

**MINUTES OF A MULTI-LOCATION MEETING OF THE EVENTS  
COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL  
HELD ON  
WEDNESDAY 11 JANUARY 2023 AT 6.30 PM**

**In attendance:**

Councillor: Rose Matthews# (in the Chair)

and Councillors in attendance: Gaynor James#, Anne Gunter#, Nathan Warren#, Nick Jones\*

Also in attendance: Jon James#

Officers: Lisa McMail (Clerk)\*, Rebecca Cronin (Projects & Events Manager)# and Annette Ambrosen (Events Officer)#

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

330. **Apologies**

Apologies received from Councillor Lizzie Hunt.

331. **Declarations of Interest**

Councillors Gaynor James, Rose Matthews and Jon James 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.

JW

332. **Christmas Cavalcade**

The Committee received a debrief report on the Christmas Cavalcade 2022. Cllr. RM asked members if they would like to comment on the report. Councillor GJ said it was an excellent report. The Clerk agreed. Councillor GJ stated that she had received a lot of positive feedback after the event from members of the public even though the weather had been adverse.

The budget for the Christmas Cavalcade was £15,000, approximately £14,700 was spent, and Mrs RC informed the meeting that a full breakdown of expenditure would be supplied at the March Events meeting.

It was agreed that the recommendations of the report be approved as follows:

**RECOMMENDED:**

(i) the report be noted and recommendations listed be considered and agreed for the 2023 event.

(ii) that the Health and Safety management of the event be considered.

(iii) that the location of Santas Grotto be considered and agreed.

(iv) that performances on the main stage be reviewed for next year to include a performance from Mad Mel, Characters/Mascots and the Musical Elves (from 2019) as well as looking into new acts.

(v) Consideration be given to an alternative competition to the best dressed festive business, for local Pontypool Small businesses.

(vi) Consideration be given to hiring of the Land Train and having a Parade of Light.

vii) Full breakdown of the Christmas Cavalcade expenditure would be provided at the next Events meeting in March.

LM  
RC  
AA

333. **Photography Competition**

Councillor RM asked how many entries had been received for the photography competition. Mrs RC stated that they had received two entries to date but they would be running it for a longer period this year. Councillor GJ said it should be readvertised on the website and she and other members would put it on their social media sites.

Councillor RM said that she had been taking photographs around the park and canal for quite a few years and has chosen the best ones that contained animals in order to put them on line to show people where they can be found.

Councillor NJ was concerned that the A4 posters that were sent out for notice boards were very pale and wonder whether there was a problem with the printer. The Clerk agreed that the printing did not stand out. Councillor NJ said rather than sending new poster in the post he would come and collect them himself.

**RECOMMENDED:**

- (i) that the Photography competition be readvertised on website and on members social media sites.
- (ii) that new posters are printed for Councillor NJ.

RC/AA

334. **Eisteddfod**

The Committee received a report outlining information in relation to the Eisteddfod 2023.

Councillor RM asked if everyone had read the report and was happy with the contents; members all agreed that they were. The 2023 Eisteddfod will take place over the following dates at Pontypool Active Living Centre:

Foundation Phase – Tuesday 14<sup>th</sup> March 2023

Key Stage 2 – Wednesday 15<sup>th</sup> March 2023

The report stated that all Pontypool Primary schools have been contacted and they will be sent the set pieces this month. Representatives from Menter Iath, Ms Alison Instone (dance) and Mr Wayne Corrie Beecham have been asked to judge again this year. A compere has not yet been confirmed.

Councillor AG said that she thoroughly enjoyed last year's Eisteddfod and as a Welsh speaker she would be happy to help this year.

Events Officer Mrs AA suggested that Councillor AG would be very good as a compere and asked would she be willing to compere the two day event. Councillor AG agreed to be the compere which was unanimously agreed by the Committee.

**RECOMMENDED:**

- (i) the contents of the report and information be noted.
- (ii) that Councillor AG would be the compere over the two days of the 2023 Eisteddfod

RC/AA

335. **Party in the Park**

The Projects & Events Manager stated that Party in the Park should take place on Saturday 8<sup>th</sup> July, but would like to double check to make sure everyone was happy with

the date, she said it always takes place on the second Saturday in July, to avoid clashing with Cwmbran's Big Event which takes place in June. Everyone agreed with the date.

**RECOMMENDED:** that Party in the Park takes place on Saturday 8<sup>th</sup> July 2023 and the park be booked so that preparations for the event can commence.

RC/AA

336. **Annual Dinner**

The Projects & Events Manager informed the committee that Councillor MF (Chair of Council) would like the Annual Dinner to go ahead and take place on Friday 24<sup>th</sup> March at Pontypool Golf Club, Trevethin. It would be a three course sit down dinner and a sample menu would be dropped off on Thursday with two choices from starter, main meal and dessert.

Councillor RM said that it was good to see the Annual Dinner back on, because it would provide an opportunity to thank Councillors, staff and all the charities, it will be brilliant to get them all back together.

**RECOMMENDED:** that the Annual Dinner will be held on Friday 24<sup>th</sup> March 2023 at the Pontypool Golf Club, Trevethin.

RC/AA

337. **Committee Budget**

Councillor RM asked if they were in the remit of the committee budget. The Clerk explained that these figures were only up to the 31<sup>st</sup> October, as the Finance Manager was currently working on the December figures which would be available at the next Events meeting in March. The Clerk would arrange a meeting with the Projects and Events Manager within the next two weeks and provide a full update on spend to date in March.

Councillor NJ referred to an overspend on both the Youth Festival and the Council visit and asked if this had occurred because it had not been budgeted for correctly or was there a problem we had and therefore a one off spend was needed.

The Clerk explained that the Council was not expecting the Youth Festival to take place in the present financial year

when the original budget was set due to Covid, therefore only £1,000 had been budgeted for across youth Festivals. However it had been previously agreed at a Policy & Finance meeting that the overspends would be funded from the twinning reserve. She confirmed that the twinning events for 2023/24 have been sufficiently budgeted for.

**RECOMMENDED:** that a meeting to be arranged between the Clerk and the Projects and Events Manager as outlined above in order that full costings can be presented to the March Events Committee.

LM/  
RC

Signed by Chair: .....

**PONTYPOOL COMMUNITY COUNCIL**  
**CYNGOR CYMUNED PONT-Y-PŴL**  
**Declarations of Interest Declared**

**MEETING: EVENTS**

**DATE: Wednesday 11<sup>th</sup> January 2023**

<u>Name of Member</u>	<u>Interest Declared</u>	<u>Declaration Signature</u>
Councillor Mrs G. E. James	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	Signed
Councillor J. James	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	Signed
Councillor Mrs R. Matthews	A personal and non-prejudicial interest in any agenda items relating to Torfaen County Borough Council (TCBC) as a member of TCBC, as well as a member of Pontypool Community Council.	Signed

