



Minutes of the Events Committee Meeting
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Monday, 13th February 2023

Present: Cllr D Owen-Jones (Chair)
Cllr A Davies
Cllr M Davies
Cllr A Richards

Absent: Cllr G Powell

Officers: Ms J van Tonder (Clerk & RFO)

1. Election of Chair

Having confirmed his acceptance of the nomination, it was proposed, seconded and

Resolved: To elect Cllr Dan Owen-Jones to the role of Chair.

2. Apologies for absence

Apologies for absence had been received from Cllr D Grehan.

3. Declarations of Interest

There were no declarations of interest made.

4. Matters pertaining to Finance

a) Events Committee Finance report

The Clerk presented the finance report for the year to 31st January that included an estimation of expenditure to 31st March 2023. It was noted an underspend in the region of £10.6k was anticipated at the end of the current financial year as compared with budget.

Members considered the budget for 2023/24. It was agreed the provision of £2,600 for the Seniors' Christmas dinner and afternoon tea would be split equally between the two events, respectively.

5. Christmas 2022 event (held jointly with Tonyrefail Community School and Tonyrefail & District Chamber of Trade)

a) Feedback on event success and learnings

Members discussed the event and it was generally agreed councillors felt isolated on the day and were left outside in the cold. It was felt Santa should have been accommodated indoors.

Members were disappointed and felt the Council had had very little input into the event.

It was agreed the Council would revert to organising a Christmas event of its own this year.

b) Meeting with Christmas 2022 partners for a debrief

The Clerk advised the Council had been invited to meet with representatives from the school and Chamber of Trade to share learnings post-event.

Members agreed to revert to Full Council with their plan to retain full control of 2023's Christmas event and consider a meeting with last year's partners at a later date.

6. Programme of Events for 2023

Members went through the calendar, considering major national and seasonal events. It was agreed to include a Covid Memorial Service in March and also to recognise the King's Coronation in May with a "street party" style event at the Leisure Centre. The Events Committee would also be taking on the Remembrance Day commemorations.

Covid Memorial Service

Following discussion, it was agreed the details of the event would be:

- Date: Saturday, 18th May 2023 @ Trane Cemetery (alongside Covid daffodils)
- Time: 10:00 – 12:00; Service at 10:30am
- Refreshments: tea and cakes
- Memorial plaque to be ready in time for the event
- 30x biodegradable pots of daffodils for members of the public to plant in memory of a loved one lost to Covid (into pre-made holes amongst the steel daffodils)

Actions:

- Clerk to source pots of daffodils
- Clerk to follow up on plaque
- Cllr D Own-Jones to arrange vicar

7. Upcoming Events – April to June 2023

Coronation Event

As the Palace had not yet published a programme of events for the Coronation weekend of 6-8th May 2023, members provisionally pencilled in Saturday, 6th May for the event.

Following discussion, it was agreed the details of the event would be:

- Date: Saturday, 6th May 2023 @ Tonyrefail Leisure Centre
- For families; no unaccompanied children and a maximum of three children per adult
- Free of charge, ticketed on a first-come-first-served basis
- Lines of trestle tables along the length of the main hall, in a "street party" style
- Entertainment: big-screen TV to broadcast Coronation, bouncy castle, fancy dress competition in age categories (Kings and Queens), crafts / colouring, possibly also a brass band
- Decorations: bunting, Union Jacks
- Refreshments: prepacked lunch boxes for children and cream teas for adults, with tea and coffee available
- Lunch boxes to include sandwich, crisps, cake / sweet and a drink; tea boxes to include scone with jam and cakes

Actions:

- Clerk to book Leisure Centre and visit to establish capacity; source estimates for refreshments
- Cllr A Davies to make enquiries regarding availability of a band
- Cllr A Richards to source suppliers and estimates for entertainment

8. Upcoming Events – July to September 2023

a) Summer event

It was agreed the Spring Coronation event would replace a summer event and would make use of the budget allocated to the Picnic in the Park / Summer event.

Members acknowledged there was likely to be an underspend on this budget item that could be used to purchase additional Christmas lighting.

9. Upcoming Events – October to December 2023

Remembrance Day

It was agreed to hold a service at Trane Cemetery on Sunday, 12th November 2023 and invite the Royal British Legion to participate alongside.

a) Community Awards night – October 2023

Following discussion, it was agreed the details of the event would be:

- Date: Thursday, 12th October 2023 @ Working Men's Club, Tonyrefail
- Entertainment: Tony West to be asked to compere
- Refreshments: buffet dinner

Actions:

- Cllr A Davies to make enquiries with Tony West
- Cllr D Owen-Jones to book venue

b) Fireworks display – November 2023

Members noted the fireworks display would be held in Gilfach Goch this year with the Council making a financial contribution. It was suggested this should be limited to £3,500 with the balance of the budget of £500 granted to Capel Resource Centre towards the cost of their display.

c) Provision of Christmas lighting

Street lighting

The Clerk suggested obtaining a map of the entire district in order to plot existing Christmas lighting positions and identify areas where additional lighting could be sited over the coming years. In the meantime, a status report of the Council's lighting stock would be sought from Centregreat.

It was agreed to consider a virement of budget surpluses, once known, from the Coronation event across to Christmas lighting for the purchase of additional sets of street lights.

Christmas Trees

Members agreed it would be desirable to site a Christmas tree outside the funeral directors as well as one outside the Working Man's Club.

It was noted the tree foundations at both sites would need repairing and an electric connection installed for the Working Man's Club tree. Additional lights were likely needed.

An offer had been made by a local businessman to sponsor both trees.

Thirty smaller trees would be required for all businesses in the Tonyrefail retail zone, together with a set of lights each. The committee would co-ordinate with the Chamber of Trade to ensure all trees were in situ and connected in time for the lights switch-on on 1st December.

d) Seniors' Christmas dinner – December 2023

Following discussion, it was agreed the details of the event would be:

- Date: Thursday, 7th December 2023 @ Working Men's Club, Tonyrefail
- Refreshments: three-course buffet dinner

Actions:

- Cllr D Owen-Jones to book venue

e) Christmas event – December 2023

Christmas event

Following discussion, it was agreed the details of the event would be:

- Date: Friday, 1st to Saturday, 2nd December 2023 @ Tonyrefail Leisure Centre

- Free of charge
- Afternoon of Friday, 1st December for Special Schools only; Saturday, 2nd December open to all members of the public
- Entertainment: 2x Santas as well as other suggestions such as snow globe, band, cup-and-saucer rides, Ladies' choir, grotto, animals, stalls
- Refreshments: burger van, tea & coffee

Actions:

- Clerk to book Leisure Centre
- Cllr A Richards to source suppliers and estimates for entertainment

Christmas Lights switch-on

- Date: Friday, 1st @ 6:00pm around tree outside Working Man's Club
- Entertainment: Carols singing, choir, possible local celebrity

10. Upcoming Events – January to March 2024

No events were discussed for this quarter.

11. Date of the next meeting

The next meeting will be held on Monday, 13th March 2023 at 6:30pm.

Meeting concluded at 7:53pm