



ST ATHAN COMMUNITY COUNCIL

Projects Committee 16th September 2025 at 7pm

MINUTES

No	ITEM	LEAD
1	Welcome	Chair
2	Attendees Cllr S Toker Cllr H Cleave Cllr R King Cllr J Lynch-Wilson	Chair
3	Apologies for absence. None	Chair
4	Lamp post poppies 60 have been purchased. Donation appeal on FB and website. Cllrs asked to share. Councillors not in attendance will be asked to share. Locations of poppies will primarily be located along Gileston Road, Cowbridge Road, and Eglwys-Brewis Road. Clerk will create message, laminate and attached to poppy for each one purchased. Cllr Cleave to talk to manager of Co-op regarding advertising the sponsorship there. Chair and Clerk to walk area near the time to identify which lamp posts will be used.	Chair and Clerk
5	Remembrance Service-9th November 2025 Clerk started planning based on previous years. Meeting with Rev Emma on Thursday to go through booklet and planning. Clerk requests that she read the 'In Flanders Fields' poem by John McCree. Committee agreed. PLCC-Cllr Lynch-Wilson confirmed buffet and arrangements in place. Cllr Toker suggest painting the bus stop. To be taken to next council meeting, Artist will provide quote by that time. Council approved the purchase of one metal soldier. Two more will be requested next council meeting. Two will be positioned either side of the bus stop. The remaining one to be placed outside The Gathering Place. Permission for this has been sought and granted by TGP. Clerk will purchase remaining two, if agreed.	Chair
6	Christmas Lights Switch On-29th November 2025 Christmas budget Cllr Cleave to research vinyl banners to advertise-positioned on railings along Co-op and The Gathering Place. Permission for this has been sought and granted by the Co-op and TGP. Christmas market at PLCC 12pm to 5pm. Leaflets for Carols to be arranged. Fair ride has been booked by Cllr Toker. Santa Claus & market have been arranged and will be managed by PLCC.	Chair

	<p>Cllr Lynch-Wilson to talk to jazz band. Clerk to contact school re year 6 head boy and girl to switch on lights. Clerk to research prices for replacement Christmas trees -Talk to Edenvale and Boverton Nurseries. Clerk to talk to school regarding the children making bauble for the trees.</p>	
7	<p>Christmas Market-The Gathering Place Date agreed Saturday 15th November. STACC to take over the planning and arranging with clerk as lead. Cost of hall hire is £90 for 4hrs 30mins. This covers time for set up and take down. Clerk advises no more than £10 per table. Clerk meeting with TGP weds 21st to discuss. Clerk will create floor plan and work out tables and events layout. Clerk also suggests hiring the small room £12 ph-£54 total Total cost is £144. Committee agreed. Clerk to research gift from Santa and source costume and person to be Santa. Cllr Toker suggested contacting Aston Martin Lagonda to see if they would like to donate gifts/selection boxes for both Christmas Markets. Clerk to take forward. Committee agreed to take forward to full general meeting for costing approval.</p>	Chair
8	<p>Family Fun Day 2026 Date Saturday 2nd May at The Gathering Place. Cllr Toker to liaise with fair provide.</p>	Chair
9	<p>Civic Service 2026 Date to be discussed at the next full general council meeting.</p>	Chair
10	<p>Village Fair 2026 Committee suggested combining with party on the pitch. Further research needed.</p>	Chair
11	<p>Litter picks Committee agreed for litter picks to occur every two months. Alternate months from Drop Ins. Saturdays and evenings to allow as many children and adults to participate as possible. Also suggested sweet treats for the children. Clerk to complete dates and times for diary and publish on website and Facebook.</p>	Chair
12	<p>Newsletter First one now fully dispatched. Next one for March 2026, distribution late February 2026. Also suggest increasing the newsletter number from 2,000 to 2,500. Take to next full general council meeting. Committee agreed that the calendar of event to be included in future issues. Chairs message to be set to page two and a more colourful front page to include pictures of recent past events.</p>	Chair
13	<p>CAWG Emails and letters distributed to all local businesses. Have receive 5 responses so far. Suggest hosting first on Fraday 21st Nov. Cllr Lynch-</p>	Chair

	<p>Wilson confirmed PLCC available from 1pm. Suggested £300 to secure the hall and have a buffet for this first meeting. Will be on agenda for next full general council meeting.</p>	
14	<p>Council Drop Ins First one on 6th Sept was a positive first step. It did not just bring in community issues, but also a few people just wanting a chat. Some very positive discussions were had. Clerk suggests forming an older peoples club alongside Cllr Tokers suggestion of clerk and councillors training for dementia and a club for this. Cllr Lynch-Wilson in discussions with an external provider. Cllr Toker suggested STACC linking in. Cllr Lynch-Wilson will investigate further.</p>	Chair
15	<p>Police Meetings/cuppa with a Coppa (Police Meetings/Pop up Engagements) PCSO Stone has supplied dates of her community engagement meet ups that she already runs. Clerk suggests that she attends. Dates supplied separately. PCSO Stone also in agreement for a 6 monthly police meet up jointly with STACC to accompany above. Committee suggested this meeting more of an event. Clerk to speak to PCSO Stone.</p>	Chair
16	<p>Others Fireworks display Committee agreed that there will not be enough time to arrange anything for this year. Due to the nature of such displays, many issues need to be considered and will take time to plan and research. Location, health and safety, cost, licences, event management, veterans-ptsd, animals and permissions (flight path) to name a few. Discuss in Finance meeting. Cllr King suggested a survey of the community to get their view. Clerk to take this forward.</p>	Chair