

Newtown Twinning Committee Meeting Minutes Thursday 4th April 2019 6 - 8pm

Present:

Kate Raynor - Chair
Andrew Gentle - Secretary
Cheryl Wilson - Minute Taker
Liz Bushell
Jon Bushell
Paul Baron
Alwena Gentle
Steve Page
Kevin Wilson

Apologies:

Frederic Mathieu
Richard Edwards
Catharyn Edwards
Steve Page

1. Welcome and apologies

2. Minutes of last meeting

Content agreed and following updates given:

• Membership:

ACTION: Policy and Procedures Sub Committee will progress this and feed back to future meetings.

• Newtown Walking: There has been no additional information from Les Herbiers so it is best that we work on no visitors coming from France. NTA have taken the lead in designing an advertising banner for the event.

ACTION: Andrew will liaise with Newtown Walking as on the committee regarding how it will be printed.

• Chrono: Andrew has passed on information from Richard regarding grant opportunities to lead members in Hafren Cycling. Three cyclists have qualified for particular Chrono races and no doubt others from the club will be there to support/participate.

ACTION: Andrew to continue to liaise with Hafren Club to reassure them that although they have made good hosting links in Les Herbiers, that NTA will support as and when required, including translating applications.

• PicRight: Kate has received no reply to her recent letter to PicRight outlining our apology and request leniency with respect to the penalty charge. NTA have in fact received an additional penalty charge notice, which leads us to assume this is a computer generated process and that no-one in PicRight will be addressing our communications.

ACTION: To do nothing as we have, as per their instructions, responded with the letter of mitigation.

3. Erasmus Sub Committee Update (Now known as Erasmus Event Planning Group (EPG), see item 5 below)

ACTION: Kate confirmed that this trip will be formally reviewed by the Erasmus EPG on Thursday 11th April and feedback will be presented at next meeting.

4. Music Sub Committee Update (Now known as Music Event Planning Group (EPG), see item 5 below)

Jon confirmed the following:

- numbers still not known
- price for 49 seat coach obtained, for EPG to use as guide for pricing
- EPG at the moment looking at £100 for young people and £180 per adult.
- Michele may in the same way as last years music event, hopes to be able to provide some funding towards costs
- Next meeting is scheduled for 2nd May

Discussion agreed the following **ACTIONS**:

- Kevin to continue with pamphlet design
- Liz to contact other interested music groups, details of which supplied by Andrew and to include various choirs in Newtown
- Liz and Kevin to translate letter to MT if Fred is not available and to ask the following:
 - Size of the venue for the performance on Saturday evening?
 - Maximum hosting numbers?
 - If Newtown High School do get on board, would La Louisiere be available to accommodate the high school students?
 - To invite French musicians to Newtown Food Festival Fringe event
 - Check that although date for Saturday performance is booked, will our suggested dates for arrival and departure acceptable to Les Herbiers and for Bruno to accommodate rehearsals etc.
 - To inform Andrew once dates are agreed so he can post on NTA website and FaceBook to advertise asap.

5a. Policy and Procedures Sub Committee Update:

Cheryl confirmed the following:

- Seven policies in total, one completed: *NTA Marketing & Sales Policy*
- This group will retain the title of Policy and Procedures Sub Committee as it does not involve any event planning
- The event planning this group agreed to address will be addressed under Newtown Food Festival EPG (see update below)

ACTION: The *NTA Marketing & Sales Policy* will be emailed out to all committee members by Andrew after this meeting.

- The deadline for all replies to be sent back to Andrew is Friday 19th April. However, please note in Andrews email post meeting he said deadline was 7th May, but if we can have all replies by Friday 19th April it would be appreciated.
- We would ask that everyone replies regardless of whether they agree the content or have queries to raise.
- No replies by 7th May will be treated as affirmation of content.
- If any queries require substantive changes then this will be taken back to the Policy and Procedures Sub Committee

5b. Newtown Food Festival EPG update:

Cheryl confirmed the following:

- The first meeting for this EPG took place on the 3rd April and we agreed it would address a number of areas:
 - French visitors and hosting requirements
 - Planning for the marquee and external seating area
 - French products (with Brexit in mind)
 - Newtown products

- 20th Anniversary celebrations
- Musical Fringe event

Cheryl asked that the 2020 Music EPG took responsibility for the fringe event as membership of this EPG lends itself to planning for the fringe event.

ACTION:

- 2020/Festival Fringe Music EPG to take responsibility to address Newtown Twinning Music Fringe Event
- 2020/Festival Fringe Music EPG to make contact with other music/drama groups who are not members to ensure we do not unwittingly exclude any interested local music/drama groups.
- Committee members can if they wish read minutes via the website for both Policy and Procedures SC and Newtown Food Festival EPG
- Kate asked Liz to send Andrew asap minutes for 2020 Music EPG, for loading on website

6. 20th Anniversary Celebrations:

Ideas put forward included:

6a. Commemorative bench with inscription marking this anniversary.

- To be unveiled as part of the Newtown Food Festival, so maybe placed near marquee temporarily and then moved to its permanent home.

ACTION: Andrew to follow this idea up with Open Newtown, of which NTA is now a member.

Update provided post this meeting by Andrew: Open Newtown have approved the suggestion and have suggested the bench be placed outside the TC building. To be discussed at next meeting.

6b. Artistic performance, possibly using Newtown College performing arts students

7. Annual Dinner Update:

- Booked at *The Wagon and Horses on the 11th May 2019*
- Menu supplied agreed, any changes due to allergies/intolerances to be supplied on booking form once all 40 (possibly 45 but Andrew to check) seats purchased.
- Deposit for three courses @ £27 or two courses @ £21 to be taken at time of booking. No deposit, no confirmed booking.
- All bookings, deposits and menu choices to be with Andrew by *Wednesday 1st May*.
- Raffle:
 - Kate to supply a small food hamper of French produce.
 - All other committee members to supply an item worth £7. For those committee members who are couple (Cathryn & Richard, Cheryl & Kevin, Liz & Jon, Alwena & Andrew) they can provide one item worth £14.
- Update from Andrew post meeting: Stuart Owen, Director Open Newtown has kindly accepted our invitation to be speaker for the annual dinner.

8. Budget for Council Update:

ACTION: as Fred not at meeting, this item to be moved to next meeting.

9. Summer Events Update:

ACTIONS for Carnival 8th June 2019:

- Andrew will confirm booking, costs of which are approximately £10-15 to book site and £20 alcohol licence

- Kate to buy French wine to use at carnival and Food Festival if any left over. Kate to liaise with Fred re ordering the correct wine from Les Herbiers.
- Cheryl & Kevin to buy french style food for carnival from Costco.

ACTIONS for Newtown Twinning Summer Picnic 2019:

- Andrew to ask if date can be moved to Sunday 21st July
- Andrew to check if offer to provide an afternoon of archery tuition for £10 (total) would still be available on this new date.
- Venue will be £15 as previous year.

10. AOB:

1. French student (male) seeking six week IT placement remains outstanding.

ACTION: Andrew to ask Fred to pursue

2. French student (female) seeking four week au-pair placement

ACTION: Committee members to ask around for such a placement and for businesses to be approached through existing contacts.

3. Pop-Up-Shop for Open Newtown this w/end.

ACTION: If anyone can go along to show support.

4. Rugby 2020 (Cardiff).

ACTION: Andrew continues to liaise with Newtown Rugby Club regarding tickets and liaise with Les Herbiers regarding securing interest through transfer of monies.

DATE OF NEXT MEETING

Date for Next meeting:

Thursday 9th May 2019

6.30PM

Eli was booked at end of this meeting.

Standing agenda items for future meetings to include:

- *Erasmus EPG* - **detailed** update - Kate (chair)
- *Newtown Food & Crafts EPG* - **brief** update - Cheryl (chair)
 - Policy & Procedures Sub Committee updates will be reinstated following work completed for Newtown Food Festival EPG - update Cheryl (chair)
- *2020 & Fringe Music EPG* - **brief** update - Jon (chair)
- French Film Evenings SC - **brief** update - Liz (chair)