




Atherstone Town Council

Agenda reporting sheet

Insert the date of meeting here: 18/09/2024

<p>Agenda Item:</p> <p>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., “to resolve to...” “To note that ...”</p>	<p>To resolve to host a ‘Horse Racing Evening’ on Market Square on 22nd September 2024 to fundraise for Dicken’s Night 2024.</p>
<p>Background Information:</p> <p>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why??</p>	<p>A Dickens Committee representative requested at the meeting on 25th July for the Town Council to consider hosting a fundraising event on Market Square for Dicken’s Night 2024 (in conjunction with the Dickens Committee)</p> <p>The Clerk has contacted the Town Council’s insurers who have advised that we are insured for Town Council events under our existing insurance policy, if we meet with their requirements for such events.</p> <p>The Town Council are not able to hold ‘joint events’ or ‘partnership events’ under our insurance, the event must be under the sole control of the Town Council, including its officer, members and volunteers.</p> <p>The Town Council can host events which raise funds for local organisations.</p>
<p>Background Documents:</p> <p>Insert names of documents to be sent out with the meeting papers.</p>	<p>Extract of Draft Minutes from the Full Town Council meeting on 25th July 2024:</p> <p>Dickens Committee representative advised that they have had some meetings and from this would like the Town Council to consider whether they would be willing to host an event on Market Square in conjunction with the Dickens Committee to fundraise for Dickens night. It is hoped that this event could be covered under the Town Council’s insurance, Clerk will investigate the insurance implications of this and liaise with Town Councillors and the Dickens Committee outside of the meeting. The event would be a horse racing night, involving wooden horses.</p>



	 Local Councils Insurance Special Even Fundraising with race nights (gamblingcommission.gov.uk)
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Implications to be completed by the Clerk:	
Staffing Implications	<p>Minimal – 2 hrs max - time spent contacting insurers to check the event is acceptable (already actioned)</p> <p>Time to be spent to ensure that the lead councillor for this event has complied with the requirements for ‘special events’ detailed by our insurers and sending application for gambling licence (forms to be completed by lead councillor) Approx 2-4 hours depending on level of support required)</p> <p>Time on promoting event via social media – part of usual workload, lead councillor has advised that posters etc. would be designed by volunteer.</p>
Council objectives:	<p>This proposed event ties in with several objectives from the Town Council’s Action Plan 2024-26:</p> <p>2.3.1 Create opportunities for community engagement with residents, get input and feedback on issues.</p> <p>2.4 – Promote and celebrate Atherstone</p> <p>2.4.1 Promote the town, celebrate success, and communicate positively</p> <p>2.4.2. Represent and promote Atherstone Town Council at local community and wider civic events</p> <p>5.1 – Utilise local resources to promote the Town</p>



	<p>5.1.2 Develop partnerships and promote local assets such as Market Square, canal, footpaths and play areas & town heritage</p> <p>5.1.3. Utilise advertising and social media to promote town and information about town council (e.g. website, FB page & notice board)</p> <p>5.2 - Connect with local organisations and communities</p> <p>5.2.1 Work with Atherstone partnership and others to develop relationships with local business organisations.</p> <p>5.2.2 Develop relationships with other civic leaders</p> <p>5.2.3. Improve Atherstone Town Councils understanding of use of social media and how to use it to promote connections, gather feedback and engagement with activities.</p>	
Equalities & Human Rights	There are no significant implications for equalities & human rights. This will be a public event open to all who wish to attend.	
Crime and Disorder	Community events can promote community cohesion through shared experiences. There are no significant implications relating to crime and disorder.	
Biodiversity	There are no significant implications relating to biodiversity. Volunteers will need to ensure any waste is correctly disposed of and litter picking equipment is available for use.	
Financial	There are no financial implications at this stage no significant financial implications are anticipated. There may need to be £25 spent on a gambling licence however this may not be required, it is anticipated that this will be recovered from the overall funds raised. Any surplus income from the event will need to be paid into the Town Council's bank account before this can be donated. Controls should be in place for the evening in terms of funds raised (such as receipts for bets / jockeys) and details of prize money paid out.) It is anticipated that this event will raise significantly more funds than it will cost to put on the event, the intention is to use any surplus funds for the Dicken's Night Event 2024 via a donation directly to the Dickens Committee, the Town Council can decide on any parameters they may wish to request (such as feedback on how funds are spent)	
	There will be financial implications –	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	



Legal	Power under which the spend can be actioned – Power to provide entertainments LGA 1972, s 145.
	GDPR - Data Privacy Impact Assessment – The council will need to keep a record of named volunteers for this event and any instruction / training or briefing records and any delegated tasks in relation to this event. Public - Event will not be ticketed; some personal data may be required in order to take ‘bets’ & register ‘jockeys’ for the evening – data requested from the public should be kept to the minimum required in order to host the event successfully and this data should not be retained for any significant length of time. If any names are to be used in publicity surrounding the event consent must be obtained. Photographs of public events do not require consent to be published however consideration can be given to publishing a notice so that anyone who specifically would prefer not to be featured in any Town Council photographs published after the event has a method of contacting the council to request this. The Council cannot be responsible for photographs taken and published by any third parties.
	Other considerations:
Risk Management	<p>The Council must adhere to Local Councils Insurance Special Events & Activities Guidelines:</p> <ul style="list-style-type: none"> a) Police and Fire Brigade authorities must be consulted at least 7 days prior to the event, and their recommendations strictly adhered to b) There should be at least 1 steward in attendance for every 100 spectators for the duration of the event c) Qualified First Aid personnel must be in attendance with the means available to summon the Emergency Services d) All independent persons, owners of mechanically propelled vehicles and the owners of any animals must have their own Public Liability Insurance (N/A) e) The Policyholder must ensure that all areas where events are to take place are suitable for their intended purpose <p>An event management plan / risk assessment for the event will be required, the proposed activities are low-risk.</p>

PLEASE NOTE

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.