## Working Group Report to Builth Wells Town Council

All reports to be circulated in advance of BWTC Meeting.

| Working Group Name | Events |
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| Meeting Held (Date) | $2 / 8 / 2022$ |
| Present at Meeting | Gwyn Davies, Alan Waller, Gary Goodwin, Kevin <br> Lowe, |
| Apologies |  |
| Person submitting this report | Lauren Pugh Day - Attendees. <br> Food Tenders |
| Agenda Items for Resolution/Decisions <br> Needed <br> Please list each point requiring a decision <br> separately for inclusion on the agenda. <br> Please note items not included on the agenda <br> cannot be approved. | Grotto <br> Remembrance <br> Thanksgiving. |
| Spending Level Requiring Authorisation | £380 - Fuel and Generator Hire. |
| Quotes Circulated (if required) |  |
| Relevant Powers to Spend (if spending <br> approval needed) <br> Please liaise with Clerk if guidance required. | Policies Needed? Existing or New? <br> Please liaise with Clerk if guidance required. |
| Risk Assessment Needed? Existing or New? <br> Please liaise with Clerk if guidance required. | Risk assessment completed for Fun Day and <br> resolved in last council. |
| Notes / Other Items Supporting Above | Spending for Inflatables already agreed at full <br> council. |

Summary of Meeting

| Agenda Item | Discussion | To be actioned by: |
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| $\begin{aligned} & \text { Fun Day 20 }{ }^{\text {th }} \\ & \text { August } \end{aligned}$ | o Attendees Confirmed: <br> - Judo <br> - Pottery -TBC <br> - Quarry <br> - Rotary <br> - Nigel Gethin <br> - Steve Rowlands <br> - Bike Bash <br> - Football Club <br> - Rugby Club <br> - Golf Club <br> - Cadets <br> - Gwyn - Machinery <br> - Guy Walker <br> - Police <br> - Ambulance <br> - Fire <br> - Air Ambulance <br> - Army <br> - Running Club <br> - Prynne motors <br> - Lumpers Jumpers <br> - Mid Wales Bouncy Castles <br> - <br> o To be invited / confirmed: <br> - Karate <br> - Guide Dogs <br> - Face Painting with Ammi <br> - Builth Fest <br> - Library <br> - Cricket Club <br> - Wet Weather Plans - Gwyn to liaise with the showground, to move event there. This will then incur fuel costs approximately. $£ 100$. <br> - Brynhyfryd trips - Lauren to speak to home to query if they enjoyed and would like trips planned. <br> Fuel and Generators $£ 250$ for bouncy castles and foods etc. | Gwyn <br> Lauren <br> Clerk <br> Clerk |


|  | - Fuel for Trailor trips - $£ 30$ <br> - Insurance - all attendees to have public liability, emails to be sent. - Gwyn and Alan to seek. <br> - Start time - 11am - Finish 4pm <br> - Stones painting - Lauren to sort <br> - Event coordinator - Gwyn Davies <br> - Gary and Kev - Machinery and Animals. <br> - Gwyn and Lauren - Muppet Bus <br> - Alan and Lauren - meet and greet <br> - Mark Ammi Alison and Liam- monitoring of site. <br> - First aid - in ticket office <br> - Hand Sanitizer - near animal stations <br> - Signage - signs to be reviewed in accordance with risk assessment. <br> - Permits - Defra licence to be sought by Gwyn for animals brought <br> - Volunteers - Ask the cadets to volunteer. <br> o Volunteers to sign forms on the day. <br> o Ask for Volunteers on Facebook <br> - Marquee setup - TBC nearer time dependant on rugby pitch <br> - Permissions to use Groe - Lauren to speak rugby Club. <br> o Clerk please to check that powys have been asked <br> Supplies needed: <br> - Generator - Gwyn <br> - Cables-Gwyn <br> - Pedestrian Barriers / hurdles for animals - Gwyn <br> - Tape and steaks to cordon off turning circle for Tractor run <br> - Trailor / ticket office for volunteers and council tea and coffee <br> - Music / speaker - Gwyn to supply <br> - Bins - Gwyn to supply <br> - Paint / stones - lauren if we have paint and buy if needed. <br> - Face paint - TBC by Ammi. - committee to consider back up options for face painter. | Lauren <br> Gwyn <br> Gwyn <br> Clerk <br> Clerk <br> Lauren <br> Ammi |
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| Grotto | - Look for a pop up gazebo that is ready made. <br> - Baby / toddler play room in cadet's room. <br> - Bouncy castles etc. to be invited again for upstairs. <br> - New queuing regime agreed to queue up back stairs to stage and then have 2 x santa's grottos. <br> - Lauren to ask Richard Davies to be $2^{\text {nd }}$ santa. <br> - Consideration to be given to event in the strand the next day. |  |
| Remembrance Parade | - Gwyn to invite British Legion members for a meeting ASAP to make arrangements for this years parade as it's under town council insurance. <br> - Committee to explore if there is a remembrance service this year. | Gwyn |
| Thanksgiving for Covid - 19 | - Committee to liaise with Brian to agree date and coordinate. |  |

