



Item 18

Council - 13 April 2023

Managing the Annual Christmas Event Procedure

1. Introduction

- 1.1 The Council traditionally holds its Christmas Event annually on the first Friday of December. The Christmas Event seeks to celebrate the magic of Christmas and to bring the community together.
- 1.2 The Christmas Event seeks to be a partnership between the Community Council, Llangyfelach Church & Llangyfelach Scouts and other interested volunteers.
- 1.3 This document sets out the steps required to ensure a well-managed and safe Christmas Event.

2. Legislation

- 2.1 The relevant legislation permitting the Community Council to host such an event is the Local Government Act 1972, Section 145 (1) (a).
- 2.2 The Community Council must also adhere to the provisions of the Health & Safety & Work Act 1974. This includes the provision of relevant risk assessments and insurance cover.

3. Christmas Event - Pre-Planning

Month	Pre-Planning Schedule	
January	1	Monitor & review previous year's Event
	2	Ensure a sufficient budget for the Event is added to the Annual Budget
	3	Book First Aid Cover (St. John Ambulance)
	4	Book Brass Band (Pontarddulais)
	5	Book Sleigh
	6	Arrange Father Christmas
	7	Review Event Risk Assessment
	8	Review Event Fire Risk Assessment
	9	Log event with Special Events, Swansea Council https://www.swansea.gov.uk/organisinganevent This ensures that all relevant parties such as Police and Council are aware.

April	1	Arrange Insurance ensuring Christmas Event is adequately covered inc. Public Liability Cover
June-July	1	Seek Quotations. Electrical check of the Christmas Tree Lights
	2	Seek Quotations. Electrical check of the Electric Supply & Pit
September	1	Council decision required to Purchase Christmas Tree. Size? Height?
	2	Council decision required to Purchase 200 Selection Boxes
	3	Liaise with Llangyfelach Church & Llangyfelach Scouts, Volunteers and other interested parties
November	1	Erect Christmas Tree
	2	Place Christmas Lights onto Christmas Tree
	3	Place Picket Fence around Christmas Tree
	4)	Check Christmas Lights when on Christmas Tree

4. Christmas - Day of Event Schedule

Time (Approx.)	Event Schedule (1 st Friday of December)	
17.30	First Aid Cover (St. John Ambulance arrive)	
17.45	Father Christmas & Sleigh towed along Heol Pentre Felen & Swansea Road heading for Village Green.	
17.45	1	Brass Band commence playing
	2	Stalls open for Sales, Refreshments etc.
18.15	Father Christmas arrives at Village Green.	
18.20	Father Christmas turns Christmas Tree lights on.	
18.25	Children invited to meet with Father Christmas in Church. Selection Box provided to each child.	
20.00	Event Closes	

5. Recommendation. It is recommended that:

5.1 The Managing the Christmas Event Procedure be adopted.

Background Papers: None

Appendices: None

Huw Evans

Clerk to Llangyfelach Community Council