

**MINUTES OF EVENTS COMMITTEE HELD IN THE COUNCIL
CHAMBER, PONTYPOOL COMMUNITY COUNCIL OFFICES
WEDNESDAY 19TH JUNE 2019**

In attendance:

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

Councillors in attendance: M. Ford, Mrs K. Arthur, Mrs G. E. James, N. Jones, Mrs R. Matthews, Mrs N. P. Parrish, B. Rapier, N. Simons

Also in attendance: Councillor J. Killick

Officers: Mrs R. V. Tucker, Ms J. Wright

37. **Apologies**

Apologies received from Councillor R. Mills

RECOMMENDED: that the apologies be recorded.

38. **Declarations of Interest**

Councillors Mrs G. E. James, N. Jones and Mrs N. P. Parrish declared an interest in any item on the agenda relating to Torfaen County Borough Council.

RECOMMENDED: that the declarations of interest be recorded.

JW

39. **Party in the Park**

The Committee received the minutes from the Party in the Park meeting held on the 4th June 2019. The Chair of Events said the Dinosaur that had been a big hit at the Big Event in Cwmbran had been now been booked. Unfortunately the Cars/Go Carts were unavailable so 7 large garden outdoor garden games have been booked. A member asked the Clerk if there was a list of stall holders participating at Party in the Park available. It was agreed that the list of Stall Holders be sent out to members. He also expressed concern regarding the advertising of Party in

the Park, to this effect it was agreed that posters be sent out to all members to put in their local shops, community halls etc.

Another member enquired if stall holders paid up front and the Clerk confirmed this was the case. In respect of the Gazebos, tables and chairs, the former were being collected, delivered and set up by Chris Langford who had been undertaking this work for Torfaen CBC for many years. Mr Warman has been hired to provide set up support with a tractor and trailer. He will help set up and dismantle the tables and chairs as well as the gazebos and will collect the Community Councils gazebo from the Unit. This would all be checked again closer to the date.

The Leader was concerned that a gentleman had e-mailed the Finance & Events Manager and had received no reply. The Clerk stated that her 'out of office' was on but did not refer to someone else to contact. It was agreed that in future all staff when taking prolonged annual leave ensure that someone else's details are left to contact.

A long discussion took place on the provision of additional toilets and a body to maintain them during the day. It was agreed that this was required as there had been many complaints last year about the lack of toilets and the cleanliness. It was agreed that 2 additional portaloos would be provided at a cost of £67.99 each for the Saturday, to be sited at the Museum end of the Park. It was further agreed that a letter be sent to Ms S. Watkins at Torfaen asking if it would be possible to have the Torfaen toilets cleaned more regularly throughout the day and if it would be possible for the toilet attendant to clean the portaloos as well subject to permission from the owner/company of the portaloos. It was also agreed that the Clerk provides her mobile phone number so any problems throughout the day in order to get in touch with the toilet attendant(s).

The Clerk reported that she had attended the Safety Advisory Group the previous day with the Council's Health and Safety Adviser for the event and the group was satisfied with all the paperwork that had been provided.

RECOMMENDED: (i) that the information regarding the provision of gazebos, tables and chairs be noted and that the provider be

contacted nearer the date to confirm arrangements

ii) that staff ensure that the 'out of office' is always on with a referral name if an officer is to be absent for any length of time.

iii) that 2 portaloos be hired at a cost of £67.99 each

iv) that Torfaen CBC be asked to provide additional cover for the toilets to ensure that they are kept clean and replenished with toilet requisites and if it would also be possible for the toilet attendant(s) to regularly check the portaloos subject to permission of the company.

40. **Photography Competition**

The Committee received a report on the photography competition and asked to consider a theme for 2019 and to ratify the terms of entry. It was agreed by members that this year's theme would be "History and Heritage of Pontypool". It was further agreed in respect of the rules that firstly it needs to state that the image must have been taken within the Pontypool Community Council area and not Torfaen, secondly if the photographer takes a photo of a building(s) then they must ensure that they get permission from the owners of that building(s). It was unanimously agreed that the prizes would be a first, second and third canvas of the winning photographs up to the value of £100.00

The winners would be announced at the Grants Presentation Evening in October.

RECOMMENDED:

(i) that the theme for the photography competition 2019 would be "History and Heritage of Pontypool"

(ii) that the committee endorses the same rules of entry for 2019 subject to the changes/insertions being made as agreed by the Committee.

(iii) that the prizes as outlined above be approved.

41

Environmental Quiz

The Chair of the meeting informed members that the Environmental Quiz had been held at New Inn Primary School on Tuesday 11th June. 5 schools participated. She said it was a very enjoyable occasion and went extremely well, which was reiterated by the Clerk. Padre Pio came first and they have agreed to host the event next year [The Winning School each year normally hosts the following year]. A round had been included this year on Biodiversity as a result of Torfaen's Ecology Officer attending a Planning & Environment meeting and this had been extremely well received. The Clerk informed members that first prize was a cheque for £100.00 and all children who participated received a £5.00 Voucher.

RECOMMENDED: that the information in respect of the Environmental Quiz be noted and to note that Padre Pio would be hosting the event next year.

42.

Poet of Pontypool

Members received an update on the Poet of Pontypool competition and Presentation Evening. As already previously agreed the theme for the Poet of Pontypool 2019 is the Land of my Fathers/Grand Slam. The Clerk clarified that the closing date was last Friday the 14th June and judging would take place on June 20th). The presentation evening would take place on Thursday 11th July at Woodlands Field in Penygarn at 7.00 pm when the winners would be announced.

Councillor Rapier asked for his objections to be noted in respect of the theme as he felt that the title did not fairly represent men and women.

Cllr Jones held an opposing view that the word 'Fathers' was not intended to refer to men and women but the historical context of 'Fathers' meaning our heritage and history.

Cllr Mrs James agreed with Cllr Jones and felt that the first

line of the National Anthem was symbolic to history and rugby and was symbolic to men and women.

RECOMMENDED: that the contents of the report be noted.

43. **Grants Presentation Evening**

It was agreed by Committee that the next Grants presentation Evening be held at Garndiffaith Millennium Hall on Thursday 24th October subject to availability. If the Hall was not available the Vice-Chair of Events recommended to the meeting that as there is a rota in place the next venue on the list be asked. This was unanimously agreed.

RECOMMENDED: that the Grants Presentation Evening be held on Thursday 24th October at Garndiffaith Millennium Hall subject to availability.

44. **Youth Festival/Conference**

The Assistant Clerk informed members that the budget which was approved by members of the Youth Festival/Conference working party has stayed on track although there is a possibility that some of the contingency budget may have to be used however as this has been included in the final figure this will not affect the budget. She added that eighty per cent of the work has been completed in respect of the Youth Festival/Conference Itinerary, however as the Clerk had now returned to work she would be overseeing the event going forward in liaison with the two Events Officers. The Assistant Clerk stated that unfortunately the lottery grant bid had been unsuccessful, the main reason being that the majority of beneficiaries were outside of the Wales area, she sincerely thanked the Deputy Leader for the work he had undertaken in applying for this.

The Chair of Events asked how the format was going to work. The Assistant Clerk stated that there had been a Youth Council meeting prior to the Events meeting and it had been agreed that 3 questions in relation to the topic “mental health provision in youth” will be sent to the three twinned towns in their language and then they will send the

answers back and then the papers will be collated and taken to the Conference and distributed to the four towns, the fourth question would then be debated at the Conference and outcomes decided, however she added that it would be beneficial if a meeting is held with the Chair and Facilitator of the Conference along with the Clerk, the Chair and Vice-Chair of Events, the Events Officers and members of the Youth Council prior to the Event to cover any eventuality so that any glitches/problems can be sorted out before the actual day. This was unanimously agreed.

In respect of the risk assessments it was agreed that these be deferred as all four documents were out of date, and two out of the four were not risk assessments, they were just health and safety documents. The Clerk informed members that she had asked Torfaen to send a generic risk assessment through and she would use these to adapt for activities/events over the Youth Festival period as well as going back to the organisations for up-to-date risk assessments.

The Clerk informed the meeting that there is presently only one support worker and there needs to be 2, however enquiries had been made with Ms R. Gibbs and Ms. R. Bennett at Torfaen Youth Service who were unfortunately able to do it this year, therefore enquiries have been made with Torfaen Youth Service, Ms. R. Saunders and a Ms N. Davies, who previously worked for Pontypool Community Council and is now a qualified youth worker. The Clerk added that Ms Saunders had said there is a possibility that she would be able to do it in a shared role and the Clerk was waiting a response from Ms N. Davies in order to liaise with Ms. R. Saunders.

RECOMMENDED:

(i) that the information in relation to the Youth Festival/Conference be noted.

(ii) that a meeting before the Conference at West Monmouth is arranged as outlined above.

(iii) that the risk assessments be deferred until all current documents are in place.

Chair of Events

|

|