

**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL
SPECIAL EVENTS COMMITTEE MEETING (DRAFT)
HELD ON 5th SEPTEMBER AT 7:00PM**

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

		Who	When	
14.	APOLOGIES FOR ABSENCE Cllr J. Harris, Cllr C. Evans			
15.	TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT There were no declarations received.			
16.	OUTSTANDING ACTIONS FROM MINUTES OF PREVIOUS MEETINGS: Council newsletter to be planned Continue discussion on volunteers and how council can develop this to support other groups in Pontarddulais.			
17.	FUTURE EVENTS:			

	<p>The Clerk presented a draft of the events calendar for 2023-24: (Appendix A). It was discussed and agreed that a Councillor from the Special Events Committee take a lead role on each event.</p> <p>Cllr R. Harris will take a lead on the Halloween event up until 27th October, and on the event night Cllr J Harris to take the lead with support from Cllr K. Griffiths.</p> <p>Arrangements and actions were discussed for events up to the end of December. Clerk will prepare an action plan. The event plan will be updated in future meetings for the remaining events.</p>	Cllr R. Harris		
12.	<p>BUDGET: Potential costs for events were discussed and noted.</p>			
13.	<p>VOLUNTEERS: Clerk to inform volunteers of upcoming events to gain help. Clerk to circulate information on volunteering.</p>			
14.	<p>Newsletter Significant amount work to create. Resourcing needs to be discussed at future meetings.</p>			

The meeting ended at 8.25pm.

Appendix A

Month		Activity
September		No event
October	Sat 28th	Halloween - short poem competition Best carved pumpkin Fancy dress competition?
November	Fri 24th	Tonia Antoniazzi – grants information morning
December	Fri 1 st	Xmas parade Santa's Grotto Best dressed shop/house
	Wed 6 th	Christmas Quiz
January '24	4 th	Pantomime
	25 th	Burns night?
February	Sat 24 th	Ballybont Group – charity music evening
March	Fri 1 st	St David's Day, Twmpath
	Sat 30 th	Easter Egg treasure hunt – Coed Bach Park
May		<i>No event</i>
June	Wed 12 th	<i>Summer Quiz</i>
	Sat 15 th	<i>Festival 24</i>