

MINUTES OF THE PONTARDDULAIS TOWN COUNCIL

SPECIAL EVENTS COMMITTEE MEETING (DRAFT)

HELD ON 30th MAY 2023 AT 7:00PM

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

		Who	When	
8.	APOLOGIES FOR ABSENCE Cllr R. Harris			
9.	TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT There were no declarations received.			
10.	OUTSTANDING ACTIONS FROM MINUTES OF LAST AND PREVIOUS MEETINGS: <ul style="list-style-type: none"> • Bont bulletin to be discussed in future meetings • Yearly event planner to be discussed at next meeting. • Adverts sent out for volunteers and replies sent. There are a number of volunteers that have come forward but there is still a need to have more feedback from town councillors. Contact by telephone may help - Cllr J. Harris to try and contact • Cllr K. Griffiths has confirmed community cars can be used for festival day but a driver is still required • Though Kevin Johns sounded enthusiastic, initially there has been no further contact . Clerk to contact. • Posters available tomorrow 	Clerk Cllr K Griffiths Cllr R. Harris Clerk	ASAP	

11.	Festival Planning			
	<p>a) Review of events:</p> <ul style="list-style-type: none"> • The clerk talked through the Event Plan. The sport event on 15th is cancelled. Schools have been advised of event timing, permission for photography and need for packed lunch. • Councillors wish to know where risk assessments will be available for events on 15th & 16th. • Letters for residents in Coed Bach as well as Gwynfryn have been delivered. • Need to check that Cllr K. Griffiths has sourced tape for between each bollard. • Utility buggy's appear to be unavailable.. • Festival steward's rota still being filled. Contact V Morgan Beattie to help. • Cllr H. Roberts to acquire lock for toilets within R.F.C. ground. Cllr K. Williams has sourced generators for £40. Lighting not required. • Bin bags to be used to clear rubbish. Last year free from council • Still need to verify whether quiz can go ahead with Cllr C. Evans possibly after the festival. 	<p>Clerk Cllr J Harris</p> <p>Cllr J Harris</p> <p>Cllr K. Griffiths</p>		
	b) Data: more information required on town council web site	Clerk		
	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		
	e) Budget and expenditure: Members AGREED donation needs to be finalised. Budget and expenditure : Underspend to be used for event and confirmed with policy and resource.	P, F&C committee		
	g) Clerk's hours: Additional hours being worked in preparation and at Festival to still be discussed with Policy, Finance & Compliance committee.	P, F&C committee		

The meeting ended at 7.50pm.