

**MINUTES OF A MULTI-LOCATION MEETING OF THE EVENTS  
COMMITTEE OF PONTYPOOL COMMUNITY COUNCIL  
HELD ON  
TUESDAY 13<sup>th</sup> JUNE 2023**

**In attendance:**

Councillor: Rose Matthews# (in the Chair)

Councillors in attendance: Lizzie Hunt\*, Nick Simons\*, Jon Horlor\* and Leader (Councillor Gaynor James)#

Officers: Lisa McMail (Clerk)#, Rebecca Cronin (Projects and Events Manager)\*, Annette Ambrosen (Project and Events Officer)#, Miriam Watts (Project and Events Officer/minutes) \*

Also in attendance:

\* *Attending remotely via Microsoft Teams*

# *Attending physically in the Council Chamber*

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

Min No	Subject and Decision	Action
50	<b><u>Apologies for absence</u></b>  Apologies from Councillors: Caroline Price (Vice-Chair), Anne Gunter, Sue Malson, Nick Byrne, Nick Jones and Chairman (Councillor Matt Ford)	
51	<b><u>Declarations of Interest</u></b>  Councillors Rose Matthews, Gaynor James 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

52	<p><b><u>Events Officer</u></b></p> <p>Cllr Matthews introduced and welcomed Mrs Miriam Watts to the councillors present.</p>	
53	<p><b><u>Eisteddfod</u></b></p> <p>Projects and Events Manager Mrs RC summarised the report. Councillors present agreed it went well and passed on congratulations to all who entered.</p> <p><b><u>Recommended:</u></b> The information be noted.</p>	
54	<p><b><u>Photo comp</u></b></p> <p>RC summarised the report. Councillors present agreed it went well and passed on congratulations to all who entered.</p> <p>Following discussion, it was suggested that keeping the application period open longer allowed for better interest, and this timescale should be considered again for the 2023 competition.</p> <p><b><u>Recommended:</u></b> The information be noted and longer competition running times be adopted for future competitions.</p>	RC/AA /MW
55	<p><b><u>Poetry Competition</u></b></p> <p>RC summarised the report and proposed dates, theme and prizes for the Poetry Competition 2023. Prizes are proposed as:-  Junior winner:- £50 voucher of winners choice and a pen set.  Adult winner:- £50 voucher of winners choice and a pen set.</p> <p>Following a discussion, it was noted that the dates and theme tie in well with the MHPT and other projects for the year.</p> <p><b><u>Recommended:</u></b> the proposed dates, theme of “Pontypool Park” and the prizes be agreed.</p>	RC/AA /MW

56	<p><b><u>King Charles III Coronation</u></b></p> <p><i>(Cllr Jon Horlor joined the meeting at this point)</i></p> <p>Chair of Events RM fed back on the event and its success, and also shared photos from the day. In particular, the screen was particularly popular with elderly people, and the Beefeater model was the subject of many a selfie throughout the day. There was a steady footfall throughout the day for this historic event.</p> <p>Following a discussion it was suggested that joining with other events that Pontypool Town/Pontypool Market organised was an advantageous way to save resources.</p> <p><b><u>Recommended:</u></b> supporting other local events should be considered for the future.</p>	RC/AA /MW
57	<p><b><u>Party in the Park</u></b></p> <p>RC updated councillors present on this years' Party in the park event. Bookings, H&amp;S, Entertainment is all on track. The budget is tight, but still on track.</p> <p>Advertising is on track, with facebook advert currently running, and posters distributed. Councillors are asked to share the event with their networks.</p> <p>Banners are in production and will be installed soon.</p> <p><b><u>Recommended:</u></b> that the event details be shared by all</p>	ALL
58	<p><b><u>Grants Presentation Evening</u></b></p> <p>RC summarised the report and detailed the proposal to reformat and rename the event to better serve its purpose.</p> <p>A discussion was had about how the evening was a good opportunity to showcase those who had received grants, and perhaps hear about their work in more detail and how the money is being spent. Cllr Hunt added that an example of this could be sports teams showing their new kits which were made possible due to council funding.</p>	

	<p>A potential venue for the celebration evening was discussed, including the need for somewhere central with good parking. Possible venues included:</p> <p>Woodlands Field, Neighbourhood Learning Centre (Penygarn)  The Comrades Club (Pontypool)  Torfaen Museum (Pontypool) – It was decided that this venue was too small.</p> <p>The budget is £500 for the venue and buffet.</p> <p><b><u>Recommended:</u></b></p> <ul style="list-style-type: none"> <li>(i) That a new name for the grants presentation be agreed, suggested as “Community Celebration Evening”</li> <li>(ii) That the date of the presentation evening be confirmed as Thursday 12 October</li> <li>(iii) To consult with the Chair of the Council for a suitable venue</li> </ul>	<p>RC/AA /MW</p> <p>RC/AA /MW Cllr MF</p>
59	<p><b><u>Environmental Quiz</u></b></p> <p>Projects and Events Officer Mrs AA fed back on the event. Attendance was good, with 7 schools attending.</p> <p>The winning school was Cwmffrwdoer, who also one last year and was the hosting school for 2023. 2<sup>nd</sup> place was George Street and 3<sup>rd</sup> Place Padre Pio. It was a very close finish, with only 1 point between 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.</p> <p>Councillors thanked staff for the work put in to run the event.</p> <p><b><u>Recommended:</u></b> The information be noted.</p>	
60	<p><b><u>Garden Competition</u></b></p> <p>RC gave a brief update about the competition, which is currently running until 21<sup>st</sup> July. Currently there are 12 entrants.</p> <p>Posters have been sent out and shared on Facebook – Councillors are asked to share and promote the competition via their own networks.</p> <p>Cllr Hunt asked whether the poster was available in Welsh (Party in the Park posters had been received in Welsh).</p>	

	<p>RC updated councillors that a Welsh language version of the poster was in progress and would be distributed shortly.</p> <p>Cllr James confirmed that 6 noticeboards had been updated with posters.</p> <p><b>Recommended:</b> that Welsh language posters be distributed as soon as they are ready</p>	RC/AA /MW
61	<p><b><u>Forest Fun Days</u></b></p> <p>AA fed back on the event from the weekend as part of the Biodiversity plan and The Great Big Green Week events. Though 2 forest fun days were scheduled, uptake was slow and the Sunday was therefore postponed.</p> <p>The Saturday 10<sup>th</sup> June went ahead, and the small group that did attend thoroughly enjoyed it.</p> <p>The postponed day will be rescheduled for a date in the summer holidays, allowing for more time to advertise and aid a better uptake.</p> <p><b>Recommended:</b> that the postponed day be rescheduled for the summer holidays.</p>	RC/AA
62	<p><b><u>Christmas Cavalcade</u></b></p> <p>RC gave a brief update and proposed the date of the 2023 Cavalcade be Saturday 25<sup>th</sup> November. Councillors agreed to the date.</p> <p><b>Recommended:</b> that the Cavalcade take place on Saturday 25<sup>th</sup> November</p>	RC/AA /MW
63	<p><b><u>Committee Budget</u></b></p> <p>Councillors reviewed the budget provided in advance. The Clerk stated that the budget was for April only, so not much to report, however if anyone had any questions the Clerk would be happy to respond.</p> <p>No comments were made.</p> <p><b>Recommended:</b> The information be noted.</p>	

Signed by the Chair .....

**Declarations of Interest Declared**  
**Events**

**13<sup>th</sup> June 2023**

<b><u>Name of Member</u></b>	<b><u>Interest Declared</u></b>	<b><u>Signature</u></b>
Councillor Gaynor 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 Rose 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
Councillor Nick Simons	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

