**MINUTES OF THE PONTARDDULAIS SPECIAL EVENTS TOWN COUNCIL MEETING HELD ON 21st FEBRUARY 2023**

**PRESENT:** Cllr J. Harris (Chair) Cllr K. Williams

 Cllr K. Griffiths (Mayor) Cllr R Harris

 Cllr J. Davies

 Mrs H. Davies (Clerk) Mrs J. James (Asst. Clerk)

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr H. Jones

1. **TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL’S CODE OF CONDUCT**

There were no declarations received.

1. **MINUTES OF LAST MEETING**

Actions agreed at the last meeting to be completed. Priority to be given to health & safety assessment of balcony and area to be marked ‘Not in Use’. Door lock to be changed.

1. **TERMS OF REFERENCE**

Check constitution Include:

* Yearly planner of events
* Budget
* Develop relationships with other partners
* H&S Assessments
* Volunteer system
1. **ST DAVID’S DAY CELEBRATION EVENTS**

Twmpath:

* Complimentary drink – Welsh beer/wine/non-alcoholic. Plastic glasses
* Consider a ‘Bont Bulletin’ to communicate events for those not on social media.

Story competition

* Disappointing number of entries
1. **FESTIVAL UPDATE**
* Four days of events to make use of marquee. Range of activites for all community.
* Marketing to be discussed at next meeting.
* Generators booked.
* Community car to be booked for Saturday & Sunday events.
* Fire service booked for Saturday morning.
* First Aid booked for festival period.
* Need to identify Councillors availability to provide help during events.
* Clerk to discuss craft stalls with Cllr J. Davies
* Personality to be sourced if possible for Saturday event.
* Football inflatable to be booked.
* Re-cycling fashion show to be arranged.
* Cllr Harris to provide information on events run by T Antoniazzi MP.
1. **EASTER EVENTS**
* Easter bonnet parade in Pop Up market on 1 April. Consider short catwalk.

**Cllr J Davies to organise Summer Quiz**