

**Minutes of “remote” Events Committee held Remotely on Thursday
day 22nd March 2023 at 8.00 p.m.**

PRESENT: Cllrs J Slate Chair, G Bevan, P Totterdale, D E Williams, G Slate, A Wadeward.

One elector present in addition to Howard Davies Clerk.

1. Apologies – Cllr C Evans, M Williams, J Evans

2. Declaration of interest – None

3. The minutes of the meeting held on 22nd February 2023 were unanimously approved **(Minute 03/23 – E3).**

4. The Chair advised that the organising committee were making steady progress, and that arrangements were starting to come together.

She outlined that the planned format of the day would be as follows:

The event would commence at 10am with an adult 5k fun run restricted to the first 100 applicants (over 16s only or 12-15 years as long as accompanied by an adult) who would pay an entrance fee of £10 via Eventbrite, which would also give them admittance to the park activities that would follow.

The Committee are currently approaching a well-known local personality to open the event and were also actively looking for a race sponsor.

Following completion of the race, this would be followed by a range of local artist and bands performing at the park, the Chair confirmed that Flyrites a local band had been confirmed, where Carmarthen Schools Music section, along with the Llangunnor School Choir had also been asked amongst others.

This will be followed by races for the Children, split into different age groups according to the number of entrants.

Face painting, petting zoo, and inflatable castle would be available for a small charge, together with some free attractions.

The Fire Service has confirmed attendance, as long as there is no call out, and we await a response from the Police.

The Chair has put together a letter to be sent to local businesses requesting their support in the form of raffle prizes, or other donations.

The day will conclude with the presentation of certificates for the children's races, drawing of the raffle, and presentation of Our Community Awards to 6 recipients.

5. Arrangements and planning for the fun run were well in hand, with Cllrs G Slate and M Williams taking charge being two experienced runners themselves.

A course had been devised and has indeed been run by both Cllrs to ensure suitability, which would take runners out of the park via Blaengwastod/Login Road, returning to the park via the Lewis Morris entrance, with a final lap of the park which would equate to 5k.

All runners would receive medals and a "goody bag", with cups for the winners.

6. Following a robust discussion and our desire to see this event at least move to breakeven position it was unanimously agreed to charge a £1 pound admission fee for every adult and child over the age of 2 years old, which would ensure affordability for those attending with their families. **(Minute 03/23 E6)**

7. The Chair had put together a detailed spread sheet, based on all adults and children over the age of 2 being charged an entrance fee of £1 of each, with a full event cost budgeted at £2750, with anticipated income on a conservative basis indicating a break-even situation, which is a significant step change from where we were last year where the event cost circa £1300 to put on, and admission was free.

It was also acknowledged that the Council should be prepared to face a loss of up to £500 in putting on such an event, as the spread sheet is only an assumption at the end of the day. If we can move towards a breakeven situation that would be seen as significant progress in delivering a well-structured Community Event, building on last year's successes, and having taken on board key learning points.

An initial budget of £2800 with a 10% leeway now to be requested, to be reduced from receipts, with the events committee being able to book and pay for attractions and incidentals as they arise as long as they remain within the budget.

The budget was unanimously accepted by the Committee, and this will now be put forward to full Council at their April meeting for approval.
(Minute 03/23-E7)

As last year, councillors will meet up to carry out tasks and put plans in place as part of working groups. All outcomes and expenditure will be reported at the next Events meeting.

8. The Chair was able to confirm that St John's Ambulance had been approached for a quote, however they had not responded yet, and she will chase up again.

9. Any other Business- Cllr A Wadeward was in the process of approaching an event photographer, who would attend the event, at no cost to us, and would then be allowed to sell photographs at the event but would also give us the option to select a few pictures for our social platforms.

The Chair requests that all councillors volunteer for the various roles required on the day e.g., collecting entrance fees, marshals for run, raffle tickets, refreshment stands, etc. The Chair will provide a list for the next council meeting.

10. Date on next meeting to be advised by the clerk.

Meeting closed 9.00 p.m.

Signed as true record:

Date:

