



Working Group Report to Builth Wells Town Council

All reports to be circulated in advance of BWTC Meeting.

Working Group Name	EVENTS WORKING GROUP.
Meeting Held (Date)	28/03/2022 in the Strand Hall. Commenced: &.00pm Finished: 8.40pm.
Present at Meeting	EVENTS WORKING GROUP: Cllrs Gwyn Davies, Lauren Pugh, Alan Waller, Gary Goodwin. OTHER INVITED COUNCILLORS: Cllrs Meryl Prynne, Brian Reardon, Alison Lewis, Kevin Lowe, Mark Hammond.
Apologies / Non-Attendance	Cllrs Angharad Morgan, Barney Williams, Christine Mavin.
Person submitting this report	Cllr Mark Hammond.
Agenda Items for Resolution/Decisions Needed <i>Please list each point requiring a decision separately for inclusion on the agenda. Please note items not included on the agenda cannot be approved.</i>	Mayors Ball: Individual items are highlighted clearly within the summary of meeting.
Spending Level Requiring Authorisation	From this meeting: £100 (item 11).
Quotes Circulated (if required)	N/A
Relevant Powers to Spend (if spending approval needed) <i>Please liaise with Clerk if guidance required.</i>	
Policies Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	Section 137 Local Government Act 1972.
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	Completed by Town Clerk & Lauren Pugh.
Notes / Other Items Supporting Above	See summary of meeting.



Summary of Meeting

Preparations for the Mayors Ball (Saturday 30th April 2022)

- 1. Compare for the evening:** The meeting was informed that the person who was originally being approached to Compare the evening was not available. A discussion then took place in respect of who else would be suitable to undertake the role; a number of names were suggested, as was a possible solution of having two different people undertaking the role – one to Compare & one to do the Auction. Person/s undertaking the role/s will need to be someone who can relate to different generations and also people from different trades and backgrounds. **Action** - Events Working Group to look at available options and report back.
- 2. Dignitaries:** Current High Sheriff and the new High Sheriff to be invited. **Action** - Cllr Davies to arrange.
- 3. Risk Assessment:** Cllr Pugh told the meeting that she had gone through the risk assessment with the Clerk, and a possible gap in respect of First Aiders had been highlighted; Cllr Davies said that the staff he was using on the night for the Bar were all trained. Cllr Davies also said that he would be arranging to have a Door Supervisor on the night. **Action** – Cllr Davies to ensure staff are fully briefed on health & safety issues, including fire exits etc.
- 4. Meet & Greet:** The Events Group are arranging an “arrival drink” for guests, and as there will be dignitaries attending, it was **agreed** the meet & greet will be undertaken by the Mayor and/or Deputy Mayor (Cllrs Gwyn Davies and/or Cllr Alan Waller).
- 5. Table Plan:** A discussion took place in respect of the naming and numbering of the tables, and how the seating plan would be displayed; it was identified that the Strand Hall has 2 appropriate boards which can be utilised. **Action** - Cllr Pugh to develop the seating plan by Friday 1st April, and arrange appropriate display.
- 6. Tables & chairs:** Cllr Pugh said that the tables and chairs need to be out before Friday 29th April. Cllr Davies said that he would be endeavouring to have this done by Wednesday 27th April. **Action** – Cllr Davies to arrange collection of tables from the Showground. The tables need to be decorated by Friday 29th or the morning of Saturday 30th April. **Action** – Cllr Prynne will be liaising with Jane Adams in relation to this issue.



7. **Chair covers:** A discussion took place in respect of having chair covers; it was highlighted that at the previous meeting, a decision had been made not to do so, owing to the expense. However, the meeting **agreed** that Cllr Prynne would approach Jane Adams to ascertain the cost.
8. **Band:** A discussion took place regarding the Band that had been booked to play at the event. It was highlighted that there was a need to advertise the name of the Band as soon as practicable, as it was likely to increase the interested of the younger members of the community in the event. The meeting was told that Cllr Williams is in the process of designing a promotion poster for the issue. **Action** – Cllr Williams to finish the poster as soon as is practicable, so that promotion can be carried out expeditiously. **Action** – Cllr Davies will link in with the Town Clerk in respect of ensuring advertising for the event, Band and Compare are put on the Councils Facebook page and Website.

A discussion took place in respect of the Band setting up and their sound equipment. Cllr Davies stated that the Band would set themselves up possibly on Friday 29th April, and use their own sound equipment, including microphones.

Cllr Davies also stated that the Compare / Auctioneer would also use this microphone set-up, as having our own separate one would cause technical issues and difficulties. **Action** – Cllr Pugh will liaise with the Band regarding access into the Strand.

A discussion also took place in respect of whether the Band were actual invitees to the event; Cllr Davies said that as they were being paid to perform on the night, they were not invitees.

9. **Food:** Cllr Davies said that the company which is doing the catering will need to know how many Vegetarian options would be required, as well as notification of any participants who have food allergy issues. **Action** – Cllr Waller to liaise with Caterers in respect of this, as well as arranging the time they will arrive at the Strand Hall.

10. **Menu:** A discussion took place regarding the choices on the menu; these were confirmed as:

Starters: Vegetable Soup or Brie Wedges.

Mains: Beef or Turkey plater or Nut Roast.

Desserts: White chocolate raspberry cheesecake or apple & blackcurrant crumble.

11. **Bar:** Cllr Davies informed the meeting that the Bar would be set up on either Wednesday 27th April or Thursday 29th April. He also confirmed that the staff would be responsible for locking the Strand Hall up after the event.



12. **Invitations & invitation cards:** Cllrs Prynne and Pugh showed the meeting a potential design for the cards that will be sent out to those people who are being officially invited to the evening as recipients of the awards etc.

A discussion then took place; Cllr Williams is in the process of designing the cards. These will need to have been completed by next Monday (4/4/22). It was also **agreed** that as soon as the invitations were printed that they need to be posted/delivered as soon as practicable. **Action** - Cllrs Prynne and Pugh to continue designing invitations along the line discussed in conjunction with Cllr Williams.

Cllr Davies informed the meeting that one of the to-be-invited award recipients (Lee Jarvis) was not able to attend on the evening. A discussion took place in respect of donating the money that would have gone towards his attendance to a community initiative with which he is involved. The meeting **agreed** with this. **Action** - Events Group will submit an agenda item for the next full Town Council meeting requesting that £100 is allocated for this issue.

The other to-be-invited award recipients were confirmed as Malcolm Metcalf/Charlie Bass/Robert Adams/Simon John.

13. **Award certificate wording:** Cllr Prynne shared an example of wording, and coloured cards, for the award certificates. **Action** - Cllrs Prynne and Pugh to continue working on creating the certificates.

A discussion took place in respect of the issue of who should sign the certificates – it was **agreed** that the Mayor should sign on behalf of the Town Council.

14. **Roles of members of the Events Group / other Councillors on the evening:** A discussion then took place in respect of the various roles that needed to be undertaken on the evening of the Mayor's Ball:

Entertainment facilitators: Cllrs Pugh and Williams (Band will set up themselves).

Caterers liaison: Cllr Waller.

Cash donated in respect of collection tins/raffle: Cllr Hammond.

Recording names of successful auction bidders and prices paid: Cllr Hammond.

Pick up of tables from showground: Cllr Davies.

Arranging of Bar Staff and Door Supervisor: Cllr Davies.

Liaison with Charities: Cllr Davies.

Table decoration (Jane Adams): Cllr Prynne.

Saying of Grace prior to meal starting: Cllr Reardon.

Overall Council lead for the evening: Cllr Davies.

15. **Raffle, Auction and collection tins:** A discussion took place in respect of whether a consideration should now be to either have a raffle on its own, an auction on its own, or continue with the original



plan of having both; a vote took place and it was **resolved** that the original plan of having both would be continued with.

Cllr Davies gave an overview of the prizes donated so far. A discussion took place in respect of obtaining other donations.

It was also **agreed** that there would be 10 raffle prizes and 10 auction prizes. **Action** - Cllr Davies will arrange for plastic collection boxes to be available, with the logos of both charities on them. One box will be put on each table.

16. **Evening itinerary:** An initial timetable of how the evening would run timewise was discussed and was preliminarily **agreed** as follows:

6.45pm: Doors open – meet & greet with glass of “bubbly”.

7.30pm: Everyone who is attending should be present; official welcome to attendees given by Compare on the stage (To cover commencement of proceedings, as well as health & safety briefing)

7.45pm: Food begins to be served (with saying of Grace) and awards given out:

>**Starters:** This is followed by the first Town Council Community Award of the evening.

>**Mains:** This is followed by the second and third Town Council Community Awards of the evening.

>**Desserts:** This is followed by the Mayors Award.

8.45pm: Meals and award presentations should all be finished.

9.00pm: Raffle & Auction

10.00pm: Estimated start time of the Band.

Finish time of event: TBA

17. **Event clean & clear up:** A discussion took place in respect of clearing and cleaning up on the day after the event. It was suggested that Councillors look to get to the Strand Hall at 10.30am. It was also suggested that the new contract cleaner (Jack) be contacted about starting the clear up prior to Councillors arrival (**Update: The Town Clerk has confirmed that she has already approached Jack regarding this, prior to the meeting**).

Cllr Davies said that the tables probably would not be collected from the Strand on the Sunday. They can be stored on the stage for the meantime.

18. **Other issues:**



Cllr Davies informed the meeting that Clive's Menswear in the Town were advertising the event, and had a good display in the shop window.

Cllr Pugh will approach Coyles in relation to potential extra parking space.

Cllr Davies informed the meeting that the Charities were going to put their banners around the stage.

Cllr Prynne asked whether the Police needed to be informed; Cllr Davies said no, as this is covered by the Temporary Event Notice.

Cllr Pugh stated that the Group needs to ensure that all actions/tasks highlighted in the meeting need to be carried out before the next working group meeting, which is to be held on **Tuesday 19th April 2022**.

NOTE TO WORKING GROUP: From Cllr Hammond - Upon writing up the minutes, it was not clear as to who is actually organising and arranging the auction and raffle prizes as well as the raffle tickets etc? Clarification is also needed in respect of what is the actual price of the ticket. Discussion went from £1 a ticket to £1 a strip etc but not confirmed.