

ABERGAVENNY TOWN COUNCIL

PEOPLE AND COMMUNITIES COMMITTEE MEETING

WEDNESDAY 11<sup>TH</sup> JANUARY 2023

EVENTS PLANNING REPORT

1. PURPOSE

1.1 To consider drafting and implementing an Events Planning Strategy to enable safe organisation and implementation of future events held by ATC.

2. BACKGROUND

2.1 Since Covid in March 2020, ATC has not had much opportunity to hold many events in the town. These have now started to increase once again as the community starts to re-engage post-Covid.

2.2 In 2022 several events were held that ATC took the lead on. Although sub-committees were formed for some of these, requests for volunteers to enable the safe running of the events did not receive adequate support from within ATC.

2.3 Due to the continuing work with other organisations such as RBL, Round Table, and Rotary, additional volunteers have been recruited at short notice that have enabled events to go ahead safely.

2.4 Events Meetings were held early on in 2022 online to bring together event organisers and businesses to try and coordinate across the town what would be required and if anyone would need additional support. It also enabled businesses to know when to capitalise on footfall generated by events being held in and around the town by tailoring specific offers and incentives to encourage longer stays within the town.

3. PROPOSAL

3.1 To re-engage with local event organisers and businesses to pull together dates for events planned for 2023 via Teams as soon as possible. A calendar of events can then be circulated to all that wish to be kept informed.

3.2 To ensure any events proposed by ATC are run safely, the Town Clerk will need to know that sufficient Councillors will be available to assist at these events. It would be sensible to have a rota so the same few are not relied upon to attend and assist at every event, unless they wish to do so of their own accord.

3.3 If an event is likely to need multiple angles covering from ESAG form submissions to recruiting and enlisting entertainment etc, a sub committee would be recommended for each of these to divide up tasks and assist the Town Clerk in the organisation of such events. This will enable more Councillors to get involved in engaging with events for their local community.

4. RECOMMENDATION

4.1 To consider the proposals above and draft an Events Strategy to enable the safe planning of future events including a step by step check list to ensure all points are covered for the organisation and implementation of any events considered by ATC.