



Minutes of the Meeting of the
Events Committee
held at the Council Meeting Room
Trane Cemetery, Tonyrefail
at 6:30pm on Monday 20th October 2025

Present: Cllr Linda Michel (Chair)
Cllr Amanda Richards
Cllr Ceirion Skym
Cllr Martin Barron
Cllr Danny Grehan
Absent: Cllr Mary Davies
Officers: Mrs Aingie Cripps Melody (Deputy Clerk)

1. To Receive Apologies for Absence

Apologies for absence received from Cllr Austin Davies.

2. To Receive Members Declarations of Interest

Cllr Grehan declared a personal interest in Agenda item d. iv.

3. Minutes of the previous meeting: 15th September 2025

It was proposed, seconded and

Resolved: To agree the minutes of the Committee Meeting held on 15th
September 2025 as a true and accurate record.

4. To note Financial Report for period ending 13th October 2025

The Deputy Clerk presented the Financial report for the period to 13th October 2025.



5. To Discuss Upcoming Events - 2025

a) To receive feedback on Awards Night 9th October 2025

The Committee discussed the Awards Night event. Cllr Michel felt that presentation and selection of food available was not good as in previous years.

The Deputy Clerk provided her feedback that attendance had been low and that there had been a lack of interest in attendees accepting invitations, of those that did agree to attend, they appeared to all be present. The Deputy Clerk also raised concerns regarding the running order not being followed and guests not being invited to speak, leading to the Event being completed in a substantially shorter time than planned. The Committee felt that more thought must be given to the hosting of the Event in future.

b) To discuss Remembrance Sunday 9th November 2025

To Deputy Clerk provided an update on planning for the Remembrance Sunday event and that all plans were in place for the day. Cllr Grehan and Cllr Richards were advised of their marshal locations on the parade route and asked to collect a hi vis vest from the office prior to the event.

c) To discuss Christmas tree orders for 2025

i. To receive update on Christmas tree applications

The Deputy Clerk provided a list of confirmed Christmas tree orders to date for 2025 and explained that there were five businesses that could not be contacted. Cllr Barron offered to visit the individual businesses and find out if trees are required before confirming back to the Deputy Clerk.

ii. To receive update on installation date for business Christmas trees

The Deputy Clerk provided an update to the Committee that business Christmas trees were due for installation week commencing 24th November.

d) To discuss Christmas Light Switch on Event 1st December 2025

i. To receive update on stall holder confirmations for the event

The Deputy Clerk provided an update on stall holder applications and acceptance of tables at the event.

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The Committee also reminded the Deputy Clerk of the need to have advertising of the Event in Welsh. The Deputy Clerk agreed to make this a priority.

ii. To agree host for the Christmas Light Switch on Event

The Committee discussed the need for a host at the event, to both liaise between the lighting company and the roadshow giving the countdown as well as giving a brief speech to the gathered attendees.

It was agreed that Cllr Grehan would undertake this role.

iii. To agree marshal duties for the event

The Deputy Clerk provided a list of confirmed Marshals for the event and allocated roles for the event as follows:

2 marshals in events room – Clerk/Deputy Clerk

2 marshals on gate/walkway – Grounds staff

2 marshals in car park – Cllr Barron/Cllr Evans

2 marshals club entrance – Cllr Richards/Cllr Michel

1 host/liason between outside contacts – Cllr Grehan

iv. To ratify payment of £150 to Cor Yr Rhondda Choir discussed in last Events Committee meeting

Cllr Grehan having previously declared a personal interest took no part in this discussion or vote.

It was proposed, seconded and

Resolved: To ratify payment of £150 to Cor Yr Rhondda Choir, discussed and agreed in the Events Committee meeting of 15th September 2025.

e) To discuss Seniors Dinner 4th December 2025

i. To discuss purchase or decorations for Seniors Dinner event

The Deputy Clerk explained that the previous year, decorations had been handmade by herself for the event, but that due to time constraints that would not be possible this year. The Deputy Clerk requested permission to purchase artificial foliage to decorate tables this year and for future use.

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It was proposed, seconded and

Resolved: To agree the purchase of six 9ft artificial fir garlands from Amazon at a gross cost of £101.40.

- ii. To discuss host and running order for the night

The Deputy Clerk enquired who would be running activities through the evening and Cllr Michel explained that Councillors in attendance organised the bingo and raffle.

Cllr Michel agreed to arrive at 5:00pm to assist the Deputy Clerk with gathering of tickets.

6. Date of the next Committee meeting

The next meeting of the Committee will be 6:00pm on Thursday 13th November 2025.

Meeting concluded 19:45pm.