

MINUTES OF THE EVENTS COMMITTEE METING HELD ON 1ST. JULY 2015

Present : Councillor Z Hammond (Chair)

Councillors J Criddle, G Erasmus, M Veater MBE, P Cook & B Baber

1. Apologies for Absence

Apologies were received from Councillors A Farina-Childs, C Erasmus & M Harris

2. Discussion with Peter Jones, Classic Catering re. Marquee Requirements etc.

The Chair welcomed Mr. Peter Jones to the meeting.

Councillor G Erasmus highlighted the problems encountered with the hospitality tent last year, in so much that one corner was under water, and queried if that marquee could be repositioned.

It was suggested that it could be moved further up the car park away from the corner, and that this should solve the problem.

The Clerk queried whether two 20' x 20' might be more practical, since we were looking to segregate the hospitality area away from the area used by the general public. Peter apologised that he didn't have two such marquees, but we could use crowd control barriers inside the 40' x 20' marquee to divide as required. He also offered the use of a 20' x 10' gazebo, and it was agreed this could be very useful.

Peter queried how and where we want the stage situated, and after some discussion, it was agreed we should arrange a site meeting to discuss same. Peter informed members it was his plan to erect stage and covering on the Friday evening, and this was generally agreed as a good idea.

Peter also asked whether the bands could make contact in advance with their sound requirements, and the Clerk said he would pass that information on when same had been organised. Peter gave some suggestions of bands he had arranged for festivals in the past, and after some discussion it was agreed that he contact Johnny Trashed on our behalf. Furthermore, he mentioned he had also had a request from a relatively newly formed local band Revival, if Town Council would agree to them performing at the carnival. Members agreed that Peter ask them to attend.

The Chair thanked Peter for his time and input and he left the meeting.

3. To Receive the Minutes of the Evens Committee Meeting held on 17th. June 2015

It was ***resolved*** the minutes be received.

4. Matters Arising

Any matters arising will be covered via Agenda items

5. Carnival

(a) Alice & Characters Update

The Chair reported that the majority of the under 9's had been fitted for their costumes, and it was anticipated that all costumes will be finished within the next two weeks.

Several parents had queried the possibility of purchasing the costumes after the carnival, and Twinkle Twinkle had suggested parents be given the option to purchase, with the monies being passed back to Town Council. This suggestion was agreed.

Parents and participants were all very much on board with the theme, and all parents are happy to arrange make-up, hair and flat shoes for the parade.

The Clerk queried if any progress had been made regarding the presentation packs, and the Chair agreed to check with Cllr. Carol Erasmus and let the Clerk know asap.

The Clerk reported that the Church Hall had been booked from 10.00am on Carnival day.

(b) Parade

The Clerk reported that Dreams and Wishes would be taking part in the parade, and also requested a pitch on site. The Drama Group had been contacted, and the Clerk was awaiting a response.

Councillor Bill Baber informed members he had approached the British Legion Bikers and that the response seemed favourable. He also agreed to contact the Progressive Club in Ynysddu and invite the Bikers group to join the parade.

The Clerk reported that he was awaiting confirmation from Cefn Fforest band as regards which other bands would be taking part in the parade.

He also reported that the Youth Section of Blackwood Little Theatre would be taking part, and was waiting to hear whether the Seniors would be involved, and if they required a pitch.

(c) Entertainment

The Clerk reported that he was still awaiting confirmation from Four Paws & DYT Dance Group, but that Yasmine & Alice Mee Bishop had confirmed.

Unfortunately Gwent Wildlife Trust are unavailable, and responses are still awaited from Hedgehog Helpline (who have changed their telephone no.) and Tortoise International.

With the decision taken earlier to invite both Johnny Trashed & Revival, the majority of stage entertainment is now finalised.

(d) Stalls

The Clerk reported that he had received requests for 13 pitches to date, the majority being from charitable organisations, albeit he was awaiting contact from Tracey Le Hoy & Wendy Howls who provided approximately 12 craft stalls between them last year.

He also reported that he had asked Caerphilly C.B.C. Events team to pass on details to stalls who attended the Beach Party last weekend.

(e) Miscellaneous

The Clerk reported that the necessary forms had been completed and forwarded to Caerphilly C.B.C. in respect of Road Closures & ESAG, and that acknowledgement of same had been received.

He also reported the necessary forms had been forwarded in respect of St. John Ambulance attendance and that contact had also been made with Phoenix Transport.

He had also received notification from the Mayor that his Charity would be willing to play host at the hospitality marquee.

Councillors M. Veater and P. Cook suggested a meeting with representatives of the charity prior to the event to make certain everybody knew what was expected. Both volunteered to meet and greet on behalf of Town Council, and this offer was accepted by all present.

It was agreed that members who were available on the day would be allocated specific duties/tasks.

The Chair notified members that unfortunately Barn Media would not be covering the event as their funding had ceased.

It was suggested that Glyn Walters be approached to act as photographer for the day.

It was also agreed to approach Pontllanfraith Comprehensive School re.parking on the day, and that the Health Centre be contacted to confirm use for parking as in previous years.

6. Christmas Lighting

The Clerk reported that the rearranged meeting with Dean Hankins of Blachere Illumination for Tuesday 30th. June did not take place, but had been rescheduled for tomorrow July 2nd.

Other Urgent Matter

The Clerk then took the opportunity to brief members on the quickly arranged Minutes Silence for Trudy Jones and other victims of the despicable terrorism attack in Tunisia last week.

Having received several phone calls earlier in the week from BBC Wales, ITV, Radio Stations and the press enquiring what the town were organising for the anticipated National One Minutes Silence requested by the Prime Minister, in consultation with the Chair of the Committee he had arranged for Prayers and Silence for 12 noon on Friday, at the Dragon Circle, near ASDA.

Chris Evans M.P., Gwyn Price A.M. , Ian Johnson (Police & Crime Commissioner) had been contacted and will be attending together with Mayor of Caerphilly C.B.C. and our own Mayor. Caerphilly Borough members and Town Councillors have all been notified of details.

Local headmasters have been notified and are sending representatives of staff and pupils.

Church leaders have been asked to spread the word amongst their members, and the Rev. Gareth Edwards together with Rev. Sue Phillips will officiate with reading and prayers.

Other Local organisations have been contacted, a message posted on face book and notices will be placed in town informing the public of details.

The actions of the Clerk were supported, and after some further discussion, it was agreed a simple floral tribute be purchased, and if possible the Clerk was asked to try and obtain a photograph that might be used on the day.