

EXTERNAL EVENT APPLICATIONS

AGENDA ITEM No. 8

MEETING: EVENTS SUB-COMMITTEE

DATE: 5TH OCTOBER 2022

REPORT BY: HEAD OF LEISURE AND EVENTS

1.0 Purpose of the Report

- 1.1 The purpose of the report is to request Members' consideration of four applications received in relation to events being organised by external organisations that require the use of Council land, who have requested financial assistance from the Council's Large Community Events Budget, or a combination of both.

2.0 Background to the Report

- 2.1 The Council provide an annual event programme which includes Fun in the Parks, Santa Tours, Fireworks Display and Senior Citizens' Trips.
- 2.2 The Council also has in place a Large Community Events Budget which is used to develop new Council run events, buy in events organised by external organisations such as Durham County Council and Aycliffe Radio, as well as to provide financial support to organisations such as community groups to help organise and provide their own community events within the Parish.

3.0 External Events Requests

- 3.1 Three requests have been received by officers, requesting the use of Council land to hold events with one needing consideration for staff overtime. A further request has been received requesting only financial support.

3.2 Cyclocross Event

An application has been received from North East Cyclocross League (NECCL) to hold an event on Saturday 3rd December 2022 on the field adjacent to the railway line at the back of the OakLeaf Sports Complex.

The Event Application Form, Site Plan and Risk Assessment are attached at Appendix 1.

The event has taken place in previous years and adds to the Council's event programme with limited input from the Council both financially and in terms of staffing and administration support.

The application requests support from the Council in the form of use of the land, and there are some limited financial implications which should also be considered.

The event is organised by NECCL, but Council staff will have to be on site to ensure any assistance is available if required. This would be in the form of the Head of Leisure and Events and member of the Works Section.

As the event is on a Saturday, overtime costs will have to be considered for the Works Section member of staff.

To have a member of the Works Section on site during the event, would cost in the region of the £230 in overtime costs. The last event saw a recharge to the Events Budget for the Works Section staff overtime. Alternatively, the Council could choose to charge the £230 cost to the organisers for the event.

The Cyclocross event is not one that the Council could offer itself due to the specialist nature of the event.

The event appeals to both families and individuals and enhances the lives of residents as it encourages participation in sports. The club is a local club which offers its services to the residents of the town all year round.

As indicated above, whilst the event organisers have not requested financial assistance there is a small staffing cost which if the Council agree to the event would have to be funded either by the Council or from the event organisers.

If the Council choose to allow the event to go ahead officers will ensure all other supporting documentation is received and reviewed. The club will submit the application to County Durham Safety Advisory Group, to ensure they comply with the timescales needed for the paperwork.

It should be noted that in previous years, the Oak Leaf Sports Complex did see some upturn in sales of snacks and beverages on the day.

3.3 Wellbeing Walk

Officers have been approached by Durham County Council Wellbeing Development staff to ask permission to host a weekly 'Gentle Steps' walking exercise session free of charge at the running track area at the Oakleaf Sports Complex.

The weekly session will be aimed at lower-level participation, giving individuals a safe, friendly area to walk at their own pace with the comfort in the knowledge that there is a trained walk leader/first aider on site.

For anyone with mobility issues rollators are available.

The Event Application Form, Site Plan and Risk Assessment are attached at Appendix 2.

3.4 Newton Aycliffe Police Christmas Extravaganza

Officers have received a request from Newton Aycliffe Police for financial assistance towards a Christmas Extravaganza for the local community.

The request relates to the purchase of 800 selections boxes at a cost of £1.25 per selection box; a total of £1,000.

The event will be held over two days 3rd and 4th December.

The Event Application Form is attached at Appendix 3.

If members did agree that the funds were made available a stipulation could be that any unused selection boxes be donated to local food banks.

3.5 Dogs Trust Fireworks pop up event

Officers have received an application request to host a pop up insight event in the Town Park either on Monday 24th October or Monday 31st October from 1030 - 1430. The aim of the event is to raise awareness of up and coming Fireworks season and to give dog owners access to tools and idea to assist their pets through the season.

The event application form, public liability insurance are attached in appendix 4.

4.0 Impact for Great Aycliffe Town Council

4.1 Members are asked to consider the information provided regarding the three external event applications and determine whether to:-

- a) Grant approval for the Cyclocross event to take place at the Sports Complex playing fields on Saturday 3rd December 2022 and consider whether the cost of the Works Section overtime is recharged to the organiser or Events Budget;
- b) Grant approval for Durham County Council Wellbeing Walk to use the running track on a weekly basis, free of charge, for a low-level exercise walking session.
- c) Grant a donation to Newton Aycliffe Police for the purchase of selection boxes for their Christmas Extravaganza event.
- d) Grant approval for the dogs Trust to access the Town Park for a pop up animal well-being event.

5.0 Policy Implications

5.1 Consideration of this report will assist the Town Council with the delivery of the following Strategic Aims:

No.1 To provide good quality governance and management of the Council.

No. 2 To manage the Council's finances and assets in a responsible manner.

No. 3 To provide accessible, affordable leisure facilities and opportunities.

6.0 Staffing Implications

6.1 All events are to be organised by external organisations and the impact on the Council's own staffing resources will therefore be limited in terms of the organisation of the events and support required for the events on the day.

6.2 However, officers would need to attend the events being held on Council land to ensure that the use of the Council's land is in accordance with the Council's requirements e.g. that health and safety requirements are being complied with, access is available to Council facilities etc.

7.0 Financial Implications

7.1 The Council has a £40,000 Large Community Events Budget in place for the 2022/23 financial year, as well as the additional monies set aside in the COVID-19 Recovery Reserve for recreational activities and events.

7.2 It is suggested that any approved grants or financial contributions are funded from the Large Community Events Budget.

8.0 Crime and Disorder Implications

8.1 There would always be the possibility of large gatherings of people at any Council run community events, particularly where these take place in a public place such as a park. Large gatherings of people would be very difficult to control, and this may result in anti-social behaviour or the breach of any COVID-19 regulations if these remain in place or are reintroduced in the future.

9.0 Equal Opportunities Implications

9.1 None.

10.0 Environmental and Climate Change Implications

10.1 None.

11.0 Risk Assessment

11.1 It is not considered that the matters contained in this report pose a risk to health and safety of staff or to the financial or public standing of the Council to a degree that a risk assessment should be appended to this report.

12.0 General Data Protection Regulations (GDPR)

12.1 Is any personal or sensitive data required for this proposal which may have any implications for GDPR? **YES**

12.2 A privacy impact assessment has been appended to this report which has considered the relevant impact on privacy matters and how these will be dealt with.

12.3 The forms will be stored securely and shredded after 12 months.

13.0 Recommendations

13.1 It is recommended that Members receive the report and consider the three requests for support in relation to externally organised events and specifically to:-

- a) Grant approval for the Cyclocross event to take place at the Sports Complex playing fields on Saturday 3rd December 2022 and consider whether the cost of the Works Section overtime is recharged to the organiser or Events Budget;
- b) Grant approval for Durham County Council Wellbeing Walk to use the running track on a weekly basis, free of charge, for a low-level exercise walking session.
- c) Award a £1,000 grant to Newton Aycliffe Police funded from the Large Community Events Budget for the purchase of selection boxes for their Christmas Extravaganza event.
- d) Grant approval for the Dogs Trust to host a pop up event in the Town Park, to promote pet awareness during the Fireworks season.

Responsible Officer

Judith Thexton
Head of Leisure and Events