



3 September/Medi 2026

Dear Sir/Madam, Annwyl Syr/Fadam,

You are hereby summoned to attend a **MULTI-LOCATION MEETING** of the **EVENTS COMMITTEE ON WEDNESDAY 9 SEPTEMBER 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.

Rydych wedi eich gwahodd i fynychu cyfarfod y **PWYLLGOR DIGWYDDIADAU am 5.30 PM, DYDD MERCHER 9 MEDI 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

C Drew

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. **Party in the Park 2026**
To receive a debrief report on Party in the Park 2026 (attached: pages(s) 1 - 6).
4. **Christmas Cavalcade**
To receive a report on potential acts and providers for the Christmas Cavalcade. Refer Projects and Events Officer (attached: page(s) 7).
5. **Community Grants Presentation Evening**
To receive a report outlining a proposal for the presentation evening. Refer Projects and Events Officer (attached: page(s) 8).
6. **Twinning**
To receive a report on the twinning events held in July and August 2026 (attached: page(s) 9 - 10).
7. **Pooler Fest**
To receive a report on a proposal to hold a new event (attached: page(s) 11 - 12).
8. **Committee Budget**
To inform the committee of the budget (and reserves) within its remit and the spend to date (attached: page(s) 13).
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 Peploe) and Leader (Councillor Gaynor James) Ex-officio

Events Committee
Wednesday 9th September 2026
Party in the Park 2026

1. Purpose of report

- 1.1 To provide a report on the 2026 Party in the Park event and share recommendations for the 2027 event.

2. Event Preparation

- 2.1 Party in the Park took place on Saturday 11th July.
- 2.2 The planning of the event was started slightly later this spring due to staffing absences, but once started the Events team were able to organise lots of family entertainment for the day.
- 2.3 Mr Steve Constance was hired to ensure compliance with Health and Safety legislation on the day.
- 2.4 Comet Security was engaged to provide Stewards and SIA trained staff for the day, including assistance with traffic management for the public as required.
- 2.5 TGSB were brought in to coordinate the arts/crafts and food vendors for the day.
- 2.6 In the lead-up to the Event Day, further plans were put in place to mitigate risks associated with the hot weather, both for the general public and those working (staff, external providers and volunteers) in the event.

3. Event Day

3.1 Infrastructure

Green Room Events – Stage and technical support
Sarah Campbell – Stage Management
Steve Constance – Health and Safety Consultant
Phoenix Hire – Generator supplier
Chris Langford/Blaenavon Heritage Centre – gazebos
TGSB – markets and food stalls
Speedy Hire – crowd barriers
Steve Warman – maintenance and labour
Event Clean – recycling provision and porta-loos
Pontypool RFC – green room/base for staff, stewards and performers
Its Covered Marquee Hire – Indoor Market marquee
Comet Security – security
St John's Ambulance – first aid provision

All elements arrived and functioned as planned.

3.2 Stage Performances (managed by Sarah Campbell-Horner)/Parade

3.2.1 The stage performances were made up of community choirs, dance groups and professional bands. One dance group pulled out earlier in the week due to the hot weather. On the day the programme included:

- Gypsy Flower
- Mic and Fins
- The Switchtones (Headliner)

Supported by:

- Linden Singers Choir
- Tenovus Choir
- Prospect Dance
- Dance Attack Collective
- Blaenavon HVC School

3.2.2 The parade was not led by any band or act this year, and it was noted that this was a shame as some music to accompany the parade was missed. Cllr Lisa Jones headed the parade dressed as a clown, and children from Osbourne Lodge and Ysgol Meithrin Pont-y-pŵl and the Bubbleologist participated.

3.2.3 Mountain Song Revival provided acoustic music in the band stand throughout the day. Feedback from Facebook stated that this was well received but not many people listening as it is far away from the main field.

3.3 Market/Food Stalls

3.3.1 The market and food stalls were managed by TGSB, supplying a total of 65 stalls on the day.

3.3.2 Set-up and pack-down was handled smoothly and professionally, working hand in hand with Comet Security to ensure safe traffic management around the site.

3.4 Security

3.4.1 Comet Security Group were sited at the top of the field next to the PCC headquarters as per a request from last year. This worked well and is suggested that this remains the security outlook post.

3.4.2 The Security Lead from Comet Security Group provided a full debrief report. This is available on request, with the overview detailed below:

Party in the Park 2026 was successfully delivered within Pontypool Park and attracted significant attendance from across the local community.

Comet Security Group Ltd was contracted to provide security, stewarding, traffic management, safeguarding support, incident response and public reassurance throughout the event. Operations were delivered in challenging weather conditions, with exceptionally high temperatures experienced throughout the day.

3.5 Health and Safety

3.5.1 St John's Ambulance treated 7 patients all of whom were of a minor nature. They were sited outside the rugby grandstand on the hard standing and this was an excellent position for them and is suggested that this remains the First Aid post.

3.5.2 Incident breakdown - (further details upon request):

- 1 x near miss – NHS van leaving event early – no further action on day. For next year ensure all providers are reminded they cannot leave site until 5pm (unless discussed and authorised by Events Manager).
- 1 x safeguarding issue – investigated by Comet Security Group – no further action required. Procedures followed.
- 1 x code green (alcohol use) – mascots involved – no further action required.
- 1 x health and safety check required after event opening – injury sustained by a child – equipment at fairground checked by Health and Safety Team and no issue could be found – no further action required.
- 1 x stall holder asked to leave site as they were not booked into event – followed up after the event to explain - no further action.

3.5.3 The Health and Safety Consultant provided the following observations for continual improvement:

- That radios be kept and used until the very end of the day (6pm rather than handing back at 5pm). This helps with any emergencies that happen as the event closes and any missing children.
- Ensure all staff are aware of stallholders booked onto the event, to prevent stalls that are not booked on setting up.

3.5.4 The main health concern during the day was heat-related issues, both for those involved in the event and the general public. A "Hot Weather" appendix highlighting action taken was added to the Event Management Plan and information distributed accordingly.

3.5.5 Extra water was made available for event personnel/providers. A hydration station was placed at the PCC headquarters to ensure any visitors could obtain a glass of water when needed. This proved very popular and is recommended for future events if the temperatures are high.

3.5.6 The main concern for the Health and Safety Team was the bouncy castle usage with the potential for children to overheat and for the inflatables to get hot to the touch. Usage was limited to 5 minutes, and the inflatables were positioned as best as possible to minimise sun. At the hottest part of the day, the Health and Safety Team decided that one of the inflatable slides be closed due to the surface temperature of the plastic.

3.5.7 A major incident occurred at the end of the event around 5.15pm when most of the public had already left, a stallholder suffered an anaphylactic shock following a wasp sting. The patient was known to have an allergy and therefore carried an epi-pen. The Health and Safety Lead ensured an ambulance was called and Comet Security Group assisted with first aid. The patient was then taken to the Grange hospital for further treatment.

3.6 Community Providers

3.6.1 As in previous years, the paid entertainment was accompanied by numerous activities from our community providers and partners:

- Torfaen Play Service
- Osbourne Lodge Nursery
- Ysgol Meithrin Pont-y-pŵl
- Torfaen Sports, Health & Fitness Team and the Active Travel
- Torfaen Youth Service
- Torfaen Village – The Deal
- Gwent Police
- NHS Health Van

3.6.2 All Creatures Great and Small did not run the dog show due to the weather concerns – a decision fully supported by all involved. They still attended with their information stall.

3.6.3 Hedyn Homes made the decision not to attend again this year due to the well-being of staff, given the known temperatures expected.

3.7 Booked Activities and Providers

3.7.1 The following activities and providers took place/attended:

- HipHop12 DJ Decs, Graffiti art and breakdancing Workshop
- Memories and More Mascots
- Circo Rum Ba Ba circus skills workshops
- Facepainters
- R&N Barber Inflatables
- Skateboard Academy workshops
- Carl John - Magician
- The Bubbleologist
- Ned the Elephant

- Angie Mack – Hula hoop workshop and show
- JM Entertainment Deck chairs and Games

3.7.2 Despite the heat, all workshops and activities took place, being mindful of breaks, hydration and proximity to shade. All companies would be considered for future events.

3.8 Fair

3.8.1 This year the Fair returned as Mr C Deakin made payment to PCC of £2000 before the event. It was lovely to see the Fair return and PCC received lots of good feedback about the Fair.

3.9 General feedback and lessons learnt.

3.9.1 The feedback received from stallholders, providers and attendees on the day was positive. The event attracted lots of attendees even though it was a very hot day with temperatures up to 30°C. An approximate figure was 7000 attendees throughout the day. The park also had a ski event on, which did not impact the event.

3.9.2 The PCC stall had many visitors this year, where children could choose to have free items including, books (approximately 230 books given out, in both Welsh and English), wooden toys and puzzles, sunglasses, sweets, bubbles and also notepads and PCC pens for all ages. It is recommended to offer further PCC merchandise at future events.

3.9.3 The parade was not led by any band or act this year, and it was noted that this was a shame as some music to accompany the parade was missed.

4. Budget

4.1 The budget for the event was agreed as £29,000.

4.2 Income

- TGSB stall fees: £1417.50
- Fair contribution: £2000.00

Total: £3417.50

4.3 A breakdown of expenditure is available on request. It should be noted that the bulk of expenditure is on health and safety and infrastructure which is integral to the day. An increase of budget should be considered when discussing budgets at the Council's budget priorities day in October 2026.

5. Recommended

- 5.1 That the report be noted.
- 5.2 That Councillors are thanked for their time, manning the PCC stall and generally supporting the event. It was much appreciated by the staff.
- 5.3 That a budget increase at the Council's budget priorities day in October 2026 be considered.

**Health and Safety Lead
August 2026**

Events Committee
Wednesday 9th September 2026
Christmas Cavalcade – Update Report

1. Purpose of Report

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

2. Report

- 2.1 The Christmas Cavalcade will take place on Saturday 5th December 2026.
- 2.2 The main event will be based in the Town Centre, with additional activities taking place within Pontypool Indoor Market.
- 2.3 TGSB Events will be providing the stalls/Christmas Market.
- 2.4 The overall event will run between 10.00am and 5.00pm, with some acts/entertainment beginning at 12.00pm. Santa's Grotto will be for pre-bookings only between 10.00am-11.00am. This first hour of Santa's Grotto will be especially for children with sensory sensitivities.
- 2.5 The event will finish with a parade, and the laser show will provide the countdown to the switch on of the Christmas lights in Pontypool Town Centre.
- 2.6 Crane Street Baptist Church will be used as the Event Base for the entire day.
- 2.7 The first Working Party meeting has been booked for Thursday 10th September 2026.

3. Budget

- 3.1 The 2026/2027 budget is £19000.

4. Recommended

- 4.1 That the report be noted.

Sarah Fussell
Projects & Events Officer

Events Committee
Wednesday 9th September 2026
Community Grants Presentation

1. Purpose of Report

- 1.1 To provide an update on the 2026 Community Grants Presentation Evening.

2. Overview

- 2.1 Members are asked to consider combining the Grants Presentation Evening and the Annual Dinner into a single event to be held in March 2027.
- 2.2 Historically the two events have been held separately. The Clerk has suggested that combining them may provide efficiencies in planning, administration and venue costs, whilst also creating a larger civic and community occasion. Members are invited to discuss the proposal and determine whether they wish officers to explore arrangements for a combined event in March 2027. The committee is requested to provide its views and, if appropriate, approve the principle of holding a joint event.
- 2.3 The 2025 Community Celebration Evening took place on Thursday 9th October at The Comrades Club, Pontypool. Councillor Allan Peploe was the compere for the evening and a light buffet was provided for the invited sports groups and charities. The cost of the evening's buffet was £180 and was our only spend for the event. The 2026 Annual Celebration Dinner took place on Friday 20th March also at The Comrades and approximately 85 people attended with a total spend of £1162.55.
- 2.4 To honour Ruth Tucker's legacy we would like to introduce an annual award in her memory which would be presented at our Annual Dinner. The award would recognise an individual who demonstrates the qualities and values that Ruth embodied and for which she was so highly regarded.

3. Budget

- 3.1 The total budget for the two events is £5,500.

4. Recommended

- 4.1 That the information be noted.
- 4.2 That a decision be made to keep as separate events or to combine into one.
- 4.3 That a decision be made to introduce an annual award in memory of Ruth Tucker.

Events Committee
Wednesday 9th September 2026
Twinning Debrief 2026

1. Purpose of Report

- 1.1 To provide a report on the Peter & Paul Festival and the Bretten Youth Festival.

2. Peter & Paul Festival

- 2.1 Councillor Peploe and his wife attended the Peter & Paul Festival in Bretten, Germany from Friday 3rd July to Sunday 5th July 2026. During the Peter and Paul weekend, Bretten immersed itself in its history and brought the year 1504 vividly to life. With a varied programme in the lanes and squares of the old town, there was the opportunity to experience the Middle Ages up close.

3. Youth Twinning Festival

- 3.1 Bretten hosted this year's Youth Twinning Festival from Tuesday 11th to Sunday 16th August. Eight youth and two supervisors attended with Councillor Hunt and her husband joining them on Friday 14th August for the weekend. New friendships, shared experiences and memories have been made and Youth members will be attending Full Council at the end of September to provide a debrief. Councillor Hunt has requested that the Youth Council have ongoing invites to Full Council meetings.

4. Peter & Paul Budget

4.1 Budget - £1000

	£
• 2 x return flights Heathrow to Stuttgart	854.12
• Car parking and hotel, Heathrow	232.00
• Travel Insurance	38.58
• Accommodation in Bretten	282.00
Total:	1406.70

- 4.2 The overspend of **£406.70**, resulting from the increase in flight costs, will be **mitigated by an underspend within the Youth Twinning Festival budget.**

5. Youth Twinning Festival Budget

5.1 Budget - £5000

	£
• 2 x return flights Heathrow to Stuttgart	617.48
• Car parking and hotel, Heathrow	227.00
• Youth/Staff flights	3601.28
• Welsh Gifts	59.65
• Euros	94.34
• Fancy Dress Costumes	74.88
Total:	4674.63

6. Recommended

6.1 That the report be noted.

Sarah Fussell
Projects & Events Officer

Events Committee
Wednesday 9th September 2026
Pooler Fest - Proposal

1. Purpose of Report

To receive a proposal for a Music Festival to potentially be held over the May Bank Holiday 2027.

2. Overview

- 2.1 It is proposed that we hold our first music festival which will take place on the bank holiday Sunday 30th May 2027.

3. New Proposals

- 3.1 To assist with smooth planning and budget management, it is requested that the committee make a decision on the music festival 'Pooler Fest' The following items are put to committee for consideration:

3.2 Stage and Lighting provided by GRP Live

- 3.2.1 The quote includes everything that was provided for Cwmbran Community Council's Crow Festival. This includes the stage, lighting, backline for the bands, pit barriers, 20 radios for security and staff, wifi network, all power requirements, associated equipment and power for the traders. This would just require an increase in the generator capacity to accommodate the additional load.

Total: £15000.00

3.3 Infrastructure

Please find below a comparison from Party in The Park.

		£
• Comet	Security including radios	2800.00
• Steve Constance	Freelance H&S Consultant	550.00
• PRS/PLS	Music Licence	240.00
• Steve W	Freelance labour for set up	880.00
• Speedy	Crowd Barriers	390.00
• Event Clean	Recycling bins and post-event cleanse	1200.00
• St Johns		
• Ambulance	Medical Support	1075.00
• TCBC	Street Trading Application	75.00
Total:		7210.00

3.4 Venue

To discuss possible venues including Panteg House and West Mon Fields or any other possibilities.

3.5 Marketing and Promotion

	£
• Go Local date stickers	103.20
50 x A4 single sided posters	48.26
Go Local mag deal	300.00
A1 posters x2.	76.00
Total:	527.46

3.6 Stage Management and Bands

	£
• Freelance Programme/Stage Manager	1050.00
• Bands	7000.00
Total:	8050.00

3.7 Market Stalls

- Stalls to be provided by TGSB Markets, including hot and cold food.

3.8 Income

	£
• Ticket Sales	xxxx
• Proportion of stall fees	1400.00

3.9 Budget

	£
Stage and Lighting	15000.00
Infrastructure	7210.00
Marketing and promotion	527.00
Stage Management and Bands	8050.00
Total:	30787.00

Based on the current estimates, an expenditure of £30,000 is anticipated, with an associated income highlighted in 3.8.

4. Recommended

- 4.1 That the Committee make a decision regarding the proposal of Pooler Fest and if the Projects and Events Team should further explore potential options.

Sarah Fussell
Projects & Events Officer

EVENTS MEETING – 9 SEPTEMBER 2026

AGENDA ITEM 8

Financial Budget Comparison

for Events Committee

Comparison between 01/04/26 and 31/07/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	2026/2027	Reserve	Actual Net	Balance
INCOME				
Events Committee				
501 Party in the Park	£0.00	£0.00	£1,417.50	£1,417.50
Total Events Committee	£0.00	£0.00	£1,417.50	£1,417.50

	2026/2027	Reserve	Actual Net	Balance
EXPENDITURE				
Events Committee				
5001 Party in the Park	£29,000.00	£0.00	£22,787.23	£6,212.77
5020 Christmas Lights - Pontypool Town	£16,750.00	£0.00	£8,004.51	£8,745.49
5025 Christmas Tree	£2,500.00	£0.00	£0.00	£2,500.00
5030 Christmas Cavalcade	£19,000.00	£0.00	£0.00	£19,000.00
5050 Eisteddfod	£7,000.00	£0.00	£0.00	£7,000.00
5065 Additional Events	£5,500.00	£0.00	£500.00	£5,000.00
5100 Youth Festival - Pontypool	£5,000.00	£0.00	£0.00	£5,000.00
5105 Youth Festival - Overseas	£5,000.00	£0.00	£4,743.65	£256.35
5205 Twinning - Council's Visits	£1,000.00	£0.00	£1,000.00	£0.00
5305 Youth Council	£0.00	£139.55	£139.55	£0.00
Total Events Committee	£90,750.00	£139.55	£37,174.94	£53,714.61
Total Events Committee Income	£0.00	£0.00	£1,417.50	£1,417.50
Total Events Committee	£90,750.00	£139.55	£37,174.94	£53,714.61
Total Net Balance	-£90,750.00		-£35,757.44	

Earmarked/Restricted Reserves

Balc/fwd at
31.03.26 Trfs In Trf out Bal c/fwd

Jul-26

Heading	Committee Responsible		Balance
Events	Events	971.77	971.77
Twining Youth Festival	Events	5,924.08	5,924.08