

MINUTES OF THE PONTARDDULAIS TOWN COUNCIL

SPECIAL EVENTS COMMITTEE MEETING (DRAFT)

HELD ON 16th MAY 2023 AT 7:00PM

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

1.	ELECTION OF CHAIR Cllr J. Harris was voted in as chair.	Who	Date by	Status
2.	ELECTION OF VICE-CHAIR Cllr H. Roberts was voted in a vice-chair.			
3.	APOLOGIES FOR ABSENCE None received.			
4.	TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT There were no declarations received.			
5.	OUTSTANDING ACTIONS FROM MINUTES OF LAST AND PREVIOUS MEETINGS: <ul style="list-style-type: none"> • Bont bulletin to be discussed in future meetings – consider applying to Mynydd Y Gwair fund. • Yearly event planner to be discussed at next meeting. • Adverts sent out for volunteers and replies sent. Form created and displayed in notice board. • Cllr K. Griffiths to book community cars for festival day. • Cllr R. Harris to obtain contact details of Kevin Johns to request MC at event. • Cllr R. Harris to send information for well-being event and contact details for Reiki lady. • PTA's to be contacted to support school events. 	Clerk Cllr K Griffiths Cllr R. Harris Clerk	ASAP	

6.	Festival Planning			
	<p>a) Review of events:</p> <ul style="list-style-type: none"> • The clerk talked through the Event Management Plan for the festival period, 15-17 June 2023. Members agreed this was all as planned and the clerk should continue with arrangements. • Risk assessment for events on 15th & 16th to be prepared. • Support needed to arrange Up-Cycling fashion show. Cllr R. Harris agreed to support. • Clerk to check on music licences for event. • Need to purchase medals for 1st, 2nd, 3rd winners. Clerk to source good quality. • Letters to be written to residents in Coed Bach as well as Gwynfryn. Cllr K. Griffiths to deliver. • Bollards to be taken from Institute for event. Cllr K. Griffiths to source tape for between each bollard. • Clerk to obtain quote for utility buggy and circulate to committee. Contact Allt-y-Graban golf course for loan of utility buggy. • Festival steward's rota to be circulated to council members. • Traffic management plan in progress. • Cllr H. Roberts to request locating toilets within R.F.C. ground. In return RFC bar to be open during event. • Cllr K. Williams to source lighting. • Bin bags to be used to clear rubbish. Skip used previously. Clerk to find cost of BIFFA bins. Consider using KD Waste. • School Educational event – 2nd workshop to be Bees. Water to be provided for children. • Clerk to contact Dr. Ian Davies for photography during festival events. 	<p>Clerk Cllr J Harris Cllr R Harris Clerk</p> <p>Clerk</p> <p>Cllr K. Griffiths</p> <p>Cllr K. Williams</p> <p>Clerk</p>	<p>Asap</p> <p>Asap</p> <p>Asap</p> <p>4/5/23</p>	
	b) Event action plan was presented and approved. This is on-going.			
	c) Marketing: Banners now in place. More advertising to be done on social media.	Clerk		
	d) Volunteers advertised for on FB. Several responded. Further request to be sent.	Clerk		
	<p>e) Budget and expenditure: Members AGREED a donation will be given to those providing free entertainment. Review how much at next meeting.</p> <p>Budget and expenditure were presented and APPROVED by the committee. AGREED to request to Council the Special Events budget be increased by the amount underspent for last year. It was AGREED that further discussion is needed at Policy, Finance & Compliance committee/Council regarding future budget end of year underspends.</p>	P, F&C committee		

	AGREED not to charge Scottish Piper for use of room in Institute last week in recognition of providing a display in Festival.			
	f) Future meeting dates: Next meeting 30 th May to discuss final arrangements. WhatsApp group to be set-up for clerk to contact members for urgent issues/decisions.			
	g) Clerk's hours: Additional hours being worked in preparation and at Festival to taken to Policy, Finance & Compliance committee for discussion.	P, F&C committee		
7.	Coronation celebrations review			
	a) Budget and expenditure were presented and APPROVED by the committee. Very successful afternoon and many positive comments received. Coronation mugs – well received from schools, children and families.			

The meeting ended at 8:10pm.