**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL**

**SPECIAL EVENTS COMMITTEE MEETING**

**HELD ON 21ST MARCH 2023 AT 7:00PM**

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

Cllr K Griffiths (Mayor) Cllr R Harris

Cllr H Roberts Mrs H Davies (Clerk)

Mrs J James (Asst Clerk)

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| **69.** | **APOLOGIES FOR ABSENCE**  Apologies were received from Cllr C Evans and Cllr J Davies | **Who** | **Date by** | **Status** |
| **70.** | **TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL’S CODE OF CONDUCT**  There were no declarations received |  |  |  |
| **71.** | **MINUTES OF LAST MEETING FOR INFORMATION**  The Twmpath had low numbers as it clashed with a celebration held at Hope Siloh. This has already been addressed for next year as many Hope Siloh members would like to attend next year on Friday 1st March 2024.  Cllr H Roberts confirmed that a Summer Quiz will be held at the Rugby Club on 7th June 2023. RFC booking form to be completed. | **Asst Clerk** | **29/4** |  |
| **72.** | **REVISED TERMS OF REFERENCE**  Terms of Reference were agreed and will be **RECOMMENDED** to Council. The chair and vice-chair of the Special Events Committee will be elected at the first meeting in the AGM.  The committee will meet monthly, with all meetings being diarised for the year and agreed with the Clerk and the Chairperson. These can be cancelled if not required.  Clarification was sought on what a yearly planner of events is to contain. This will consist of a plan of special events to take place throughout the year, for example, St David’s Day, the Summer Festival, Halloween. | **Clerk to prepare** | **6/4**  **12/4** |  |
| **73.** | **FINANCIAL REPORT**  The budget for the year was discussed and remaining expenditure for this year’s events will be prepared.  Additional items may need to be purchased to improve the management of special events such as a new sound system in the hall and outside events. Other items were also discussed that may be useful for the festival and for Christmas.  An estimated budget will be produced for next year.  Due to storage and maintenance, it was agreed mobile lights will be hired not purchased. | **Clerk** | **12/4** |  |
| **74.** | **REVIEW OF ST DAVID’S DAY EVENTS**  This was discussed under the Minutes of the last meeting. The only additional discussion was how to obtain knowledge of what other organisations do to celebrate landmark events as there is a need to co-ordinate what is done around the town. This should be made easier when digital board technology is installed. |  |  |  |
| **75.** | **VOLUNTEERS**  The Clerk has engaged three volunteers to help with the soup for the senior citizens which has been very successful and welcomed by the group. It was agreed this will continue until the end of April.  The web page was discussed as a conduit for a variety of volunteers to engage with the council activities such as a litter pick, visiting elderly people (although a DBS would be required for this), for helping during the festival, delivering meals etc.  The clerk has been approached by two members of the public interested in organising several events in the Town including a busking event, a ‘jamming’ session for youngsters on a Friday, and creating a local band Pontarddulais.  **RECOMMEND** discussing Insurance for the Festival and inclusion of volunteers to be at Policy and Resources Committee. |  |  |  |
| **76.** | **FESTIVAL**  Cllr Harris suggested linking to the King’s concept of developing volunteers and to create a Coronation Volunteers group to support the festival.  The consensus was that a coronation tea on Thursday 4th May be arranged for some of the organisations that use the hall. Consideration was given to the groups that should be asked, and for those who would not be able to attend, food could be delivered to their homes. The provision of food will be sourced locally.  The Clerk reported that the arrangements for the festival are well under way. All schools have been contacted; the Primary Schools have responded for the Friday however the Comprehensive have not replied as yet and **Cllr J. Harris will chase this up**.  Community Farm in Cadle will be attending the Friday school events and bringing some of their livestock, and will provide hands on experiences for the children.  On Thursday 15th the inter-school sports day will be held in the evening. Thought needs to be given as to who will manage timings, games, purchasing prizes etc. **This will be discussed at the next meeting.**  On the Thursday evening, there will be a well-being event held in the big top, for example, yoga, meditation or Tai Chi. Exhibitors such as Neal’s Yard will be booked. **Cllr R Harris to send information to Clerk.**  Clerk to prepare list of those involved in event, book bales, staging, chairs and tables.  Sunday event to be cancelled due to it being Father’s Day and schools, town band and choir all unavailable.  Gower Brewery providing refreshments and will apply for alcohol licence.  Agreed to book horse box bar and tent bars. **AGREED** to charge 10% of their sales.  Clerk will liaise with Cllr Williams for generators.  Gower College has been contacted regarding the re-cycling fashion show. This will involve using recycled materials to make garments and accessories which will be shown on a catwalk, and a prize awarded. A display area may be used to show some of the work the college has done in creating new garments and jewellery from recycled materials as well as highlighting the courses that are on offer.  Circus Eruption will provide workshops where families can play games, use parachutes, skipping ropes, plate spinning, hula hoops, hard puppets etc. Costs were discussed and **AGREED**. | **Clerk to identify groups**  **Cllr J Harris**  **Discuss further**  **Cllr R Harris**  **Clerk**  **Clerk** | **12/4**  **24/3**  **13/4**  **30/3**  **12/4**  **30/3** |  |
| **77.** | **MEMORIAL**  Clerk meeting stonemason on 23rd March 23.  Cllr Williams suggested approaching Swansea City FC to see if they would be prepared to make a donation towards the memorial as Gerallt was very well respected by them for his contribution to setting up the Health Point in Swansea.  Clerk to e-mail.  Clerk to establish whether or not planning permission will be needed. | **Clerk** | **12/4** |  |
| **78.** | **EASTER EVENTS**  Cllr Harris confirmed an Easter Bonnet parade will be held in the Pop-Up Bont in the Tesco grounds on 1 April 2023. If weather is bad event will be held in Institute Hall which is free around 1pm.  **Cllr R Harris to liaise with Cllr Davies** to prepare poster and advertise the event on Facebook. Clerk suggested if Cllr Davies prepares poster, it can be displayed on Town Council website.  The age groups for prizes will be spread over three categories – under 7s, 7-15, Family group.  Prizes will be Easter eggs; Clerk will contact Tesco to sponsor prizes. There will be first and second prizes in each category.  It was decided that before a decision is taken to host an Easter egg hunt, the Clerk will check if the Cricket Club and Friends of Coedbach do similar events. | **Cllr R Harris**  **Clerk**  **Clerk** | **29/3**  **29/3**  **29/3** |  |
| **79.** | Dantwyn Lights – HD is meeting with the electrician to establish the position of the cable and lights. The lights will be secured to the wall and encased to try and prevent theft or damage. Lights outside the Institute may be possible if the pavers are taken up either side at the front to restore the damp course. At that stage, cabling could be laid for lights.  Christmas Tree – The Christmas tree has been examined by an agricultural expert who confirmed it is planted properly in a suitable tree pot. However, the particular strain of tree is slow growing. It was **AGREED** the Clerk will obtain the cost of a new tree. The current tree would be re-sited. It was **AGREED** that new Christmas lights for the existing new lamp posts, with a further eight to be purchased at the other end of the Town next year. | **Clerk** | **28/4** |  |

The meeting ended at 8:35pm.