



Working Group Report to Builth Wells Town Council

All reports to be circulated in advance of BWTC Meeting.

Working Group Name	Events
Meeting Held (Date)	27 th July 2021
Present at Meeting	G. Davies, C. Mavin, A. Waller, K. Lowe, A. Morgan, L. Pugh, B. Williams
Apologies	G. Goodwin
Person submitting this report	L. Pugh
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>	Fun Day. Insurance. Permits. Health and Safety. Risk Assessment. Posters and promotion Equipment. Organisers and Suppliers. Food Photography. AOB
Spending Level Requiring Authorisation	Fuel - £100
Quotes Circulated (if required)	
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>	
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	New – Covid Risk assessment for event day. Existing – Fun day.
Notes / Other Items Supporting Above	



Summary of Meeting

Agenda Item	Discussion	To be actioned by:
Fun Day.	Tonight's meeting was to explore the Fun Day with the following agenda items.	
Insurance.	Committee to request Louise Clerk to explore please.	Clerk
Permits.	<p>Groe – Cllr. Morgan (Angharad) has asked the relevant team in Powys for the relevant permit, however no response to date. Angharad to email again.</p> <p>Animals- Due to various animals coming from different locations council agreed that it was necessary to look into whether a permit is needed and seek to arrange one if required. Cllr. Davies agreed to action.</p>	<p>Cllr. Morgan</p> <p>Cllr. Davies</p>
Health and Safety.	<p>Insurance – see above.</p> <p>Covid- 19 precautions – Hand sanitiser, masks and signage needed</p> <p>Risk Assessments – Please see below.</p>	<p>Clerk</p> <p>All</p>
Risk Assessment.	Cllr. Davies reported that he has experience of completing risk assessments and was happy to look into this with his wife who is trained in risk assessments	Cllr. Davies
Posters and promotion	<p>It was agreed that the event details would be clarified and Cllr. Williams would be informed, he will then create a poster that can be shared on social media pages.</p> <p>It was also agreed that we could explore a costing on the making of a banner that could be used each year with the date being the 3rd Sunday in August. Cllr. Davies happy to explore.</p>	<p>Cllr. Williams</p> <p>Cllr. Davies</p>
Equipment.	<p>To be invited to bring a “stand”:</p> <ul style="list-style-type: none"> ● Football club ● Cricket Club ● Rugby Club ● Golf Club ● Judo ● Karate ● Scouts 	<p>Cllr. Morgan</p> <p>Cllr. Morgan</p> <p>Cllr. Pugh</p> <p>Cllr. Pugh</p> <p>Cllr. Morgan</p> <p>Cllr. Pugh</p> <p>Cllr. Davies</p> <p>Cllr. Davies</p>



	<ul style="list-style-type: none"> ● Army - Confirmed ● Cadets ● Fire station ● Back to roots ● St Johns ● YFC <p>Letter to be written by Cllr. Pugh to send to those requiring them.</p> <p>It was agreed that we would ask those manning stalls from each of the invited committees to be first aid trained if possible.</p> <p>Lumpers Jumpers has offered their bouncy castles free of charge. Quotes to be sought for bouncy castle / assault course for older children.</p>	<p>Cllr. Pugh Cllr. Pugh Cllr. Williams Cllr. Morgan Cllr. Davies</p> <p>Cllr.Pugh</p> <p>Cllr. Pugh</p>
Organisers and Suppliers.	<p>Ask for volunteers to help: Rotary asked Carnival committee to be asked.</p> <p>Music – Cllr. Williams to look at what sound system is needed and consider tannoid system already on the Groe.</p>	<p>Cllr. Davies Cllr. Pugh</p>
Food	<p>Morgan’s butchers have a burger van and ice cream van within one of their family businesses. Cllr. Davies to ask them about attending fun day. Pick ‘n’ Mix – Angharad to ask Dior Barton</p>	<p>Cllr. Davies Cllr. Morgan</p>
Photography.	<p>Agreed we would alert people to photography via social media posts and posters with the option of opting out / withdrawing consent to photographs. We will utilise with town council Instagram frame that people can opt in to use.</p>	
AOB	<ul style="list-style-type: none"> ● Committee felt a craft tent with stones for children to paint for the bee and butterfly garden would be a good idea. ● Cllr. Davies is going to look into the option of having tractor tours around the town, with a designated stop at Brynhyfryd to wave to the residents. – all in agreement. ● Fuel will be needed to run the generators – Agreed a proposed budget of £100 – Clerk to be informed. ● Invitation to cycle tech to be made. – Cllr. Pugh to explore. ● Invitation to those from the pump track (Builth Bike Bash) committee to be extended – Cllr. Waller. 	<p>All</p> <p>Cllr. Davies</p> <p>Clerk</p> <p>Cllr. Pugh Cllr. Waller</p> <p>Cllr. Pugh</p>



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| | <ul style="list-style-type: none">• Freedom Leisure to be invited, with a view to bringing soft play equipment. – Cllr. Pugh | |
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Discussion of future event aimed at elderly of the town to be explored in future meeting.