

Minutes of Culture, Tourism & Communications Committee Wednesday, 24 April 2024, at 6.30pm. Hybrid Meeting at the Ostreme Centre & via Teams

Councillors Present: Cllrs Rob Marshall (Chair), Tim Zhou, Martin O'Neill and Rhian Evans

Officer Present: Kerry Grabham – The Clerk, Claire Anderson – Events Officer and Ian Hughes – CSO

Prior to the first agenda item, The Chair, Cllr, Marshall wished to thank all councillors and officers for their efforts in assisting the committee whilst he had been Chair. Cllr. Marshall will be stepping down as Chair ahead of the May Annual Meeting and wished to single out Cllr. O'Connor for her work as Deputy Chair and also the contribution of Claire Anderson, the Events Officer in delivering numerous projects on behalf of the committee.

CT2404-01

Apologies for Absence

Cllrs. Angela O'Connor, Richard Jarvis, Hannah Hunter and Mike Parkin.

CT2404-02

Declarations of Interest

During a discussion concerning agenda item 6, Essence of Mumbles: A photographic exploration, the possibility of Oystermouth Historical Association assisting with materials was raised. The CSO, Ian Hughes declared an interest as chair of that society.

CT2404-03

Minutes of the Previous Meetings of the Committee

To approve the minutes of the meetings held on the 13th and 27th March 2024 as true records.

RESOLVED: To approve the meeting minutes held on 13th March 2024 as an accurate record. Proposed by Cllr Evans and seconded by Cllr Marshall.

RESOLVED: To approve the meeting minutes held on 27th March 2024 as an accurate record. Proposed by Cllr Zhou and seconded by Cllr Marshall.

CT2404-04

Update on actions from previous meetings.

The CSO updated the committee on all outstanding actions having previously circulated the full list of 'actions' to committee members.

RESOLVED: Outstanding actions updated and shown as complete where appropriate; details recorded in 'action' report, together with newly created actions.

CT2404-05

Budget Monitoring Report to 29/02/2024 - RFO, Paul Beynon

Reports attached.

Financial reports prepared by RFO Paul Beynon had previously been provided to councillors, no questions relating to the budget reports had been raised prior to the meeting.

RESOLVED to approve the budget monitoring report to 29th February 2024.

CT2404-06

Essence of Mumbles: A photographic exploration

Cllr Zhou outlined that he had met with Graham Smith and Cllr O'Neill the previous week and discussed the early stages of planning arrangements, and that a further meeting is planned for May. Graham Smith is considering different categories for photographs. Suitable venues are being researched including The Ostreme Centre and All Saints Church with provisional dates of 25th and 26th October 2024 being considered.

Cllr. O'Neill is liaising with RFO over budget implications.

Cllr. Rob Marshall left the meeting at 6.38 to take an urgent telephone call returning at 6.39pm. During his absence the meeting was suspended.

Cllr. Zhou will be liaising with both Peter Lynn Solicitors in relation to privacy guidance and Paul Whittaker of Mumbles Traders regarding local traders providing competition prizes. Cllr. Zhou also suggested that Oystermouth Historical Association may provide information boards on local history at the exhibitions. The CSO, Ian Hughes declared a personal interest as detailed at [CT2404-02](#) due to being Chair of the society in question.

CT2404-07

MumblesFest - update

The events Officer, Claire Anderson outlined her report on MumblesFest 2024 which had previously been circulated to committee members. Items included ticketing pricing, confirmation of events already booked, bar & food tenders, risk assessment aspects, the use of wristbands and reusable cups, children's entertainment together with practical considerations for the event such as the use of high viz jackets, traffic control and reducing the damage to Oystermouth Castle Grounds by delivery lorries,

Claire outlined a number of proposals which were discussed, amended as appropriate and voted upon by Councillors.

The table below outlines the quotes that were discussed.

Company Name	Service Quoted For	Quote Amount
BDP Wales	Event banners	£229 (PVC) £256 (Non-PVC eco)
Ticket Source	Online booking fees for tickets	7% + VAT
Circus Eruption	Children's entertainment package	To be confirmed

Using delegated powers as per minute number C02402-12, The Committee made the following decisions:

RESOLVED: To accept the quote from BDP Wales for the amount of £256.00 to provide the Eco Banners for Mumblesfest.

RESOLVED: To use Ticket Source as our ticket handler.

RESOLVED: That the booking fee to be added to the cost of the ticket, no additional charge for cash purchases.

RESOLVED: That the ticket prices for this year are:

- Child U14 = £2
- Concession (Children aged between 10 -18/Over 60) = £5
- Adult = £7
- Family = £15 (saving of £3)

RESOLVED: That Circus Eruption supply a children's package.

RESOLVED: That the next meeting of CTC will take place on Wednesday 29th May 2024. In accordance with Council Resolution C02401-07, wherein authority was delegated to the Clerk & RFO for the approval of routine expenditures within the established budgetary framework, any definitive booking requirements for

MumblesFest shall be ratified by the Clerk and a report presented to the next available meeting.

RESOLVED: That the committee authorise the Clerk and the Events & Marketing Officer to approve the final line up of Food Vendors.

RESOLVED: That the below providers can be booked:

- City Loo (portaloos)
- St Johns Ambulance
- Silurian Security
- Swansea Council (Cleansing and cage)
- Photographer once quotes have been received

RESOLVED: That the following members of the committee, Cllrs Rob Marshall, Martin O'Neill and Angela O'Connor, together with The Clerk, Kerry-Leigh Grabham, and The Events Officer, Claire Anderson, form the panel for approval and selection of the bar tenders week commencing 6/5/24.

RESOLVED: That food traders are charged £135 for their pitch.

CT2404-08

Boules Tournament

Agenda item deferred to May's Meeting.

CT2404-09

D-Day Celebrations

The Events Officer, Claire Anderson outlined that there will be a lighting of a beacon at Oystermouth Castle to commemorate the 80th anniversary of D-Day. Although MCC are happy to support the event the organisation and running of it will be co-ordinated through The Friends of Oystermouth Castle.

All Councillors will be updated of this event as it is an agenda item at May's Full Council Meeting.

CT2404-10

Future Events

No additional events being considered although The Clerk wished to highlight the need for early planning in relation to the Summer Fun Days, ensuring an even spread across the wards and covering the whole summer period. The Clerk will be writing to the councillors on 25.4.24.

CT2404-11

Exclusion of Press and Public

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that the press and public be excluded from the following items of business due to the confidential nature of the business to be transacted.

RESOLVED that due to no relevant confidential business arising, it was not necessary to exclude the press and public from the meeting.

CT2404-12

MumblesFest Booking Recommendations

All MumblesFest booking recommendations had been discussed and resolved under agenda item [CT2403-07](#) (MumblesFest-Update).

The meeting ended at 7.29pm.

Next Meeting on 29th May 2024