on the variation works required to bring the lighting units and cabling up to an acceptable operational standard. The cost of the works required was £16,875.00. The Clerk recommended a phased approach to the works to spread the cost over three financial years.

RESOLVED:

That the Clerk discusses the phased approach to the variation works with the contractor, with a final determination being made by the full council at its next meeting.

TC12. MEMBERS AGENDA ITEMS

Future Promotion of Events. Cllr L. Corbett explained the background to this item which was to ensure event promotion reached as many people as possible across the local community. The staff currently used noticeboards, flyers, and social media to promote events.

RESOLVED:

- 1) That a Facebook post link be created encouraging the local community to follow the Holywell Town Council page.

- 2) That the Deputy Clerk promotes and sends event information to other Facebook User groups i.e. Holywell Leisure Centre, local schools, etc to help share event information, with the local press approached to promote events.

Tesco Underpass Wall Art, Chess Board Table Feature and Tower Gardens Mini event activity. Cllr D. Thomas provided a summary of these ideas and suggestions.

RESOLVED:

- 1) Deputy Clerk to explore any funding opportunities for the listed suggestions.
- 2) Deputy Clerk to speak to local DJ's and ice cream vans to support mini events being held on a Saturday and during the school summer holidays.

TC13. CLOSE OF MEETING

The Chair closed the meeting at 11.55am.

.....

Chair