

**BRIDGNORTH TOWN COUNCIL
EVENTS & CHRISTMAS COMMITTEE MEETING
21st September 2021**

LJ/2021

9th September 2021

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 11 – CARNIVAL 2022 UPDATE

AIM

1. To receive an update on the Town Carnival.

BACKGROUND

2. The Town Council had been approached by (what was at the time) an informal community group who were keen to organise and deliver a carnival in 2022 over the period of the Platinum Jubilee Public Holiday in June 2022.
3. At the Town Council meeting held on 6th July 2021 (Minute 00833/2122 refers) it was agreed that £7,500 be budgeted for seed funding for a community group to co-ordinate and run a carnival for the next 2 years (2022 and 2023).
4. At its first meeting (since being reformed) on 27th July 2021 the Events & Christmas Committee were briefed on the outcomes of an initial meeting with the would-be organisers of next year's carnival (Minute 0120/2122 dated 27th July 2021 refers), much of that was about setting out some good governance practices in order that the Town Council might release some or all of the budgeted funds.

DISCUSSION/ COMMENT

5. The lead organiser has been contacted but at the time of writing this report no formal update has been received. However, the lead organiser had previously stated that due to personal commitments in September that addressing all the governance related issues might be delayed slightly.
6. The Town Council is keen to support the Community Group in its infancy and will likely need to provide some guidance and advice which might include:
 - a. Sharing of risk assessments and method statements.
 - b. Guidance on insurance requirements.
 - c. Guidance on submitting a formal road closure.
 - d. Sharing details of event and activity providers.
 - e. Lending bunting and marker posts used to mark out the site.
 - f. Increasing the Town Council mobile toilet provision over the day of the event.

- g. Permitting some free of charge room hire for meetings.
7. Ongoing dialogue with and some light touch support of the Community group through councillors being invited to attend meetings as necessary might be beneficial for both parties.
8. The Town Council has budgeted £7,500 for the Carnival over the course of the next 2 years however, funding will not be released to the Community Group until the Council is satisfied that there is some appropriate governance in place. The initial discussion held gave the firm impression to the Chair of the Events & Christmas committee and the Clerk that the group would address those governance items in an appropriate manner. The Town Clerk has provided the Carnival group with an outline of a possible constitution (enclosed).

RECOMMENDATION(s)

9. It is recommended that the Events & Christmas Committee RESOLVES:

To offer support and guidance to the Community Group in its infancy (which might include such things as):

- a. Sharing of risk assessments and method statements.
- b. Guidance on insurance requirements.
- c. Guidance on submitting a formal road closure.
- d. Sharing details of event and activity providers.
- e. Lending bunting and marker posts used to mark out the site.
- f. Increasing the Town Council mobile toilet provision over the day of the event.
- g. Permitting some free of charge room hire for meetings.

And

To nominate Cllrs: (TBC at the meeting) (subject to the Community Group being agreeable) to attend meetings with the management committee and any meetings of the wider membership as Town Council representatives.

And

For the Chair of the Events & Christmas Committee to be the point of contact between the carnival group and the Town Council.



Lee Jakeman
Town Clerk

Enclosure.

1. Outline constitution.

Bridgnorth Town Carnival and Community Events Committee
Constitution/ Terms of Reference
AIM(s)

To co-ordinate and deliver an annual Carnival in the Town of Bridgnorth (and other community led events on an opportunity basis) that; is inclusive, engages the community, is led and delivered by the community and enhances community spirit.

RESPONSIBILITIES

To set up and maintain a small management committee to plan, oversee and coordinate activities.

To review its aims annually

To set the date of the Carnival (having due regard for those that might be directly or indirectly affected e.g. local residents, shopkeepers or other regular events).

To confirm the format of the Carnival (to include start and finish locations and times, routes taken or themes adopted).

To confirm participants (floats and stalls)

To set appropriate fees for stalls/ traders

To obtain any appropriate permissions required (e.g. Road Closures with Shropshire Council)

To seek to make the Carnival self-funding year on year

To ensure that all activity is undertaken with due regard to risk and or personal harm (e.g obtain appropriate insurance such as public liability, produce risk assessments, provision of appropriate medical support and co-ordination with/ informing the police).

To organise any Carnival Royalty (Kings/Queens etc) competitions.

To co-ordinate and oversee wider public and participant planning and discussion meetings.

Governance

A management committee will need to be formed of at least 3 but up to 12 people to include at least a Chair, Treasurer and Secretary who will have voting rights and will be required to meet formally at least 3 times a year.

The management committee can invite as many non-voting participants as it deems reasonable to its formal meetings and any planning meetings.

Any monies held by the Committee must be held in a (bank) account suitably named to reflect the activity. Access to / spending of the funds must require at least 2 signatures (or electronic authorisations).

A ledger will be maintained that identifies income and expenditure and this should be presented at each formal meeting of the Committee and a set of internal controls should be put in place which will include a reconciliation against the latest bank statement.