

MINUTES OF A MEETING OF THE BONFIRE SUB-COMMITTEE HELD REMOTELY (VIA ZOOM) AT 11AM ON TUESDAY 10TH AUGUST 2021

PRESENT: Cllr Jeff Pearson, Bay of Colwyn Town Council **JP**
Lorraine Yorke, CCBC/Eirias **LY**
Shaun Thompson, CCBC/Leisure, **ST**
Terry Kearney, Get Set Go Events / NW Fire and Rescue Service **TK**
Laura Mulvaney, NW Police **LM**

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

114/21 To note any Sub-Committee Membership Changes and to elect a Chairman

for 2021/22: Cllr Jeff Pearson was elected as Chair for 2021/22. Laura Mulvaney was welcomed as a new member.

115/21 Apologies for Absence: Apologies of absence were received from Mally Tideswell, Simon Bromley (NWF&RS), Peter Barton-Price, Richard Orme, Cllrs Chris Hughes and Malcolm Worth.

116/21 Minutes: The minutes of the last meeting, held on 19th June 2022 were approved and signed.

117/21 2021 Event: To receive the Event Safety Plan from the last event in 2019 and to consider and agree the following:

a) **Date of the Event:** The proposed date was Friday 5th November 2021. Confirmation had been received from Conwy CBC (ERF) regarding clean-up costs for Saturday working. It was noted that the budget for 2021 had been increased to £15,000.

Resolved that The Clerk contact Richard Orme to confirm availability and use of the Barn/Arena and car parks.

b) **Covid Regulations:** Current regulations were circulated from LY and TE and members were asked to consider any impact these may have on the event safety arrangements. It was noted all legal restrictions on outdoor events were now lifted, but face coverings were still mandatory when entering public buildings; leisure centre toilets for example. Local restrictions could still apply if new variants were to arise in the Autumn. A Covid RA would be required to mitigate any measures identified.

Resolved that TK check with the supplier to see if fireworks can be returned if the event was unable to be staged, due to local restrictions.

TK reported that NWF&RS were still not providing support for any events, but a meeting was being held on to review this and it is hoped/expected that this will change in respect of bonfire events.

Resolved that TK will update the Clerk once any update is received.

c) **Site Plan:** It was agreed to use the provisional bonfire and fireworks site, as per 2019. No changes were needed to the safety or viewing zones. The loss of the Civic Centre car park was noted by the Committee.

Resolved that TE confirm the availability of NWP car park and check the

numbers available at Eirias/Barn.

d) Safety Management: Lorraine Yorke was re-appointed as the Event Safety Officer with Shaun Thompson as Deputy.

Resolved to delegate authority to LY and TE to review and update the Event Safety Management Plan ready for presentation to the Conwy Safety Advisory Group on 24th August 2021.

e) Fireworks Order (including delivery and storage) – to consider the firework order requirements for 2021 and to note any deadline for confirming the order: TK reported that the order should be placed as soon as possible to guarantee choice, but it could wait until late Sept/Early Oct. Cost have increased by approx. 15/20% due to increased costs of shipping (containers), so £9,000 from 2019 would now cost approx. £10,500.
Resolved to request that BCTC waives FRs to enable the reappointment of Get Set Go Events (the trading name of Terry K and the team from Colwyn Bay Fire Station) to supply, set up, detonate and clear up the fireworks/bonfire for the event, due to their local knowledge, expertise and key involvement in the event for the past 50years. TE to review the budget to ascertain if an increase is needed to cover the increased cost of fireworks.

118/21 Next Meeting (September): Members were asked to defer the remaining items to the next meeting, once the go ahead has been given by SAG for the event to go ahead:

a) Site Preparation: To review/agree arrangements for

- (i)** Building the bonfire (including collection of pallets using CCBC wagons/staff)
- (ii)** Keeping the site secure prior to the event and provision of door cover at the event (private security staff)
- (iii)** Marking out and securing the restricted areas, to include the childrens' playground and Forest School.
- (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?)

b) Traffic Management: To consider and approve the draft Traffic Management Plan, to include:

- (i)** Car parking areas (permissions required) and traffic management for the event
- (ii)** AA signage requirements (to include additional warning signs for Promenade, as per last year)
- (iii)** Cones required & roads to be coned
- (iv)** Any vehicle barriers required to prevent vehicle access to pedestrian only areas
- (v)** Traffic management leaving the event

c) Steward Requirements: To review and agree steward requirements for the event:

- (i)** Leisure Staff/Stewards: Leisure Centre main desk, plus stewards for main entrance and drive, school car park, arena car parks (gate C).
- (ii)** ERF Staff/Stewards: Lower Car Park / bowling greens / spectator zone.

- (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.
- (iv) Fire Service Personnel: fireworks launching area
- (v) PA and Central Control Points (PA system to remain on until crowds have dispersed)
- (vi) Police / additional security requirements
- d) Stewards Information:** To review the written guidance/information for Stewards (need 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)
- e) Training/Briefings required:**
 - (i) Firefighters and Cash Collection volunteers
 - (ii) Stewards briefing(s)
 - (iii) Volunteers for cash collection
- f) Volunteers for Cash Collection:** To consider assistance needed from:
 - (i) Army Cadets
 - (ii) Bryn Eliaan Duke of Edinburgh Students
 - (iii) Any Others?
- g) 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.
- h) Outside Organisations:** to consider/confirm the ongoing involvement of:
 - (i) St John Ambulance (first-aid cover)
 - (ii) Caterers and traders (restricted to swimming pool side only to increase width of exit road and permit up to two catering concessions on lower car park). Notification required re: use of generators?
 - (iii) Rides (details required in advance by St John)
 - (iv) Heart FM / Capital Radio: if available, to include music CD with scripted safety and cash collection announcements
- i) To Review and Confirm the Equipment/Materials Required:**
 - (i) Radios (30 required) – consider purchase of ear-pieces
 - (ii) Barriers to secure restricted zones
 - (iii) Torches & Bibs (required for town council and cash collection volunteers) – leisure and parks staff to provide their own.
 - (iv) Collection Buckets (sealed)
 - (v) Timber for Fireworks / Bonfire
 - (vi) Wheelie Bins (and distribution of these around the park)
 - (vii) Toilets
 - (viii) PA/Sound System with generator back-up
 - (ix) Megaphones for back-up use in lower spectator zone
- j) Programme & Advertising** – To delegate authority to the Clerk to distribute information about the event via posters, newspaper adverts, social media/website updates etc
- k)** To authorise an application to be submitted for a Cash Collection Permit and agree arrangements for Cash Collection, Counting, Storage and Distribution
- l) Cancellation of Event** – agree decision maker(s) and channels for communication.
- m)** It was requested that the following items be added:
 - (i) Need for additional lighting rigs

- (ii) Communication guidance for stewards re: radio use – through team leaders/control
- (iii) Need for loggist in the Control Room
- (iv) Need for reps from NWP & NWF&RS in Control Room
- (v) Event PA Comms to include message “Please respect each other’s space” at regular intervals.

The Meeting closed at 12.30pm.

..... Chairman