**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Special Events Committee Meeting, of Pontarddulais Town Council

Monday 1st September 2025 at 7pm

**Present**: Cllr. Jacob John (JJ) – Chair; Cllr. Rhian Harris (RH); Cllr. Kelvin Williams (KW); Kevin Griffiths (KG); Cllr. Huw Roberts (HR).  
**Apologies:** Cllr. Wayne Jones (WJ); Cllr, Jane Harris (JH).   
**Absent:** Cllr. David Beynon (DB); Cllr. Philip Downing (PD); Cllr. Gary Chambers (GC).

**Questions from the public relating to items on the agenda. (limited to 15 minutes).**None

**Disclosures of Personal and Prejudicial interests in accordance with the Council’s Code of Conduct.**None

**Draft Minutes**

1. **To receive report on Summer Fair 2025**The Chair gave a report on a very successful Summer Fair with over 1000 attendees throughout the Day. The Clerk explained that while we are waiting for the few final payments to be made, it is clear the day cost under £3000 of precept funding in total; a fraction of last year’s costs. The final figures will be reported once available.  
   The Council is very grateful to the Rugby Club for the use of their grounds for the day and look forward to building on the relationship with the club over the coming years.  
   KW proposed a vote of thanks to the Chair (JJ) and Clerk for their efforts to bring the day to the community.
2. **To discuss learning points for Summer Fair 2026**Given the short notice to arrange the event and the lack of Cllrs available due to prior commitments, it was agreed the fair was a great success. However, as with any event, it is important to reflect on what could have gone better.  
   The Fairground providers did not bring the rides promised and so it was discussed that alternative providers be booked going forward. The ice cream van and one other food van also did not turn up on the morning of the event. The Council ordered fairground games to run free stalls through the day and some of those did not arrive in time either due to courier delivery issues. Finally, the inflatable assault course promised, also cancelled at short notice. These issues can be mitigated by taking deposits for payment upfront from ride/game providers.   
   The signage prior and during the event will be improved next year with a set list circulated prior to the day and during the event.  
   Entertainment should be provided during musician set changes to keep the audience and children engaged.  
   Programmes for the day could be produced paid for by local advertising with enough notice to do so.   
   There were many suggestions to hold the event on the last Saturday in June which was the traditional date for the Carnival. The committee agreed with this.  
   There needs to be a budget available to organise the event next year.
3. **To agree to write letters of thanks to organisations and individuals who helped make the Summer Fair a success.**The committee asked the Clerk to write letters of thanks to a range of individuals and organisations, this was proposed, seconded and agreed by all.
4. **To agree purchase of cinema equipment thanks to funding received from Mynydd Y Gwair and Pobl Trust**The Clerk explained she is waiting for quotes to provide and fit and also to just provide the equipment and as there is grant funding which needs to be spent to comply with the terms of the grant, plenary powers were awarded to the Clerk and Chair of Special Events to purchase the necessary equipment within the funds available in both grants. Proposed, seconded and agreed by all.
5. **To agree to form a working group with members of the community to run the cinema and set up a community Film Club.**Mr. G. Harrishas offered to assist with setting up and running a cinema and film club. Several members offered to attend film nights to assist with refreshments and supervision. Current DBS checks will be required for all adults involved. Proposed, seconded and agreed by all.
6. **To discuss and agree Halloween Events**It was agreed to hold a spooky film night on Saturday 25th October 2025 (subject to equipment being in place) and a Halloween Party for the children in the community of Saturday 1st November. Both events to be held at the Mechanics Institute.  
   The party will include entertainment and refreshments and attendees will be asked to bring a carved pumpkin with them for judging. Battery powered tealights only to be used, no live flames.  
   This was proposed, seconded and approved.
7. **To discuss and agree Christmas Events**The committee would like to include a lantern parade within the Christmas parade this year and discussions around how this could be done ensued. There was also conversation about a Mari Llwyd for the parade. The Clerk will contact Swansea Council Special Events team to discuss parade walker contacts and confirmed the Sleigh and road closure were both in hand. There will be a grotto and entertainment at the Institute following the parade. The parade will start at the railway station, walk up to Dulais Glen for light switch on before continuing up to Dantwyn for the light switch on there. Remaining details and other events will be discussed at the next meeting.

**Estates and Environment Committee joined the meeting at this point**

1. **To discuss options for Christmas trees and lighting and agree a way forward.**Both chairs agreed the lights at Dulais Glen had reached the end of their functional lives and that they should be replaced with festoon lighting between the trees and potentially light up a tree structure in the tree space and clear access to the fir tree to the left to light that tree up too. The Clerk will continue to seek quotes. The tree at Dantwyn also needs new lights so a quote should be sought to replace those too.  
   The Clerk is to investigate if there is a requirement for planning permission to alter the lighting and install a structure at Dulais Glen.  
   Proposed, seconded and agreed by all.

Meeting Closed: 20.23