

MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON 19TH. OCTOBER 2016.

**Present : Councillor Z Hammond (Chair)
Councillors W Baber, J Weeks, J Criddle & D Davies**

1. Apologies for Absence

Apologies for Absence were received from Councillors A Farina-Childs & C Erasmus

2. Declarations of Interest

No Declarations of Interest were made at this point

3. To Receive the Minutes of the Events Committee Meeting held on 12th. July 2016

It was *resolved* that the Minutes of the Events Committee Meeting (Carnival De-Brief) held on 12th. July 2016 be received

4. Matters Arising

There were no matters arising from the Minutes, albeit the Clerk circulated copies of the likely Out turn figures which showed an approximate £2,000 under spend on the original budget, due largely to no road closure requirement, less stewarding costs and no toilet hire.

5. Verbal Update on Awards Evening on Wednesday 9th. November

The Chair & Clerk reported that things were progressing well. The Clerk estimated that with Blackwood in Bloom Winners, Carnival Queen & Court, Past recipients and this years recipients together with the Velvet Coalmine Children's Literature Winners/ parents/school head teachers and other invited guests numbers could exceed 150. The Chair stated she would arrange buffet requirements with Nathan, probably looking to cater for approx 125 considering wastage in past years.

The Clerk and Chair were hoping to meet with Marina Newth from the Institute within the next week to discuss layout and other requirements for the evening.

The evening would be organised as previously, with Town Council Awards being made first, then some entertainment – it was proposed Travis be approached, and then Velvet Coalmine make their presentations to the winners – hopefully some reading some of their winning entries before a buffet rounds off the evening.

It is planned, if agreement is reached at full Council to announce the new Sponsorship sometime during the evening to gain maximum publicity for both parties.

The Chair also reported she planned to have tables set aside for the sale of poppies and to publicise the Anthology of Works from the Festival published by Burst.

6. Verbal Update on Switch on of Christmas Lights Celebrations on Saturday 3rd. December

The Clerk and Chair reported on a meeting they had had with Sarah Kate Ackerman from Caerphilly C.B.C. Events team, also attended by Councillor J Criddle.

Plans are progressing well, with every likelihood of Town Council having a portable stage, as used at the Carnival at the bottom of town near the old Post Office, but skewed so it partly faces up the High Street. Caerphilly C.B.C. are uncertain at present whether any of the large rides will be in attendance on the day, but if they are the plan is for them to be positioned from Santander, meaning there will be space near our staging for 2 stalls that we plan to utilise for Sale of the Children's Literature Anthology and Lantern Making Workshops (whilst we are providing entertainment for the Saturday only, these will be available for the whole weekend). It is anticipated the cost of manning the workshops/ materials etc. will be approx £150, much in line with what we have paid over the past two years to purchase lanterns. This will also act as excellent advertising for our Lantern Parade the following Thursday.

Sarah Kate also indicated that her stewards would assist the easy access of the Sleigh from the northern end of town just prior to the Light Switch on, whilst also trying to ensure any loud music coming from the rides are turned down prior to Switch on.

The Clerk and Chair would now be concentrating on putting together a programme of events for the day, hopefully including many of those local groups who participated on Carnival day. The local Church Groups had also indicated their willingness to become involved.

7. Verbal Update on Lantern Parade/ Carol Concert on Thursday 8th. December

The Clerk and Chair reported that things were well in hand. Schools had been notified of the revised date (second Thursday in December this year), Mynyddislwyn Choir had agreed their attendance, whilst a response was still awaited from Oakdale Silver Band and the Clerk had made approaches to Samba Galez to lead the parade. It was also hoped the Rotary Christmas Sleigh would be in the parade.

It is hoped the evening will follow the same lines, with refreshments being served after the Concert at the Methodist Church.

The Lantern Making Workshops being planned over the Christmas Market weekend will be an obvious advertisement for the Parade & Carol Concert, and it is hoped there will be another packed house.