NANTYGLO & BLAINA TOWN COUNCIL
CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs V Williams Town Clerk/RFO
Council Offices, Blaina Institute, High Street, Blaina NP13 3BN
Swyddfa'r Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau, NP13 3BN
Tel: 01495 292817 e-mail: clerk@nantygloandblainatc.co.uk

Dear Member,

You are summoned to attend a hybrid meeting of the Events Committee to be held immediately following the Meeting of the Town Council on **Tuesday 27th October 2026.**

If any Council Member or member of the public wishes to attend the meeting remotely, please contact the Town Clerk at the above e-mail by 3pm on Tuesday 27th October 2026 for details of how to access the meeting.

Yours sincerely,

V. Williams

Town Clerk

AGENDA

A meeting to which members of the public are entitled to attend.

Declaration of Interest
Members are invited to declare matters of interest either at the beginning or at any time during the proceedings. Please note that all declarations of interest must be recorded in the book provided.

1. **Apologies:**
   Members are invited to consider the apologies for absence received and to formally resolve to accept.

2. **Questions from the public:**
   To receive any questions from the public regarding matters on the agenda. Please note that this is limited to 10 minutes.

3. **Correspondence:**
   Members are invited to consider the listed correspondence, plus with the Chair's permission, any urgent information that may well be received prior to the date of the meeting.

a) Details of Blaenau Gwent Play Team sessions for October Half Term and poster for Nantyglo & Blaina Town Council's funded session *(copy attached – for information)*

4. Nantyglo and Blaina Town Council Halloween Event 2026.

An update will be given on the Halloween event run by Nantyglo and Blaina Town Council to take place at St Peters Church, Blaina on 31st October. Please find attached the following documents:

- Emergency Plan
- Event Management Plan
- Risk Assessment
- Halloween Event Plan

5. Selection Boxes for all children at Ysgol Bro Helyg, Ystruth Primary School, Coed Y Garn Primary School and Blaen Y Cwm Primary School.

Members are invited to consider purchasing selection boxes to give to children of all four schools as they have previously for Christmas 2026.

6. Joint Christmas Carol Concert 2026.

An update for the Joint Christmas Carol Concert to be held at Blaen Y Cwm School, to be held on 2nd December (time still to be confirmed). Members are invited to discuss purchasing additional selection boxes to children participating and attending the event.

Item 3a)

Email from Anna Pryce, Blaenau Gwent Play Team.

Good afternoon.

Please see attached the publicity for your funded session during October half term. I will also attach the link for our full programme in case you want to share this are there are some other sessions in your area.

🎃👻 October Half-Term with Blaenau Gwent Play Team 👻🎃

Join us for 18 FREE play sessions filled with spooky crafts and frightfully fun activities!

🗓️ 26th-30th October

📍 Various locations across Blaenau Gwent

📘 Ages 5-14 | Register on the day | Snacks provided

🎃 View all play session locations and details here 👉 https://loom.ly/n0--EAI

🎃👻 Hanner Tymor Hydref gyda Thîm Chwarae Blaenau Gwent 👻🎃

Ymunwch â ni am 18 sesiwn chwarae AM DDIM yn llawn crefftau arswydus a gweithgareddau hwyliog iasoer!

🗓️ 26-30 Hydref

📍 Lleoliadau amrywiol ledled Blaenau Gwent

📘 Oedran 5-14 | Cofrestru ar y dydd | Byrbrydau ar gael

🎃 Gweld holl leoliadau a manylion y sesiynau chwarae yma 👉 https://loom.ly/n0--EAI

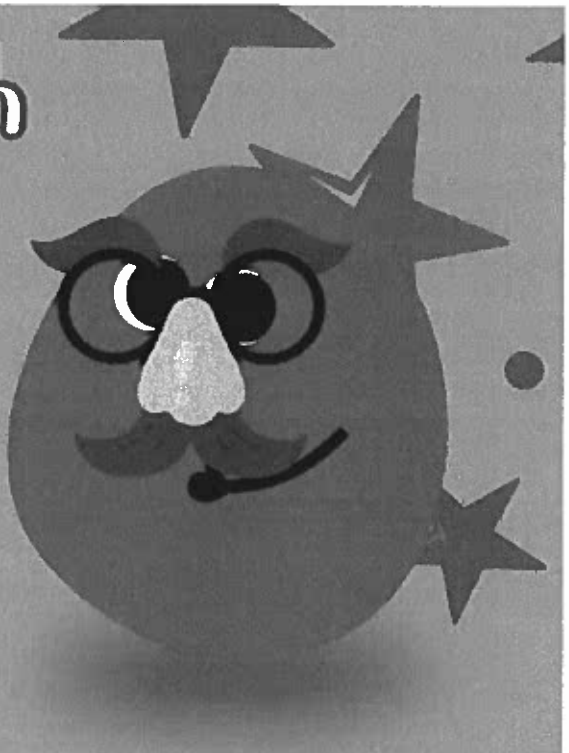
Once again, many thanks for your support with funding these opportunities for the children in Blaenau Gwent.

Kind regards,

Anna.

Tuesday 27th October

10am - 12pm



Banna Park

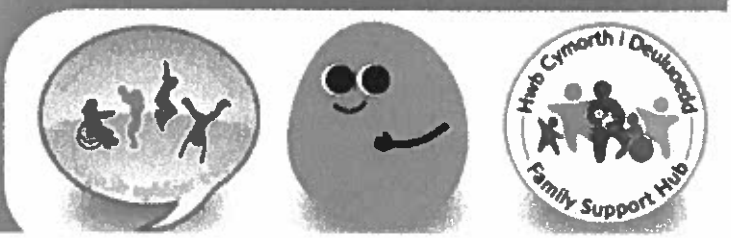
New Road
Nantyglo
NP23 4JT

Having trouble finding us? Download the What3Words app to find our exact location!

track.chair.evenly

NANTYGLO & BLAINA TOWN COUNCIL

Funded by



Item 4

Emergency Plan - NBTC Halloween Event 31.10. 2026

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1.0 Introduction

Located at St Peters Church & Blaina Institute, including High Street, Blaina. The Halloween Event is a free event that is set to attract 150-200 visitors from the local area on Saturday 31.10. 2026.

As event organisers, Nantyglo and Blaina Town Council initially has the prime responsibility for the safe operation of the event and is required to have in place effective emergency arrangements in the event of a major incident.

However, it must be noted that nothing in this plan should be construed as overriding the major emergency plan of any emergency service or other organisation.

2.0 Aims and Objectives

The aims and objectives of this plan are to:

- Provide an integrated response by Nantyglo and Blaina Town Council;
- Outline communication procedures between the Council, emergency services and other agencies;

Identify the major responding agencies in the event of an incident;

Establish the alerting procedures;

Identify co-ordinating links between response agencies;

Identify communications systems.

- Roles and Responsibilities of Event Officials.

3.0 Main Responding Organisations

The response to a Major Incident occurring at the NBTC Halloween Event could involve a number of organisations that, in addition to implementing their own plans and procedures, would be working together to provide protection to those whose health and safety may be affected.

Outlined below are some of the organisations that could be key responders to a Major Incident and the agreed level of attendance:

Nantyglo and Blaina Town Council

As the event organisers appropriate staff will attend at all times.

Heddlu Gwent Police

Officers from Gwent Police have been notified of the event and officers from the Abertillery patrol will be in attendance.

South Wales Fire and Rescue Service

The nearest Fire Service station is located in Brynmawr approx. 2.6 miles from the event site. If an incident occurs on-site the Fire Service should be called in the usual manner.

NHS Ambulance Service

The nearest Ambulance station is located approx. 3.2 miles from the event site. Welsh Ambulance Service will not be on site. If an incident occurs on-site the Ambulance Service should be called in the usual manner.

First Aid

2 first aiders, stationed at St Peters Church

4.0 Communication Links

To assist in the effective management of a Major Incident, the following communication arrangements have been established.

The Mobile phone numbers of Victoria Williams

INCIDENT MANAGEMENT

Should an incident occur requiring Police attendance the Event Manager will contact Brynmawr Police Station. The Event Manager will maintain communication between relevant parties.

Should a Public Address announcement be required this will be made from the cinema area

5.0 Alerting Procedures

1: The Event Manager will call a Major Incident.

2: They, or someone designated by them will call the required emergency services.

3: All stewards/security to be informed and told to take up appointed positions.

4: An announcement will be made from the cinema area/ St peters Church and public told to evacuate site.

5: The Event Manager will liaise with the Emergency Services on site.

6.0 Emergency Roles and Responsibilities Action Sheets

Outlined below are the main emergency roles and responsibilities that may be required of Event Officials:

Event Manager

Victoria Williams

Decision making and main points of contact both internal and external.

Stewards/Security

Assist with orderly evacuation if require.

First Responders

To provide assistance as required.

PROCEDURE FOR EVENT MANAGER IN DECLARING A COUNCIL MAJOR INCIDENT

IDENTIFY NATURE OF INCIDENT

PROCEDURE FOR FIRST PERSON ON THE SCENE OF AN INCIDENT

- Your Name;
- Your Location;
- Type of Incident/Hazard;
- Specify any Hazards Present;
- Specify the nature and number of any casualties;
- The best route to the Incident Site;
- Any other relevant information.

IS IT SAFE TO REMAIN AT THE INCIDENT SITE?

Inform Event Control of the following:
Where is the incident and what is the nature of the incident?

Remain at Incident Scene unless it becomes unsafe to do so.

MOVE AWAY FROM THE INCIDENT

Inform Event Control of moving away and to what new location

NOTIFICATION OF INCIDENT RECEIVED

Event Manager to:
- **Check validity of Incident Notification**
- **Asses situation with:**
  - **Head of Security and Deputy Event Manager**

IS THE SITUATION MANAGEABLE?

YES

Monitor the situation and respond accordingly.

Monitor the situation and respond accordingly.

NO

DECLARE A COUNCIL MAJOR INCIDENT

Refer To:
THE COUNCIL MAJOR INCIDENT MANAGEMENT PROCEDURES

NOTIFICATION OF INCIDENT RECEIVED FROM First Responder.

EMERGENCY RESPONSIBILITIES

Contact Event Manager

- **To contain the incident as directed by the Event Manager.**
- **Provide sterile area around the incident.**
- **Prevent unauthorised access to the incident site.**
- **Maintain emergency access routes.**
- **Direct Emergency vehicles to rendezvous points in conjunction with the Emergency Services.**
- **Evacuate an area or site as directed by Event Manager**
- **Request the co-operation of Entertainers, Exhibitors & Traders in response to the incident.**
- **If instructed, restrict vehicle/pedestrian access to the site except Emergency Services and authorised personnel.**

7.0 Mustering Area

- **RENDEZVOUS POINTS**

  If required the primary rendezvous point for the Emergency Services could be located at the area to the side of St Peters Church/ Station Road

- **MUSTERING AREA**

  In the event of an evacuation where the Police need to gather information from the public the Police will decide the best location on the day.

8.0 Evacuation Routes

Depending on the incident affecting the Halloween Event the safest evacuation route(s) will be decided on the day and all evacuation staff will be advised of that route by radio or the Public Address System.

There are several exit routes on two of the four sides of St Peters Churchyard.

9.0 Inclement Weather

In the run up to the event, weather forecasts will be monitored. In the event of cancellation or changes to the event due to predicted severe weather conditions, all vendors will be contacted as soon as possible. This will also be publicised as widely as possible across social media.

In the event of inclement weather in the days leading up to the event, the following actions will be taken:

- Conduct site inspection assessing likely implications for the planned activities.
- The Event Manager will consider cancelling activities or cancelling the event if required.
- The cinema could be set up inside the church if there is inclement weather.
- If cancellation is required, signage will be erected at the site advising of event cancellation due to inclement weather. BGCBC will be notified and all vendors will be contacted. This will also be publicised on social media.

The weather and wind speeds will be monitored throughout the event. Particular care will be taken when considering whether to erect structures such as the cinema. In the event of high winds, these activities may be cancelled or changed to ensure the safety of event staff and attendees. This is at the discretion of the companies hired and the Event Manager.

EVENT INCIDENT LOG SHEET

Officer Name:_____ ***Incident:***_____ ***Sheet Nº:***__/__

Time	Contact	Contact Nº	Details

Nantyglo & Blaina Town Council
Halloween Event – Event Management Plan 2026

1. EVENT DETAILS

Name:	Halloween Event
Date:	Saturday 31. Octorber 2026
Location:	St Peters Church/ Blaina Institute/ High Street, Blaina
Organisers:	Nantyglo and Blaina Town Council
Event Manager:	Victoria Williams
Summary:	NBTC Halloween Event is a free family-friendly event with craft activities, trick or treat trail & an outdoor cinema

2. KEY DECISION MAKING PERSONNEL

Event Manager: Victoria Williams,

Organisers: Nantyglo & Blaina Town Council

3. STOPPING THE EVENT

1.0: If a situation arises requiring the event to be stopped in the interest of safety, such as in extreme weather, the following procedure will be followed.

2.0: If required, the Event Manager will declare a Major Incident and they, or someone delegated by them, will call the emergency services.

3.0: All stewards/security to be informed and positioned at exits.

4.0: An announcement will be made from the centre area (depending on time, this will either be St Peters Church or at the cinema location) and public told to evacuate site.

5.0: The Event Manager will liaise with the Emergency Services on site, if applicable.

4. EMERGENCY PLAN

See separate document 'Emergency Plan NBTC Halloween Event 2026'.

5. RISK ASSESSMENT:

See separate document 'Risk Assessment Halloween Event 2026'.*

**This also includes a fire risk assessment.*

6. EMERGENCY ROUTES

Depending on the incident affecting the event, the safest evacuation route(s) will be decided on the day and all evacuation staff will be advised of that route by the Public Address System (cinema) or by stewards (i.e during the trick or treat trail)

7. HOLDING AREAS FOR PERFORMERS/AUDIENCE

There are no performers requiring a holding area. The area the cinema needs to set up in outside the church will be taped off to ensure adequate access available. They may need to drive onto the grounds to bring equipment in. This will be facilitated by stewards ensuring members of the public are aware & not at risk.

8. DRUGS POLICY

The Halloween Event has a zero-tolerance policy on the use of, or dealing in illegal drugs on site, including legal highs. Neither anti-social nor illegal behaviour shall be tolerated and participants are liable for evictions from the site and possible prosecution by the police.

Nantyglo and Blaina Town Council will also have a minimum of 4 members/staff on site overseeing the event. All stewards will be identifiable via hi-vis vests.

All stewards will take an active role in monitoring for drugs, and may evict attendees from the site if they feel it is necessary. If there is a strong suspicion of drug dealing, use, or possession, the stewards shall inform the Event Manager and assist the local police in dealing with this.

9. COMMUNICATION/ALERTS/CODES

A list of contacts will be provided to all event staff on the day. This will include emergency services, anti-terrorism contact information, the Event Manager's phone number and other event staff contact details. Communication between event staff will take place in person or via telephone.

10. SCRIPT OF PA ANNOUNCEMENTS (available during Cinema section of the event)

PA announcements may need to be made via the stage by the Event Manager or event staff. This system can be silenced at any time. There is no script for these announcements, and they will be made when necessary at the discretion of the announcer.

11. RENDEZVOUS POINTS FOR EMERGENCY SERVICES

If required the primary rendezvous point for the Emergency Services could be located at St Peters Church, Station Road, Blaina. Emergency vehicles can access the Church via two slip roads.

In the event of an evacuation where the Police need to gather information from the public the Police will decide the best location on the day.

12. AMBULANCE LOADING/TRIAGE AREA

The primary entry points for ambulances are via Station Road, marked on the site plan. The main room of the church may be used by the emergency services, or they may choose to utilise any area of the site at their discretion.

13. PREVENTION OF ACTS OF TERRORISM

There will be stewards/security at the main entrances to St Peters Church & Blaina Institute, as well as key areas on the Trick Or Treat Trail. All stewards will monitor the event to watch for suspicious or unusual activity, and can question or report any issues to the Event Manager. There are exits on three of the four sides of the pitch. In the event of an emergency, the Event Manager should be informed and will contact the emergency services.

All stewards and members of the Nantyglo and Blaina Town Council and must complete an Action Counters Terrorism Awareness e-learning course.

14. SECURE TRAFFIC ROUTES TO HOSPITALS

The roads nearest to St Peters Church & Blaina Institute are just off the A467 and a main throughfare for Blaina.

15. FIRE SAFETY PLAN

The fire safety point is the area to the side of St Peters Church, closest to station road, marked on the site map (Appendix 1). In the event of a fire, the Event Manager should contact emergency services and all attendees should be directed to the fire safety point by event staff. Signs will be positioned at the event informing attendees of this meeting point.

16. CHILD SAFETY/LOST CHILD POLICY

The Lost Child Point is located at St Peters Church. This is the ideal place for lost children to be taken, and the place that guardians will be directed to if they have lost a child. Signs will be positioned at the event informing attendees of the Lost Child Point.

If a child is lost, they should be directed to Lost Child Point by event staff and a "Found Child Form" (Appendix 2) should be completed. An announcement will be made onstage informing the guardian(s) to go to the Lost Child Point, and the child should not be left unattended or with a lone member of staff until reunited. Stewards and event organisers can be identified by their hi-vis vests, which will be worn throughout the event.

If a child is reported as lost to a steward or event organiser, the guardian(s) should be directed to the Lost Child Point and a "Lost Child Form" (Appendix 3) should be completed. An announcement will be made to all stewards who will direct guardians to the lost child point.

The event is open-plan and stewards will easily remain visible to a large number of people when dealing with a lost child, and they should avoid situations where they are alone with children.

If a lost child seems reluctant to go with the person(s) collecting them, confirmation of identity may be required.

If the child is not found in the initial search, the Event Manager should liaise with the Police about the next steps.

If there is an adult acting inappropriately towards children or is reported as such stewards will be notified of a 'Code 99' with a description of the person/s.
A police presence has been requested for the Trick or Treat trail portion of the evening as a minimum, but this is to be confirmed. Nominated steward or event manager to contact police by phone if required.

17. STEWARDING PLAN

1. The event will be held at St Peters Church, Blaina Institute & High Street, Blaina

2 The event is free to enter, stewards will be placed in pairs along the trick or treat trail, with volunteers at St Peters Church and Blaina Institute/ Museum.

3. There will be at least 5 other representatives from the Community Council on site, and the main contact will be the Event Manager, Victoria Williams

4. All stewards will be wearing hi-vis vests.

18. COMPANIES/ENTERTAINMENT

Event Staff:

Nantyglo and Blaina Town Council (NBTC) – event organisers.

St Peters Church

Blaina Institute

Blaina Heritage Museum

Entertainment:

Wonder Cinema Outdoor Cinema

Structures:

Food: N/A

Hygiene:

Toilets: Available inside St Peters Church (whole event) & Blaina Institute (Trick or Treat section of the event only)

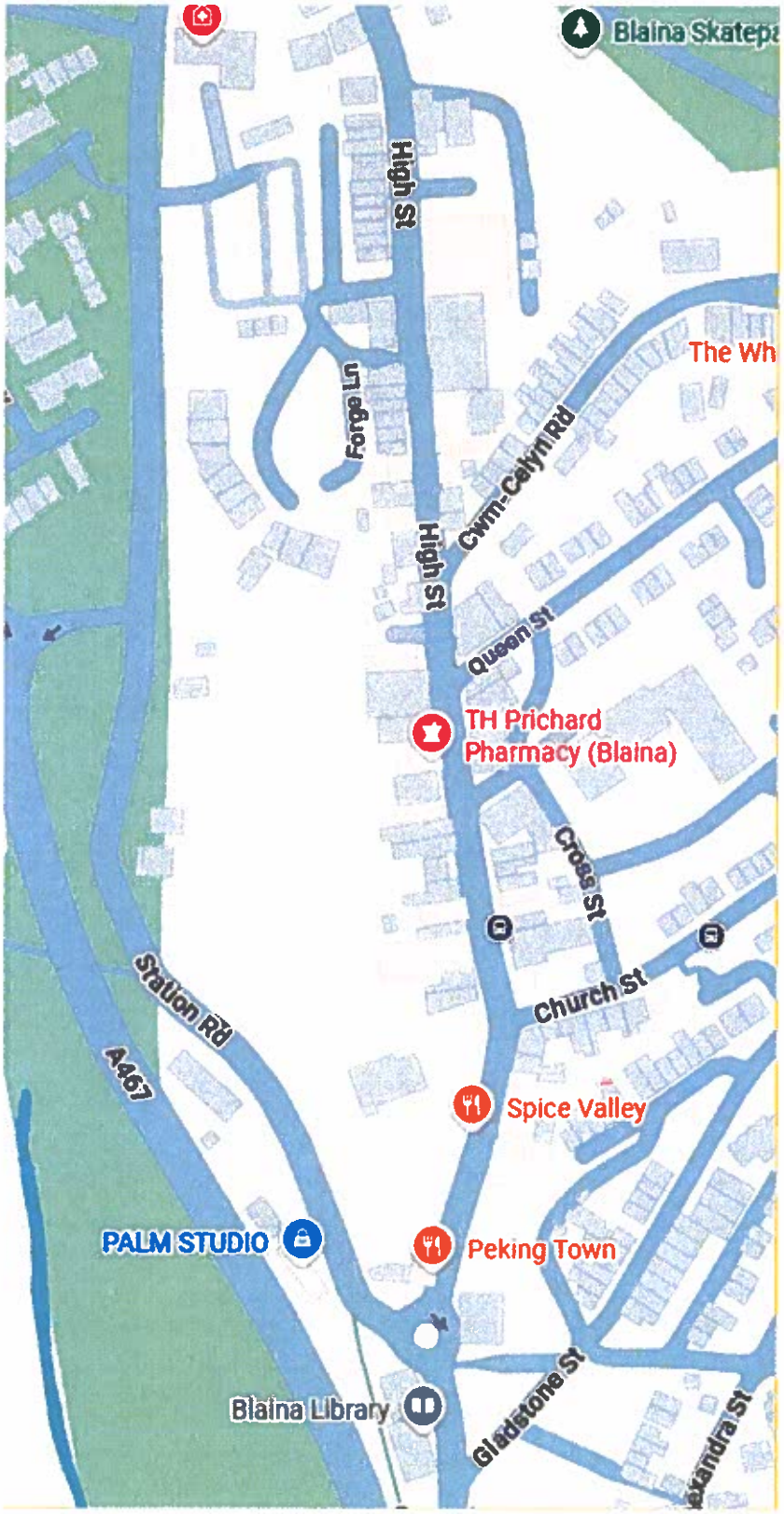
Waste: Bins available inside St Peters Church & Blaina Institute

First Aid:

1

Appendix 1

Site Map



Appendix 2

Found Child Form

Halloween Event 31.10. 2026

To be completed by event staff when a child reports they have lost their parent/guardian.

Name of child:	
Age:	Sex:
Description:	
Area Found:	
Time Found:	Found By:
Time Collected:	Collected By:
Relationship:	ID Shown:
Other Notes:	

Appendix 3

Lost Child Form

Halloween Event 31.10. 2026

To be completed by event staff if a child is reported missing.

Name of child:	
Age:	Sex:
Description:	
Area lost:	
Time Reported:	Reported By:
Relationship:	Telephone:
Time Reunited:	Found By:
Other Notes:	

Guardians should be advised that once a child has been reported missing they should stay at the Lost Child Point until the child is found. If they refuse they should sign below:

I declare that I was advised to stay at the Lost Child Point and I am leaving this area of my own accord.

Signed: Date:

HEALTH AND SAFETY RISK ASSESSMENT

NANTYGLO AND BLAINA TOWN COUNCIL

Work / Activity: Halloween Event 2026. Trick or treat trail, Out door cinema	Assessment Date:	Assessment Number:
	23.09.2026	2309202601

Hazard Description	Who might be harmed & How	Risk Rating			Control Measures	Residual Risk Rating		
		Severity	Likelihood	Score		Severity	Likelihood	Score
Trick or Treat trail								
Road Safety, as the road is still open for vehicles to use (pavements are wide enough there is no need for the road to be used)	Children and adults not being aware of road safety Children running or pushing along pavements	5	3	15	promote the use of existing crossings - Zebra crossing etc Use of stewards along the street to encourage good behaviour Publicise trail encourages family groups/ care givers	4	2	8
Lost Children	Children. If the event is popular children may wander or become sparated from their care giver/ group	4	3	12	Stewards along main route to be a point of contact for lost children Lost Child proceedures (see separate sheet) Publicise trail encourages family groups/ care givers Stewards to be paired up on the trail so no one person would be alone with any child	2	2	4
Free sweets handed out on the trail	Children collecting sweets	4	2	8	All sweets to be individually bagged, with ingredients/contents available. No cross contamination. Dietary restriction options to be available at one pick up point. Prize for completing the trail to be a non-edible option, such as a snap band or novelty pencil so participation would not be restricted due to dietary needs	2	1	2

Hazard Description	Who might be harmed & How	Risk Rating			Control Measures	Residual Risk Rating		
		Severity	Likelihood	Score		Severity	Likelihood	Score
Unauthorised Adults It has been brought to our attention that an adult male, without children attended events to possibly 'watch' children in the local area	Children/ Young people			8	Stewards along the trail, who are aware to look out for suspicious individuals and report if necessary Encourage family/ care giver groups stay together Invite local police to provide a presence at the event			4
Outdoor Cinema Falling cinema screen Equipment causing trip hazards (due to dark)	Viewers/ people in the location People in the area			12	Cinema team set up secures the equipment at multiple points. Area marked off to avoid people walking through the area Cinema team to man the area to stop people walking through & advise of hazards			4
Fire Risk In the event of a fire, emergency services are to be called	People in the area				Fire procedures already in place in St Peters Church & Blaina Institute, in the event of a fire at these locations their procedures are to be followed. Stewards to monitor for fire hazards at the outdoor cinema, the venue is outside so risk would be visible			

HAS THIS RISK ASSESSMENT BEEN ISSUED?		ASSESSMENT REVIEW DATE	
Date	Person / Further Information	Date:	By:

Halloween Event Plan

- 2pm Church craft event

- 3.45pm Fancy Dress event – Judged by M. Williams, D. Finch, K. Rowland.
  Prizes to be provided by NBTC.
  Categories are; Infant 0 (School year 2)
  Junior (School year 3 – 6)
  Senior (Children in Comprehensive)
  Adult

- 4:30pm Halloween Trail
  Start at St Peters, Collect 'Map' and pencil.
  Includes - St Peters, Blaina Institute, Blaina Museum, Smash'd Burger, Coop, Morning Dew Florist, Barbers.

Children start at the church, collect a trail sheet and pencil, go to all the locations finding the icons & collecting sweets. When trail sheets are completed they return to the church to submit for a 'Swag Bag'.

- 6pm Outdoor Cinema start time (there will be a short break between films)
  - Coco
  - Hocus Pocus

Volunteers/ Stewards –

Stewards will be in pairs, any updates will be communicated as soon as possible.

If you have volunteered to help please make sure to read the Halloween Event Risk Assessment

Each Steward will be given;

- High Vis Vest
- Torch
- Bucket with sweets