

SECTION 1A - To be filled in by submitter of the Motion:

Report from	Town Clerk
On behalf of	N/A
Date	26 th Oct. 2023
For Meeting of Council/Committee	Full Council
Date of meeting	31 st October 2023
Agenda item no.	157/23-24
Confidentiality	N/A
TITLE OF MOTION	Arrangements for 25 th November event
MOTION(S)	<ol style="list-style-type: none"> 1) To receive an update from staff on plans for a Christmas tree with decorations, for switching on the Christmas lights on Saturday 25th November 2023, and on associated activities delivered on the same evening of 25th November by partner organisations (<u>attached: motion paper</u>). 2) For Councillors to come forward who may be able to assist NTC staff with stewarding needs on the evening. 3) To decide to bring in external event management support (using the organisation already managing the weekly Sunday markets), for two people for three hours (between 4:30 and 7:30 pm, to ensure safety at the event surrounding the switching on of the lights, whilst taking care of road blockage; parking arrangements; and first aid.
Background	<p>As the Town Council had already committed to purchasing a tree with Christmas decorations to be placed on The Green, a date to switch on the lights has since been set for Saturday 25th November.</p> <p>Plans for a possible event on the evening of Saturday 25th July 2023 have previously been raised at the 25th of July Full Council meeting and most recently at the 26th September Full Council meeting.</p> <p>Considering the Events and Market Committee meeting scheduled for 3rd October was not quorate, the item related to a possible Light Up Northstowe 2023 plan could therefore not be discussed.</p> <p>Staff have nevertheless had various discussions with partners over the preceding months and have arranged that several organisations can deliver accompanying low-key events which they all organise themselves.</p> <p>Summary of plans for the evening:</p> <ul style="list-style-type: none"> - <u>Town Council</u> organising: The Christmas tree is to be 'lit up' with light strings on The Green on Saturday 25th November, at 6PM, with the Town Mayor, Cllr Littlemore, to do the honours of the count-down. - <u>Northstowe Foodies</u> has arranged to supply two food vans and a drinks van (including alcoholic drinks) between the hours of 5 and 8 pm. - Northstowe Hub will have two gazebos set up where they will supply free hot chocolates to people, between the hours of 5 and 7 pm. - <u>Local singer</u>, A. Jenkins, has kindly offered to sing Christmassy songs between the hours of 5 and 6, bringing her own sound equipment (She is lead organiser of

	<p>the Open Mic session to be held that evening inside the Community Centre, from 6:30 onwards).</p> <p>All in all, it will be a cosy, relatively low-key event but which still has the potential to attract a significant amount of residents from Northstowe and surrounding villages.</p>
Issues/items for consideration by the Council	<p>There will remain an overarching role for the Town Council to manage the crowds and event safely.</p> <p>Considering the potential for attracting a huge crowd (estimates for LUN '22 varied between 450 and 750 attendees; albeit for a much larger event), ensuring safety is paramount. It proved also difficult, both in '21 and '22 to have sufficient stewards, thereby spreading ourselves thin at the events.</p> <p>As such, it is proposed to bring in the event management company that the Town Council also uses for managing the market, bringing in two people for three hours (between 4:30 and 7:30 pm, to ensure safety at the critical times for the event surrounding the switching on of the lights, whilst taking care of road blockage; parking arrangements; and first aid. It is expected that the total costs will be £115.20 (Note: this is based on market event management fees as currently charged per hour; specific quote awaiting).</p>
Recommendations	<p>For the Town Council;</p> <ol style="list-style-type: none"> 1) To receive an update from staff on plans for a Christmas tree with decorations, for switching on the Christmas lights on Saturday 25th November 2023, and on associated activities delivered on the same evening of 25th November by partner organisations (<u>attached: motion paper</u>). ➤ Further to previous updates on plans in development; latest was <u>item 111/23-24, Full Council 25th July 2023</u>. 2) For Councillors to come forward who may be able to assist NTC staff with stewarding needs on the evening. 3) To decide to bring in external event management support (using the organisation already managing the weekly Sunday markets), for two people for three hours (between 4:30 and 7:30 pm, to ensure safety at the event surrounding the switching on of the lights, whilst taking care of road blockage; parking arrangements; and first aid. ➤ Primarily to ensure a safe event, with key responsibilities around first aid and car parking/road closure being outsourced, freeing up staff and any Councillors who may be able to assist in stewarding to focus on information provision and the health and safety of visitors.
Appendices	N/A
Documents:	N/A

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	N/A
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PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear daysⁱ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Safe event management	√
Staffing Implications: ⁱⁱ	YES – development and attendance on 25 th Nov event	←
Volunteer need implications:	YES – stewarding support on 25 th Nov. event	←
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: YES : bringing in Phoenix will help ensure a safe event	←
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council's Plastic-Free Pledge – N/A	
Financial ^{vi}	There are no financial implications at this stage – N/A	
	There will be financial implications; Details: YES – cost for bringing in event management company – see details above.	←
	There is provision within the budget Budget heading & details: YES - This could potentially be financed through the (as yet untouched) budget heading of 'Civic ceremonies and events'	←
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications ^{vii}	Details: YES - bringing in Phoenix will help ensure a safe event	←
Legal	Power under which the spend can be actioned: ^{viii} Local Government Act 1972, s. 111	√
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: N/A	
	Other considerations: N/A	
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

ⁱⁱ The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

^{vi} It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).