



Pontypool Community Council
Cyngor Cymuned Pont-Y-Pŵl

2 July/Gorffennaf 2026

Dear Sir/Madam, Annwyl Syr/Fadam,

You are hereby summoned to attend a **MULTI-LOCATION MEETING** of the **EVENTS COMMITTEE ON WEDNESDAY 8 JULY 2026 AT 5.30 PM.**

The meeting will be held remotely, using Microsoft Teams and physically for those who wish to attend the Council Chamber. Councillors have been provided with a link to attend the meeting. If any member of the public wishes to attend the meeting remotely, please contact the Clerk of the Council (by e-mail or telephone) at least 24 hours before the meeting.

Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

The agenda for the meeting is set out below and relevant papers are attached.

Gofynnir drwy hyn i chi fynychu - **PWYLLGOR IGWYDDIADAU YN RHITH GYFARFOD AM 5.30 YF, DYDD MERCHER 8 GORFFENNAF 2026.**

Cynhelir y cyfarfod o bell, gan ddefnyddio Microsoft Teams ac yn gorfforol ar gyfer y rhai sy'n dymuno mynychu Siambr y Cyngor. Os yw unrhyw aelod o'r cyhoedd yn dymuno mynychu'r cyfarfod o bell, cysylltwch â Chlerc y Cyngor (trwy e-bost neu dros y ffôn) o leiaf 24 awr cyn y cyfarfod.

Mae gan aelodau o'r cyhoedd yr hawl i ofyn cwestiynau yng nghyfarfodydd y Cyngor, mae gan aelodau o'r cyhoedd hefyd yr hawl i siarad yn y Gymraeg neu'r Saesneg, cyn belled ag y rhoddir tri diwrnod o rybudd ysgrifenedig o'r cwestiwn i'r Clerc.

Mae agenda'r cyfarfod wedi'i nodi isod ac mae papurau perthnasol ynghlwm.

Yours faithfully/ Yr eiddoch yn gywir

Cathryn Drew

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

AGENDA

Recording of Meeting

To approve the recording of the meeting.

1. **Apologies**

To receive apologies for absence.

2. **Declarations of Interest**

Members to declare an interest in any items on the agenda.

3. **Eisteddfod**

To receive a report on the 2026 Eisteddfod (attached: page(s) 1 - 3)

4. **Annual Dinner & Testimonials**

To receive a report on the Annual Dinner & Testimonials Evening that took place on 20th March 2026 (attached: page(s) 4 - 5)

5. **Party in the Park 2026**

To receive a report giving update on the main entertainment and details for the day and feedback from the working party meeting. (attached: pages(s) 6 - 7)

6. **Community Grants Presentation Evening**

To receive a report, outlining a proposal. Refer Projects and Events Manager (attached: page(s) 8)

7. **Christmas Cavalcade**

To receive a report on potential acts and providers. Refer Projects & Events Manager (attached: page(s) 9)

8. **Committee Budget**

To inform the committee of the budget (and reserves) within its remit and the spend to date (attached: page(s) 10)

9. **Biodiversity and Sustainability**

How has this meeting contributed to the Council's duty to maintain and enhance biodiversity and promote the resilience of ecosystems?

To: Rose Matthews (Chair), Caroline Price (Vice-Chair), Nick Byrne, Anne Gunter, Jon James, Lisa Jones, Sarah Lang, Nick Simons, Nathan Warren. Chair of Council (Councillor Allan Pelope) and Leader (Councillor Gaynor James) Ex-officio

Events Committee **Eisteddfod 2026 Debrief**

1.0 Purpose of Report

- 1.1 To update the committee on the results of the 2026 Eisteddfod and to report on what went well and ideas for 2027.

2.0 Overview of the Competition

- 2.1 The Eisteddfod took place on Tuesday 10th and Wednesday 11th March 2026 at Pontypool Active Living Centre. The following schools participated:

New Inn Primary
Ysgol Panteg
Ysgol Bryn Onnen
Griffithstown Primary
George Street
Penygarn Primary
Ysgol Gymraeg Gwynllyw

- 2.2 The compere was Councillor Anne Gunter over both days, who did a wonderful job. The event was also supported by the Chair Councillor Allan Pelope, Councillors Rose Matthews and Caroline Price and the leader of Torfaen Borough Council, Councillor Anthony Hunt who gave out the awards to the pupils.

Our judges were Wayne Beecham, Alison Instone, and Jo Price and Ffion from Menter Iaith.

The children were awarded certificates, medals and vouchers for their respective schools.

The joint winning schools for Foundation were Ysgol Panteg and George Street with 50 points.

The winning school for KS2 was George Street with 94 points.

- 2.3 The total spend was £6981.53, which meant that we used £981.53 from the events reserve account.

2.4 Wayne Beecham, one of our judges has confirmed that he will bring his piano next year which will save us approximately £500. Unfortunately, three schools were unable to attend, however if they would have taken part the bus hire alone would be an extra £860, therefore our budget for next year will need to be looked at.

3.0 Debrief and considerations for next year:

3.1 Consider a change of location, however, must have the capacity for all ten schools if they were to attend, as we have used The Active Living Centre for many years and this could be a good year to keep things fresh, especially with the Urdd taking place in Newport 2027.

3.2 We have received feedback from Ysgol Gymraeg Gwynllyw suggesting that on the first day for the Foundation pupils, that we make this a morning event only. Some of the younger ones get tired and they could also go back for lunch, where many have free school dinners.

3.3 This September will mark the start of the planning for next year's Urdd which will take place in Newport. We will aim to follow the theme and programme for our next Eisteddfod, which will help the teachers in their practice for ours.

3.4 The music we provide to the schools must be uniformed so that we can play the correct versions for them on the day. It would be helpful if we purchased a portable speaker that enabled connection through WIFI.

3.5 The presence of more Councillors to give out certificates and awards as the children really enjoy this.

3.6 Notify local press and media, particularly Torfaen Communications team so that they can share our event.

4.0 Budget:

4.1 The budget for 2025/2026 was £6000 plus £1000 from the events reserve.

5.0 Recommended:

5.1 That the report be noted and formerly thank Councillor Anne Gunter for her compere skills over the two days.

- 5.2 That the anticipated cost as well as the actual cost be noted as the significant decrease in transport costs cannot be expected in future.
- 5.3 That the debrief notes from this year's Eisteddfod Event be considered when planning for 2027.

Mrs Sarah Fussell
Events Officer

Events Committee
Community Testimonials & Annual Celebration Dinner 2026

1.0 Purpose of report

1.1 To provide an update on Community Testimonials & Annual Celebration Dinner.

2.0 The Event Debrief

2.1 The evening took place on Friday 20th March at The Comrades and approximately 85 people attended.

2.2 The compere for the evening was the Chair Councillor Allan Peploe.

2.3 Grant recipients were celebrated and Testimonial Awards were presented. The two annual Chair's charities Hope GB & Torfaen Pride were presented with cheques for £350 each.

3.0 What went well

3.1 Ensure that our invite list is up to date, including all other Community Town Councils and dignitaries.

3.2 Clear communication with all organising as this year we had a double band booking, ensuring we work to the scheme of works or spreadsheet so that progress made is recorded.

3.3 Scheme of Works, including budget, invite list and all details/bookings for the event to be recorded in the Annual Dinner Folder. A year in pictures on a board to take to the event.

4.0 What can be improved

4.1 The order of the evening was well planned, the certificates and trophies were well done, the venue was local, the food was very good, and the vibe of the event was great.

4.2 Discuss the possibility of using the golf club as a venue, consider having a formal compere for the evening, the Chair will be present the awards and will deliver a formal speech.

4.3 Adopt a new mailbox for Events only, so that all correspondence can be in one place (helpful so that any member of staff can see what is going on at any given time).

- 4.4 Ensure that no other Community Event is taking place at the same time as the Annual Dinner to avoid double booking for dignitaries and guests.
- 4.5 Look at how other Community Councils structure and plan their Annual Dinner to see if we can improve ours.
- 4.6 Book the venue earlier, September time and send a "Save The Date" out earlier, perhaps January.

5.0 Budget

- 5.1 Total spend was £1162.55 with an allocated budget of £3000.

6.0 Recommended

- 6.1 That the information be noted.

**Sarah Fussell
Events Officer
March 2026**

**Events Committee
Wednesday 8th July 2026
Party in the Park Brief**

1.0 Purpose of report

- 1.1 To receive an update on plans; updates from the Working Party and anticipated spend.

2.0 Overview

- 2.1 Party in the Park will take place on Saturday 11 July 2026.
- 2.2 Infrastructure, entertainment and community providers have been booked for the day and logistics information sent to all. The theme this year is Circus – with the main act being Ned the elephant.



We also have a range of circus skills for children and adults alike to “have a go at”!



- 2.3 PR & Marketing is building across multiple platforms to advertise the event.

2.4 An ESAG meeting was attended and plans are in place to ensure the event is fun and safe for all.

3.0 Working Party Updates

3.1 A second working party meeting was held on Monday 1st June. Key points from the meeting included:

- Arrival and set-up times
- Overview of the stage acts
- Timings for the parade
- Use of communication radios
- Wet weather plan
- Confirmation of stalls from TGSB

3.2 A copy of the notes can be made available if requested.

4.0 Budget

4.1 There is an allocated budget of £29,000 for the event. As previously approved (min 444, Full Council meeting 29th Jan 2026), plans have been made on the expectation of receiving some income from stalls and use of the dedicated Events Reserve. The anticipated expenditure for the event is £30,000.

5.0 Recommended

5.1 That the information be noted.

Rebecca Cronin and Sarah Fussell
Health & Safety Lead and Events & Projects Officer
June 2026

**Events Committee
Wednesday 8 July 2026
Community Grants Presentation Evening Report**

1.0 Purpose of report

1.1 To receive a proposal for a Community Grants Presentation Evening.

2.0 Background

2.1 It is proposed that the same approach be taken for the 2026 grant funding as in 2025.

3.0 Community Grant Presentation Evening

3.1 A small evening presentation will take place in October, likely Friday 23rd October 6.30pm – 9pm.

3.2 Guests would include representatives from:

- Core Funding recipients
- Junior Sponsorship recipients
- Grounds Maintenance recipients

3.3 Suggested venues to approach are

- Pontypool Golf Club
- Cold Barn Farm
- Torfaen Museum
- The Hub Penygarn
- Millenium Hall - Garndiffaith

4.0 Budget

4.1 The cost of the event will be taken from the Additional Events Budget, with a maximum spend of £1000.

5.0 Recommended

5.1 That the information be noted.

5.2 That the committee choose a preferred venue and approve the anticipated spend so plans can progress

**Rebecca Cronin and Sarah Fussell
Health and Safety Lead and Events and Projects Officer
June 2026**

**Events Committee
Wednesday 8th July 2026
Christmas Cavalcade – Update Report**

1.0 Purpose of Report:

1.1 To receive an update on the plans for the 2026 Christmas Cavalcade.

2.0 Report:

2.1 The Christmas Cavalcade will take place on Saturday 5th December.

2.2 The main event will be based in the Town Centre, with additional activities taking place within Pontypool Indoor Market.

2.3 GW Crafters are providing the stalls/Christmas Market.

2.4 The Light Show to accompany the official light switch on has been agreed and booked, as per minute 410, Events Committee (January 2026).

2.5 There will be a further update on bookings in due course.

3.0 Budget

3.1 The 2026/2027 budget is £19000.

3.2 The light show has been booked at a cost of £1995, and a deposit of £150 has been paid to secure the date.

4.0 Recommended:

4.1 That the report be noted.

**Sarah Fussell
Projects & Events Officer**

Financial Budget Comparison

Comparison between 01/04/26 and 31/05/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

	2026/2027	Reserve Movements	Actual Net	Balance
Events Committee				
5001	Party in the Park	£0.00	£2,500.00	£26,500.00
5020	Christmas Lights - Pontypool	£0.00	£8,004.51	£8,745.49
5025	Christmas Tree	£0.00	£0.00	£2,500.00
5030	Christmas Cavalcade	£0.00	£0.00	£19,000.00
5050	Eisteddfod	£0.00	£0.00	£7,000.00
5065	Additional Events	£0.00	£250.00	£5,250.00
5100	Youth Festival - Pontypool	£0.00	£0.00	£5,000.00
5105	Youth Festival - Overseas	£0.00	£0.00	£5,000.00
5205	Twinning - Council's Visits	£0.00	£1,148.04	-(Overspend - Flights) -£148.04
5305	Youth Council	£22.89	£22.89	£0.00
	Total Events Committee	£90,750.00	£11,925.44	£78,847.45

Earmarked/Restricted Reserves – May 2026

Heading	Committee Responsible	Bal c/fwd	Trfs In	Out	Balance
Events	Events	971.77			971.77
Twinning Youth Festival	Events	5,924.08			5,924.08

AGENDA ITEM 8