

CYNGOR CYMUNED DINAS POWYS COMMUNITY COUNCIL

Playscheme Sub Committee Meeting Murchfield Community Centre Tuesday, 22 July 2025 Minutes of Meeting

Register of those present:

Cllr J Fanshaw
Cllr M Phillips
Cllr K Hatton
J Haigh, Clerk

Julia Skye – VoG Play Development Team
Jo Jones – VoG Play Development Team
Meg Preece – VoG Play Development Team

1. Declaration of Interests

There were no declarations of interest

2. Membership of the Sub Group

Cllr J Fanshaw agreed to be Chair, Cllr M Phillips, Team, Cllr K Hatton, Julia Skye – VoG Play Development Team, Jo Jones – VoG Play Development, Meg Preece – VoG Play Development Team, J Haigh, Clerk

3. Arrangements for the 2025 Playscheme

a) Proposed Dates

It was AGREED to run the Play Scheme for 3 days:

- a) Tuesday, 29, Wednesday, 30 and Thursday 31 July between 10am – 12 noon, for children between the ages of 5 and 14 years.
- b) Including a **Family Fun Day** on Friday 1 August.

NB: VoG staff will investigate this further and consider who to invite along for example PCSO's

b) Venues/Locations

- i. **Murchfield Community Centre** - is available for use for the whole week. If the weather is inclement, events will move into the Hall. VoG Development team will also be able to store the play equipment here also.
- ii. **Playing Field** – will need to be booked for the event.
- iii. **MUGA** – works should be finished by the time of the event. The Plan is to launch the MUGA during the Play Scheme (possibly on the Family Fun Day. VoG Staff to speak to the Eastern Eastern Vale Team)
A part of the car park outside the Murchfield CC will need to be blocked off to make it an enclosed area

NB: Caerleon Road – will be run as a completely separate event.

VOG Play Development Team will be negotiating this directly with United Welsh Housing Association

c) Costs

a) Staff Costs

In previous years the Play Development Team have had a large pot of funding – but due to the increase in staffing costs, the funds this year are much tighter. Cllr K Hatton advised that £1500 has been put aside to cover these costs.

Jo Jones, advised they will be looking at 7 staff to cover inside and outside areas from a Health and Safety point of view. Jo anticipates staff costs for 4 days will come to approximately £1932 (3 hours per day – providing 30 minutes set up and clear up of the two hour sessions)

b) Hall Costs

The cost of the Hall will also need to be considered. Clerk to contact Judith for details of the cost of hire.

4. Registration Process

Parents will need to register. They will need to book on line – via **Event Brite**. By registering this way, it will give the Play Development Team an indication of numbers who are interested and scope to push certain activities. It will also be possible for people to register on the day.

NB: It may be useful to have gazebo for registration

5. Publicity and Marketing

VoG have prepared a poster for all of the events across the Vale.

Cllr J Fanshaw suggested producing posters/flyers just for the events to be held in Dinas Powys. Due to the reduction in funds, VoG Team plan to produce an online poster that can be sent to schools and other relevant organisations. Schools will be able to forward it to parents. The Clerk will also help to publicise the PlayScheme. Posters for shops etc will be printed on vinyl.

Banners

Suitable sites for the Banners include Dinas Infants School. Cllr K Hatton will contact the Head Teacher for permission, other locations for banners include outside the Parish Hall and Highways Unit on Station Road.

All publicity will include a QR code which will take people directly to the booking platform.

6. AOB

There was no other business

Date of Next Meeting - 15 July 2025

Signature: Date: