

Report of: Leisure and Cultural Services Business Unit Manager

To: Executive Board

Date: 3 April 2006

Item No:

Title of Report : Community and Core Council Events



Summary and Recommendations



Purpose of report: This paper outlines the method of expenditure of the budget for
events



Key decision: Yes

Portfolio Holder: Councillor Maureen Christian

Scrutiny Responsibility: Environment



Board(s) affected: All

Report Approved by:



Emily Thomas (Head of Legal and Democratic Services)
Emma Burson (Group Accountant)



Policy Framework:



Improving environments where we live and work.



Recommendation(s): That the Executive Board agrees to:

1. The proposed expenditure of the budget for events
2. The procedure for booking events



Background

1. A report was presented to Executive Board on the 16 January 2006 proposing that members should determine the programme of Core Council Events on an annual basis. That report also highlighted that the funding for this programme should be considered as part of the Annual Plan budget round.
2. The then current budget only had a sufficient budget allocation to fund two core events, St Giles Fair and Festive Lights in the City Centre (each having separate cost centres) (Appendix 2), whereas the Council had previously also funded City-wide Festive Lights, Car Free Day, Jazz in the Park and the Lord Mayor's Parade.
3. A budget bid was included in the Annual budget round for the events shown in Appendix 1.
4. In 2005/6, £10 000 was made available to local groups organising community events in the city. This came from the events budget (AE15), and was allocated to groups through Area Committees. No funding has been made available for a similar purpose in 2006/7.
5. The outcome of the budget setting process was that Council approved an additional £25k for expenditure on events in order to make provision for the Lord Mayor's Parade, Car Free Day and Community Events.

Proposals

6. Table 1 shows the proposed split in for this additional funding for the Council Core Events. As there is no other funding within the events revenue budget, it is anticipated that additional funding will be necessary for Car Free Day to supplement this budget if the City Council is to deliver the quality of event that it aspires to.

Table 1: Proposed Expenditure on Council Core Events

Event	Location	Estimated attendance	Estimated Cost
Car Free Day	City Centre	500	£2 500
Lord Mayors Parade	City Centre	1000	£3,500

7. It is then proposed to split the remaining funding on the following community events (Table 2). It is important to understand that these community events might also be funded from other sources within the Council (e.g. grants, Area Committees).

Table 2: Proposed Funded Community Events

Event	Cost
Headington Festival	2,000
Canal Festival	3,000
Jericho Street Fair	500
Hinksey Open Day	2,000
Rose Hill Open Day	1,000
Oxford Pride	2,500
West Oxford Fun Day	1,000
Florence Park Open Day	3,000
Leys Fair	1,000
Band in the Parks	1,500
Film in the Parks	1,500

8. The following events will not be funded and as a result will not be held:
- a. Jazz in the Park
 - b. Festival of Eid Lights
 - c. Christmas Lights (outside City Centre)
 - d. Mayfly
 - e. Balloon Festival.

Booking Procedure

9. Appendix 3 shows the proposed booking procedure for events.
10. Area Committees will be updated on the future event programme at the start of the new financial year.
11. It is not proposed to consult with smaller groups before the booking of events but to use the Committee process as a means of communication to provide information regarding future booked events.

Name and contact details of author:

John Wade, Parks Manager 01865 467255

Background Papers: None



Appendix 1: Previously funded Council events

Event	Location	Estimated attendance	Estimated Cost
Festival of Eid Lights	Cowley Road	N/A	£3 000
Car Free Day	City Centre	500	£2 500
Lord Mayors Parade	City Centre	1000	£2 500
Jazz in the Park	South Park	5000	£25 000
Community Events	City Wide	Various	£25 000

Appendix 2: Currently funded Core Council events

Event	Location	Month	Attendance	2005 Net Cost
St.Giles Fair	St Giles	Sep	100,000	£(11 000)
Festive Lights	City Centre	Nov	N/A	£55 000

Appendix 3: Proposed Booking Procedure

Request to hold an:

- Event
- Balloon Flights
- Circus
- Fun Fair
- Promotion
- Other
- Circus Tender Sent
- Stand Alone Fun Fair days sent

Event Application Pack Sent to Organiser:

- Terms & Conditions
- Event Guidance
- SAG Contacts
- Site Meetings
- Event Team meeting

Pack Received:

- Discussion
- Accept
- Refuse
- Tenders Received

Accepted:

- Approval Letter - Sent
- Invoice - Sent
- Organiser Invited to SAG
- Letter to Interested Parties (i.e. SENDRA, Nelson Bakewell)
- Meeting with Organiser
- Information on OCC web page
- Report to Area Committees – Event Dates & Venues

Refused:

- Refusal Letter - Sent
- Organiser meeting if required

Pre-Event, Requirements:

- Liability Insurance – 5 or 10 Million
- Method Statements
- Site Maps
- Contact List
- Operational Manual
- Invoice/Bond Paid
- SAG requirements met
- Risk Assessments
- Emergency Plan
- Balloon Launch Permits Issued
- Licence to Occupy Issued
- Schedule of Intended Flights Requested
- ADIP Certificates (Fun Fairs)
- **Must All Be Received Before Occupation Of Land**

Event:

- Terms and Conditions being observed
- SAG recommendations – met
- Enforcement (i.e. Police, EHO, OCC)

Post Event:

- Clean up of Site
- Hand over Park
- Return Bond or use for Reinstatement
- Discuss at SAG
- Large Event 'Hold a Formal De-Brief'
- Contact Organisers