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LLANFYLLIN
TOWN COUNCIL

EVENTS POLICY

DOCUMENT REFERENCE: LTC-26

ADOPTED DATE: TO BE AGREED

REVIEW DATE: TO BE AGREED

1 Introduction

Llanfyllin Town Council supports safe, inclusive events that benefit the community. This policy explains how events are agreed, planned and run. Arrangements must match the size and risks of the event.

This policy has two separate routes. Sections 3 to 9 cover Council-managed events, including events the Council jointly organises. Section 10 covers permission for independently managed events on Council land or in its facilities. Section 2 explains the distinction. Council permission does not replace any licence or other consent.

2 Event Types

Council-managed events may include markets, Christmas activities, Remembrance Sunday, community celebrations and other approved activities. An independently managed event is organised and run by another person or organisation using Council land or facilities with permission.

For a Council-managed event, the Council takes responsibility for organising and coordinating delivery. It appoints an Event Lead and approves the event plan, risk assessment and budget. If the Council jointly organises an event, the parties must agree their respective responsibilities in writing before planning proceeds. Jointly organised events follow the Council-managed route for the Council's part of the work.

For an independently managed event, the outside organiser plans and runs the event, appoints its own on-site lead and manages its providers, volunteers, safety arrangements, licences and insurance. The Council considers the use of its land or facilities under section 10. It does not appoint the organiser's Event Lead or give operational safety approval.

Council funding, publicity or land permission alone does not make an event Council-managed. The actual work and control exercised by each party determine their responsibilities. Agree the Council's role in writing at the outset and review it if that role changes. For both routes, the Council must explain known site hazards and meet its own responsibilities for land, facilities and activities under its control.

3 Planning Council-managed events

The following process applies to Council-managed events. Independent organisers use section 10 instead. Give the Clerk a brief outline of the event's purpose, location, dates, activities, expected attendance and resources needed. Allow enough time for decisions, permissions and bookings.

Agree the event and budget. Full Council approves the Council's event programme and budgets. The Market and Events Committee manages Council events within its approved remit. New Council activities and their risk assessments must go to Full Council under the Financial Regulations. Significant changes outside existing approvals must also be referred to Full Council.

Prepare and check the plan. The Council's Event Lead prepares the event plan and risk assessment, with help where needed. The Clerk checks that essential information, permissions and insurance evidence are in place and flags gaps. Seek competent advice where the risks need it; an administrative check is not specialist safety approval.

Approve the arrangements. The Committee approves plans and risk assessments for existing events within its remit and agreed resources. Matters outside its authority go to Full Council. Record the decision, any conditions and the named Event Lead. Routine preparations may then continue without a further Council decision unless a significant change arises.

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Confirm permissions. Check only those licences and consents relevant to the activities, such as alcohol, entertainment, food, road closures or structures. Seek Powys County Council or Safety Advisory Group advice where needed. Advice does not transfer the organiser's responsibilities.

Check before opening. The Event Lead completes the Council-event checklist, confirms that essential conditions are met and briefs the team. Do not open while essential safety measures or permissions are missing. Repeated events may reuse plans, updated for that event.

4 Roles and Responsibilities

For Council-managed events, Full Council approves policy, budgets, new activities and decisions outside delegated powers. The Market and Events Committee approves and manages events within its terms of reference, approved programme and financial authority. Permission for independent use of Council land or facilities follows section 10 instead.

On adoption of this policy, Council delegates routine administration of approved Council events to the Clerk, including authorised bookings, coordinating providers and volunteers, checking documents and appointing an Event Lead. This does not increase any separate spending or contractual authority.

The Clerk refers new activities, significant changes and matters outside delegated powers to the Committee or Full Council as appropriate. Councillors, Event Leads and volunteers cannot commit the Council or instruct suppliers unless separately authorised.

The Event Lead runs the event on site, briefs the team, checks readiness and reports incidents. The Clerk does not have to attend every event. The Lead or Clerk may pause or stop Council activities if conditions become unsafe. Restart only when the problem is resolved, seeking further approval if the arrangements have materially changed.

For independent events, the organiser is responsible for delivery and for meeting its permission conditions. The Clerk uses the independent-event checklist to record the land-use decision and permission checks. This review does not approve the organiser's risk assessment or transfer responsibility for running the event. The Council remains responsible for matters within its own control.

Record the Clerk's delegation in the adoption decision and delegation record. Keep approvals and checks with the event records and report significant decisions or problems to the next appropriate Committee or Council meeting.

5 Safety for Council-managed events

Safety arrangements must be proportionate to the event's size, location, activities and participants.

Each Council event must have a written risk assessment. For a small, low-risk event this can be a short assessment using an updated template. The Council-event checklist may support it, but identified risks must also state the controls and who will put them in place. Larger or higher-risk events need more detail and competent advice where appropriate.

Assess significant risks to workers, volunteers, contractors and visitors during set-up, the event and clearance. Address only relevant hazards and review the assessment when arrangements or conditions change.

Identify who leads on safety and make suitable first aid, emergency and welfare arrangements. Consider food, safeguarding, accessibility, weather, equipment and site protection where relevant. Use competent contractors and obtain appropriate inspection or safety evidence for specialist activities.

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Follow the Council's Financial Regulations for spending and contracts. Obtain the permissions and specialist checks needed for the event.

These arrangements are intended to help events happen safely. Ask the Clerk if unsure what is needed.

6 Insurance for Council-managed events

The Clerk confirms that Council event activities and authorised volunteer tasks are covered by the Council's insurance and that relevant conditions are met. Obtain insurer advice or additional cover where needed.

Contractors, traders and specialist providers at Council-managed events provide suitable insurance evidence where required by their activities or engagement terms. Cover must meet relevant insurer requirements; this policy sets no single monetary limit for every event.

Independent organisers arrange their own insurance under section 10. Do not assume that they, their participants or private equipment are covered by Council insurance.

7 Funding Council-managed events

Council events need an approved budget showing expected costs, income and funding, with a reasonable allowance for unforeseen costs. Follow Financial Regulations for purchasing, contracts, payments and cash handling. Keep a record of orders and other commitments.

Check the conditions of grants, sponsorship and donations before accepting them. Refer match funding, continuing obligations or other matters outside delegated powers to Full Council. Do not promise reimbursement for unauthorised purchases.

Agree booking charges, deposits, cancellation terms and responsibility for damage in writing. After the event, reconcile income and expenditure and report unpaid commitments and significant differences from the budget.

8 Community involvement in Council events

Involve residents, businesses, schools and community groups where appropriate. Explain clearly how people can take part or volunteer and what their role involves.

Consider reasonable adjustments, access, seating, toilets and emergency assistance. Make publicity accessible and explain relevant site limitations in advance.

Tell neighbours and affected site users about likely disruption. Follow Council arrangements for personal information, photographs and authorised communications.

9 Reviewing Council events and this policy

After the event, the Lead gives a short review of what worked, problems, feedback, finances and any follow-up actions. The Committee reports major events to Council under its terms of reference. Use lessons learned to update future plans.

Report accidents, near misses, damage and significant concerns promptly to the organiser and Clerk. The Clerk checks who must make any statutory or insurer notification. Keep necessary records securely under the Council's retention arrangements.

The Clerk reviews this policy annually and after significant incidents or relevant changes. Where no amendment is needed, the Clerk may record the review and report it to Council for noting under the delegation granted on adoption. Council approves any policy amendments.

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10 Independently managed events on Council land

This route is for an outside organiser asking to use Council land or facilities. The organiser runs the event. Council decisions under this section concern permission to use the site and the conditions attached to that permission. The Council retains its own landowner and venue responsibilities.

Apply to the Clerk using the booking form. Provide the organiser's name and contact details, an on-site contact, location, dates and times including set-up and clearance, activities, expected attendance and any equipment or Council support requested. Requests may be made by email. Allow enough time for approval and any licences needed; a request or provisional date is not a confirmed booking.

Check the site. The Clerk checks availability, that the Council has authority to permit the proposed use, and any restrictions or known hazards. Permission from another owner or responsible body must also be obtained where needed. New uses require approval of the land-use request; this is separate from the organiser's responsibility to assess and manage its event.

Approve the request. Full Council approves first-time bookings, new uses and any fees or deposits unless it has expressly delegated the decision. On adoption of this policy, the Clerk may approve repeat bookings by the same organiser for the same activities and location within the terms already approved by Council. Refer significant changes, unresolved objections, increased risks, fee waivers or departures from conditions to Full Council. Record each decision and report delegated approvals to the next Council meeting.

Confirm in writing. The Clerk sends permission stating the organiser, site, approved activities, date and hours, attendance limit where relevant, and any conditions. It must state any charges, deposit and payment dates, cancellation and refund terms, responsibility for damage and clearance, and the documents required before use. The organiser must accept these terms in writing. If use is free or no deposit is required, say so. Do not advertise the event as confirmed before permission is issued.

Before use. The organiser prepares its own event plan and risk assessment and provides copies or relevant details, insurance evidence and licences proportionate to the proposed use. The Clerk checks the documents and conditions required for land permission, seeking advice where needed. This is not operational approval of the organiser's plan or risk assessment. Resolve essential permission conditions before use begins. Update information when repeat bookings change.

During use. Keep activities within the agreed area and hours. Maintain agreed public access, emergency routes and accessibility. Do not dig, fix structures, alter the site, transfer the booking or add activities without written approval. Manage noise, waste and risks to wildlife and waterways. The organiser provides an on-site lead and remains responsible for running the event safely.

Changes and cancellation. Tell the Clerk promptly about changes or cancellation. Written permission must allow the Council to restrict or stop use where essential conditions are breached or the site becomes unsafe. Record any such action and tell the organiser the reasons. Apply the agreed cancellation and refund terms; refer disputed charges or refunds outside delegated authority to Council.

After use. Leave the site safe and clear by the agreed time and report incidents or damage promptly. The Clerk arranges a proportionate site check, records any agreed repair or cleaning costs, and settles any deposit under the written terms. Keep the request, decision, accepted conditions and checks with the event records.

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