

Bridgnorth Town Council Working Group – Summary Document

TITLE: Events & Christmas Working Group

MEMBERS: Cllrs: Barlow, Connolly, Round and Sawbridge

AUTHORITY: Town Council Minute 0012/2122 dated 18th May 2021 refers.

BACKGROUND:

Prior to May 2020, the Town Council had a Committee for the topic. In light of the restrictions on face-to-face meetings and the likely lack of events as a result of the pandemic the committee was re-tilted a working group. The TORs were not formally amended.

REFERENCES / MEETINGS / DISCUSSION (an agreed commentary from the working group members that can summarise activity undertaken, evidence obtained to support or guide any recommendation that will be put before Council):

29th June 6:30pm – 8.15 pm - meeting at College House.

Present: Councillors Barlow, Sawbridge, Connolly. Apologies: Councillor Round
(in attendance Town Clerk and Deputy Town Clerk)

Topics included:

- Terms of Reference – WG or Committee?
- Core activities?
- Events within WG bailiwick – Christmas Lights Switch on - date? Remembrance Sunday – invitation to RBL to meet with WG do discuss arrangements? Others?
- External events – Carnival? TC provide seed funding - £2-3k
- Christmas Lights Infrastructure – for this WG?
- Rules for Funfairs on Severn Park – defer/interim guidance - some restrictions?
- Queen’s Platinum Jubilee – needs thinking about
- Use of Castle Grounds and bandstand – confusion with charges.

INITIAL RECOMMENDATIONS (WG members agreed proposals):

Date recommended for Christmas Lights Switch On – Friday 26 Nov 2021

Confirm a need to hold a meeting with RBL management committee and Chair to discuss arrangements for Remembrance Sunday.

Agree Town Council supports community group leading with the Carnival and for the Town Council to set aside significant funding.

That the group would benefit from being a committee with some delegated powers, so that it can organise and represent with some authority.

Funfairs on Severn Park to be permitted in line with current booking form and provided:

- that it does not operate for more than 3 continuous days and total on site time not to exceed 7 days.
- hours of operation not earlier than 11am and not later than 9pm
- in addition to the standard fees, a £1000 deposit be paid which will not be refundable if any of the above or standard terms and conditions are not adhered to.
- Significant gaps between events.

OFFICER COMMENTS (for completion by officers to consider any unforeseen risks, compliance issues, overriding financial implications or wider business impact):

Christmas - Some idea of the resources expected or required for the Christmas Light Switch on event required (security, road closure marshals, stalls and a funfair – Do you think that there might be some likelihood of further waves of Covid in the Autumn that might lead you to have a low-key event.

Carnival - A community led carnival committee has some great advantages however, it would likely need some significant seed funding to pay up front costs and provide volunteers with some assurances that their efforts will not falter because of lack of funding. Any committee would need some formal constitution or terms of reference and its own bank account if the Council considers providing the initial seed funding and then some (as required ongoing funding depending upon end of year finances). If you assume that the cost of the carnival is in line with that which the Council has spent in recent years' then £5k is probably the minimum amount that a community group would need. However, to obtain some long-term commitment it would be wise to seed fund for the entire cost in year 1 and 50% of the cost for year 2. The committee might then be able to spend much time on refining the event and encouraging maximum participation in the first 2 years without a need to worry too much about fund raising.

Castle Grounds – I fear there is confusion between booking of Castle Grounds (in almost its entirety) and using the bandstand for small scale and ad-hoc performances. I have produced a booking form for the booking of the bandstand which seeks to document the existing process.

REVIEW BY WG MEMBERS

Christmas event to generally comprise traditional street market with community provided entertainment.

Carnival to be community led with up to £7.5k budget provided by the Town Council in the form of a grant. Payment subject to a formal committee being constituted and appropriate governance procedures in place.

Meeting to be arranged with RBL regarding Remembrance Sunday before late August.

Funfair guidance rules to be approved by Town Council (some refining over time required).

Approve use of draft booking form prepared by Town Clerk.
Other items to be followed up a subsequent meeting.

RECOMMENDATION(S) FOR FULL TOWN COUNCIL (the likely wording that will appear on the agenda):

That the Town Council converts the Working Group into a Standing Committee (draft Terms of reference attached)

That Friday 26th November 2021 be the confirmed as the date for the Christmas Light switch on.

That the grants budget be increased by £7500 from the general reserve to allow seed funding for a community group to co-ordinate and run the Town Carnival.

To approve additional rules/ criteria regarding use of Severn Park for Funfairs.

SUPPORTING DOCUMENTS (other documents that might be of benefit to the Full Council)

1. Draft Terms of Reference Events and Christmas Committee.
2. Bandstand Booking Form.

Events & Christmas Committee – Terms of Reference

Events & Christmas Committee

- The Committee will comprise up to six Members.
- The quorum of the Committee shall be three Members.
- The Committee shall undertake the following roles and functions: -

Events

1. To confirm Town Council led events
2. To confirm format and dates for all agreed events and provide an annual diarised scheme of said events
3. To approve expenditure from the relevant events budget
4. To provide budget estimates to Town Council for the following financial year
5. To consider the staff implications and resources available
6. To seek volunteers to assist at planned events
7. To provide best value to the rate payer including gaining sponsorship for events
8. To lead on the civic elements of Twinning
9. Review feedback from events

Christmas Lighting Provision

1. To review Christmas lighting provision
2. To consider and approve tenders and quotations relating to Christmas lighting, repairs, contractual matters etc and the awarding of contracts
3. To ensure tender documentation is updated and relevant, meeting current legislation
4. To seek best value for the ratepayers in the provision of Christmas schemes, storage, erection of lighting etc.

**TEMPORARY USE OF BANDSTAND CASTLE GARDENS
FOR NON-COMMERCIAL USE**

APPLICATION FORM

The Band Stand in the Castle Grounds is generally free to use for non-commercial small-scale performances that are not part of a larger event. Indeed, it is quite permissible for a person or a group of people to pitch up and utilise the space to perform without permission or a booking.

However, turning up without a booking might lead to more than one person/group competing for the same space at the same time. To avoid this and provide would-be performers with some exclusivity we run a no charge booking system.

We ask that when you book a slot you leave the bandstand clean and tidy, ready for the next user. If you have an audience (be that spontaneous or organised) we further ask that you are mindful of others using the area as a thoroughfare (e.g. for dog walking or daily exercise) or looking to enjoy the flora.

When taking bookings, we are looking to ensure that the bandstand is used for a variety of genres and that no one or 2 people or groups monopolise its use. To that end we will not generally permit groups or individuals to block-book the bandstand (e.g. every Saturday for the next 6 weeks, every night next week from 5 to 7pm). We would not normally accept bookings more than 3 months in advance.

When we approve a booking of the bandstand (free of charge) the booking merely confirms that you have permission to perform in the area of the bandstand. Should you require: additional services e.g. use of electricity or a requirement to gain vehicular access to the grounds then there might will need to be a fee to cover any associated costs.

Name of Applicant:

Address:

Home Tel No	
Mobile Tel No	
Email	

If this application is for or on behalf of a community group, society or other organisation please provide the name and a description of its activities (or a link to a website):

Please provide an Overview of Proposed activity:
 (e.g. Choir / Brass Band / Dance / Other – how many people performing)

Is an amplifier/speaker/PA system being used? If yes then what equipment.

Purpose of the event (what are you hoping to get out of it?)
 (e.g. formal orchestra rehearsing; group of friends being sociable; public performance; community group doing what we enjoy and looking for somewhere to perform and/or practice; raising awareness of an issue/ good cause; looking to capture volunteers etc)

Earliest start time is 9.30 am, no use after 7pm due to gates being locked.

Date required:

Anticipated time of arrival on site:	
Time performance starts	
Time performance ends:	
Anticipated time of departure from site	

Terms and conditions

I note and accept the following

- No power is provided, if power is required there will likely be a charge to cover additional staffing costs.
- Access to the park is via pedestrian gates.
- This area of the bandstand is in the midst of a public open space and should be left clean and tidy after use.
- I/we will ensure that an activity is undertaken does not cause or incite unnecessary nuisance or offence.
- Where I/we are performing as part of a club or organisation then we will make any necessary risk assessments.
- Where performance involving young people take place then the organising group will have in place a child protection policy.
- No trading is to take place in and around the activity.
- Permission should not consider granted until this form is reviewed by a Town Council officer and once completed returned to the applicant.
- The Town Council reserves the right to withdraw permission any time before (or during) booking.

Signed:	
Name	
Date	

For official Use: (to be returned to applicant to confirm booking).

Booking Confirmed Y/N	
Register updated	

Event Name	
Event Date:	
Event Times:	
Comments	