

Clerk to the Council/
Clerc i'r Cyngor:

MRS. R.V. TUCKER, B.A.

14 November 2019

Dear Sir/Madam, Annwyl Syr/Fadam,

You are hereby requested to attend a meeting of the **EVENTS COMMITTEE** in the **COUNCIL CHAMBER, 35A COMMERCIAL ST PONTYPOOL** at **6.30 pm** on **WEDNESDAY 20 NOVEMBER 2019**

Gofynnir drwy hyn i chi fynychu - **PWYLLGOR IGWYDDIADAU yn SIAMBR y CYNGOR, 35A STRYD MASNACH, PONT-Y-PŴL, am 6:30 yf, DYDD MERCHER 20 TACHWEDD 2019.**

Yours faithfully/ Yr eiddoch yn gywir

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

A G E N D A

1. **Declarations of Interest**
Members to declare any interests on any item on the agenda.
2. **Apologies**
To receive members apologies.
3. **Party in the Park**
To receive a verbal report from the Finance and Events Manager on preparations for Party in the Park 2020.
4. **Eisteddfod**
To receive a report on preparations to date for the Eisteddfod (attached: pages 1 – 3)

35A, Commercial Street, Pontypool, Torfaen, NP4 6JQ Tel: (01495) 742805

35A, Stryd Masnach, Pont-y-pŵl, Tor-faen NP4 6JQ Ffôn: (01495) 742805

TWINNED WITH LONGJUMEAU, FRANCE, BREITEN, GERMANY & CONDEIXA, PORTUGAL
GEFPELLIWIYD Â LONGJUMEAU, FFRAINÇ, BREITEN, YR ALMAEN & CONDEIXA, PORTUGAL

5. **Christmas Cavalcade**
 - (i) To receive notes of working party meeting held on 29 October 2019 (attached: pages 5 – 7)
 - (ii) To receive a verbal update on the Christmas Cavalcade - Refer Finance and Events Manager.

6. **Annual Dinner**

To agree venue and a date for the Annual Dinner.

7. **Chairman's Charity Concert**

To decide a date and venue and participants for the Chairman's Charity Concert if she would like a concert or alternative to take place.

8. **Events Report**

To receive a report on new ideas for Events as agreed at the last Events meeting (attached: pages 9 – 10)

9. **75th end of World War 2 Commemoration**

To consider whether to commemorate the 75th anniversary after the end of the 2nd World War. (Refer to attached paperwork: pages 11 – 14).

*Councillors: Councillors: Mrs E. Chilcott (Chair) M. Ford (Vice-Chair)
Ms K. Arthur, N. Byrne, Mrs J. E. Jones, N. Jones, Mrs N. P. Parrish, B.
Rapier, N. Simons
Chair and Leader ex officio
To all members for information*

Events Committee
Wednesday 20th November 2019
Eisteddfod

1. Purpose of report

To update members on the organisation of the 2020 Eisteddfod

2. Date of Eisteddfod

The Eisteddfod will take place over the following dates:

Foundation Phase – Tuesday 10th March 2020

Key Stage 2 – Wednesday 11th March 2020

Pontypool Active Living Centre has been booked.

3. Participating schools

All primary schools in Pontypool have been asked to participate and all the following have agreed:

Padre Pio
New Inn
Griffithstown
Garnteg
Ysgol Bryn Onnen
George Street
Penygarn Community Primary
Ysgol Panteg
Cwmffrwdroer

4. Judges and Compere

Mrs Ffion Green who is Head of Welsh at West Mon has agreed to judge again with the Council covering the cost of a cover teacher at the school. Menter Iaith have been asked to supply a second judge on both days. Mr Rodger Appleby had been asked to judge but is currently awaiting hip surgery. If Mr Appleby is not able to judge then an alternative person will need to be sought. Alison Lee has confirmed that she will judge the dancing competition on both days.

The Compere last year was Miss Casi Cartwright and she worked for the Urdd. Unfortunately Casi has left the Urdd to go travelling and the other 2 contacts at Menter Iaith have also left. The Finance and Events Manager and Events Officer met with Mrs Delyn Fritter at Menter Iaith to ask if they could source a Compere and judge for both days and support the event as they have done in previous years.

5. Art theme

Each year the schools submit art entries before the actual event and this is judged by Mrs Patricia Clifford who is an art teacher.

The committee may like to consider a theme for the Art element of the competition?

6. Transport costs

In the past the Council has used Peakes Coaches to provide the transport for the schools, unfortunately Peakes are no longer in business, so local companies have been asked to quote. The quotes received have increased significantly since last year (over double in some cases) so this will need to be factored into the budget for the event.

The following quotes have been received:

Phil Anslow

Quote for 1 x 70 seat coach £200.00

Quote for 1 x 53 seat coach £170.00

Edwards Coaches

If they are able to change the times slightly to 09.30am pick up from schools and no later than 2pm return back to the schools they could offer a discount on the coaches as they could fit them in with their other school runs. If so the costs will be as follows:

70 Seater - £145.00 per coach

49 or 53 seater - £125.00 per coach

These prices would be for 1 pickup and 1 drop off.

If x2 schools wanted to share a coach the cost would be an extra £20.00 to the costs above.

If the times had to remain as below, it would cost an extra £100.00 per coach to the costs above.

Jenson's were contacted by telephone and email but no quote has been received.

7. 2021 Eisteddfod

Previously the Eisteddfod was held over three days to include the secondary schools. Unfortunately for a few reasons the secondary schools element was cancelled. At last year’s Eisteddfod Mrs Green who is the Head of Welsh at West Mon and was a judge , stated that she was keen to ask if the Council to re-establish the secondary school competition in future years. Would the Committee consider establishing a secondary school competition? If re-established the budget for the Eisteddfod would need to be revised to include the extra schools.

8. Well Being Goals

- *A Wales of Vibrant Culture and thriving Welsh Language.* The response to this event shows clearly how people of all ages are being encouraged to participate in the arts.
- *A more equal Wales.* People are being encouraged to fulfil their potential despite their background or circumstances.
- *A Wales of Cohesive Communities.* Young people from across Pontypool integrating and working in partnership.

Recommended: (i) that the report be noted
(ii) that the Committee recommend a theme for the art competition
(iii) that the Committee consider re-establishing the secondary school element of the competition and increasing the budget.
(iv) that the Committee decide upon a transport company to use for the event plus increase the budget to cover the increase in transport costs.
(v) that the event is organised in partnership with others.

Annette Ambrosen
Events Officer
16.10.19

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**MINUTES OF THE MEETING OF THE
CHRISTMAS CAVALCADE WORKING PARTY**

29th October 2019

Present: Councillor Mrs E Chilcott JP (Chair)
Councillor Mrs N Parrish
Councillor Mrs G James
Rachel Wakefield - St. John's Ambulance
Mike Bendell - Vibe Creative

Also Present: Mrs Ruth Tucker, Clerk
Mrs Cindy Challenger, Finance and Events Manager
Mrs Annette Ambrosen, Events Officer
Mrs Rebecca Cronin, Events Officer

Apologies: Mrs Kate Blewitt TCBC

Item	Action
<p>The Chair, welcomed everyone to the meeting. The Chair also welcomed Mrs Rebecca Cronin to her first meeting since joining the Community Council as an Events Officer.</p> <p>1 - To receive the Christmas Cavalcade working party minutes held on 24th September 2019</p> <p>The Committee received the minutes from the working party dated 24th September 2019.</p> <p>AA stated that the miniature railway would not be pursued for the cavalcade as Mrs Liz Crowley did not have up to date contact information for the group plus she was not sure they were still operating. The Chair enquired if the Police Cadets would be taking part in the parade. AA explained that they had been asked but no reply had been received. The Chair asked for them to be contacted again.</p> <p>2 - To receive the Cavalcade programme</p> <p>Members received a photocopy of the Cavalcade programme. The Finance and Events Manager explained that the brochures were currently being printed and would be delivered soon. It was recommended that posters be sent to all Councillors to display in their notice boards or Community centres.</p> <p>3 - Receive a finalised Risk Assessment and organisational plan</p> <p>MB stated that a walk around the Town/Parade route was planned with the Finance and Events Officer and RC to review the risk assessment and discuss final steward numbers.</p>	<p></p> <p style="text-align: center;">AA/CC</p> <p style="text-align: center;">CC/RC</p>

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The Finance and Events Manager confirmed that the horse and carriage would be turned in Commercial Street once the parade had finished and manoeuvred back up Crane Street and onto Glantorfaen Road with the assistance of staff and stewards.

MB confirmed that he would be using all his own staff at the event this year and that he would be holding a briefing on the day at 11.30am to instruct stewards accordingly.

The Leader stated that she was happy with the arrangements so far and that everything seemed in order.

4 - To discuss Logistics for Santa's Grotto and entertainment stalls in the Indoor market.

The Finance and Events Manager explained a pet store had now opened at the top of the Market where the Characters were going to be based and that an alternative venue needed to be sought.

Members discussed using the Comrades Club, but it was deemed a risk as the room would not be exclusive to the entertainers and would not be secure. The Clerk suggested that Jake Powell - a steward from previous years could be sited there to monitor bags/equipment for the entertainers.

The Finance and Events Manager suggested that the Character Company be asked if they were happy to change in the Comrades and that the Comrades Club be told that some of the entertainers could be teenagers.

AA

The Leader stated that she would enquire about using Crane Street Baptist Church as a venue but she was aware that they hold daily coffee mornings so it may not be available.

The Finance and Events Manager explained that St. James's Hall had been provisionally booked. The Chair stated that St James' Hall would be a good option. Councillor Mrs N Parrish agreed that this would be good as a 2nd option. The Finance And Events Manager stated that it would be a long way for the Characters and Elves on Stilts and other entertainers to walk to the Indoor Market/Town Centre.

AA stated that Characters and Co would be arriving at 1pm for a 2pm start therefore the Baptist Church may still be an option as the coffee morning would have finished.

FOOTNOTE - The pet shop has now moved to another unit so the characters can now use the room at the top of the market which will also be the base for the elves on stilts.

The Finance and Events Manager confirmed that Santa's Grotto would be in the same place as last year in the Indoor Market stall number 13.

5 - Discuss Best Dressed Business competition

Members asked if Father Christmas and Mother Christmas were booked.

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AA confirmed that they were booked but it was not confirmed if Morgan Masters could help. AA to confirm.

AA

FOOTNOTE – Morgan is unable to attend but she will be replaced by Lisa Jones who works in Osbourne Lodge Nursery along side Nickola Masters and is CRB checked.

Councillor Mrs N Parrish raised concerns about the number of stalls that were available. The Finance and Events Manager confirmed that she would hold a meeting with Kate Blewitt early in November to discuss this.

AA/RC

Members discussed the judging for the best dressed business competition. It was decided that the Leader, Deputy Leader and Chair be asked to judge on the Friday 22nd November and that RC and AA would confirm times.

CC/AA/
RC

6- Any other matters

The Finance and Events Manager listed the outstanding actions that were scheduled to be completed before the event:-

- Purchase Chocolates and selection boxes
- Decorate Grotto

The Chair asked Rachel Wakefield from St John's Ambulance if they were ready for the event. Rachel confirmed that the staff were ready to go and would be at the safety briefing on the morning of the event.

Members discussed the itinerary for the day.

CC

The Finance and Events Manger confirmed that Mr Steve Warman had been hired for the day of the event day to assist with the assembly of the barriers plus the moving of 2 tables from the market required on the stage and any other work needed.

The stage company would need to be given a key for the electric box outside New Look and the Finance and Events Manager stated that she would be collecting the key from the Indoor Market on Friday ready to give to the stage company.

The Finance and Events Manager stated that an engineer from the stage company would be available throughout the day plus an engineer from SEC would be on hand on the day before the switch on of the Christmas Lights.

The Chair enquired if the carriage booked for this year would be white (as in previous years). The Finance and Events Manger confirmed this.

Meeting closed

Rebecca Cronin/Annette Ambrosen

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Events Committee

Wednesday 20th November 2019

New Ideas for Events

1. Purpose of report

- (i) To brainstorm new ideas for events
- (ii) To discuss ideas to promote the Poet of Pontypool and Photography Competitions.

2. New Event ideas

The Committee considers event ideas as listed below: -

- (i) Talent Contest.
- (ii) Planting Trees. Involve schools and possibly community halls. Cwmbran Council have knowledge of active groups participating in this as they have been involved in similar projects. At the moment The Woodland Trust are offering trees for planting.
- (iii) Set up Pontypool Community Council offices as a recycling point for various items to show environmental awareness within the community.
- (iv) Memo to schools asking them to let us know areas that they require help with – could be environmental.
- (v) Graffiti wall (Paint Jam). Allow artists to paint a wall within the Town.
- (vi) Street Fashion Show. Could have within the pedestrianised area of George Street with seats either side or Pontypool Park. Speak with Colege Gwent regarding students who may want to participate.
- (vii) Pontypool Park Live. Music afternoon/evening with live bands performing. Should be affordable for all.

3. Promotion of Poet of Pontypool and Photography Competitions

The Committee considers options listed below: -

- (i) Have the same theme for Poetry and Photography competitions (if the options below are not explored)
- (ii) Open competitions to larger areas outside of Pontypool for both competitions.
- (iii) Have a 'Four Seasons' photography competition. Run the competition for a whole year and accept photos from the four seasons of the same item e.g a tree through the seasons, landscape through the seasons etc.

- (iv) Photography competition to be opened into 2 sections, Junior and adult entries.
- (v) Better advertising for Photography competition – through local photography clubs, Pontypool College and Comprehensive schools.
- (vi) Change poetry competition to short stories for 1 year and see how this affects entry numbers. (Could possibly combine poems and short stories for the following year)

- Recommended:**
- (i) that the report be noted
 - (ii) that the Committee discuss the new events and their suitability for Pontypool
 - (iii) that the Committee decide which, if any, new events could be organised
 - (iv) that the Committee consider allowing entries from outside the Pontypool area for both the Poetry and Photography competition (Photography competition already includes Blaenavon)
 - (v) that the Committee consider a Four Seasons photography competition
 - (vi) that the Committee consider changing the poetry competition to a short story competition for one year

Rebecca Cronin
 Events Officer
 28.10.19

From: Bruno Peek <brunopeek@mac.com>
Sent: 04 September 2019 13:58
To: Lyn Cadwallader <lcadwallader@onevoicewales.wales>; Admin <admin@onevoicewales.org.uk>
Subject: Fwd: ONE VOICE WALES & VE DAY 75

Dear Lyn,

RE: ONE VOICE WALES & VE DAY 75.

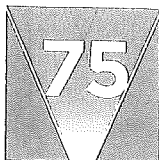
I hope you are well.

To update your Councils, would it be possible for you to undertake the following as soon as possible please.

- (1) Circulate the attached update to all your Councils, along with asking them to put it up on their websites.
- (2) Put the attached on your website too.

My warmest regards to you as always.

Bruno
Bruno Peek LVO OBE OPR
Pageantmaster
VE Day 75
Tel: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
Website: www.veday75.org



VE DAY
75TH ANNIVERSARY
A SHARED MOMENT OF CELEBRATION
8 - 10 MAY 2020

VE DAY 75

TOWN & PARISH COUNCILS TAKE THE LEAD IN THE VE DAY 75 CELEBRATIONS

Town and Parish Councils throughout England and Wales are taking the lead in the organisation of local celebrations marking the 75th Anniversary of the end of the war in Europe on the 8th - 10th May 2020. After six years of fighting, the end of hostilities were officially announced on the 8th May 1945 by Prime Minister Winston Churchill. That date has since become enshrined in history as VE Day.

VE Day 75, on the weekend of 8th - 10th May 2020, will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it. This includes the Armed Forces personnel from many countries who gave their lives or were physically and mentally injured; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others safeguarded the home front.

SSAFA the Armed Forces Charity - which has been supporting service personnel, veterans and their families since 1885 - are the charity partner for this series of VE Day 75 commemorative events.

Sir Andrew Gregory, chief executive of SSAFA, the Armed Forces charity, said "It is our duty to keep the events of the past alive in collective memory, including future generations - this is how we ensure that such a conflict never happens again. It is our hope that the nation takes a moment to reflect on the significance of this date, as a milestone that changed the course of history for the whole world."

We would like to encourage you to engage with your local SSAFA branch to ensure community collaboration. To find out the location and contact details of your local SSAFA branch visit: www.ssafa.org.uk/get-help/find-local-branch/

The planned activities over the weekend are as follows, please go to the VE Day 75 website – www.veday75.org to see the complete overview for this anniversary:

- The Playing of Battle's O'er & VE 75 Years
- The 'Nation's Toast to the Heroes of WW2'
- The 'Cry for Peace, around the World'
- Churches & cathedrals 'Ringing out for Peace'
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the 'Tribute to the Millions' and the playing of the Last Post

The following pages have a run down of the timings and further details of these events.

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BANK HOLIDAY FRIDAY 8TH MAY 2020 (designated a bank holiday by HM Government so all can partake).

3pm – Battle's O'er & VE 75 Years

3pm is the time Winston Churchill officially announced the end of the War in Europe from the Cabinet Office, 10 Downing Street, London, and to mark this unique occasion, pipers from around the world will open **VE Day 75** by playing the traditional piper tune, Battle's O'er, and the specially commissioned piece, VE 75 Years, at 3pm local time in the country they are in, paying tribute to the millions from home and abroad.

Battle's O'er will be played by pipers from the top of the four highest peaks in the UK - Ben Nevis, SCOTLAND; Scafell Pike, ENGLAND; Mount Snowdon, WALES, and Slieve Donard, NORTHERN IRELAND – and also at the five furthest points in the UK. Other unique locations include the Bridge over the River Kwia, Thailand, and at a number of sites that previously held concentrations camps during WW2.

All local parishes are encouraged to you try and source a local piper to play at a location of your choice at 3pm. All pipers taking part can register their involvement at the VE Day 75 website – www.veday75.org.

3pm – The Nation's Toast to the Heroes of WW2

To coincide with the playing of Battle's O'er, and from a location of their choice, local mayor's and other civic leaders are being encouraged to lead their local communities in the 'Nation's Toast to the Heroes of WW II' paying 'tribute' by raising a glass and toasting the millions at home and abroad that gave so much for our freedom. This could be undertaken from the steps of the Town Hall, the centre of a village green or town square, in the local community hall during a celebration that day, or other locations of choosing . Please register your toast on the VE Day 75 website.

6.55pm – A Cry for Peace Around the World

Town Criers and members of local communities will be undertaking 'A Cry for Peace Around the World,' and will be performed at 6.66pm local time in locations around the world, starting in New Zealand. Town Criers and others undertaking this 'Cry' can register their involvement and download the official 'Cry' from www.veday75.org

7pm – Ringing out for Peace

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture; providing the grand soundtrack to our historic moments. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Please encourage your local church to take part, registering their participation on the VE day website – www.veday75.org

12 noon onwards – Parties and Celebration

Parties and celebrations to take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common celebration and friendship. Those town and cities twinned with others around the world are encouraged invite them to join in this joyous occasion. Please register your party on the VE day 75 website – www.veday75.org.

SATURDAY 9TH MAY 2020

Parties and celebrations continue.

SUNDAY 10TH MAY 2020

10.30am – Church Services of Celebration and Commemoration

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and functioning during years of turmoil, so please encourage your local churches to participate, involving other faiths too. Churches wishing to take part should register their involvement on the VE Day 75 website – www.veday75.org

Tribute to the Millions & the Last Post

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at www.veday75.org, and involve a local bugler or trumpeter to play the Last Post and Reveille. Participation can also be registered on the VE Day 75 website – www.veday75.org.

We do hope that you will join other towns and parishes and take part in **VE Day 75** and honour those from your communities who served at home and aboard. Please be kind enough to register your involvement in one or more of the events by going to the VE Day 75 Website – www.veday75.org as soon as possible or by no later than 1st May 2020. Registering enables us to keep in touch with you, update you on progress, and inform the media of your participation nearer the time, as well as letting local people know what is happening in their area. Also please remember to engage with your local SSAFA branch to ensure a successful collaboration between the community and the local Armed Forces family. Please can you also promote VE Day 75 and the three days of commemorative celebrations on your website, parish magazines, notice boards and social media such as Facebook and Twitter.

Those that have already registered are being respectfully requested **NOT** to register again.

My warmest regards,

Bruno Peek

Bruno Peek LVO OBE OPR
Pageantmaster VE Day 75
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