



Minutes of the Events Committee Meeting
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Monday, 31st July 2023

Present: Cllr Linda Michel (Chair)
Cllr Danny Grehan
Cllr Amanda Richards

Absent: Cllr Dan Owen-Jones

Officers: Ms J van Tonder (Clerk & RFO)

1. Apologies for absence

Apologies for absence had been received from Cllrs Austin Davies and Mary Davies.

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 26th June 2023

It was proposed, seconded and

Resolved: To agree the minutes of the Committee Meeting held on 26th June 2023 as a true and accurate record.

4. Events Committee Finance Report

No report was available.

5. Upcoming Events – Quarter 2 (July to September 2023)

No events for this quarter were planned.

6. Upcoming Events – Quarter 3 (October to December 2023)

a) Community Awards night – 12th October 2023

i) Options for Awards

Members discussed replacing the award scrolls given to *Citizen of the Year* and the *Chair's Award* with trophies and considered the variety of choices available.

It was proposed, seconded and

Resolved: To purchase two 7" Glass Oval plaques at a cost of £27.49 each + VAT and delivery charges.

It was agreed that all *Citizen of the Year* nominees would continue to receive a certificate as in previous years.

ii) Event logistics

The Clerk confirmed the venue was booked and the buffet would be provided by Windmill Restaurant. She advised a quote was still awaited. It was agreed to consider a range of caterers the following year to ensure best value for money.

It was agreed that Cllr Linda Michel, as Chair of the Council, would give a short speech and present the awards.

Instead of a raffle, it was agreed to hold a collection in aid of the Eisteddfod 2024 fundraising efforts.

b) Fireworks display – November 2023

The Clerk advised she was due to meet with the fire service representative and the Clerk of Gilfach Goch Community Council the following week to discuss the event logistics.

c) Remembrance Sunday – 12th November 2023

The Clerk reported she had been unable to make contact with the Royal British Legion and was given the telephone number of a RBL member.

Action: Clerk to make contact with RBL and schedule a sub-committee meeting to plan for the event as soon as possible.

d) Provision of Christmas lighting and trees

Christmas trees

Cllr D Grehan confirmed he had made contact with the Chinese Takeaway who had advised him they were not the owners of the small carpark on Mill Street. It was considered that RCTCBC would, therefore, probably own the land. Members discussed the possibility of connecting up to the power supply in the BT telephone box as a means to illuminate a tree sited in the carpark.

Action: Cllr D Grehan to confirm ownership of carpark with RCTCBC.

The second of the two proposed Christmas trees would be sited at the Workmens' Club. Members discussed the option of gifting the tree to the Club and leaving the decorating and lighting of the tree to them.

The Clerk advised she had contacted the Chamber of Trade to establish how many smaller trees would be required by local retailers, however, the information was not available.

Street lighting

The Clerk reported she was due to meet with a lighting supplier later in the week to discuss options for new lighting in previously unlit parts of the District as well as additional lights to supplement the current provision within the retail district. Clerk to revert to Committee at the next meeting.

e) Seniors' Christmas dinner – 7th December 2023

i) Catering costs

The Clerk advised she had requested a quote from the Windmill Restaurant for the three-course meal to be offered to Seniors at the annual Christmas Dinner. The quotation was yet to be provided.

ii) Event logistics

Members discussed the need to begin sourcing raffle prizes and it was noted that both Tesco and ASDA's Community Champions would be contacted with a view to donating prizes.

f) Christmas event – 1-2 December 2023

i) Options for entertainment

The Clerk advised she had received information regarding the Victorian-styled rides but that there was not much on offer.

Further options for themed entertainment were being investigated such as stilt-walkers and jugglers, coconut shy and other games, and Punch & Judy shows.

The Clerk to revert to Committee with options at the next meeting.

ii) Invitation to traders to book tables

Members discussed the hosting of stallholders within the venue on Saturday, 2nd December only and it was agreed to offer tables at the following prices:

- Commercial traders – £10 per table
- Private traders (eg. Crafters) – £5 per table
- Charities / constituted groups – Free of charge

Tables and stalls would be positioned around three sides of the hall.

It was agreed to discuss the provision of hot food vans at a future meeting.

iii) Additional event logistics

Members discussed positioning the two Santa's Grottos in each of two corners within the hall and constructing these from gazebos appropriately decorated, in the first instance. PCSO Alan Blackburn would be asked if he knew of another member of the police service who might be willing to act as Santa with him.

Members discussed the gifting of selection boxes to children visiting the Grottos and it was agreed to order no more than 600 this year in order to avoid the surplus left over from the previous year.

The snow globe would also be located within the hall, with bouncy castles and any other larger entertainment equipment being accommodated in the upstairs rooms.

It was agreed not to provide free popcorn, candyfloss or slush on this occasion and to consider the provision of alternative free refreshments at a later stage.

Friday, 1st December

Members discussed having face painters and characters to entertain the school children visiting on Friday, 1st December with Christmas tunes playing through a sound system.

Cllr L Michel offered to contact a local celebrity for the official switch-on of the Christmas lights at 6pm on the Friday. Members discussed inviting a choir to sing carols during the switch-on.

Saturday, 2nd December

The market stalls would be on offer on the Saturday and it was agreed to invite a choir and brass band to provide live music.

7. Upcoming Events – Quarter 4 (January to March 2024)

a) Eisteddfod Fundraiser – 1st March 2024

Cllr D Grehan advised he had met with Tonyrefail Community School (TCS) regarding the holding of an Eisteddfod event on Friday, 1st March.

Due to the unavailability of any choirs or bands who could perform at an evening event, it had been agreed the school would host it during the day with competitions open to all schools in Tonyrefail and surrounds, as well as Ysgol Llanhari.

It was noted the Council would be co-organisers of the event.

Cllr Grehan confirmed he would be meeting with TCS again in September.

8. Date of the next meeting

The next meeting will be held on Monday, 18th September 2023 at 6:30pm.

Meeting concluded at 8:03pm