

**MINUTES OF A MULTI-LOCATION MEETING OF THE EVENTS
COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL
HELD ON
WEDNESDAY 8th MARCH at 6.30 pm**

In attendance:

Councillor: Rose Matthews* (in the Chair)

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

Also in attendance: Sue Malson*, Jonathon Martin*

Officers: Lisa McMail (Clerk)*, Rebecca Cronin (Projects & Events Manager)* and Jane Wright (Assistant Clerk)*

Due to adverse weather all attended on Teams*

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

433. **Apologies**

Apologies received from Councillors Nick Byrne, Lizzie Hunt and Matt Ford.

434. **Declarations of Interest**

Councillors Gaynor James, Sue Malson, Rose Matthews and Nick Simons 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

Councillor Anne Gunter declared an interest in item 11 Party in the Park as a possible stallholder.

435. **Eisteddfod 2023**

The Projects & Events Manager (RC) gave a verbal update on the Eisteddfod informing members that the Eisteddfod was all planned and was going ahead on Tuesday 21st and Wednesday 22nd March, she stated that everything was in order. The art part competition of the Eisteddfod was judged yesterday by two judges from Llantarnam Grange Arts Centre; with the exception of Ysgol Panteg and Padre Pio all schools had entered artwork, the quality of the art work had

been extremely high which both Judges had referred to. RC stated that she had hoped to show members the artwork that evening, but with the adverse weather and meeting now on teams this was not possible, the artwork was displayed on boards in the Council Chamber with all the winners so there would be the opportunity for members to visit and see the artwork.

RECOMMENDED: that the information relayed by RC in relation to the Eisteddfod be noted.

436. **Annual Dinner**

The Projects & Events Manager informed members that 110 people had been invited to the dinner of which 61 people had confirmed they would be attending, the deadline for responses had now passed and there were a few councillors who had not yet replied so assumed they would not be attending. The Chair of Council Cllr MF is happy with the progression so far in relation to the arrangements for the dinner and a visit just needs to be made to the Golf Club confirming menu choices.

RECOMMENDED: that the information in relation to the Annual dinner be noted.

437. **Photography Competition**

The Projects & Events Manager informed members that there had been 26 entries for the Photography competition to date, the deadline for all entries was the 20th March, so just over a week left, with the adverse weather today this may have encouraged people to go out and take photos so there may be a last influx of entries, she stated that 26 entries is still very good. The Chair stated that it had proved beneficial to extend the closing date.

RECOMMENDED: that the information in relation to the Photography Competition be noted.

438. **Poetry Trail**

The Clerk (LM) informed members that they had met with Jenni Crane yesterday and the trail was progressing very well, stating that it was turning into a bit of an event, there are now plans to have a harpist at the Gorsedd stones as well as someone singing when unveiling the statute so there

would be some additional costs involved, there are also further costs for markers and interpretation boards. They had asked Sian Watkins to progress with permission for the markers; and tomorrow the Clerk would be having an update with the app company and Jenni to run through the mock design for the app. LM stated a beautiful leaflet had been designed by Go Local in Pontypool who had been tremendous and she would be excited to share that with members when complete. LM stated that a further report would be presented to the next Events meeting which would include a full re-costing and update on the Poetry Trail. The Chair thanked LM for the amount of work undertaken on the Myfanwy Poetry Trail.

RECOMMENDED:

- (i) that the information to date be noted
- (ii) that a further report including an update and full re-cost would be presented by the Clerk to the next Events meeting.

439.

King Charles III Coronation

RC/AA

RC informed the meeting that she had a conversation with Shane Kennedy, Pontypool Market Manager, everything is on hold at present until he confirms what funding is available to him in relation to the event, however it had been proposed by PCC to fund a screen in the market or outdoors in order that the Coronation could be watched live while people were attending the Artisan market on the day of the Coronation. The cost of an indoor screen would be £500.00 and an outdoor screen would be £1850.00. The Leader stated that if there was adverse weather on the day then £1850.00 was a lot of money for PCC to lose so she was inclined to go with the indoor screen. Cllr NJ enquired if it would be cheaper to buy one rather than to hire one and that the Council could keep it and use for future events. It was agreed that once the Market Manager had come back to RC on plans for the day that she would update members, but it was agreed that the screen was a good idea. Cllr SM stated that she would be more than happy to provide a timeline with photos relating to the King's Coronation on the day.

RECOMMENDED: to note that this item is presently on hold until the Market Manager contacts RC with definitive plans for the day and then RC would update members.

RC/AA

440. **Poetry Competition**

Members received a report from the Projects and Events Officer (AA) on the 2023 Poetry Competition. The report stated that the poetry competition had 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 had dwindled somewhat. In 2022 there were 8 adult entries and 1 Junior entry, the budget for the competition is £250. A suggestion for 2023 could maybe link the competition to the Myfanwy Hancock poetry trail that the Council is funding, the Council could open it up to schools which would promote visitors to the poetry trail. Cllr NW was supportive of the suggestions in the report to have a poetry competition in line with the launch of the Myfanwy poetry trail, as both would link up well together; and if the number of entries are quite high then that would give the Council a steer to see if there is still interest out there going forward. The Chair and members agreed with this.

RECOMMENDED: that the Council for 2023 hold a poetry competition in line with the launch of the Myfanwy poetry trail.

RC/AA

441. **Environmental Quiz**

The Projects & Events Manager confirmed that arrangements have commenced on the Environmental Quiz for 2023. The Quiz will be held at Cwmffrwdroer Primary School who were the winners of the 2022 Quiz, the school had been contacted and are more than happy to host the event. The date had been set for Monday 12th June at 4.00 pm after school finishes. Hopefully this year it will be a bilingual quiz as Cllr Anne Gunter had volunteered to provide the bilingual section of the quiz so she would confirm with RC and AA if she was available on that date.

RECOMMENDED: that the Committee note the update from RC in relation to the Quiz.

442. **Garden Competition**

The Committee received a report to discuss if the Garden Competition should run again in 2023.

Cllr SM referred to the junior entry for tallest sunflower and suggested that with the junior categories that instead of the tallest sunflower the Council do a character themed garden entry, eg. a space hero or a scarecrow of a character that they regularly watch on TV. Cllr NW stated that he thought the competition was excellent but felt that there were too many categories so they needed to be slimmed down, he suggested keeping the Best Garden and Best container garden as these were the most popular categories and maybe have a judges choice award; he agreed with Cllr SM that the Junior entries be more specific, so you could also have little green fingers, so children could do whatever they want to it would be a general kids competition.

Cllr AG stated that with all competitions it is important to have written guidelines so people know how to adhere to them, including children, she would also encourage a category where residents grow vegetables/plants in a funny container/window display, so the Council would be including the recycling aspect as part of biodiversity.

The Projects & Events Manager stated that in 2021 they had a category for most unusual garden, and the winner was a little garden made out of an old tyre, this had been a nice category and it did work well. The Committee confirmed that they would be happy to set the date for the end of July/August for all entries to be received.

LM/
RC

RECOMMENDED: that the above suggestions in relation to removing some of the categories and including new categories be followed up with the date for the Garden Competition set for end of July/August.

[Councillor JM joined the meeting at this juncture]

443.

Party in the Park

The Committee received a comprehensive report by RC in relation to Party in the Park. RC referred to the following bullet points:

- The Park has been booked for Saturday 8th July. The stage has been booked through Green Rooms again with the same stage manager as the previous year.
- Entertainment
RC asked for Committee approval to book the Simulator, this would be the main entertainment and would sit 16 people inside at once, this however would take a

substantial amount of the entertainment budget at £5,400 but would be a massive draw to bring people on the day and it would be free to go on. Cllr NJ asked how long the ride would last for, RC confirmed 3 – 5 minutes, on that basis he stated that 10 rides per hour would work out at 160 people being able to use the ride so a substantial amount throughout the day. Cllr NS asked if there was an age restriction on as he felt that it needed to be available to all. RC stated she would check on this and report back.

- 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 Torfaen and Gwent Small business markets (TAGSBM) have been instructed to organise all stalls that will attend the event, with a percentage of costs charged to stalls will go to TAGSBM to cover admin fees and they will ensure all health and safety documentation is received from each stall holder, and a percentage will come back to PCC.
- The fairground sited at Pontymoile gates – in previous years Mr Mike Bendall 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. Therefore, RC was recommending that the areas towards Pontymoile gates be filled with entertainment that PCC pay for and therefore provide further free entertainment for people attending the event; it had also been commented on PCC facebook page that last year the fair was expensive for families. She and the Events Officer have sourced fairground stalls and a circus show arena that would fit well in this area, it is therefore recommended that these acts be booked quickly, although the budget would be quite tight members of the public would not have to pay as a member pointed out with the cost of living
- Health and Safety of the Event
In the past the Council have hired Mr Mike Bendell but unfortunately he does not have a business anymore, so at the moment RC had filled in the safety forms and sent them to the Safety Advisory Group at Torfaen who were happy with them, she would also be writing up a safety management plan, however she asked for approval to source a health and safety officer for the day to ensure

the safety of the site, eg: Generators, position of stalls etc. Unanimously agreed.

Councillor Anne Gunter had put a motion forward as follows: “Would like to propose reviewing stall fees for Party in the Park” Refer AG. Cllr AG stated that she felt that £40.00 was lot of money for small craft stalls to be charged giving a comparison of what she paid at other events when attending in her capacity as a stallholder stating she had paid no more than £25 to £30 for a one day event and no more than £40 to £60 for a two day event. Cllr NW asked RC if she could provide a breakdown of what stalls were being charged on the day. The breakdown was as follows:

PCC – Pontypool Community Council, TGSBM – Torfaen Gwent Small Businesses market)

Food Stalls	£100 £50 to PCC, £50 to TGSBM
Charity Stalls	£10 £5 to PCC, £5 to TGSBM
Info Stalls	£10 £5 to PCC, £5 to TGSBM
Small craft stalls	£40 £10 to PCC, £30 to TGSBM
Business Stalls (larger businesses like toys etc)	£65 £32.50 to PCC, £32.50 to TGSBM
Cakes	£65 £32.50 to PCC £32.50 to TGSBM

RC stated that 53 stalls had been booked, and there had been no complaints in relation to the pricing of stalls. Cllr AG stated that she just wanted to make the point that if you have a food stall, with a quick turnover then you will make that £40.00 back very quickly unlike you would with a smaller craft stall, so she would be attending the event as a resident and Councillor but not as a stallholder. Cllr NW stated that after the event the Council could look at the proportion of stalls in relation to the categories to see if there is a larger proportion of some to others.

RECOMMENDED:

- (i) that the stimulator be booked at a cost of £5,400 subject to it being inclusive to all.
- (ii) 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, including fairground stalls and a circus show.

- (iii) that a Health and Safety Officer be sourced for the day.

444. **Presentation Evening(s)**

The Committee received a report in relation to the Presentation Evening(s). The Council previously held two presentation evenings per year: one in Spring and one in Autumn where the following grants were awarded: grant aid, sports clubs (Grounds Maintenance and Junior Club Sponsorship), Core Funding grants for charities, some LVF, annual sponsorship, Grants, Environmental Grants, Testimonials and photo competition winners. Organisations were presented with a cheque and asked to say a few words regarding their organisation and what the money would be used for.

The Leader stated that the presentation evenings were extremely successful and well attended and it was an opportunity for PCC to showcase their work as well as network with other organisations, and felt it important they be reintroduced, this was echoed by members. The Clerk stated that in relation to holding one presentation evening per year a lot of these grants now have different deadline dates throughout the year so would we be looking at having several or just one; also the Council no longer issue cheques as money is now paid via bank transfer and this may deter people from attending on the night. It was agreed that a presentation(s) evenings are reintroduced with a further report being brought back to the next meeting in relation to a new format, looking at a bigger venue and how to encourage people to attend if money had already been paid into account.

RECOMMENDED: that a further report be brought back to the next Events meeting proposing a new format, including whether to have one or more presentation evenings including a way of encouraging people to attend.

445. **Committee Budget**

The Committee received the Committee budget to date. The Clerk stated if anyone had any questions she would be more

than happy to answer them. The Clerk stated that the budget comparison be reviewed for over/under spends, however the reserves are not listed within the report and so pointed out there is still an Events earmarked reserve of £1237.00 which will carry over year on year if not used. Cllr NW as a suggestion stated that this money could possibly be used to fund the Harpist for the MHPT but would wait until the Clerk brought a full report back to the next meeting.

RECOMMENDED: that the Committee note the budget to date.

Signed by Chair:

