

MINUTES OF A MEETING OF THE OLD COLWYN WAR MEMORIAL SUB-COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD AT ST JOHN'S AND ST CATHERINE'S CHURCH AT 3PM ON 25TH SEPTEMBER 2025

PRESENT: Cllr C Carlisle (Temp Chair),
Town Cllr D Carr, T Anderton (OCRA),
Reverend Gareth Erlandson (St Catherine's & St John's Church),

OFFICER: Tina Earley, Town Clerk

187/25

a) Terms of Reference and election of Chairman:

County Councillor Carlisle took the Chair as B Cossey had submitted late apologies. The Terms of reference were noted by members.

Resolved to re-elect Brian Cossey as Chairman for the current municipal year subject to his acceptance.

b) Welcome and Apologies for Absence: The Rev'd Gareth Erlandson was thanked for hosting the meeting and apologies for absence were received from the Cahir B Cossey and Town Cllr S McAllister.

188/25 Minutes:

Resolved to approve and sign, as a correct record, the minutes from the last meeting of the committee, held on 30th September 2024.

189/25 Old Colwyn Remembrance Sunday Service 2025: Members were asked to consider and approve the arrangements for the service, to include:

i. Event timings/publicity information

Resolved to keep to the same timings as last year and request that the pre-event publicity poster be shared on the notice-boards on Cefn Road and social media.

ii. Event Risk Assessment

1. DC will check the roads/pavements for any defects/hazards in the week leading up to the event and notify highways if any urgent action is needed.
2. Head Steward/stewards to check area on the day and take any action as required to make it safe.

Resolved that the Clerk would update and share the event Risk Assessment/Management report prior to the day of the event.

iii. Traffic Management Plan and TM Support Required: It was noted that Quantum had been re-appointed to manage the road closure.

Resolved to approve the traffic management plan, as per last year and approve the appointment of Quantum.

iv. Appointment of Head Steward

Resolved to appoint Brian Cossey as Head Steward

- v. Steward briefing arrangements: Committee Members to act as stewards on the day. TE will send risk assessment to the Committee.

Resolved that the Head Steward briefs those involved on the day, as per the event Risk Assessment/management report.

- vi. First aid provision

Resolved to appoint Cllr S McAllister as the first-aider for the event.

- vii. Any further support/equipment needed, to include:

1. Wreath laying:
 - a. It was noted that the Deputy Mayor will be invited to lay the wreath and, if unavailable, a Town Councillor will be nominated to lay the first wreath, on behalf of the Town Council.
 - b. BC will arrange the order of wreath laying with Tony's support. BC will be asked to share the order of wreaths with TE/TA so a copy can be kept on file for future reference.
2. PA Equipment: BC to enquire if the free standing battery powered PA equipment from TAPE could be borrowed again for the event.
3. Bugler to play the Last Post and Reveille: The Rev'd Gareth will contact Caitlin Walsh (who played last year) to see if she is available this year.

190/25 Other Matters Arising from the previous Meeting:

a) Condition Report and Urgent Maintenance/Repairs

- i. It was noted that no further update/ correspondence has been received from the new owner of the former Church, redevelopment of the site had not progressed and it has been up for sale for some time.
- ii. The Clerk gave a verbal update on the balance of the earmarked reserve (for maintenance) which is being held by the Town Council - £1174 currently held, with £335 due to go out (see (3) below
- iii. Members noted that the biennial cleaning/waxing of the bronze plaques is scheduled to take place on Monday 6th October, at a cost of £335 (+VAT) and that 'smart water' is also being applied, for security reasons.
- iv. Boundary hedge/wall – TA offered to cut the hedge back, prior to the service. Concern was expressed regarding the amount of rubbish behind the wall (private land) which is unsightly and may also be a security concern, due to its proximity to the War Memorial and event space.

Resolved to report the fly tipping to Conwy CBC and ask for its removal.

- b) Transfer of Ownership/Responsibility:** It was noted that the draft Heads of Terms for the transfer of ownership had still not been received, despite attempts by the Rev'd Gareth Erlandson to chase this.

Meeting closed at approximately 3.45 pm

..... Chairman