

**MINUTES OF EVENTS COMMITTEE HELD IN THE COUNCIL
CHAMBER, PONTYPOOL COMMUNITY COUNCIL OFFICES
WEDNESDAY 23rd JANUARY 2019**

In attendance:

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

Councillors in attendance: Mrs G. E. James, N. Jones, Mrs R. Matthews and Mrs N. P Parrish

Officers: Ms J. Wright, Mrs A. Ambrosen

300 **Apologies**

Apologies were received from Councillors N. Byrne, G. Davies, M. Ford, Mrs E. Hunt, Mrs J. E. Jones and N. Simons.

RESOLVED: that the apologies be noted.

JW

301 **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

302 **Christmas Cavalcade**

The Committee considered a debrief report on the 2018 Christmas Cavalcade. A member commented on point 3.1 on the report – The stewarding of the event. A member stated that going forward the Council could look at using stewards rather than security/door men and scale down the number used. A member stated that the stewards used were fully briefed of their roles by both their manager plus the Health and Safety manager. A member suggested that

the Council hire a number of stewards and a number of security men as the roles are quite different. It was recommended that 3 quotes are obtained from security firms and stewarding firms and that the quotes be put on the Events agenda in March.

A member commented on point 3.8 of the report – programmes, in the report it mentioned that 10% of the programmes were left over and the Council could look at reducing the amount of programmes it orders to minimise waste. A member stated that the programmes are vital to publicise the event and they are sent out to all schools within Pontypool and town centre businesses.

It was recommended that the order for the 2019 programmes be reduced by 10%

The Chair stated that the event was brilliant and expressed her thanks to all staff who organised the event and members who attended the event on the day, the Chair also thanked the Assistant Clerk who attended on the day in the absence of the Clerk.

RECOMMENDED: (i) that 3 quotes be obtained from security firms and stewarding firms and that the quotes be put on the Events agenda in March.

(ii) that the order for the 2019 programmes be reduced by 10%.

(iii) that thanks be given to staff who organised the event and members who attended the event on the day, also thanks to the Assistant Clerk who attended on the day in the absence of the Clerk.

CC

CH

ALL

303 **Eisteddfod 2019**

The Committee received an update on the 2019 Eisteddfod. The Events Officer gave a verbal update on the event explaining that the Head of Welsh at West Mon Comprehensive would be attending as a judge for the duration of the event plus a Welsh teacher from St. Alban's would also be attending as a judge but there was a question mark as to how many days she could attend. It was also explained that the Council would have to cover the cost of a supply

teacher for both schools on the days needed.

The Events Officer asked the Committee to look at changing the type of voucher awarded to winners on the day. A member stated that the vouchers currently used meant that the children could purchase educational items. A member asked if shops in the Pontypool area could be asked if they have gift vouchers available in order to support the local high street. It was recommended that the schools be contacted and asked for ideas on what vouchers could be beneficial to them.

The Events Officer stated that the budget for this year might be exceeded due to the number of schools who have stated they would be participating this year. A member stated that although schools agree to participate initially in previous years some have had to withdraw from the competition. It was recommended that an item be placed on the Policy and Finance agenda in February to explain the situation.

RECOMMENDED: (i) that the schools be contacted and asked for ideas of suitable vouchers to be presented to the winners.
(ii) that an item be placed on the Policy and Finance agenda in February to explain that the cost of the Eisteddfod may exceed the current budget and the reasons why.

AA

AA/
CC
JW

304 **Charity Concert**

The Committee received a report on the Chairman's Charity Concert. The Chair explained that at the meeting of Full Council held 12th December 2018 it was agreed that the item regarding the Charity Concert be deferred until January Full Council in order that the Chairman and Chair of Events could liaise and put forward ideas.

The Assistant Clerk informed the meeting without going into detail that the events officer organising the event was currently on long term sick leave.

It was recommended that the item be deferred to January Full Council in order that the Chair of Council be contacted to see if he had progressed with

any ideas in respect of the concert. There would now be resource implications and a decision would need to be made as soon as possible in view that there were only three months left in his year of office.

RECOMMENDED: that the item be put on the January Full Council and the Chair of Council be contacted as outlined above.

JW
CH

305 **Party in the Park 2019**

The Committee was asked to approve a quotation from Vibe Creative for event support plus the provision of health and safety for the event.

A member stated that they thought the quotation from Vibe Creative was reasonable. A member stated that they agreed it was reasonable but that there would be other costs associated with putting on the event.

Regarding the amount quoted for pre - event support of £1000- a Member stated that the quote stated "please see table for details" but the table had not been attached with the quote. The member enquired into what the pre event support would entail. Further to this point the member enquired about the amount of £3900 for both field staff and security staff and asked if this would be for a total of 18 staff.

It was recommended that the item be deferred to January Full Council and that the Events Manager obtain a breakdown of pre event duties and clarification on the number of staff to be used on the day from Vibe Creative.

Members were asked to form a working party. It was agreed that working party would be made up of the same members as the youth festival working party.

RECOMMENDED: (i) that the item be deferred to January Full Council and that the Events Manager obtain a breakdown of pre - event duties and clarification on the number of staff to be used on the day from Vibe Creative.

CC

(ii) that the working party would be made up of the same members as the youth festival working party.

CC

306 **Grants Presentation Evening**

The Committee received a report on the grants presentation evening. It was recommended that the first grants presentation evening take place in the Comrades Club and that the venue be asked their availability for the following dates: 6th, 20th and 27th June. It was recommended that the second grants presentation evening take place in October and that the Garndiffaith Millennium Hall be asked about their availability. The Events Officer explained that the reason the Garndiffaith Millennium hall had not been used for some time was due to availability on a Thursday evening. It was further recommended that if the Garndiffaith Millennium Hall was not available on a Thursday evening then the event would take place at Woodlands Field in Penygarn.

RECOMMENDED: (i) that the first grants presentation evening take place in the Comrades Club and that the venue be asked their availability for the following dates: 6th, 20th and 27th June.

CH

(ii) that the second grants presentation evening take place in October and that the Garndiffaith Millennium Hall be asked about their availability. If the Garndiffaith Millennium Hall was not available on a Thursday evening then the event would take place at Woodlands Field in Penygarn.

AA

307 **Twinning**

The Committee was informed that this year would be the 20th anniversary of twinning between Pontypool and Condeixa. Members were asked for ideas regarding celebrating the anniversary. It was recommended that the item be deferred and an item be put on next Youth Festival Working Party agenda.

RECOMMENDED: that the item be deferred and an item be put on next Youth Festival Working Party agenda.

JW
RT

Chair

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