



Clerk to the Council/
Clerc i'r Cyngor:

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

17 Ionawr/January 2020

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 22nd JANUARY 2020**.

Gofynnir drwy hyn i chi fynychu - **PWYLLGOR IGWYDDIADAU yn SIAMBR y CYNGOR, 35A STRYD MASNACH, PONT-Y-PŴL, am 6:30 yf, DYDD MERCHER 22 IONAWR 2020**

Yours faithfully/ Yr eiddoch yn gywir

PP Ruth Tucker

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

A G E N D A

1. **Apologies**
To receive and accept apologies
2. **Declarations of Interest**
Members to declare any interests on any item on the agenda.
3. **Christmas Cavalcade**
To consider a debrief report on the 2019 Christmas Cavalcade (attached: pages 1 – 5).
4. **Eisteddfod 2020**
To receive an update on the 2020 Eisteddfod. (attached: pages 7 – 8).

5. **Chairman's Charity Event**
To receive a report on the Chairman's Charity Event (attached: pages 9 – 10).
6. **Annual Dinner**
To receive an update/report on the Annual Dinner (attached: page 11).
7. **Grants Presentation Evening**
To receive a report on the Grants Presentation Evening. (attached: page 13).
8. **Poet of Pontypool**
To receive a report on the Poet of Pontypool (attached: page 15).
9. **Party in the Park**
To receive a verbal update on Party in the Park. Refer Finance & Events Manager.
10. **Events Working Party**
To receive the minutes of the Events Working party meeting held on Wednesday 18th December 2019 (attached: pages 17 – 19).
11. **War Memorial**
To discuss an event to commemorate the end of the 75th anniversary of World War 2.

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
22nd JANUARY 2020
CHRISTMAS CAVALCADE 2019

1.0 Purpose of Report

- 1.1 To provide a debrief report on the 2019 Cavalcade and recommendations for the 2020 event.
- 1.2 The Finance & Events Manager – The day was very successful without any major issues. Particular reference was made to the bad weather on the day and whether the parade should have been cancelled. Fortunately nothing was cancelled and the weather cleared up for the parade which was turned out lovely.
- 1.3 In all, the day was a great success with a good turnout and great activities and entertainment. The staff, MB Security, stewards and members of the Council made this possible.

2.0 Event Preparation

- 2.1 The newly appointed Events Officer, Mrs RC assisted in organising the Christmas Cavalcade alongside the Finance & Events Manager and the other Event Organiser.
- 2.2 As per the 2018 recommendation, Mr Mike Bendell of Vibe Creative Ltd (now known as MB Safety) was engaged to ensure compliance with Health and Safety legislation. The appointment worked well and the engagement of a suitably qualified person to oversee all safety matters, including risk assessments, is recommended for the 2020 event.

3.0 Event Day

- 3.1 The stewarding of the event was managed by Mike Bendell and it worked well with no incidents. At the end of the parade, the stewards and the staff worked together to help eliminate crowds from Crane Street to enable the horse and carriage to go back up Crane Street and along Glantorfaen Road.

Forest Traffic Signals provided an operative to lead on road closures and access and egress arrangements at the Civic Centre car park during the Parade. The Glantorfaen Road closure from 3pm – 6pm worked well and this is recommended for 2020. Forest were instructed to make new road signs however the one in place on Market Street was in poor condition with the incorrect time

stated. It is proposed that new signs be purchased for the 2020 event.

- 3.2 A new Traffic Management Plan was obtained from Forest Traffic Management Services Ltd and provided to Torfaen County Borough Council. The plan detailed the road closures with closure times and noted the emergency access routes. The Notice of Road Closure Order was subsequently received and as required displayed in the road closure areas one week prior to the event- received from Torfaen on Monday 18th November and displayed on the same day. It is recommended that for 2020 the road closure times stay the same as it worked well with Glantorfaen Road closing from 3pm – 6pm, with Market Street being closed from 11am – 6pm.
- 3.3 Letters informing businesses of road closure times and delivery options, together with the Traffic Management Plan, were hand delivered to Managers of all businesses in the road closure areas. Subsequently no issues arose regarding delivery vehicle access.
- 3.4 Stalls for Santa's Grotto, Face Painting, Grinch photos and an area for entertainment were allocated by the Manager of the Indoor Market. Changing and storage facilities in Unit 2 of the market were used as in previous years as the Jubilee rooms upstairs in the market were unavailable. It provided good accommodation and kitchen facilities although did prove a little small with the numbers of acts using the area. As per 2018 if the Jubilee rooms were available this would be a better option. Due to the use of the Indoor market St James' Hall was not required this year. It is proposed that entertainment in the market be reduced for 2020 and that additional activities be booked.
- 3.5 Santa's Grotto and Face Painting was hugely popular again. The queues for face painting and balloon artist were manageable, however, there was a report from a stall holder that items had gone missing from her stall. The queue for the balloon artist was moved into an available stall and was managed from there.
- 3.6 It is proposed that as it will be the 30th Anniversary of the Christmas Cavalcade in 2020 that the brochure be completed revamped, possibly to include a page of bygone cavalcade photographs and images.
- 3.7 The Grinch Photo booth was a new addition this year for the cavalcade, which was situated within the Market- it proved popular with families. They received 1 free post card printout but it was felt that the quality of the print was poor and the photographer and each photoshoot was very timely. It is recommended that this type of act be booked for 2020 but perhaps from a different supplier.

- 3.8 Magnificent Johnno – the magician and Mr Big – the circus act were well received by the children and this was possibly the busiest time in the Hammerhead within the market. It is recommended that both these acts be booked for 2020. Mr Big (Pete Cole) was contacted about receiving a donation for his expenses for the day which he declined to take, saying that his payment would be to perform again next year. He asked that his £50 expenses be donated to the Chairman’s Charity.
- 3.9 A new act Swery World Theatre (The Musical Elf band) was organised through Joobleberry this year and this act proved very popular with everyone. They entertained in the Market, on the street and then they were asked to fill empty time slots on the main stage (due to the dance groups cancelling because of the weather). It is recommended that they be booked again for 2020.
- 3.10 The main stage was rented again from Green Room Events. The service we received was excellent. The stage was perhaps a little too small, however, an excellent sound system was provided together with the services of a technician throughout the day. It is recommended that a larger stage be hired for 2020 with the idea that new acts can perform on the stage rather than within barriers in front of the stage.
- 3.11 Main stage entertainment was good and Mad Mel excelled as usual. Dance Heart, Dance Stars Academy and Alison Lee Academy School of Dance all cancelled on the morning on the event due to the poor weather. However Mad Mel, Characters ‘n’ Co, the Spirit Choir and the Musical Elves all were received well. It is recommended that performances on the main stage be reviewed for next year, possibly not having so many Dance groups but a few new acts that could perform on stage to engage the crowd. It is recommended that Mad Mel, Characters ‘n’ Co and the Musical Elves all have a slot on stage.
- 3.12 4000 programmes were ordered and together with posters were widely distributed to Civic Centre, Pontypool, Blaenavon, Cwmbran libraries, Pontypool Active Living Centre, shops and businesses and Adult education centres. It is proposed that more brochures be sent to schools to encourage a wider age group to take part.
- 3.13 In addition to the distribution stated in 3.11 above, 2441 programmes were issued to 20 primary schools and nurseries, however, only 20 entries for the Children’s Colouring Competition have been received to date (entries close 29 January 2019). The total received for 2018 was 23. This is a very small number considering the level of distribution. However it can be noted that

some schools did not distribute the programmes to their pupils. Cwmffrwdroer pupils did not receive their programmes (Events Officer Rebecca Cronin has a child at the school.) It is recommended that consideration be given to an alternative competition with the same prize of riding in the carriage with Santa.

- 3.14 The 'Best Dressed Business' competition was organised again in the lead up to Christmas Cavalcade Day. The judging took place by the Chairman, Vice Chairman and the Leader on Friday 22nd November. There were 14 entries, 2 more than 2018. A small amount of traders did complain about the judging, but apart from that it was very successful. The winner was Bladez in the Indoor Market, Second was Beauty 4 U, and third was Wyman Opticians (who donated their 3rd prize winnings of £20 to the Chairman's Charity). This year a certificate of participation was sent out to all businesses who entered.
- 3.15 All selection boxes were distributed for the Chocolate Santa hunt – however this competition has been running for a number of years – therefore it is recommended that the hunt be changed for next year to something other than Chocolate Father Christmas'.
- 3.16 The Parade was well supported with participants as well as spectators. The Police Cadets, Scouts, Alison Lee Academy School of Dance, The Musical Elves, Camelia Band, Blaenavon Town Band, Characters 'n' Co and members of the Council all took part. The assembly as procession was well supported with the Stewards. The Horse and Carriage led the procession and the turning of the horse in Commercial Street went well with no issues. Next year there will be a tighter network of stewards positioned at the base where the parade ends to ensure that Crane Street is cleared and safe for the exit of the horse and carriage.
- 3.17 It is recommended the parade time be changed to 4.30pm – 4.45pm which should fit in better with the finishing times in the market and on stage activities.

4.0 Recommended

- 4.1 The report be noted and recommendations listed be considered and implemented for the 2020 event.
- 4.2 That performances on the main stage be reviewed for next year to include a performance from Mad Mel, Characters 'n' Co and the Musical Elves as well as looking into new acts.

- 5
- 4.3 Consideration be given to an alternative competition to the Children's Colouring Competition for next year's event with the same prize of riding in the carriage with Santa.
 - 4.4 Review of the Judging Panel for the Best Dressed Business for Christmas Competition.
 - 4.5 Review the appearance of the programme to incorporate the 30th Anniversary in 2020.
 - 4.6 Consider changing the parade times to 4.30pm – 4.45pm.

Mrs Rebecca Cronin
Events Officer

Mrs Cindy Challenger
Finance & Events Manager

December 2019

Events Committee

Wednesday 22nd January 2020

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

All set pieces have been sent out to teachers both electronically and hard copies.

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 are supplying two judges on each day.

The music judge is Mr Dave Powell for up beat music as Mr Appleby is not available.

Alison Lee has confirmed that she will judge the dancing competition on both days.

Menter Iaith are trying to find a Compere for the event as yet no one is confirmed.

5. Art theme

The Art theme is Easter. Mrs Patricia Clifford and Mrs Christine Duggan will judge the competition week beginning 2nd March.

6. Transport

Jenson's travel have been booked to supply the transport. The event will have to start at 9.30am prompt on Wednesday to ensure the event finishes on time for the transport to collect them at 2.30pm.

7. 2021 Eisteddfod

All Comprehensive schools have been contacted via email to ask if they would like to participate in a 2021 Eisteddfod. Responses have been received from West Mon and St. Alban's who are keen to re-instate the event. No response has been received yet from Abersychan and Ysgol Gyfun Gwynllyw. The Events officer will invite them again in the New Year.

8. Bookings/orders

The following have been booked:

PALC

Transport

Hire of Piano

Medals/trophies

Vouchers for prizes

9. 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

Annette Ambrosen

Events Officer

8.01.20

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EVENTS COMMITTEE MEETING
Wednesday 22nd January 2020

Chairman's Charity Event 2020

1. Purpose of Report

- 1.1 To update the Committee on the progress of the preparations for the Chairman's Charity Event 2020 (previously known as Chairman's Charity concert).

2. Date of Event and Venue

- 2.1 The Chairman's Charity event will take place at The Comrades Club, Pontypool on Friday 17th April 2020 at 7pm. The venue has been booked. It has been agreed with the Chair that the event will take a 70/80s disco themed night. With proceeds from the event going to Parkinson's UK, Pontypool (Torfaen) branch.

3. Budget

- 3.1 The budget for the event is £400. It has been confirmed that costs should be kept to a minimum to try and raise as much money as possible for the Chairman's charity.
- 3.2 It has been confirmed that The Comrades Club will not charge for the hire of the room.
- 3.3 Cllr Mrs G James has confirmed that her and her husband will sing on the night.
- 3.4 Further entertainment arrangements have not yet been booked, but a meeting with Joy at The Comrades Club is planned for January. (cost of DJ to be confirmed).
- 3.5 Mad Mel Disco has been contacted and is available on the date, she has quoted £200 for the evening— although she has suggested she may be able to drop the price should cost be an issue.

4. Posters, Tickets and raffle prizes

- 4.1 A draft poster has been created and approved by the Chairman of the Council, Chairman of Events and Events Manager. We will ensure that the event is advertised as much as possible, through Social media, posters and the website.
- 4.2 Tickets will be printed (drafts completed) and will be available for purchase from the Community Council from the beginning of March or on the night, at £4 per person.
- 4.3 Local businesses will be contacted to ask for donations of raffle prizes – ticket proceeds to go to the charity. Currently awaiting information from Annie at Parkinson's Torfaen branch to include in the letters.

5. Recommendation

5.1 That the report be noted.

Rebecca Cronin
Events Officer
13.01.20

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EVENTS COMMITTEE MEETING
Wednesday 22nd January 2020

Annual Dinner 2020

1. Purpose of Report

- 1.1 To update the Committee on the progress of the preparations for the Annual Dinner 2020.

2. Date of Annual Dinner and Venue

- 2.1 The Annual Dinner will take place at Pontypool Golf Club on 20th March 2020 at 7pm. The menu has now been received and is with the Chair for approval.

3. Budget

- 3.1 The budget for the event is £2500.

Golf Club three course meal - £24.00 per person. Table wines - £10.00 per bottle, Prosecco - £14.00 per bottle, Orange juice £1 per carton.

Photographer for event - £65.00. Nigel Bloomer booked for the event and has confirmed that all photos will be supplied on USB format.

Flower arrangements for tables – quote yet to be received.

4. Invites

- 4.1 All invitations have now been sent out, via post or email. RSVP's are being monitored.

5. Recommendation

- 5.1 That the report be noted.

Rebecca Cronin
Events Officer
13.01.20

EVENTS COMMITTEE

22nd January 2020

Presentation Evening

1.0 Purpose of Report

- 1.1 To choose venues for the 2020 Presentation evenings. The presentation evenings usually take place in June/July and October.
- 1.2 The previous policy has been to choose one of the venues from the Chair's ward.

2.0 Current Position

- 2.1 Below is the list of previously used venues:
 - July 2017 – Comrades Club
 - October 2017 – New Panteg RFC
 - July 2018 – Trevethin Workingmen's Club
 - October 2018 – Pontnewynydd Community Centre
 - June 2019- Comrades Club
 - October 2019 – The Log Cabin Penygarn

3.0 Recommended

- 3.1 That the information is noted
- 3.2 That venues for the 2020 presentation evening be chosen.

Annette Ambrosen
Events Officer
8.1.20

EVENTS COMMITTEE

22nd January 2020

Poet of Pontypool

1.0 Purpose of Report

To receive an update on the arrangements for the 2020 Poet of Pontypool Competition.

2.1 Themes

At the last Events Committee it was recommended that the Poet of Pontypool theme and the photography theme be the same and that the theme be “the four seasons”.

It was also recommended that short stories could be submitted for this year.

The closing date will be Friday 12th June with judging taking place week beginning 22nd June. The presentation evening will take place on Thursday 9th July venue to be arranged.

3.0 Judges

Mrs Gwyne Carnell and Karenne Griffin who is an author will be judging the entries.

Recommended

That the information be noted

That the dates of the judging arrangements be noted.

Annette Ambrosen

08.01.20

Minutes of Events Working Party Meeting
Wednesday 18th December 2019

In attendance:

Councillor: Mrs E. Chilcott JP (In the Chair)

Councillors in attendance: Mrs K. Arthur, J. Killick, Mrs. N. Parrish, Mrs R. Matthews

Also in attendance:

Officers: Mrs R. Tucker Clerk
Mrs A. Ambrosen, Projects Officer

1 **Apologies**

Apologies were received from: Councillor Mrs G. James

2 **To progress new ideas for Council events**

Members discussed how to progress with the following event ideas:

1. **Talent Contest:**

Members discussed various ideas regarding organising a talent contest and it was proposed that the Council try to incorporate the talent contest into the Party in the Park event. It was proposed that a £500 budget be set for prizes.

CC/LM

2. **Planting Trees**

The Chair explained that she felt that this was more of an environmental project not an event and that it should be placed on the Planning and Environment agenda. The Events Officer explained that the Woodland Trust were currently offering free tree saplings but permission from the land owners needed to be sought before planting any trees.

RT/JW

3. **Recycling point.**

Members discussed the possibility that the Community Council become a recycling point for various items. The Clerk explained that Thomas Board from Keep Wales Tidy would be attending the January Planning and Environment Meeting and that he could be asked about recycling and recycling points.

JW/RT

4. **Schools**

Members discussed contacting local schools to see if they needed help with any environmental projects. Members stated that the Council already give schools a grant for environmental projects. It was recommended that the Council review the criteria for Environmental Grants in the near future.

RT/JW

5. **Graffiti wall**

Members discussed allowing artists to paint a wall within the town. Members thought that it would be a nice idea but permission would need to be sought from Torfaen, land owners plus the conservation officers so it could prove problematic. It was recommended the Events Officers look into contacting the Light house service plus Torfaen Play Service to see if they have any ideas/contacts regarding this.

CC/AA/RC

6. **Street Fashion show**

Members discussed holding a fashion show in Pontypool Town Centre. It was stated that Coleg Gwent could be asked if their students would like to participate. A Member stated that the College already host their own fashion show so may not be interested. It was recommended that the Events Officers contact Coleg Gwent to see if they would be interested.

AA/RC

7. **Pontypool Park Live**

Members discussed holding a music afternoon/evening in the Park. Members stated that it would be too big of an undertaking and could prove very expensive and a lot of Health and Safety issues could arise from the event. Members discussed the possibility of collaborating with Torfaen Leisure Trust on a project and using Pontypool Active Living Centre as a venue.

CC

It was recommended that the Events Officers enquire with Torfaen Leisure Trust to see if they would like to collaborate on a project.

Chairman

