



Cyngor Tref Rhydaman Ammanford Town Council

**Minutes of Wellbeing, Community Engagement and Events Meeting of Ammanford Town Council
(ATC)
on
Monday 20th June 2022
Via Virtual Media on MS Teams**

Attendees: Members of Wellbeing, Community Engagement and Events Committee (WCE): Cllr. Sara Murray (Chairperson of Committee); Mayor Stephen Davies (SD); Cllr Julia Bell (JB); Cllr. Heulwen Howells (HH); Cllr. Terry Howells (TH); Cllr. Anthony Jones (AJ)

Attendees: Non-Members of Wellbeing, Community Engagement and Events Committee (WCE):
None

Also present: Wynne Jones (WJ), Facilities and Asset Management Officer

Minutes taken by: Clerk Duncan Morgan (DSM)

Cllr. Sara Murray presiding

Meeting commenced at 18:09

The public were asked to refrain from using the chat facility otherwise they would be disconnected from the meeting. Any derogatory remarks made on the chat facility against ATC could result in further action being taken by the Council. All present at the meeting were reminded that recording of this meeting was not permitted on any device.

1) Apologies for absence

Deputy Mayor Emyr John

Cllr. Lyn Brodrick

2) Declarations of interest

Mayor Stephen Davies – Ammanford AFC

Cllr. Heulwen Howells – Husband Grounds Maintenance Manager CCC

Cllr. Anthony Jones – Llandybie Community Council, Ammanford Miners Welfare Association

Cllr. Sara Murray – Ammanford RFC

3) To Discuss Outsourcing Event Management

The Clerk stated that ATC could investigate the possibility of employing the services of an Event Manager/Project Manager on an agency/temporary fixed price/term basis.

Observations/Comments

- It was stated that historically, a person had been employed to organise the events run by ATC
- The person would have to have an event organisation background
- Maybe not be employed as a member of staff
- Use a contracted service i.e. to buy in the services of an event management company
- It was stated that an amount of £5K had been budgeted for a person to take on this role

JB – stated that she had spoken to Ms. Fiona Wilkins (FW) who had undertaken the role previously for ATC and was happy to undertake the role as an event PM

FW – Stated that she would take on role for the delivery of the Outdoor Cinema Event at rate of £200/week for a total cost of £2,200

Other events could also be looked at such as Christmas Lights Switch On.

It was proposed that ATC contracts with Ms. Fiona Wilkins as an Event Manager

Proposed – SD

Seconded – SM

All members of the WCE Committee voted in favour

Resolved – Ms. Fiona Wilkins be contracted on a fixed term basis as an Event Manager to deliver the ‘Outdoor Cinema/Big Day Out Event’ and that a contract be drawn between ATC and FW

4) To provide an update on the Christmas Lights and Switch On Event

The Clerk reported that a meeting had been set up with Paul Taylor of LITE for a walkaround survey to further discuss his Christmas lights lighting scheme for 6pm tomorrow (Tuesday).

Observations/Comments/Additional Information

- A provisional specification provided by Paul Taylor of LITE Limited was discussed
- The Christmas Tree will have to be sourced locally by ATC but the lights would be installed by the successful tender received from the Xmas lights installation company
- It was planned that ATC would go out to tender for the installation of the Christmas lights September/October 2022
- It was clarified that the lights would be the property of the successful Christmas Lights Installation Company who would be installing/removing and storing the light as part of the Terms and Conditions of the contract.
- WJ – awaiting a quotation from Williams electrical for testing and replacing (where required) the commando sockets that supply the high level Christmas lights.
- AJ – Queried why the trees along Quay were not lite – response they have been disconnected for Health & Safety reasons due to vandal damage
- WJ – Stressed that time was paramount and that the tender be sent out as soon as possible.

5) To Discuss Outdoor Cinema Event

The clerk reported that last year’s event was held on the evening of 10th September 2021 with a children’s film screened and full day Saturday 11th September 2021 to include a film screening on that evening.

Costs last year were £10,208.

The Clerk suggested that a date be allocated/decided for this year’s event.

Observations/Comments/Additional Information

- The cinema screening be reversed from previous year's with an over 18's film for Friday evening and a family oriented film for Saturday evening
- Examine the possibility of including a carnival type theme for Saturday
- Cllr. Sara Murray and Fiona Wilkins to be the lead officers for the event.
- Dates of 9th and 10th September 2022 were discussed and provisionally agreed
- Food stalls and entertainment to be provided for the Saturday
- Food stalls only to be provided for Friday
- Cllr. Julia Bell to contact Fiona Wilkins to arrange meeting with ATC
- Fiona Wilkins to prepare one page document to capture the essence of the event

Deputy Mayor Emyr John joined at 19:00

6) To Discuss Future Events

The Clerk reported that the following correspondence had been received from Cllr. Lyn Brodrick and wished it to be read out at the meeting:-
Duncan,

Apologise for late reply please accept my apologise for Monday's meeting.

The only thing I would mention on events is Commonwealth Games is coming up between 28th July and 8 August and Sport Relief are doing a campaign Move 22 in partnership with inspire the nation and hope to raise valuable funds to tackle inequality, improving mental health and helping young people to survive and thrive.

Could this be raised as a potential event in the Recreation ground with partnership with the local authority if we approach the Actif Communities team to host an event.

Thanks

Lyn

AJ – Asked if ATC were expected to fund this event and requested if LB could provide more information regarding cost implications

There were no further matters raised on the above topic.

Observations/Comments/Additional Information

- SD – raised that consideration be given to Fiona Wilkins project managing future events
- ATC needs to concentrate and have a process for the Outdoor Cinema Event and Christmas Lights switch and Xmas Lights tender needs to be issued as matter of urgency
- Start scoping for next year's in September/October 2022
- Observations/Comments/Additional Information
- Organising and virtual events was also a consideration to all for more community engagement. Youth Groups to be involved as well.
- Involve Menter Bro Dinefwr in future.
- It was stated that for previous completions local business were given vouchers by ATC to be redeemed in store by competition prize winners
- EJ – Asked what involvement CCC has within the town for events
- Clerk to approach CCC for grant funding for events

Next Wellbeing, Community Engagement and Events – TBA

Meeting Closed at 19:40

Signed: (Chair)

Print Name:

Date:

DRAFT