

**MINUTES OF A MULTI-LOCATION MEETING OF THE EVENTS
COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL
HELD REMOTELY USING MICROSOFT TEAMS ON
WEDNESDAY 8 MARCH 2022 AT 6.30PM**

In attendance:

Councillor: Elaine Chilcott JP (in the Chair)

and Councillors in attendance: Giles Davies, Gaynor James, Lizzie Hunt, Richard Overton and Norma Parrish

Officers: Cindy Challenger (Finance & Events Manager), Jane Wright (Assistant Clerk) Annette Ambrosen and Rebecca Cronin (Events Officers)

The meeting was recorded for minute taking purposes as agreed by Members.

410. **Apologies**

Apologies received from Councillor Nick Jones

411. **Declarations of Interest**

Councillors Gaynor James, Richard Overton and Norma Parrish declared personal and non-prejudicial interests in any agenda items relating to Torfaen County Borough Council (TCBC) as they were members of TCBC, as well as members of Pontypool Community Council.

412. **Spring/summer Events**

The Committee received an update from the two Events Officers and the Events Manager on the following events:

Art Competition

The Art competition has been advertised on social media, the website and in the Free Press from 28 February until 25 April. This ensures that the competition runs over the Easter holidays when children may have time to enter during their time off school. All local schools will be sent a poster of the competition; and all Councillors have been sent a poster to advertise in their ward. Entries can be photographed and emailed or can be posted to the office.

Theme of Competition: "Queen's Jubilee"

There will be an Adult and a Junior category (up to age 17)
The prizes are to be vouchers of the winners' choice – 1st £60, 2nd - £40 and 3rd - £30.

Environmental quiz

The last time the Environmental Quiz took place was in 2019 and the winning school at that time was Padre Pio who have agreed to host the 2022 quiz (winning school normally hosts the following year) and have given 2 possible dates Wednesday 15 June or Monday 20 June. The Committee unanimously agreed with Monday 20 June to avoid the quiz clashing with Wednesday night meetings. It was clarified that the quiz takes place after school hours.

Poetry Competition

Mrs Gwynne Carnell been contacted by the Events Officer, and she proposed a choice of 6 themes for the Committee to decide on for this year's poetry competition which are as follows:

- Building bridges
- A river runs through
- Treasure trove
- Independence
- Imagine
- Reunions

Members felt that as this year was the Queen's Platinum Jubilee and this event was unlikely to happen again for centuries it was proposed that this be the theme for 2022. In view of all COVID 19 restrictions being removed by the end of the month it was agreed that the venue be Pontypool Museum on Thursday 7 July (preferably the courtyard if the weather is nice)

Photography Competition

It was agreed that this be placed as an item on the Events agenda late summer for consideration.

Garden Competition

The Chair explained that the garden competition would take place in July of this year and that the judging would take place over a few days as the judges and staff had found it very difficult to judge in one day. Member(s) asked if a

junior category could be put in again this year i.e. tallest sunflower etc as well as the largest vegetable category to encourage allotment members to participate as well as home gardeners. This was unanimously agreed.

A discussion took place regarding adapting the event in the future to take the shape of a horticultural show where a hall could be hired; with people bringing their entries to the hall to be judged. Members liked this suggestion but agreed that this would have to be discussed/decided at a future events committee.

RECOMMENDED*: that the information and proposals outlined by the Committee in relation to the above events be approved and acted upon.

413. **Eisteddfod 2022**

The Committee received a comprehensive report from Events Officer Mrs AA. Pontypool Acting Living Centre sports hall and multi-function room have now been booked for Tuesday and Wednesday 24 and 25 May. The set pieces had been chosen and sent out to all schools via e-mail. Eight schools have stated that they are participating, another school is pending. Schools had been informed that if they wish to enter the Art Competition the theme will be the Queen's Jubilee

A discussion took place regarding purchasing vouchers for individual and group winners. Several members stated that vouchers should be purchased that would benefit local shops. It was agreed that Love to Shop vouchers be purchased as these offer the choice to use several shops located in the Torfaen/Pontypool area.

Reference was made to the budget particularly in reference to transport costs with the expected fuel prices increasing in the coming weeks. The Events Officer explained that quotes had been received from Jenson's Travel, Phil Anslow, Balan Sports and Paul's Pianos and purchase orders had now been placed for the prices quoted by them. The Officer stated that she is currently waiting on the booking confirmation and invoice from Pontypool Active Living Centre as well as quotes for providing a buffet over the two days; these would be the last of the large expenses she was waiting for. A member asked if there was the possibility of the budget being exceeded; the officer explained that she was working to be within the £9,000 budget.

RECOMMENDED: that the Committee note the updated information.

414. **Party in the Park**

Members received a comprehensive updated report on Party in the Park. The F & E Manager informed the meeting that Mr Mike Bendell, Event Safety Manager of Vibe Creative LTD who was responsible for the Health and Safety for the event in 2019 had been contacted to provide a quote for this year. He had indicated a quote of £4950 but this did not include the hire of walkie talkie costs and other unforeseen costs [total budget for this service £6000]. She stated that Mr Bendell was coming into the office prior to the Party in the Park working meeting on 15 March at 2.00 pm to discuss further with her. Members felt that it was imperative for the Community Council to have this service.

The Committee was asked to review and consider any changes to the existing stallholder application form. It was agreed that the dates be changed to reflect the 2022 dates and that the Pontypool Community Council logo is made bigger as it is very small on the form. The Events Manager informed the meeting that where non-profit making organisations are charged £15.00 for a space she asked if craft stalls could be charged £20.00, the Committee unanimously agreed with this.

RECOMMENDED*:

- (i) that the report be noted and recommendations listed in the report be considered and approved for the event.
- (ii) that the existing stallholder form be amended as outlined above.

415. **Platinum Jubilee**

The Committee discussed ways to celebrate the Platinum Jubilee. The Council had already agreed to plant trees in aid of the Jubilee and that Beacons would be lit on 2nd June around Torfaen (at the Folly in Pontypool).

A member suggested decorating the Council window to celebrate the event. The Assistant Clerk suggested that Pontypool Youth be asked to organise this

A member suggested holding a best dressed Jubilee window competition for the shops in Pontypool town with prizes as follows: 1st - £100, 2nd - £60, 3rd - £40 with vouchers of winners' choice. The Finance & Events Manager stated that the prize money could be taken from the additional Events budget.

The Chair of Council suggested that the Chair (at the time of the Jubilee) be photographed in the chamber signing a document that commemorates the Jubilee and that this can then be framed and hung in the Chamber. All members unanimously agreed with the

RECOMMENDED*: (i) that Pontypool Youth be asked to decorate the Council Chamber window.

(ii) that a best dressed window competition be held for the shops in Pontypool town with prize money being awarded as stated above.

Signed by the Chair

*This is a recommendation to the Council. The Council will make the final decision at a future meeting.
