

## MINUTES OF THE PONTARDDULAIS TOWN COUNCIL

### SPECIAL EVENTS COMMITTEE MEETING

**HELD ON 18<sup>th</sup> APRIL 2023 AT 7:00PM**

**PRESENT:** Cllr J Harris (Chair)      Cllr K Williams      Cllr H Roberts  
                  Cllr K Griffiths (Mayor)      Cllr R Harris      Cllr J Davies  
                  Mrs H Davies (Clerk)      Mrs J James (Asst Clerk)

80.	<b>APOLOGIES FOR ABSENCE</b>	Who	Date by	Status
	Apologies were received from Cllr H Roberts			
81.	<b>TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT</b> There were no declarations received			
82.	<b>Outstanding actions from minutes of last meeting and previous meetings:</b> <ul style="list-style-type: none"> <li>• Yearly event planner to be discussed at next meeting.</li> </ul>			
83.	<b>Festival Planning</b>			
	<b>a) Review of events:</b> <ul style="list-style-type: none"> <li>• The clerk presented the itinerary for the festival period, 15-17 June 2023. Members agreed this was all as planned and the clerk should continue with arrangements.</li> <li>• <b>School sports</b> – Cllr J Harris to contact D Jenkins in Pontardulais Comprehensive to allocate students to organise and facilitate the event. This might support any qualifications they're doing e.g. DoE. Event will start at 4pm.</li> <li>• Need to purchase medals for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> winners. Clerk to source good quality. Possibly small token for others participating, and it was <b>AGREED</b> not to give medals to everyone.</li> <li>• Cllr J Harris to ask primary school for PTA to support event.</li> <li>• Clerk to price 2-way radios for event.</li> </ul>	Cllr J Harris  Clerk Cllr J Harris  Cllr R Harris	Asap  Asap  Asap	

	<ul style="list-style-type: none"> <li>• <b>Well-being evening</b> – 15<sup>th</sup> – Activities instructors booked. Cllr R Harris organising advertising linking to previously run event by Tonia Antoniazzi PM.</li> </ul>		4/5/23	
	<p><b>b) Event action plan:</b> Traffic management plan needed for C&amp;C Swansea. Traders will be packing up before event finishes so stewards will be needed to manage vehicles and safety of people. Clerk will be preparing a full action plan for the festival to and duties for stewards. Cllr K Williams arranging generators. St John's Ambulance to be confirmed</p>	Clerk Cllr K Williams	1/5/23 asap	
	<p>c) <b>Marketing</b> Clerk requested support with marketing the event. Cllr J Davies will contact Pop Up Y Bont comms support and provide details. Vision to produce banner. Flyers to be handed out and posters distributed. Social media posts to be 'boost' to wider audience.</p>	Cllr J Davies	asap	
	<p>d) <b>Budget and expenditure</b> was presented and <b>APPROVED</b> by the committee. Additional costs will include waste management, port-a-loos. Stewards to manage litter pick on the day and clerk to arrange with K Downing for litter picking event on 18<sup>th</sup>. It was <b>AGREED</b> there would be no charge for entry to the festival.</p>	Clerk	12/5/23	
	<p>e) <b>Future meeting dates:</b> Additional festival action planning meetings will be required in lead up to festival, as significant amount of work to be done.</p>			
	<p>f) <b>Additional hours:</b> Clerk expressed concern regarding the additional hours that will be required during the weeks before the festival and particularly the week of the festival, as clerk's hours have now returned to contracted 23 hours per week. In addition to standard duties clerk will be preparing for the audit. The clerk asked the committee for their views. It was <b>AGREED to RECOMMEND</b> to council that a number of additional hours be identified per week until festival is over.</p>	Cllr J Harris		
	<b>84. Coronation celebrations planning</b>			
	<p>a) <b>Proposed events:</b> Coronation tea to be held in Institute for members of Senior Citizens and Age Concern groups. Also inviting members of Sewing Class and Scrapbook groups as a thank you to using our facility long-term. Volunteers from soup days are available to work the event. Outside caterers to be used. Clerk will contact Tesco to request donating items for a raffle. <b>Coronation mugs</b> – arrangements on distribution to schools will be needed.</p>	Clerk	24/4/23	
	<p>b) <b>Action plan:</b> Clerk to make arrangements and oversee volunteers.</p>	Clerk	25/4/23	
	<p>c) <b>Budget and expenditure:</b> Clerk provided draft costings for the event which were <b>APPROVED</b> by the committee members.</p>			

	It was <b>AGREED</b> JDK Catering would provide sandwiches as they provided best price.			
	d) <b>Future meeting dates:</b> Clerk will meet with volunteers	Clerk	25/4/23	
<b>85.</b>	<b>Memorial update</b> <ul style="list-style-type: none"> <li>• Cost is £3,000, includes fitting.</li> <li>• Planning application to be submitted by Clerk</li> <li>• Clerk to contact Swansea Football Club/Ospreys for a donation for Gerallt, given the work he did in Wind Street, Swansea setting-up the first aid station.</li> </ul>	Clerk	asap	
<b>86.</b>	<b>Christmas lights</b> <ul style="list-style-type: none"> <li>• New electrician has been sourced as previous one didn't have time. Awaiting costings. Once price received recommendation to full council will be needed.</li> <li>• Need to discuss new lampposts at <b>Estates committee</b>.</li> </ul>	Clerk	asap	
<b>87.</b>	Financial report: this was covered in agenda item 83.d and 84.c			

The meeting ended at 8:20pm.