

**Minutes of a Meeting of the Events & Community Projects Committee of Cwmbran Community Council held on 31 May 2016**

**Present** Councillor WJ Walker (in the Chair), Councillors SJ Brooks, LJ Chaney, M Day, S Evans, R Jones, KK Manneh, R Seabourne and PJ Williams

Also David Collins (Clerk to the Council)

**ENT16/001 Appointment of Chairman**

It was reported that, at a meeting held on 18 May 2016, Councillor WJ Walker was appointed Chairman of this committee for the Municipal Year 2016/17. Councillor L Chaney was appointed as Vice Chairman.

It was **recommended** that the above arrangements are noted.

**ENT16/002 Apologies for Absence**

Apologies for absence were accepted from Councillor J Davenne (personal)

**ENT16/003 Members' Declarations of Interest**

Members were asked to declare any personal and/or prejudicial interests that they may have and sign the Interests Sheet to give details of the nature of the interest.

**ENT16/004 Summer Playschemes 2016**

The Clerk reported orally in relation to current arrangements for the Summer Playschemes 2016, which were being delivered in partnership with Torfaen County Borough Council.

All venues had now been secured and almost all of the staff who had worked on the Council's 2015 Summer Playschemes who had applied for posts had been offered positions. The Clerk also outlined arrangements in relation to staff training and Inclusion policies.

The Clerk reported that publicity material was being produced and distributed locally. Members also noted joint working with Torfaen County Borough Council to help publicise the forthcoming "Half Term" Playschemes.

Members noted that there would be a pre-arranged opportunity for Members to visit specific sites but also that there would be an opportunity to join children from the Playschemes at a visit to Greenmeadow Farm on National Play Day (3 August 2016.) It was important that Members wore their official ID badges on each occasion.

Members noted that it was also intended to produce a short video to record the success of the Playschemes in Cwmbran.

Members emphasised the need to closely monitor attendance levels and feedback from residents about the 2016 arrangements in order to inform future planning decisions.

It was **recommended** that the above arrangements are noted.

**ENT16/005 Big Event 11 June 2016**

Members considered final arrangements for the forthcoming "Big Event."

The Clerk explained that the Council had played a much bigger part in the arrangements for the event this year and referred to several constructive meetings held with Torfaen County Borough Council. He also displayed publicity material produced, which highlighted the Council's support.

The highlight of the Council's contribution this year, was an invitation to the public to sign a large birthday card for Her Majesty at the Council's stand. (Minute ENT15/041 refers). Local schoolchildren would be especially encouraged to sign the card, adding the name of their school. The Clerk explained that he had already received support for this activity from Cwmbran High School.

The Clerk outlined the staffing arrangements for covering the event and encouraged as many Members as possible to attend. He asked any Members who were planning to attend to contact him in advance to help ensure a broad spread of representation throughout the day.

It was **recommended** that the above arrangements are noted.

**ENT16/006 Christmas Entertainment 2016 & 2017**

At a meeting held on 7 March 2016, the Council's Policy & Finance Committee had asked this committee to review the fees paid to providers of Pre-Christmas entertainment. (Minute PF15/069 (2) refers.)

Members subsequently considered the arrangements for the Christmas entertainment and asked that a report is submitted to this next meeting of the committee on options for arranging Christmas Entertainment in 2017 at other locations in Cwmbran. (Minute ENT15/049 refers).

Members considered a report of the Administrative Officer about proposed the Council's proposes Christmas Entertainment Programme for 2016 in order to help inform decisions about future years.

Members discussed the Programme within the context of other events held throughout the year. Members emphasised that it was important to try to spread events evenly throughout the year, to ease pressure on Members' and Officers' time and peak periods.

*(Clerk's note: Since the preparation of the report, a new date of 2 December 2016 has been chosen for the Tree Lighting Ceremony at the Council House, to ease pressure on the diary the following week.)*

The Clerk explained that he hoped that the Christmas Entertainment provided by the Council at Cwmbran Shopping would return to its traditional "indoor" location this year.

Events & Community Projects Committee

Subject to Confirmation by Full Council

Members discussed the potential to involve as many churches and local organisations as possible in the Council's entertainment activities.

It was **recommended** that the above arrangements are noted.

*Signed* .....

*(Chair, Cwmbran Community Council)*