



Minutes of the Meeting of the
Events Committee
held at the Council Meeting Room
Trane Cemetery, Tonyrefail
at 6:30pm on Monday 28th July 2025

Present: Cllr Linda Michel (Chair)
Cllr Amanda Richards
Cllr Ceirion Skym
Cllr Martin Barron
Cllr Danny Grehan

Absent: Cllr Austin Davies
Cllr Mary Davies

Officers: Mrs Aingie Cripps Melody (Deputy Clerk)

1. To Elect a Chairperson for the year to May 2026

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

Resolved: To elect Cllr Linda Michel to the role of Chair.

2. To Receive Apologies for Absence

No apologies for absence received.

3. To Receive Members Declarations of Interest

There were no declarations of interest made.

4. Minutes of the previous meeting: 28th April 2025

It was proposed, seconded and

Resolved: To agree the minutes of the Committee Meeting held on 28th April 2025 as a true and accurate record.



5. To note Financial Report for period ending 21st July 2025

The Deputy Clerk presented the Financial report for the period. It was noted that the first instalment to the school was not recorded on the Financial report. The Deputy Clerk apologised and will update the report accordingly.

6. To Discuss Upcoming Events - 2025

a) To discuss Awards Night October 2025

- i. To note award categories in 2025

The Deputy Clerk advised the committee of the 2024 categories. It was agreed by the Committee that the only change would be to the Allotment Competition, where there would not be an overall winner, but a winner from each site would receive an acknowledgement, that individual having been chosen by the Allotment Associations.

- ii. To agree entertainment for awards night opening

It was proposed, seconded and

Resolved: To agree booking option D, The Gentlemen Songsters for the awards night opening entertainment at a charge of £150 for a 15 minute set.

- iii. To agree buffet supplier from quotes

It was proposed, seconded and

Resolved: To agree booking buffet supplier quote C, The Windmill Restaurant from the list provided, at a cost of £6.50 per head.

- iv. To discuss the guest list

The committee discussed the guest list and agreed in addition to the 2024 attendee categories and additional guests, the new Headteacher for Tonyrefail Community School would also be invited.

b) To agree Fireworks Grant Fund 2025 Application Process

- i. To agree supplementary information required from applicants

The Committee agreed to follow the Clerks recommendations for supplementary information required from applicants.

- ii. To agree criteria for judging applications

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CYNGOR CYMUNED TONYREFAIL A'R CYLCH

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The Committee agreed to follow the Clerks recommendations for judging criteria of applications.

- iii. To agree the timetable for applications

The Committee agreed the timetable for applications proposed by the Clerk.

c) To discuss Remembrance Sunday November 2025

- i. To receive update on RCT road closure

The Deputy Clerk updated the committee that RCTCBC had agreed to fund the Remembrance Sunday road closure again in 2025, although this will remain under review for future years.

- ii. To consider brass band booking

The Deputy Clerk updated the Committee that three different brass bands had been contacted for their availability and quotes for the event. Of these only Cllr A Davies of Merthyr Lewis band had responded and advised that the event had been booked into their diary. The Deputy Clerk has requested a quote for the cost of the band for this to be agreed by the Committee prior to the event.

Committee members also commented that in the 2024 parade, the band did not play for the full length of the parade, and asked that this be addressed in this years event with the band playing for longer while walking.

d) To discuss Seniors Dinner December 2025

- i. To agree meal quotation from The Windmill Restaurant

It was proposed, seconded and

Resolved: To agree booking of The Windmill Restaurant for the Seniors Dinner at the new rate of £22.50 per head for 2025.

- ii. To agree ticket charges for 2025

It was proposed, seconded and

Resolved: To charge £6.00 per ticket for the Seniors Dinner, with no difference in charge for companions.

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- iii. To agree number of tickets available for purchase

The committee agreed to make 150 tickets available for purchase to both members of the public and councillors should they wish to attend.

e) To discuss Christmas Light Switch on Event December 2025

- i. To receive update on Centregreat booking

The Deputy Clerk updated the Committee that Centregreat had confirmed the date of 1st December for Christmas lights to be switched on.

- ii. To consider stall holders required for the event

- a. To agree types of stall holders required

The Committee members agreed that the types of stalls to be invited to attend the event should be: handcrafted items/seasonal foods/baked goods/charities/community groups/hot food & drink .

- b. To discuss advertising and application process for stall holders

The Deputy Clerk updated the committee on the need for an application process for all stall holders and explained that an online application form had been created, along with advertising inviting stall holders.

- c. To agree charges to stall holders

Committee members discussed the options for charging stall holders and agreed the following charges to be put in place:

Charity/Community Groups/Handcrafted Items/Baked Goods (non business) FREE

Food & drink sellers (business) £20

- iii. To discuss host and marshals for the event

The Deputy Clerk explained the need for a host and event organiser on the night to coordinate everything happening on time. In addition it was explained that a minimum of eight marshals were required for the evening and volunteers were sought.

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The following Councillors agreed to marshal: Cllr Richards/Cllr Michel/Cllr Grehan/Cllr Skym/Cllr Barron and the Deputy Clerk, with all other councillors not in attendance will be approached to volunteer.

- iv. To discuss Venue map and event content

The Deputy Clerk set out maps of the venue inside and out for discussion of where to site stalls and entertainment.

Cllr Grehan suggested he would contact a local radio station to enquire whether they would like to bring along their roadshow for the evening.

- v. To discuss running order for the event

The Deputy Clerk presented a suggested running order for the event with a start time of 5:00pm and finish of 7:00pm. Cllr Grehand suggested that he bring along the choir he sings for, to provide entertainment on the night which the Committee agreed.

7. Date of the next Committee meeting

The next meeting of the Committee will be on Monday 15th September 2025.

Meeting concluded at 7:45pm.