



CYNGOR TREF LLANSAWEL

BRITON FERRY TOWN COUNCIL

David M. Isaac Town Clerk
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10th September 2024

A meeting of the Events Sub Committee has been called for Tuesday 17th September 2024, to be held in the Council Chamber at the Community Hall SA11 2NS and **via ZOOM immediately following the Halls Sub Committee.**

Members will be sent a link to the meeting on Monday 16th September and will be able to enter the meeting from 9:45am on Tuesday 17th September. Members of the public who wish to view the meeting should contact the town clerk at townclerk@britonferrycouncil.org.uk and they will be sent a link to the meeting.

Members of the Public should note that they may not speak at the meeting, other than in accordance with Councils Standing Orders (A copy of which is on the Councils Website).

All Events organised or Co-promoted by the Town Council to be subject to the following requirements:

- a. Organising groups should be set up for each event they would then need to report back to events Sub Committee who would then take the proposals forward to Council.**
- b. In order to protect its VAT status, the Town Council can neither receive nor collect monies in respect of any event.**
- c. Copies all event documentation to be copied to the Town Clerk.**
- d. Ensure that a Comprehensive Risk Assessment is carried out.**
- e. Comply with the requirements of NPTCBC's Safety Advisory Group.**
- f. Comply with the attached requirements regarding organisation & insurance**

Agenda

- 1. Apologies**
- 2. Declaration of Members Interests**
- 3. Election of Chair**
- 4. Events:**
 - i. Summer Carnival
 - ii. Charity Autumn Fair (Formally Rotary Club of Briton Ferry)
 - iii. Pumpkin Competition
 - iv. Remembrance Day Parade
 - v. Christmas Lighting
 - vi. Children's Christmas Party
 - vii. Christmas Lights Competition
 - viii. BFLT Community Pantomime

David M Isaac
Town Clerk