



Minutes of the Events Committee Meeting
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Tuesday 22nd October 2024

Present: Cllr Dan Owen-Jones (Chair)
Cllr Amanda Richards
Cllr Ceirion Skym (late arrival)

Absent: Cllr Greg Powell
Cllr Danny Grehan

Officers: Mrs Aingie Cripps Melody (Deputy Clerk)

The meeting commenced at 7:00pm as this was the earliest time at which the meeting became quorate.

1. Apologies for absence

Apologies for absence received from Cllr Austin Davies and Cllr Mary Davies

2. Declarations of Interest

No declarations of interest given.

3. Minutes of the previous meeting: 16th September 2024

It was proposed, seconded and

Resolved: To agree the minutes of the Committee Meeting held on 16th September 2024 as a true and accurate record.

4. To note the financial report for period ending 14th October 2024

The Deputy Clerk presented the Events Committee with an Income & Expenditure report for the period 1/4/24-14/10/24.

5. Awards night 2024 review

Cllr Owen-Jones thanked the Clerk and Deputy Clerk for their preparation of the awards night and presentation of the evening.

Cllr Owen-Jones was very happy that the High Sheriff had attended.

All councillors advised that they had received good feedback from attendees on the evening.

Points of improvement for next year noted: The choir sang for too long, the artist at the end of the evening was not required as so many people left immediately. The Deputy Clerk raised concerns over the lack of tables for the event and suggested that this should be considered going forward as well as looking at locating the buffet table in a more accessible location for access through the evening.

6. To discuss holding a Christmas lights switch on

a. Date of Christmas light switch on

Cllr Owen-Jones advised that he had already spoken with Centregreat and arranged for the Christmas street lights to be switched on on 30th November 2024.

b. Event planning & review of Risk Assessment

The Deputy Clerk expressed the concerns of the Clerk that holding a Christmas light switch on Event could not be carried out safely as was highlighted in the 2023 risk assessment raised for the same activity. It had been found that, in the absence of a road closure, any form of public gathering at the Square would be considered too high risk.

Following discussion it was agreed that any event associated with the Christmas street or tree lights switch-on would not be endorsed by the Community Council. Cllr Owen-Jones would approach the Tonyrefail Chamber of Trade to host an event.

c. Christmas Trees

Cllr Owen-Jones informed the committee that he would again provide two Christmas trees; one for the Square in Tonyrefail and the other for Edmondstown, and suggested that the Community Council provide the tree located at the Workmens Club in Tonyrefail.

Cllr Skym will contact all businesses in Tonyrefail and compile a list of those requiring small Christmas trees for the front of their buildings, this will then be provided to the Deputy Clerk for ordering.

The Deputy Clerk confirmed that she would obtain quotations for supply, fit and removal of these trees prior to ordering and make available to the committee.

It was advised that Christmas trees needed to be installed by 23rd November in time for lights to be attached.

7. Upcoming Events – Quarter 3 (October – December 2024)

a) Fireworks Event – 3rd November 2024

An update was provided by the Deputy Clerk regarding time of pre-event meeting for marshals suggested by the organiser.

b) Remembrance Day Service – 10th November 2024

The Deputy Clerk advised the committee of a final planning meeting scheduled for 5th November 2024.

Confirmation was also given that hire of an audio system had been arranged and that this would be on site ready for the event.

c) Seniors' Dinner – 5th December 2024

Cllr Owen-Jones advised that he would contact the venue to ensure that the date is booked in and will arrange for a suitable artist to perform on the night.

The Deputy Clerk will liaise with the caterer for costs this year and arrange for the ordering of tickets to go on sale 4th November 2024.

It was discussed whether councillors and partners should be invited to attend as well as overall guest numbers; agreement on this must be made at the next committee meeting.

The Deputy Clerk will also make a request to all Councillors to supply of raffle prizes for the event.

d) Christmas Event – 1st December 2024

Cllr Owen-Jones expressed concerns over the draft poster supplied by the event organisers, and would be requesting that the word Market be taken out and replaced with Fayre.

8. Upcoming Events – Quarter 4 (January – March 2025)

Cllr A Richards advised that in January 2025 it was the 80th anniversary of the liberation of Auschwitz Birkenau concentration camp and it was suggested that Reverend Huxtable may hold a service to remember this event.

The Deputy Clerk will contact Reverend Huxtable to enquire whether she would be interested in offering a service of remembrance.

9. Date of the next meeting

The next meeting will be held on Thursday 14th November 2024

Meeting concluded at 8:00pm