



## Working Group Report to Builth Wells Town Council

*All reports to be circulated in advance of BWTC Meeting.*

<b>Working Group Name</b>	Events
<b>Meeting Held (Date)</b>	15/11/2022
<b>Present at Meeting</b>	Cllr. Waller, Cllr. Pugh, Cllr. Goodwin, Cllr. Hopkins, Cllr. Davies, Cllr. Lowe
<b>Apologies</b>	None given.
<b>Person submitting this report</b>	Cllr. Pugh
<b>Agenda Items for Resolution/Decisions Needed</b> <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>	Grotto – Roles to be delegated, volunteers to be sourced
<b>Spending Level Requiring Authorisation</b>	
<b>Quotes Circulated (if required)</b>	
<b>Relevant Powers to Spend (if spending approval needed)</b> <i>Please liaise with Clerk if guidance required.</i>	
<b>Policies Needed? Existing or New?</b> <i>Please liaise with Clerk if guidance required.</i>	
<b>Risk Assessment Needed? Existing or New?</b> <i>Please liaise with Clerk if guidance required.</i>	Existing grotto risk assessment.
<b>Notes / Other Items Supporting Above</b>	



## Summary of Meeting



Agenda Item	Discussion	To be actioned by:
Christmas Grotto	<ul style="list-style-type: none"> <li>o 2 x flat packed grottos purchased, to be painned and put together.</li> <li>o 2 x santa's confirmed. Brian Reardon and Richard Davies.</li> <li>o Queue still to go up back stairs to stage from main entrance. And then back out into the main hall from the right-hand side of the stage.</li> <li>o Send email to rotary and chamber of trade for volunteers to man steps and entrances.</li> <li>o Cllr Hopkins to source xmas tree.</li> <li>o Cllr Davies to provide mulled wine</li> <li>o Clerk to purchase mince pies and hot chocolate</li> <li>o Role on the night:               <ul style="list-style-type: none"> <li>▪ Event lead – Alan and Gwyn</li> <li>▪ Main entrance – Volunteer 1</li> <li>▪ Stairs – Volunteer 2</li> <li>▪ Internal doors to queue – Volunteer 3</li> <li>▪ Bottom of steps by kitchen – Volunteer 4</li> <li>▪ 3 x Elves into santa – Lauren, Liam,</li> <li>▪ Elf out of santa - Jungle</li> <li>▪ Main room – Alan and Gwyn</li> <li>▪ Bar - Chris and Billy</li> <li>▪ Soft play room – Rachael Hughes &amp; Alison Rollinson.</li> </ul> </li> <li>o Setup – Thursday night – all cllrs meet @ 5pm at the strand.</li> <li>o Friday:               <ul style="list-style-type: none"> <li>▪ Drive around schools – meet at 12 – Llanellwedd for 12.30, built for 1pm, creche by 1.20pm – Gwyn, Alan, Lauren, Gary,</li> <li>▪ Drive around Town – 5.55pm cllr waller &amp; Davies &amp; 1 x volunteer in high vis to stop traffic at bridge – fire brigade to lead.</li> <li>▪ Meeting at 5.30pm at strand</li> <li>▪ Doors open to public at 10 past 6</li> <li>▪ No last entry.</li> </ul> </li> </ul>	<p>clerk</p> <p>Cllr. Hopkins Cllr. Davies clerk</p> <p>Clerk to ask Jack</p>



	<ul style="list-style-type: none"><li>▪ Clean up – 10 am Saturday 10<sup>th</sup> all available cllrs to help. – ask jack to help</li></ul>	
AOB		