

## Working Group Report to Builth Wells Town Council

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

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



## Summary of Meeting



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



	- Fuel for Trailor trips - £30	Lauren
	<ul> <li>Insurance – all attendees to have public liability, emails to</li> </ul>	
	be sent. – Gwyn and Alan to seek.	
	<ul> <li>Start time – 11am – Finish 4pm</li> </ul>	
	<ul> <li>Stones painting – Lauren to sort</li> </ul>	
	<ul> <li>Event coordinator – Gwyn Davies</li> </ul>	
	<ul> <li>Gary and Kev – Machinery and Animals.</li> </ul>	
	<ul> <li>Gwyn and Lauren – Muppet Bus</li> </ul>	
	<ul> <li>Alan and Lauren – meet and greet</li> </ul>	
	- Mark Ammi Alison and Liam– monitoring of site.	
		Gwyn
	<ul> <li>First aid – in ticket office</li> </ul>	Gwyn
	- Hand Sanitizer - near animal stations	Gwyn
		Gwyn
	<ul> <li>Signage – signs to be reviewed in accordance with risk</li> </ul>	
	assessment.	Clerk
	<ul> <li>Permits – Defra licence to be sought by Gwyn for animals</li> </ul>	
	brought	Clerk
	<ul> <li>Volunteers – Ask the cadets to volunteer.</li> </ul>	
	o Volunteers to sign forms on the day.	
	o Ask for Volunteers on Facebook	
	- Marquee setup – TBC nearer time dependant on rugby pitch	
	<ul> <li>Permissions to use Groe – Lauren to speak rugby Club.</li> </ul>	
	o Clerk please to check that powys have been asked	
S	upplies needed:	
	- Generator – Gwyn	
	- Cables – Gwyn	Lauren
	- Pedestrian Barriers / hurdles for animals – Gwyn	Ammi
	- Tape and steaks to cordon off turning circle for Tractor run	
	- Trailor / ticket office for volunteers and council tea and	
	coffee	
	- Music / speaker – Gwyn to supply	
	<ul> <li>Bins – Gwyn to supply</li> </ul>	
	<ul> <li>Paint / stones – lauren if we have paint and buy if needed.</li> </ul>	
	<ul> <li>Face paint – TBC by Ammi. – committee to consider back up</li> </ul>	
	options for face painter.	



Grotto	<ul> <li>Look for a pop up gazebo that is ready made.</li> <li>Baby / toddler play room in cadet's room.</li> <li>Bouncy castles etc. to be invited again for upstairs.</li> <li>New queuing regime agreed to queue up back stairs to stage and then have 2 x santa's grottos.</li> <li>Lauren to ask Richard Davies to be 2<sup>nd</sup> santa.</li> <li>Consideration to be given to event in the strand the next day.</li> </ul>	
Remembrance Parade	<ul> <li>Gwyn to invite British Legion members for a meeting ASAP to make arrangements for this years parade as it's under town council insurance.</li> <li>Committee to explore if there is a remembrance service this year.</li> </ul>	Gwyn
Thanksgiving for Covid – 19	- Committee to liaise with Brian to agree date and coordinate.	