

CYNGOR DREF PONTARDDULAIS TOWN COUNCIL

Special Events Committee Meeting, of Pontarddulais Town Council Monday 6th October 2025 at 7pm

Present: Cllr. Kelvin Williams (KW) - Vice Chair; Cllr. Mark Biscoe (MB); Cllr. Rhian Harris; Cllr. Sion Davies

Apologies: Cllr. Jacob John (JJ) – Chair; Kevin Griffiths (KG); Cllr. Huw Roberts (HR); Cllr. Jane Harris (JH) Cllr. Wayne Jones (WJ); Cllr. Philip Downing (PD); Cllr. Rhian Harris – for lateness

Observing: Cllr. David Beynon (DB)

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.

KW – item 3: personal

Draft Minutes

1. **To discuss and agree Halloween Film Night Plans**
Due to lack of responses to quote requests and staff leave, this will be postponed.
2. **To discuss and agree Halloween Party Plan**
A working group meeting will be held on Oct 23rd to finalise plans for a Halloween Party on Nov 1st.
3. **To discuss and agree plan for Remembrance Day Parade and post parade refreshments**
Cllr. DB suggested playing a pre-recording of the Big Ben chimes when the vicar is ready to start the two minutes silence. This was welcomed as an addition to the proceedings. As in previous years, the groups and individuals taking part in the parade will meet at 9.30 at the railway station to start walking at 9.40.
It was agreed to investigate purchasing a suitable PA system for the Council.
Cllr. KW will find details for the piper and wreath purchases for Pontarddulais and Llanedi remembrance events will be reimbursed.
It was agreed that there will be no refreshments at the Institute following the parade as people have not been interested in previous years.
Proposed, seconded and agreed by all.

Cllr. RH arrived at 19.22

4. **To discuss and agree Christmas Quiz**
The Rugby Club has been booked for Weds 3rd December 2025
Cllrs AW and CE have agreed to create the quiz and undertake the role of quizmaster
There is a refreshment budget of £100, the Clerk will contact the caterers to request mince pies be provided.
It was suggested a raffle be held in aid of Mr. X with (new) toy donations also being accepted on the night.
Proposed, seconded and agreed by all.
5. **To discuss and agree Christmas Pantomime**
The Clerk has obtained several quotes ranging from £900 to £1500 for a single pantomime performance. The only quote within budget was the one for £900. This was proposed seconded and agreed. The provider of this year's pantomime will be Wize Productions with Snow White. The only available date when the main hall is free is Tuesday 9th December at 6.30pm. This has been booked.

6. To discuss and agree Christmas Parade and Grotto plans

The Clerk confirmed the Sleigh and road closure has been booked. As in previous years, the parade walkers and sleigh will meet at the railway station before proceeding to Dulais Glen for light switch on and up to Dantwyn. The Clerk and Councillors will ask various groups and organisations around the area if they wish to participate in the parade. The Clerk will contact volunteers to act as stewards along the parade route.

The Clerk will invite Father Christmas and arrange the purchase of selection boxes. It is planned that hall and grotto decoration will take place on Tuesday 2nd and Thursday 4th December with clean-up planned for Saturday afternoon/Sunday. Proposed, seconded and agreed by all.

7. Update on Christmas Tree plans

The Committee discussed the different options and settled on a forged tree structure in principle. It was also resolved that Cllr. RH enquire with Friends of Kilvey Hill if it is possible to source the Institute tree from there at the end of November.

The Clerk will source prices for a forged tree structure for Dulais Glen to be used year-round to celebrate various significant dates in the calendar.

Proposed, seconded and agreed by all.

Meeting closed: 20.30

PONTARDDULAI TOWN COUNCIL

REGISTER OF INTERESTS – DECLARATION FORM

Name of Councillor	Kelvin Williams
Item of Business to which declaration relates (i.e. give name of meeting, date of meeting and the business that was transacted)	3 - 6/10/25
Please indicate whether this is a personal interest or a personal and prejudicial interest	Personal
Please indicate why you have declared the interest	CHAIR of BENT RBL
Signature of Councillor	

Please hand this form to the Clerk at the end of the meeting