

Minutes of a HYBRID meeting of the **EVENTS COMMITTEE** held at the Council Chamber, Council Offices, Talbot Street, Maesteg and remotely via Microsoft Teams and, on **Tuesday, 11<sup>th</sup> February 2025**

**PRESENT:** Deputy Clerk

**COUNCILLORS**

**IN PERSON:** **G Thomas (Chair),**  
C Davies & C Knight

**ONLINE:** N/A

**APOLOGIES:** L Thomas

**DECLARATION OF INTEREST:** None received

**441. TO RECEIVE EPM EVENTS TO DISCUSS EVENT PROPOSALS**

The Chair welcomed EPM Creative to the meeting to discuss the following event proposals:

- a) to receive Friends of Maesteg Welfare Park to discuss Maesteg park 100 years and MTC involvement.**

Epm and the Friends of Maesteg Welfare Park advised that they are discussing proposals between themselves that they will be bringing to the Council for agreement. Initial proposals would be for a summer festival over 2 days in August. Further details will be submitted when the official documents are sent. The committee agreed with the initial idea and wait in anticipation of the submission of an official proposal document.

The funding was discussed and due to the way the friends currently operate they would prefer MTC to hold onto the grant money and to pay invoices directly rather than move the money into their account. This would also allow MTC to reclaim the VAT.

***Recommendation:*** *MTC accept this as it would also give MTC oversight of the grant money.*

- b) to discuss Keepers run**  
Members queried the following:

- Charging for entry to the event: It was noted that the Council will have the general power of competence this year so will be able to generate monies to make the event more sustainable. Members agreed that the event must still maintain its roots by being ‘fun’. It was highlighted that many serious runners now participate in the event, and they expect to pay in excess of £30 to participate in runs. MTC have never before charged for an event and so it was decided that MTC would trial the payment process as an example for future events. The fee charged for this first event will be nominal and is not intended to cover the event costs. The committee agreed that those wishing to participate in the run and be timed with a ‘chip’ would pay for entry, whilst those who wish to run to be active or for fun should be able to enter for free.

***Recommendation:*** *A fee of £5 was proposed for those who wish to run competitively.*

- Trophy for ladies class – A member suggested that a ladies trophy be offered as part of the run so that everyone who takes place feels a part of the entire event. This was agreed and the 2 categories for trophies will be the 5k and 10k runs for ladies and men. Recommendation – purchase ladies trophies.

***Recommendation:*** *To purchase trophies for 2025:*

- a. *Men 10k & 5k*
- b. *Women 10k & 5k*

- EPM advised that rainbow powder is used in the events community now for little runs such as ones for children. This year we will be able to offer children the chance to take part in a small race across the playing fields. If t-shirts are provided, they can be of a lighter colour and the powder will colour them in a ‘dip-dye’ fashion which children really enjoy. The committee were in support of this proposal and suggested that 100 children’s t-shirts be ordered.

***Recommendation:*** *Order 100 plain children’s t shirts.*

- A member queried the charge for water noting that some water companies give out water for free for marketing purposes. It was also noted that the price offered at £1.17 per bottle for 1000 bottles (£1,170 total) seemed excessive so would be worth investigating.

***Recommendation:*** *Decline EPM price of water and clerk to investigate price and delivery of water to fun run.*

- T-shirts for the runners: It was noted that some companies charge up to £15 per t-shirt which, for 500 runners would be £7,500. For the advertising purposes and growing of the event it was agreed that T-shirts would be a good option if the

price was right, the committee requested that the deputy clerk investigate prices of T-shirts these could be sold at cost to runners.

- **Recommendation:** *accept EPM proposal for the fun run at £16,510.00. Clerks to investigate t-shirt prices for sale at cost to runners.*

**c) to discuss Summer Street Festival proposal:**

EPM provided a proposal that would entail closing off Talbot Street during an evening in the summer and holding a festival like event with live bands, stalls and other entertainment such as rides for children etc.

The chair advised that soon the Council will be looking to introduce a business forum and he would like one of the first orders of business to be a meeting where the businesses can suggest ideas to bring in to this event so that these businesses feel listened to from the get go.

The Committee agreed to put this event proposal on hold currently and await the outcome of a business forum.

**d) to discuss Christmas Parade**

EPM provided their quote this year for the Christmas parade. Both the committee and EPM agreed that this was business as usual, and the quote is slightly less than last year at £16,715 (previously £17,480).

The committee did ask if EPM could provide a cancellation policy to reduce costs if the event was to be cancelled again. EPM advised that they have considered this before but for such an event the estimated insurance costs would be £4,000-6,000 solely for insurance on top of the current price. It was advised that we could perhaps apply for a rolling road closure over the weekend and perhaps change the parade from the Saturday to the Sunday – this would need cooperation from the participants which may or may not be possible for everyone to agree to.

Members discussed moving the date of the parade to 29<sup>th</sup> November as the first Saturday is almost a full week into December.

The chair did advise that the Council will be looking into an events specific cancellation policy alongside the current public liability insurance so there may be a more positive update to share in the future.

The deputy clerk requested that EPM setup a ‘parade specific’ email address for general enquiries and for those who will be on the floats to have a contact instead of the office acting as a third party between stakeholders. The committee agreed with this suggestion.

**Recommendation:**

- *To accept the Christmas Parade quote at £16,715 (previously £17,480).*
- *EPM setup a 'parade specific' email address for general enquiries and for those who will be on the floats to have a contact instead of the office acting as a third party between stakeholders*
- *To move parade date to 29<sup>th</sup> November 2025*

#### **442. TO DISCUSS THE 200-YEAR CELEBRATION AND MTC INVOLVEMENT**

Cllr G Thomas provided a verbal update to members. Cllr Thomas advised that there are not many updates to share currently as the committee are gearing up for the celebrations in 2026 and more concrete updates will follow soon.

#### **443. TO DISCUSS VE DAY EVENT**

Following full Council 04/02/25 it was agreed that the events committee would look into possibly running a senior citizens afternoon tea to commemorate VE Day 80<sup>th</sup> Anniversary.

Clerk has tried to contact Maesteg Town Hall to discuss prices but has yet to receive any response.

The idea is to bring back the senior citizens afternoon tea like what used to be done as part of the Gŵyl Maesteg Festival whereby the following was done:

1. Hire the town hall – **15 - 20** tables of 10
2. Event starts at approx. 1pm – 3pm
3. Invite all local schools to entertain the senior citizens
4. Letters to all groups/organisations that cater for senior citizens with the following wording:

#### **VE DAY 80<sup>TH</sup> ANNIVERSARY - SENIOR CITIZEN GROUPS - AFTERNOON TEA**

I confirm that the Mayor and Members of Maesteg Town Council have invited your residents to the above function to be held at Maesteg Town Hall on *Friday 8<sup>th</sup> May 2025, at 12.30pm (TIMES TO BE AGREED)*. *Concert will commence at 1pm*, with our Primary School children providing entertainment. There are lift facilities available and help for wheelchairs etc.

Please could you confirm numbers by telephoning the Council on 01656 732631 for catering purposes, no later than Friday, 1<sup>st</sup> May 2025.

Look forward to welcoming you.

In previous years the event was free to those that attended an organisation and tickets were made available for the public to also attend at a cost of £6 per person – see previous poster.

Age Cymru are happy to include this event as part of their Gwanwyn Festival and will also provide free publicity for the event.

As costs were not known at this time and time is short the committee propose that we set aside a sum of money to be determined by the council and delegate the authority to organise the event to the clerks.

***Recommendation:*** *set aside a sum of money to be determined by the council and delegate the authority to organise the event to the clerks.*

#### **444. TO DISCUSS MAYORS CIVIC AWARD**

Following full council 4<sup>th</sup> June 2024, it was agreed to create a working group to look at a Town Council awards to date no one from the working group have agreed any dates to meet. Please see attached proposed criteria and nomination form to be used that need to be agreed.

#### **Full Council – 04/06/2024**

#### **Minute 41**

#### **COMMUNITY COUNCIL AWARDS**

Cllr P Jenkins advised he recently saw on Facebook that that Pyle Community Council held Community Council Awards.

<https://www.facebook.com/share/p/MXKsoE68pCvDP5Kf/>

Cllr P Jenkins requested that Clerk ask Pyle Community council what criteria and application form was used in order that MTC could look into this type of award scheme.

The Clerk of Pyle Community Council replied with the criteria and application form used by Pyle CC for their recent Community Awards. The winners were presented with wood and slate trophies and a Working Group was set up to judge the applications.

Members agreed that this was a good initiative, and a working group should be setup to determine the criteria for the Llynfi Valley.

A working group consisting of one member from each ward:

Caerau	Maesteg East	Maesteg West	Nantyffyllon
M Rowlands	P Jenkins	G Williams	C Davies

**RESOLVED:** Working group to meet to discuss criteria etc

#### **Full Council 02/07/2024**

#### **MINUTE 89**

#### **COMMUNITY COUNCIL AWARDS**

13/06/24      Contacted the Working Group (Cllrs M Rowlands, P Jenkins, G Williams, C Davies) for availability for a meeting – forwarded them all the information received from Pyle Community Council

**RESOLVED:** To note the information

To date the working group have yet to meet – members were also provided with an awards criteria and application form which was discussed and agreed.

The committee suggested that the best time for these awards will be in February 2026.

Deputy Clerk provided members with a suggested criteria and application form that was agreed – see appendix 1 & 2

***Recommendation:*** Clerks to investigate dates and hire costs for the Town Hall to host the awards ceremony in February 2026.

#### **445. TO DISCUSS OTHER EVENT PROPOSALS**

31/01/25 Following email sent to all members:

Dear Cllr,

We will be having an events committee meeting on 11<sup>th</sup> February 2025, the Chair of the committee has asked that I email all members for their ideas for events for 2025/26 financial year and how these events could link in with the Wellbeing & Future Generations Act and the grasshopper report which the committee could then look into.

Please can you send me your ideas by Tuesday 4<sup>th</sup> February.

Following suggestions/ideas received:

- Food market/ farmers market goes very well in Cowbridge, selling cheeses, breads etc plus cooked meals, snacks etc pork and stuffing rolls etc
- A Mardi-gras
- Themed festival

It was noted that the three suggestions above would be met through the next year of events.

#### **446. RECOMMENDATIONS**

1. To await further event proposal for Maesteg Welfare Park. Maesteg Town Council to pay invoices as part of the event and not transfer directly to the Friends of Maesteg Welfare Park.

2. To accept the following quote from EPM:

MTC 5270/A	keepers run excluding the t-shirts and water.	£16,510.00
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3. To agree to charge £5 per race entry for the 5K & 10K races

4. To purchase trophies for 2025:

- i) Men 10k & 5k
- ii) Women 10k & 5k

5. Order 100 plain white children's t-shirts.
6. Decline EPM price of water (£1,170) and clerks to investigate price and delivery of waters to fun run.
7. To get quotes for race t-shirts and sell at cost to runners.
8. To accept the following quote from EPM:
 

MTC 5271/A	Christmas Parade	£16,715.00
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9. EPM setup a 'parade specific' email address for general enquiries and for those who will be on the floats to have a contact instead of the office acting as a third party between stakeholders
10. To move the parade to 29<sup>th</sup> November 2025
11. To set allocate a sum of money and delegate powers to the Clerks to arrange the VE day afternoon tea.
12. To agree the criteria and application form (see appendix 1 & 2) for Civic Awards Ceremony
13. To get costs and dates for hiring Maesteg Town Hall for the Civic Awards Ceremony in February 2026

**Minutes emailed to all Councillors to Read on 17<sup>th</sup> February 2025**  
**Read and accepted at a remote meeting of the Council held on 4<sup>th</sup> March 2025**

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**Mayor**