

**Minutes of Events Committee held at Babel Zion Newydd  
on Wednesday 7<sup>th</sup> February 2024 at 7.15 p.m.**

**PRESENT: Cllrs J Slate, Chair, G Slate, M Williams, D E Williams.**

**Cllr J Evans joined remotely.**

**One elector present in addition to Howard Davies Clerk.**

1. Apologies – Cllr P Totterdale, S Bowen. Late apologies were received from Cllr Bevan as he had been caught up in an accident on the M4.
2. Declaration of interest – None
3. Cllr Jenny Slate was unanimously elected as Chair. **(Minute 02/24 E3)**
4. The minutes of the meeting held on 22<sup>nd</sup> November were unanimously approved **(Minute 2/24 – E4).**
5. Everyone thought that the Christmas Lights “switch on” and inaugural Carol service around the new illuminated Christmas tree had gone well overall and had proved to be a great success, having overcome issues with the electricity supply, and the indifferent weather forecast. It was also felt that the entrance to the park provided a far safer off-road site for the school children as opposed to congregating around the tree at Pensarn roundabout. It was acknowledged that the popularity of the event had grown considerable post Covid, with increasing number of parents and children attending both the “switch on” and the party following for the children down at Llangunnor School.

**Takeaway learning points for next year.**

- Better advance planning for the placement of stalls down at the school, as it was felt that with the tea and coffee stall located near the entrance door this was causing queues to develop.
- Stalls requiring power to be located near to the available power points.
- More volunteers were required to serve tea and coffee, as the two volunteer helpers had found it difficult to keep up with demand at peak times.
- To have two separate queues for teas and hot dogs.

- Reduce the number of carols, with more upbeat tunes to be played at the beginning to help build the “Christmas spirit/atmosphere”
- Have an interval halfway through during which further refreshments could be purchased.
- To better publicise the events and not just to rely on Facebook, as not everyone uses this medium, and we need to reach as wide an audience as possible.
- Carmarthen Symphonic Wind Band had gone down well, and it was decided to rebook them for this year.

### Successes

- Venue – School is larger than Babell and accommodates larger numbers
  - Revamped Santa’s grotto and location.
  - Teamwork – working with school, Babell and WI for help with catering
  - It was felt that the Park entrance proved to be a safer location for those attending.
  - The mulled wine and hot chocolate proved very popular.
  - Increased numbers attended the “switch on” and a good number attended our first carol service around the new Christmas tree at the park entrance. Both free events had been well received by the Community.
6. The date for the fun run was agreed with the event now to take place on Sunday 19th May 2024 and will be restricted to 100 runners. A toddler dash and runs for school children will be added this year. Entrance fees were agreed at £10 online (including Eventbrite Fee) and £12 on the day, with £2 discount for “affiliated runners”.

### Actions agreed:

- All entrants to receive medals like last years, with trophies to be purchased for the winners of the senior races.
- Children to be given one medal each for entering one or more race
- Ice cream vendor to be sought with profit share arrangement
- Consideration to be given to the sale of other refreshments on the field.
- Trots to be again approached for the lend of their tent, and for assistance with marshalling and time keeping
- Signage to be purchased to be reused for future events rather than borrowing signage again
- St Johns Ambulance to be to be approached for availability and booked for the event
- ARC registration and insurance to be renewed
- Consideration of who could open fun run
- Identify sound system requirements
- Source photographer

Following discussion and costing it was decided to approach “Full Council” for a working budget to run the event of £800 with a 10% contingency where it was hoped that based on last years’ experience that the event would cover cost and hopefully generate a small profit building on the success of last year’s event. **(Minute 02/24 E6)**

7. The “Party in the Park” will take place on Sunday 23<sup>rd</sup> June 2024 and will follow the format of last year’s successful event, with stalls, children’s activities, singers/performers, attractions etc.

Actions agreed:

- Last year’s vendors for ice cream and burger van to be approached to check availability, with a profit share arrangement similar last year to be offered.
- Fun fair/bouncy castle provider to be approached to check availability with a profit share arrangement
- Children’s entertainer, facepainting artists, circus skills artist, petting pets, football skills, rugby skills, line dancing, tombola to be approached to check their cost and availability
- Local bands/choirs to be approached for availability and costs
- St Johns Ambulance to be approached for availability and booked for the event
- Identify sound system requirements
- Identify some free activities for the day e.g. throw the welly
- Identify if any businesses/organisations have any marquees/tents available for hire/use as using domestic gazebos is not suitable in adverse weather
- WI to be approached for provision of a cake stall
- Other local organisations/businesses to be approached re stalls on the day
- Who to approach for raffle prizes, with tickets to be sold on the day.
- All asked to consider who could be asked to open the event.
- Stall holders this year to source/bring their own generators, and we will charge a pitch fee only.
- Everyone asked to think about who they would like to open the event.
- Source Photographer
- Additional Volunteers would be required, and everyone was asked to try and recruit as many as possible from their friends/network.
- The Headmaster of Llangunnor school to be approached to see if the school could be made available as a contingency for bad weather
- Entrance Fee to be agreed once attractions had been booked and costed. Entrance Fee should reflect how many free activities and pay to purchase activities are available on the day to ensure it remains affordable.

A budget to be prepared once costs had been firmed up, and this will then be presented to full Council for approval. Again, we are looking to fully cover cost, and to breakeven at worse, but hopefully to generate a profit building on the popularity and success of last year's event.

8. It was agreed that we need to better publicise our Community events, and not to solely rely on Facebook, but to consider leaflet drops, and greater poster coverage through placement at key businesses, venues and in our noticeboards.

The Halloween competition was deemed to be a success despite a low number of entries and had helped drive significant traffic to our web page. It was decided to repeat this competition again this year, but to plan earlier, and increase promotional advertising to hopefully increase the number of entrants.

It was decided not to run a "Santa dash" this year as we already have a busy November/December planned with the "Lights Switch On" Christmas party for the children, and Carol service, and as we only have a small number of Councillors to call upon, who were already giving a large amount of their time at this busy time of year, to organise and run the established events.

Further summer craft activities to be considered for this summer which proved popular last year. It was felt that we should canvas residents' opinion to see what they wanted.

9. As the Chair had not heard back from Llangunnor School with the proposed dates for their Christmas activities it was agreed to place onto the Agenda for our April meeting.

**10. Date on next meeting – April 3<sup>rd</sup>, 2024.**

Meeting closed 9.20 p.m.

Signed as a true record:

Date