**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Special Events Committee Meeting, of Pontarddulais Town Council

Thursday 22nd May 2025 at 7pm

**Present**: Cllr. Jacob John (JJ) – Chair; Cllr. Kelvin Williams (KW; Cllr. Rhian Harris (RH); Cllr, Kevin Griffiths (KG); Jane Harris (JH); Cllr. Huw Roberts (HR)  
**Apologies:** Cllr. Wayne Jones (WJ); Cllr. Philip Downing (PD)  
**Absent:** 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.**None

**Draft Minutes**

1. **Election of Vice Chair**Cllr. Kelvin Williams was proposed, seconded and agreed by all and was elected the Vice Chair of the committee. JJ proposed a vote of thanks to KW for his work as the previous chair of the committee.
2. **To receive update Summer events and agree a way forward**  
   a) The main topic of discussion was the need of a venue for the summer event. Several options were discussed, and the Clerk will explore them and feedback to the next meeting. The date of August 9th was agreed by all as the best option to provide sufficient time to book vendors and entertainers. All vendors/entertainers will be required to provide the Clerk with documents including public liability insurance and food hygiene certificates. Charges for stalls were discussed, and it was agreed to have no charge for charity stalls, a £30 charge for vendors and a £250 charge for food trucks. It is hoped that a small programme can be designed including advertising space for local businesses which will also act as tickets which can be purchased in advance. Under 16s will have free entry with 16+ being charged £2.50 each.   
   b) Further discussions took place regarding the Summer Quiz which will take place on June 11th at the Rugby Club the caterer will provide hot bowls of chips and sauces for each table at the halfway point. Doors will open at 18.30 with the quiz starting at 19.15. Max number of 8 per team and each team member will pay £2 to enter.  
   c) A Pride cinema event was discussed, and a provisional date of July 28th was proposed. The film “Pride” will be shown. It is hoped grant funding will be awarded for the purchase of a projector and cinema screen to facilitate this and future film events.
3. **To agree Gerallt Davies Young Achievers award nomination process and event date.**

It was agreed to have nominations requested in advance of the July meeting with the award being presented to the successful entrant at the summer event.

Proposed, seconded and agreed by all.

1. **To agree schedule of events for the remainder of the financial year.**

It was proposed, seconded and agreed by all to hold a film afternoon/evening for Halloween to take place on Nov 1st. This would include a film for younger children followed by a fil for children over the age of 12. It was also suggested to hold a pumpkin carving evening at the institute with pumpkins provided by the Town Council.

It was proposed, seconded and agreed by all to continue the tradition of a Remembrance Day Parade and wreath laying ceremony but to add refreshments and children’s activities following this at the Mechanics Institute.

The Christmas Quiz was agreed for December 3rd at the Rugby Club.

The Christmas Parade will take place on Friday 5th December as usual on the first Friday of December.  
The tradition of prizes for best dressed house will be £100; £50 and £25 for first, second and third place.

It was agreed to contact Wize productions to request potential dates for a pantomime. The committee suggested the 22nd or 28th December. The Clerk will check with Wize.  
Due to the success of the Council’s Welsh Night this year it was proposed, seconded and agreed to hold a Welsh night next year on February 21st.

**Meeting Closed: 21.43**