

Procedure

Events on Council-Owned Land

Background

This procedure is based on recommendations from the Tourism, Community and Publicity Committee to the Full Council which were approved by resolution on 19 September 2018.

The procedure should be read in conjunction with the Events on Council-Owned Land Policy.

Procedure

- 1.1 All major events taking place on council-owned land are part of a three-year rolling programme.
- 1.2 A three-year rolling programme will be compiled by the town clerk: in September each year, the town clerk will write to the organisers of new events who have expressed an interest in holding an event on council-owned land. Organisations who respond must provide an event summary.
- 1.3 The three-year rolling programme will be reviewed in autumn each year by the Tourism, Community and Publicity Committee and approved by the Full Council. It may be necessary to approve the dates of events two years in advance. New major events would not normally be approved unless six months' notice is given.
- 1.4 In approving events, the Tourism, Community and Publicity Committee will take the following in to consideration:
 - priority will be given to local organisations
 - charitable and not-for-profit organisations can receive subsidised charges for the use of council-owned facilities
 - the charge for commercial organisations who use council-owned facilities for events is at the discretion of the town clerk, in consultation with the chairmen of the Tourism, Community and Publicity, Town Management and Highways, and Strategy and Finance Committees.
 - only one major event can take place at any one time
 - a rolling three-year forward plan of events will be held. The forward plan will be reviewed in autumn each year by the Tourism, Community and Publicity Committee and approved by the Full Council. New major events would not normally be approved unless six months' notice is given.
 - if an organisation does not adhere to the approved event management plan, it may be disqualified from holding events in future.
- 1.5 Following the autumn decision of the Tourism, Community and Publicity Committee and Full Council, organisations will be notified if consent has been approved; there is no right of appeal against the decision of the Full Council.

- 1.6 Any council facilities required for an event must be booked and paid for six calendar months in advance of the event.
- 1.7 In late November/early December each year, event organisers will be invited to a meeting to review the previous season's events and to identify improvements for the following year.
- 1.8 Two months before each event, the event organiser must complete an event plan, appendix 1, and submit it to the town clerk.
- 1.9 One month before the event, the event plan will be reviewed by a panel, which consists of the chairman of Town Management & Highways, the chairman of Tourism, Community & Publicity, the town clerk and the event organiser. The Police and Fire & Rescue will be invited to this meeting. Final approval of the event plan is delegated to the town clerk.
- 1.10 Ahead of the event, the members' briefing will include an event summary.
- 1.11 During major events, the operations manager, the deputy town clerk or the town clerk will be available or in attendance.
- 1.12 On the first working day after an event, a debrief will take place and the event organiser will be notified of any areas of non-compliance with the approved event management plan.
- 1.13 Any material non-compliance will be reported to the Tourism, Community and Publicity Committee, which can make recommendations to the Full Council to ultimately disqualify an organisation from holding future events.

Implementation: 20 September 2018

Review: September 2021

John Wright
Town clerk
July 2018