

Pontypool-Pont-y-pŵl

Community Council-Cyngor Cymuned

Striving to promote a positive cohesive community
Ymdrechu i hyrwyddo cymuned gadarnhaol a chydlynol

01495 365 951



www.pontypoolcc.gov.uk

2 March/Mawrth 2023



Dear Sir/Madam, Annwyl Syr/Fadam,

You are hereby summoned to attend a **MULTI-LOCATION MEETING OF the EVENTS COMMITTEE on Wednesday 8 March 2023 at 5.30 pm.**

The meeting will be held remotely, using Microsoft Teams and physically for those who wish to attend the Council Chamber. Councillors have been provided with a link to attend the meeting. If any member of the public wishes to attend the meeting remotely, please contact the Clerk of the Council (by e-mail or telephone) at least 24 hours before the meeting.

Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

The agenda for the meeting is set out below and relevant papers are attached.

Gofynnir drwy hyn i chi fynychu - **PWYLLGOR IGWYDDIA3DAU** yn Rhith Gyfarfod am **5:30 yf, DYDD MERCHER 8 MAWRTH 2023.**

Cynhelir y cyfarfod o bell, gan ddefnyddio Microsoft Teams ac yn gorfforol ar gyfer y rhai sy'n dymuno mynychu Siambr y Cyngor. Os yw unrhyw aelod o'r cyhoedd yn dymuno mynychu'r cyfarfod o bell, cysylltwch â Chlerc y Cyngor (trwy e-bost neu dros y ffôn) o leiaf 24 awr cyn y cyfarfod.

Mae gan aelodau o'r cyhoedd yr hawl i ofyn cwestiynau yng nghyfarfodydd y Cyngor, mae gan aelodau o'r cyhoedd hefyd yr hawl i siarad yn y Gymraeg neu'r Saesneg, cyn belled ag y rhoddir tri diwrnod o rybudd ysgrifenedig o'r cwestiwn i'r Clerc.

Mae agenda'r cyfarfod wedi'i nodi isod ac mae papurau perthnasol ynghlwm.

Yours faithfully/ Yr eiddoch yn gywir

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

A G E N D A

1. **Apologies**
To receive apologies.
2. **Declarations of Interest**
Members to declare an interest in any items on the Agenda.
3. **Eisteddfod 2023**
To receive a verbal update. Refer Projects & Events Manager.
4. **Annual Dinner**
To receive a verbal update. Refer Projects & Events Manager.
5. **Photography Competition**
To receive a verbal update. Refer Projects and Events Manager.
6. **Poetry Trail**
To receive a verbal update on the Myfanwy Poetry Trail. Refer Clerk
7. **King Charles III Coronation**
To receive a verbal update to consider ideas to commemorate King Charles III Coronation.
8. **Poetry Competition**
To receive a written report to consider if the poetry competition should take place in 2023. (Page(s) 1)
9. **Environmental Quiz**
To receive a verbal update on the 2023 Quiz. Refer Projects and Events Manager.
10. **Garden Competition**
To receive a written report to consider if the garden competition should take place in 2023. (Page(s) 2)
11. **Party in the Park**
 - (a) To receive a written report with an update on the progress of the event. (Page(s) 3 – 5)
 - (b) The following motion has been given due notice for consideration at Events:
“Would like to propose reviewing stall fees for Party in the Park”
Refer Cllr Anne Gunter
12. **Presentation Evening(s)**
To receive a written report to consider if the presentation evenings should re-commence in 2023. (Page(s) 6)

13. **Committee Budget**

To inform the committee of the budget (and reserves) within its remit and the spend to date. (Page(s) 7 – 8)

Minute number 337 from January Events meeting stated that transactions for the Christmas Cavalcade be presented to this meeting.

Councillors: Rose Matthews (Chairman), Ben Rapier (Vice-Chairman)
Anne Gunter, Lizzie Hunt, Nick Jones, Bob Rogers, Jools Rogers, Nick Simons, Nathan Warren and (ex-officio) Chairman of the Council, Councillor Matt Ford and Leader Councillor Gaynor James

This page is intentionally
blank

AGENDA ITEM 8

Events Committee

Wednesday 8th March 2023

Poetry Competition

1.0 Purpose of the report

1.1 To discuss the 2023 Poetry Competition.

2.0 Background Information

2.1 The poetry competition has been running for over 20 years and in the past had proved very popular with several entrants in both the Junior and Adult categories. Of late the entrants have dwindled somewhat. In 2022 there were:

Adult entries – 8

Junior entries - 1

The budget for the competition is £250.

A suggestion for 2023 could maybe link the competition to the Myfanwy Haycock poetry trail that the council is funding. We could open it up to schools which would inturn promote visitors to the poetry trail.

3.0 Recommendation

3.1 That the Committee decide if and how they wish to continue to run the poetry competition.

Mrs Annette Ambrosen

Projects and Events Officer

27/02/2023

AGENDA ITEM 10

Events Committee

Wednesday 8th March 2023

Garden Competition 2023

1.0 Purpose of report

To discuss if this competition should be run again in 2023.

1.1 Garden Competition

For the last 2 years PCC have held a gardening competition open to all Pontypool residents which has been advertised on all Social Media platforms and in The Free Press. In 2021 20 entries were received and in 2022 15 entries were received.

The categories were (with number of entrants for 2022):-

Best overall garden in Pontypool. (8)

Best lawn (2)

Best container garden (9)

Best flowerbed (4)

Best vegetable garden (3)

Best wildlife friendly garden (4)

And for Junior entries:-

Tallest sunflower. (2)

The prizes were vouchers for The Secret Garden (Garden centre)

ADULT best lawn category – 1st - £60, 2nd - £40 and 3rd - £30

ADULT categories - 1st - £80, 2nd - £60 and 3rd - £40

JUNIOR categories – 1st - £30, 2nd - £20 and 3rd - £10

Best overall garden in Pontypool - £300

Total expense = £1350 for both years

- 1.2 A suggestion for 2023 to encourage more entries, should Councillors agree to hold the competition is that seeds be given out from the Community Council offices for people to pick up free of charge. They would then complete the form to enter the competition at the same time. This would not be an additional cost, as seeds were given out as a Thankyou for entering the competition in the last two years.

Also discuss whether to remove some of the categories for entries or suggest new categories.

2.0 Recommended:

- (i) that a decision be made whether to run the competition in 2023.
- (ii) that a date be set for the competition should it to go ahead.

Rebecca Cronin
Projects and Events Manager - 26.02.23

AGENDA ITEM 11
Events Committee
Wednesday 8th March 2023

Pontypool Party In The Park 2023

1.0 Purpose of Report

- 1.1 To provide an update on the Pontypool Party in the Park event.

2.0 Event Preparation

- 2.1 The park has been booked for Saturday 8th July.
- 2.2 The stage has been booked through Green Rooms again this year and has been paid in full to receive a discount.
- 2.3 Ms Sarah Campbell Horner has been instructed to manage the stage again this year, as yet no headline act has been booked.

- 2.4 Entertainment booked so far:-

Twistina
Face painting – Small designs for PCC stall
Bubbleologist

- 2.5 Entertainment interested in but not booked:-

Biplane Act
Facepainters
Hair braiding
Inflatable pirate ship
Inflatable human football table
Fairground stalls
Circus show
Simulator- main entertainment – sits ~16 people inside at once, this would take a substantial amount of the entertainment budget ~£5k.

- 2.6 Green Top events have not been contacted this year – they organised the stalls last year, however they failed to pay PCC the £500 that was agreed before the event.

Instead, this year Torfaen and Gwent Small business Markets have been instructed to organise all stalls that will attend the event. TAGSBM organise the Artisan Markets that happen in Pontypool Indoor Market every month and assisted with the craft stalls that attended the market during the Christmas Cavalcade. The agreement is that a percentage of costs charged to stalls will go to TAGSBM to cover their admin fees (they will ensure all H&S documentation is received from each stall holder, this will be

- checked and kept on file by PCC) and a percentage will come back to PCC – this will help to cover the cost of entertainment and items that we have on the PCC stall. To date we have 53 stalls attending the event.
- 2.7 The fairground sited at Pontymoile gates – in previous years Mr Mike Bendell had arranged for the fair to attend the event and PCC had no contact with the fair ground manager before or during the event. It was a verbal agreement that the fair pay PCC £1000 for attending the event, however in 2022 this was not received. It is recommended that the fair not be contacted (no details held at PCC anyway) for this event. Instead, it is recommended that the area towards Pontymoile gates be filled with entertainment that PCC pay for and therefore provide further free entertainment for people attending the event. Last year comment were received on our Facebook page to say the fair was expensive for families- therefore another reason for them not to attend this year as our main aim for PIP is that it is a free event for families. The Projects and Events Manager and Officer have sourced fairground stalls and a circus show arena that would fit well in this area, it is recommended that these acts be booked quickly.
- 2.8 The Event Safety Manager, Mr Mike Bendell of MB Safety was responsible for the H & S for the event in 2019 and 2022 no longer has a business and therefore will not be available for PIP this year. The Projects and Events Manager has contacted Torfaen CBC for advice and is looking to source an external advisor for on the day support as well as hiring stewards from a reputable company. The health and safety plan will be written in house by the Projects and Events Manager and then passed to Torfaen CBC for approval. So far, the Safety Advisory Group form has been completed and submitted to SAG.
- 2.9 Melin Homes, Torfaen Sports development, All creatures great and Small Dog show, Osbourne Lodge Nursery and Torfaen Play Service have all agreed to attend this year and will be sited in similar areas to last year.
- 2.10 Penrhiwgyngi Farm Bakery has been asked to attend in the catering tent, and Top Table have been booked to supply the marquee, tables and seating for the area.
- 2.11 The Police, St Johns Ambulance and South Wales Fire Service have all been notified of the event and invited to attend on the day.

2.12 A working party meeting is scheduled for 14 March 2023 at 14.00 pm over Teams/in the chamber. All major participants of the event have been invited to this meeting.

3.0 Budget

3.1 The budget for the event is set at £30,000.

Last year the total spend was ~£29,000.

4.0 Recommended

4.1 The report be noted

4.2 Recommendations be approved:-

- Simulator to be booked

- Pirate ship and football table be booked

- Funfair not be contacted but fairground stalls and circus show be booked for this space.

- booking of stewards and health and safety advisor via external company

Rebecca Cronin
Projects and Events Manager
26/02/2023

AGENDA ITEM 12

Events Committee

Wednesday 8th March 2023

Presentation Evening

1.0 Purpose of the report

1.1 To discuss a new format for the 2023 Presentation Evening and decide upon one or two per year.

2.0 Background Information

2.1 The Council previously held two presentation evenings per year: one in Spring and one in Autumn. The following grants were awarded:

- o Grant Aid grants
- o Sports Clubs (Grounds Maintenance and Junior Club Sponsorship)
- o Core Funding grants for charities
- o Some Local Voluntary Funding
- o Annual Sponsorship
- o Grants
- o Environmental Grants
- o Testimonials
- o Photo competition winners

One presentation evening took place in a venue of the Chairmans choice usually in their ward, whilst the other presentation evening took place in a venue that was on a rota.

Organisations were presented with a cheque and asked to say a few words regarding their organisation and what the money would be used for. However, the Council no longer issue cheques they pay via bank transfer and this deter people from attending on the night.

A buffet was provided at each event and a raffle for the Chair's charities also took place.

3.0 Recommendation

- 3.1 (i) that the Committee decide upon a new format.
(ii) decide dates and venue of a presentation evening.

Mrs Annette Ambrosen

Projects and Events Officer

27/02/2023

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
INCOME					
Events Committee					
501	Party in the Park	£0.00	£0.00	£1,206.00	£1,206.00
505	Christmas Trees	£0.00	£0.00	£1,887.02	£1,887.02
506	Christmas Cavalcade	£0.00	£0.00	£356.00	£356.00
520	Twinning Chairman's Visits	£0.00	£188.64	£188.64	£0.00
Total Events Committee		£0.00	£188.64	£3,637.66	£3,449.02
EXPENDITURE					
Events Committee					
3655	Annual Dinner	£2,500.00	£0.00	£0.00	£2,500.00
5001	Party in the Park	£15,000.00	£12,892.96	£29,204.54	£-1,311.58
5020	Christmas Lights	£60,000.00	£0.00	£48,227.58	£11,772.42
5025	Christmas Trees	£35,000.00	£0.00	£22,000.00	£13,000.00
5030	Christmas Cavalcade	£15,000.00	£0.00	£12,804.87	£2,195.13
5050	Eisteddfod	£9,000.00	£0.00	£3,515.70	£5,484.30
5051	Eisteddfodd March 2023	£0.00	£0.00	£50.00	£-50.00
5065	Additional Events	£5,000.00	£0.00	£3,278.60	£1,721.40
5075	Poetry Competition	£500.00	£0.00	£141.98	£358.02
5080	Photography Competition	£500.00	£0.00	£0.00	£500.00
5085	Testimonials	£200.00	£0.00	£0.00	£200.00
5090	Chairman's Concert	£200.00	£0.00	£0.00	£200.00
5105	Youth Festival - incl Oversea	£500.00	£3,019.33	£3,519.33	£0.00
5205	Twinning - Council's Visits	£500.00	£53.74	£553.74	£0.00
Total Events Committee		£143,900.00	£15,966.03	£123,296.34	£36,569.69
Total Income			£188.64	£3,637.66	£3,449.02
Total Expenditure		£143,900.00	£15,966.03	£123,296.34	£36,569.69
Total Net Balance		£143,900.00	£15,777.39	£119,658.68	£33,120.67

Budget Headings Transaction Details

Start of year 01/04/22

Heading

5030 Christmas Cavalcade

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
	26/10/21	12		Speedy Asset Services - 1 X Pedestr	140.00	28.00	168.00
01/04/22	01/04/22	59	BP9	British Gas - Electricity Charges -	0.10	0.00	0.10
29/04/22	01/04/22	76/1	BP33	Torfaen County Borough - Annual Ren	3,665.00	733.00	4,398.00
29/04/22	01/04/22	76/2	BP33	Torfaen County Borough - Annual Ren	3,665.00	733.00	4,398.00
04/05/22	04/05/22	88/4	BP47	Petty Cash - christmas Cavalcade	17.00	0.00	17.00
01/06/22	01/06/22	0		- Journal from heading 5030to head	-3,665.00		-3,665.00
01/06/22	01/06/22	0		- Journal from heading 5030to head	-3,665.00		-3,665.00
23/09/22	23/09/22	297	BP269	Joogleberry - Entertainment	5,300.00	1,060.00	6,360.00
17/10/22	17/10/22	370/3	DD 322	Barclaycard - Supplies	133.15	26.70	159.85
22/11/22	27/11/22	413	BP359	Joogleberry - LED Stilt Entertainer	950.00	190.00	1,140.00
27/11/22	22/09/22	418	BP 364	Matthew James -South Wales Party Bo	395.00	0.00	395.00
27/11/22	26/10/22	419	BP 365	Ms S J Barraclough Horse and Carria	600.00	0.00	600.00
27/11/22	04/11/22	421	BP 367	Contact Radio Communications - 13 x	253.50	50.70	304.20
27/11/22	22/09/22	422	BP 368	Angela May Fairbank - Facepainter -	300.00	0.00	300.00
27/11/22	07/10/22	423	BP 369	Green Room Events Ltd - Provision o	975.00	195.00	1,170.00
27/11/22	17/11/22	454/8	DD 407	Barclaycard - Christmas Cavalcade	263.86	52.77	316.63
29/11/22	07/10/22	411	BP357	Henderson, M - Mad Mel Disco - Mad	250.00	0.00	250.00
29/11/22	18/11/22	412	BP358	Marshall & Hicks Ltd - 3 x Extra La	675.00	135.00	810.00
09/12/22	09/12/22	465	BP 418	Contact Radio Communications - Repl	18.00	3.60	21.60
09/12/22	09/12/22	468	BP 421	Dance Stars - Donation	50.00	0.00	50.00
09/12/22	09/12/22	471	BP 424	Crane Street Baptist Church - Hire	100.00	0.00	100.00
09/12/22	30/09/22	473	BP 426	Johnstone Magic - The Magnificent	275.00	0.00	275.00
09/12/22	30/09/22	474	BP 425	Aimme Jones - Enchanted Birthdays -	150.00	0.00	150.00
09/12/22	09/12/22	475	BP 427	Warman S G - Services Provided	350.00	70.00	420.00
13/12/22	07/10/22	476	BP 428	Forest Traffic - Print & erect 2 No	525.00	105.00	630.00
13/12/22	13/12/22	480	BP 432	Piping Hot Band - Entertainment	75.00	0.00	75.00
19/12/22	19/12/22	523/1	DD 415	Barclaycard - Supplies	724.26	0.00	724.26
18/01/23	30/09/22	558	BP 509	St John Cymru Wales - To provide Me	275.00	55.00	330.00
18/01/23	25/11/22	561	BP 511	Speedy Asset Services - Pesdestrian	150.00	30.00	180.00
5030 Christmas Cavalcade Total					12,944.87	3,467.77	16,412.64
Grand Total					12,944.87	3,467.77	16,412.64

8