These are DRAFT Minutes and may be amended when presented for adoption at the next meeting of Council

Clydach Community Council
Minutes of the Meeting of the Events & Projects Committee
Held Tuesday, 10 November 2026 at 6:00 PM
Waterfall Suite, Forge Fach Resource Centre.

Attendees: Councillors John Hill, Rowena Bent, Siubhan Evans-Jones, Sue Powells and Michaela Chaplin (Clerk to the Council).

1. **To receive apologies for absences**
   Councillors Eve Jackson and Maria Farr received and approved

2. **To receive Declarations of interest**
   No declarations of interest were made by members in relation to the agenda items.

3. **To consider and appoint additional members to the Committee**
   No other members have requested to join the committee. NOTED

4. **To consider matters raised by members of the public related to items on the agenda, limited to 10 mins**
   No public in attendance.

5. **To approve the Minutes of the Events and Project Committee held on 8 September as an accurate record**

   RESOLVED that the Minutes from 13 October are accurate and were adopted by Council on 20 October.

6. **Matters arising from the Minutes**
   No matters arising from the Minutes.

7. **To receive Clerks budget report and discuss the Events and Projects Committee Budget for 2027 - 2028**
   The Clerks budget report was received and RESOLVED that the budget remains at £25,300.00 with the plan to source extra funding from available grants.

8. **To receive an update on the Christmas Parade and Christmas events**
   a. The Clerk updated the Committee, and an Action sheet has been distributed prior to the meeting.

The following matters were RESOLVED

- The Clerk is to purchase 200 Cadbury cardboard selection boxes
- Cllrs. Siubhan Evans-Jones, Susan Powell, Rowena Bent will decorate the Santas Grottos the week leading up to the parade. Cllr. John Hill will help install the lights. Office staff will help when available.
- Enough non-alcoholic and alcoholic Mulled wine will be purchased for 100 people, along with 200 mince pies. Any left can be taken to Forge Fach Resource centre for distribution. Small paper cups will need to be purchased for serving. Slow cookers will be used to warm the wine, with Cllrs. Rowena Bent and Siubhan Evans-Jones both providing them.
- The office window will be decorated by Cllrs. Siubhan Evans-Jones. They will inform the Clerk on what is needed.
- Elf, Mrs Clause and Snowpersons costumes are to be purchased for all that require them.
- That there would not be a craft table at the parade event.

b. Discussion took place around holding children's events in the first week of the Christmas holidays. The schools break up on the 19th December. It was RESOLVED that the Council would hold two events to include pack lunches.
Tuesday 22nd – Christmas crafts, music and Lego with packed lunch.
Wednesday 23rd – Christmas cinema with packed lunch.

Brew and Bloom are happy to help with the making of the sandwiches but require volunteers to help. RESOLVED Cllr. Siubhan Evans-Jones and Susan Powell will assist with this.

RESOLVED Cllr. Siubhan Evans-Jones will create a poster to advertise the two events as soon as a film has been chosen.

c. RESOLVED that the Christmas window display competition will be advertised as soon as possible with a judging date of Friday 11th December. The prize will be a Nut Cracker statue with plaque.

ACTION

- Purchase selection boxes – Clerk
- Purchase mulled wine and mince pies – Clerk
- Purchase products to decorate the office window – Cllr. Siubhan Evans-Jones to notify the office what they require.
- Purchase necessary costumes – Office
- Chose film for the family film session – committee
- Produce posters for the two events – Cllr. Siubhan Evans – Jones
- Purchase and arrange the plaque on the Nutcracker – office
- Decide on Christmas crafts – Cllrs. Rosemany Chadwick and Cllr. Eve Jackson with support from the office staff.

9. To discuss providing a Warm Hub

Discussion took place regarding starting a warm hub in the Community Hall on Vardre Road.

The Clerk informed the Committee that they had spoken to Swansea Environmental Health again regarding the Warm hub and providing food, the kitchen will need to be inspected, and volunteers will need to be trained in Food hygiene. Two sinks are ok but one must be signposted hand wash only. RESOLVED that Cllr. Julian Nicholds, Susan Powell and the Clerk would complete Food Hygiene and allergy awareness training. Cllr. Rowena Bent and Siubhan Evans-Jones already hold the certificate.

RESOLVED that Cllr. John Hill will discuss the requirements of the cooker with the Community Garden and let the Clerk Know.

ACTIONS

- Working party meeting to be organised – Cllr. Susan Powell
- Relevant documents and registration to be completed – the Clerk and Cllr. Rowena Bent
- Other local groups that offer similar to be approached to find out when they offer there warm hubs (Men's Shed, Pavillion and the library) – Clerk
- Food hygiene and allergy awareness training to be booked – the Clerk
- Purchase a cooking within the agreed budget – the Clerk with advise from Cllr. John Hill.
- Grant funding opportunities to be explored and if appropriate apply.

10. To discuss any other project ideas

No other projects to discuss.

11. Date of next meeting

RESOLVED next meeting 8 December 2026.

Meeting concluded at 6.58pm

Signed_____ Dated_____