

1/2/19 3(b)

**MINUTES OF A MEETING OF THE BONFIRE SUB-COMMITTEE HELD  
ON TUESDAY 10<sup>TH</sup> SEPTEMBER 2019 AT 10AM IN THE COMMITTEE  
ROOM AT THE TOWN HALL, RHIW ROAD, COLWYN BAY**

**PRESENT:** Cllr Malcolm Worth, Bay of Colwyn Town Council MW  
Cllr Jeff Pearson, Bay of Colwyn Town Council JP  
Cllr Chris Hughes, Bay of Colwyn Town Council CH  
Richard Orme, CCBC RO  
Lorraine Yorke, CCBC LY  
Terry Kearney, Get Set Go Events / NW Fire and Rescue Service TK  
James Arthan, NW Police JA  
Victoria Currie, CCBC VC

**OFFICER:** Tina Earley, Town Clerk TE

**166/19 Election a Chairman for 2019/20.**

*Resolved to Elect Cllr M Worth as Chairman of the Sub-Committee for 2019/20.*

**167/19 Apologies for Absence**

Apologies for absence were received from Tom Gravett, Neil Williams, Shaun Thompson and S Bromley (NWF&RS).

**168/19 Minutes:**

*Resolved to approve and sign the minutes of the last meeting, held on 12<sup>th</sup> September 2018.*

**169/19 2018 Event:**

TE submitted, for information, notes from an event debrief meeting held on the 20<sup>th</sup> November 2018, and advised members that actions arising from that meeting now needed to be assigned.

*Resolved to assign actions as detailed in Schedule 'A' attached.*

**170/19 Finance:**

TE tabled a finance report from the 2018 event, to include the draft budget for 2019, as detailed in Schedule 'B' attached. It was noted that there is potentially a small overspend.

*Resolved to receive and note the report. It was noted that TE would report back to the Town Council regarding the possibility of a slight overspend in budget.*

**171/19 2019 Event:**

Members were asked to consider and agree the following:

- a) Date of the event:

***Resolved to hold this year's event on Tuesday 5<sup>th</sup> November at the usual time of 7pm for a 7.15/7.30pm start.***

**b) Site Plan:**

There were no reported issues with fall-out from last year's display, so CCBC representatives confirmed they would be happy for the same locations to be used for the bonfire, fireworks, spectator and restricted zones.

Concern was expressed about the condition of the ground where the bonfire had been (compacted soil and grass seed not growing). However, alternative methods and sites had been thoroughly considered in previous years and it was still felt that this was the best option, with the least permanent disruption/damage.

***Resolved to proceed with the same site plan as last year and same method of preparing and later clearing the bonfire site.***

**c) Safety Management:**

***Resolved to re-appoint LY as the event safety officer and delegate authority to LY and TE to review and update the Event Safety Management Plan.***

**d) Fireworks order (including delivery and storage). The Clerk submitted the quotation received from the existing contractor to provide the 2019 display.**

*TK retired from the meeting whilst this matter was considered.*

TE reminded the Committee of the need to comply with the Town Council's Financial Regulations regarding the awarding of contracts, which would usually require three quotations to be sought. It was noted that quotations were last sought for the fireworks contract in 2017. Members felt that the special circumstances around this event, including the expertise that the serving fire-fighters bring to the event, gave enough grounds to recommend extending the contract for a further year. It was noted that Get Set Go Events is a company which was set up by the local firefighters to deliver the fireworks for the event using their own public liability insurance, since NWF&RS confirmed it could not cover it under their own cover. The overall contract price had remained the same, despite a 3-4% increase in the supply cost for the fireworks.

***Resolved to recommend that the existing contract with Get Set Go Events be extended for a 3<sup>rd</sup> year.***

It was noted that 2020 could be a bigger event, due to fifty-year celebrations, and that crowd control may be an issue, if the Llandudno event does not continue.

***Resolved to request that the Town Council considers a higher budget for the 2020 event.***

e) Site Preparation:

- i. Building the bonfire (including collection of pallets using CCBC wagons/staff)

***Resolved to agree the same arrangements as last year, with CCBC providing a wagon and staff (VC to assist) for the collection and delivery of any pallets etc. for the fire station.***

- ii. Keeping the site secure prior to the event and provision of door cover at the event (private security staff)

It was noted that the Leisure and parks staff are usually on site from around 8am on the day of the event, but overnight security is needed as the bonfire starts to be built the previous day (Monday 4<sup>th</sup> November).

***Resolved to request TE to arrange for security staff from CSM (event partners with CCBC) to watch the bonfire from 4:30pm Monday to 8am Tuesday and provide two door staff for the Leisure Centre from 5pm to 9pm on Tuesday 5<sup>th</sup> November.***

- iii. Marking out and securing the restricted areas, to include the children's playground and Forest School.

***VC to arrange for ERF staff to provide the barriers, ensuring they are adequately supported to prevent them all falling if one gets leaned against.***

- iv. Notifying interested persons, to include the Forest School (ask to close all day), Tennis Centre (close for evening), WRU/Barn, residents of The Dingle, Bryn Williams (Porth Eirias), Trunk Road Agency, Ambulance Service, Coastguard (and any others?)

***Resolved that RO notifies the Forest School (to close all day of the event), Tennis Centre (close for the evening), and WRU/Barn (open as usual, but may require reserved parking?).***

***Further resolved that TE notifies the residents of The Dingle, Bryn Williams/Port Eirias, Trunk Road Agency, Ambulance Service and Coastguard.***

f) Traffic Management:

- i. Car parking areas (permissions required) and traffic management for the event.

Agreed on the same basis as last year, subject to querying whether the use of the Civic Centre could be affected by its closure, pending redevelopment of the site.

***Resolved to request that TE submits a request to CCBC for use of the Civic Centre car park for the event for the last time, pending redevelopment of the site.***

***TE to write to NW Police to request use of their car park.***

***RO confirmed use of the other Eirias / School Car Parks, with some parking at the Arena possibly to be reserved for other users of the Barn.***

- ii. AA signage requirements (to include additional warning signs for Promenade, as per last year)

***Resolved to request TE places an order for event signage, to include additional warning signs for the Promenade, as per last year, and no right/left turn signs leading up to the lower access road from the promenade.***

- iii. Cones required & roads to be coned

***Resolved to place an order for the coning of Abergele Road, from Bod Alaw to Marine Road roundabout (as per last year's cone order).***

- iv. Any vehicle barriers required to prevent vehicle access to pedestrian only areas

***Resolved to place leisure vehicle (NW to arrange) at the corner of the main park drive to prevent vehicular access to the concessions area, and an ERF vehicle (VC to arrange) at the bottom of the lower access road (allowing access to the residents of the Dingle only and note that a driver/key will need to be available close by to allow access in the event of an emergency.***

- v. Traffic management leaving the event

Members agreed that traffic exiting the car park should be held again at Gate C for 10-15 minutes after the event, to allow pedestrians to exit the area first.

***Resolved to notify public via social media/event publicity to expect delays, as cars will be kept in the Eirias car parks for 10-15 minutes post event.***

***Further resolved to continue with left turn only (managed by stewards) for vehicles exiting the Eirias and Civic Centre car parks.***

- g) Steward Requirements: Members were asked to review and agree steward requirements for the event:

- i. Leisure Staff/Stewards: ***NW/RO To arrange for cover for Leisure Centre main desk, plus stewards for the main entrance and drive, school car park, arena car parks (gate C) (see schedule).***

It was noted that funding would be required for an additional six (paid) Leisure stewards to assist with crowd management and

keeping the emergency access route from the top car park to the bowling green/bottom car parks clear.

***TE to inform Town Council of additional costs.  
NW/RO/ST to arrange for additional (paid?) stewards.***

- ii. ERF Staff/Stewards: Lower Car Park / bowling greens / spectator zone.  
***VC to arrange. (see schedule).  
TE to contact Peter Barton-Price to ask if he would cover the PA announcements.***
- iii. Town Council Staff/Stewards: Promenade / Dingle entrance to prevent non-disabled vehicular access and assist pedestrians crossing from/to Porth Eirias, former Civic Centre/Police HQ Car and footpath from Civic driveway to site.  
***TE to arrange.***
- iv. Fire Service Personnel: fireworks launching area.  
***TK to arrange.***
- v. PA and Central Control Points (PA system to remain on until crowds have dispersed)  
***TE to book PA system (Absolute Sound & Lighting).***
- vi. Police / additional security requirements  
***JA to co-ordinate Police support and be present in Control.***

**h) Stewards Information:**

Members were asked to review the written guidance/information for Stewards (***TE to remind Parking Stewards that Police are only able to step in in case of any difficulties and that key Stewards should maintain radio cover at their designated points for the duration of the event.***)

**i) Training/Briefings required:**

- i. Firefighters and Cash Collection volunteers  
***TK to arrange, as per risk assessments.***
- ii. Stewards briefing(s)  
***TE/ST to arrange/deliver***

**j) Volunteers for Cash Collection: To consider assistance needed from:**

- i. Army Cadets – ***TE to write to request support***
- ii. Bryn Eliaan Duke of Edinburgh Students – ***TK to contact***
- iii. Any Others – none.

It was noted that the current Duke of Edinburgh organiser was retiring so there may be an issue with obtaining volunteers in 2020.

- k) Clear-up: To confirm the arrangements for making good the site after the event, including litter picking and clearing any debris from the bonfire site.  
***VC to co-ordinate the ERF site clear-up works post event.*****

**l) Outside Organisations: to consider/confirm the ongoing involvement of:**

**i. St John Ambulance (first-aid cover)**

Concern was expressed at the late withdrawal of paramedic cover for last year's event, despite this having been requested/booked in advance and being part of the event medical plan.

***Resolved to defer booking medical cover for the event from St Johns and request that TE seeks a second quote from the company which supports CCBC major events in the park.***

**ii. Caterers and traders to be restricted to swimming pool side only to increase width of exit road and permit up to two catering concessions on lower car park. Reminder that permission required re: use of generators (diesel).**

***Resolved to refer caterers and traders to NW at Leisure Centre to arrange bookings and advise re: permission for use of generators.***

**iii. Childrens' Rides will not be permitted.**

**iv. Heart FM / Capital Radio: To be allocated a pitch, if requested, on the understanding that they will also provide a music CD with scripted safety and cash collection announcements. Otherwise, PB-P to be asked to make safety announcements via PA system.**

**m) Other Equipment/Materials Required:**

**i. Radios (32 required) – request that Town Council considers the purchase of ear-pieces *TE to seek quotes for Town Council to consider.***

**ii. Barriers to secure restricted zones *VC to arrange***

**iii. Torches & Bibs (required for town council and cash collection volunteers) – leisure and parks staff to provide their own.**

***RO/NW to arrange hi-viz coats (for Town Council stewards)***

***TE to provide bibs for cash collection volunteers.***

**iv. Collection Buckets (sealed) *TE to provide***

**v. Timber for Fireworks / Bonfire - Not required**

**vi. Wheelie Bins (and distribution of these around the park) *TE to order 12 x general waste bins only for distribution around the spectator zones by ERF staff.***

**vii. Toilets – Leisure centre toilets to be available for public use**

**viii. PA/Sound System with generator back-up *TE to order***

**ix. Megaphones for back-up use in lower spectator zone *Leisure Centre to provide 3 for distribution at Stewards Briefing.***

**n) Programme & Advertising**

***Resolved that TE would arrange for posters, newspaper adverts and general event information to be distributed/placed, the event to be***

*included on the Town Council and County Council's events pages and social media would be used to publicise the event.*

*Further resolved that the event publicity includes safety 'Do's' and 'Don'ts'.*

- o)** Cash Collection Permit and Cash Collection, Counting, Storage and Distribution arrangements.

*TE to complete and submit application for permit, to include the Promenade around Porth Eirias, and arrange for staff/volunteers to count the cash collection.*

*RO to provide a room for the counting of cash and arrange for the counted/bagged cash to be stored securely until Wednesday morning, when it can be collected and banked.*

The Members also discussed whether there should/could be a charge for parking at the 2020 event.

*Resolved to defer consideration of this until the next meeting.*

- p)** Cancellation of Event

*Resolved that, should the event need to be cancelled due to extreme weather conditions, this decision be taken by Get Set Go Events by 9am on Tuesday 5<sup>th</sup> November, after reference to the most up to date 24hr weather forecasts. TK to notify the Town Council, before the announcement is made through social media/local news channels etc by all event partners.*

*Resolved that any decision to cancel during the event be delegated to the Control Room, where representatives from all partner organisations are present.*

**172/19 Next Meeting:**

Resolved to delegate authority to the Town Clerk and Event Safety Officer to finalise all event arrangements and to only convene an additional meeting of the Sub-Committee, if there are decisions that the organising committee needs to make.

The Meeting closed at 11.35am.

..... Chairman

# SCHEDULE 'A'

## Notes from an Informal Bonfire Event Debrief Meeting, held in the Tram, Stadiwm Zip World on 20<sup>th</sup> November 2018

**PRESENT:** Lorraine Yorke, Event Safety Officer (CCBC)  
Neil Williams, Shaun Thompson and Richard Orme, Colwyn Leisure Centre  
Tina Earley, Bay of Colwyn Town Council

The following is a summary of the points raised at the debrief meeting and any action required for the 2019 event:

ITEM	NOTES	ACTION 2019	BY
Crowd and general feedback	Estimated numbers in attendance range from 7,500 to over 8,000 (final numbers from clickers not recorded in event log). The display was great and everyone seemed to enjoy it.	Final numbers from clickers need to be radioed in and recorded in event log.	ST
Storage of Timber prior to Bonfire Build phase	Temporary storage of bonfire timber in the tennis centre car park had caused some issues: - car park surface marked/damaged by claws on digger bucket. Suggest forklift used if temporary storage area is needed again. - debris was not cleared from tennis centre car park during parks clean-up. Required several e-mails to ERF to action this.	Use different equipment to move timber to avoid damage, if used again. <b>(temp storage not needed in 2019)</b>  Better management of park clear-up needed by ERF.	
Traffic Management	Event signage Ok (Ekult provided)  Drivers were frustrated at not being able to leave car parks immediately after event.	Consider need for speed limit restriction signs? Include something in event publicity to say traffic may be held back after the event, to allow the safe egress of pedestrians. Consider need for road closure (would require	TE



	<p>Concern at numbers leaving the park via main drive and arena exits.</p> <p>Lack of bookings in the barn due to concern that wouldn't be able to park.</p> <p>Concern re: Stewards requiring access by car to tennis centre car park after the Dingle was closed (and tennis centre car park locked).</p> <p>Several vehicles were still in leisure car park after 6pm and caused issues for concessions.</p>	<p>Ekult TM assistance: additional budget of £800 approx. needed. <b>Use TM trained staff and signs, if needed.</b></p> <p>Leisure to consider need to close the barn at 6pm</p> <p>ERF to issue parking permits to staff, if they require access after 6pm. Leisure to ensure tennis centre car park not locked.</p> <p>Signs required <b>4<sup>th</sup> Nov (&amp; email)</b> to advise staff &amp; users of leisure car park that it will be closed from 3pm on 5th.</p>	<p><b>VC</b></p> <p><b>RO</b></p>
Pedestrians & Crowd Control	<p>Concerns re: public gaining access to restricted area via steps/path at rear of tennis centre and/or pathway between park and Forest School.</p> <p>Overcrowding/blocking of path down to bowling greens, possible due to temporary closure of picnic area. More stewards needed in this area to keep the pathway clear for emergency access.</p>	<p>Barriers required to block <b>all</b> accesses to restricted zone.</p> <p>Additional budget required for 6 x paid stewards @ £8ph for 3 hours (£150)</p>	<p><b>VC</b></p> <p><b>TE (ST/NW to book staff)</b></p>
First Aid	<p>Cover changed on the day due to lack of availability of pre-booked paramedic.</p> <p>Two casualties reported, but only one was reported to Control on the night.</p>	<p>Check if purple book (events) guidance is used. Query if doctor is required.</p> <p>Request all casualties are reported to event Control.</p> <p>Seek alternative quote from Medic Skills</p>	<p><b>TE</b></p>
Cash Collection	<p>More buckets required?</p>	<p>Order 10 new buckets, if required</p>	<p><b>TK/TE</b></p>

	Suggest cash collection takes place on prom / Porth Eirias, as approx. 500 spectators recorded there.	Cover this area in cash collection permit. Consider need for additional cash collection volunteers.	<b>TE</b>  <b>TK/TE</b>
Radio Communication	Use of three radio channels worked well.  Request from Stewards for ear piece attachments to improve clarity, especially during display	TE to remain in Control and use two radios (channels 2 & 3) to maintain contact with all TC event stewards Request that TC considers the purchase of earpieces for event radios (with disposable hygiene attachment)	<b>TE</b> <b>LY/ST</b>  <b>TE</b>
Bonfire	Concerns that bonfire was still burning at 9am next morning. Query if this was due to previous requests that all material be burned to aid clear-up?	Ask Fire Service for guidance re: fire safety. Would prefer bonfire to be extinguished before fire service leave site?	<b>LY to note for Duty Manager to monitor</b>
Swans	Despite previous advice to the contrary (from RSPB), RSPCA recommended removal of breeding swans to a safe place, to ensure they do not get separated. License required to do this (requires 4 wk's notice)	Request RSPCA apply for license one month before event, in case required.	<b>TE</b>
Disabled Viewing Area	Requires stewards to control access Possibly use as overspill viewing area, if overcrowding occurs in main spectator zone	See budget requirements above Prepare laminated signs "Disabled Viewing Area"	<b>TE</b>
Toilets	Query if adequate? – no excessive queuing, so presume Ok.	Request use of barn toilets for those using disabled or overspill viewing area	<b>RO confirmed OK</b>
Drone	Noticed at end of event. If needed, request Get Set Go ask for permission for use of drone and limit use until after crowd has dispersed.	Raise with Get Set Go events to query if needed <b>No drone in 2019</b>	
Injury	One complaint received post event re: claim to have fallen over wall. CCTV coverage requested.	Ask CCTV control room to ensure Leisure reception and lower end of car park covered by camera for duration of event.	<b>TE</b>

# Bonfire/Fireworks Finance Report

SCHMIDT

17/11/18

Notes:

	2016	2017	2018	2019
	Actual	Actual	Actual	Budget
<b>Income:</b>				
Cash Donations	£2,475.48	£1,983.64	£2,498.26	£2,500.00
<b>Total Income:</b>	<b>£2,475.48</b>	<b>£1,983.64</b>	<b>£2,498.26</b>	<b>£2,500.00</b>
<b>Expenditure:</b>				
Bonfire/Firework Materials	£32.05	£0.00	£0.00	£0.00
Fireworks & Ignition Equipment	£9,000.00	£9,000.00	£9,000.00	£9,000.00
Hire of Radios	£405.00	£0.00	£0.00	£0.00
Road Signs (& cones from 2017)	£420.00	£590.00	£580.00	£600.00
Hire of Cones	£512.80	£0.00	£0.00	£0.00
PA Hire	£300.00	£500.00	£585.00	£600.00
First Aid Cover (St Johns)	£100.00	£100.00	£320.00	£400.00
CCBC - Barriers & Staff Costs (ERF)	£1,815.83	£1,815.83	£2,473.89	£2,500.00
CCBC - provision of bins			£313.00	£350.00
Security	£445.50	£457.25	£484.00	£500.00
Advertising / Publicity	£518.00	£518.00	£522.30	£250.00
Donation to Fire Service Welfare Fund	£1,240.00	£991.82	£1,249.13	£1,250.00
Donation to Volunteers (Cadets etc)	£40.00	£40.00	£40.00	£40.00
Volunteer / Steward refreshments	£0.00	£0.00	£28.63	£28.63
Collection Buckets / hi-viz / Torches	£0.00	£41.90	£0.00	£0.00
	£14,829.18	£14,054.80	£15,595.95	£15,518.63
<b>Net Expenditure:</b>	<b>£12,353.70</b>	<b>£12,071.16</b>	<b>£13,097.69</b>	<b>£13,018.63</b>

2018: Increase of £220-£300 needed 2018 re: paramedic cover

New cost in 2018

Keep to local papers only (not daily post)??

<b>Town Council Budget:</b>			
EXP	£15,000.00	£15,000.00	£15,000.00
INC	-£1,800.00	-£1,800.00	-£2,000.00
<b>NET</b>	<b>£13,200.00</b>	<b>£13,200.00</b>	<b>£13,000.00</b>