

Agenda Item 11.

SKEGNESS TOWN COUNCIL

REPORT TO: COUNCIL 8th February 2023
FROM: The Town Clerk in Conjunction with The King's Coronation Working Group
SUBJECT: CORONATION EVENT 6TH MAY

Purpose: To provide additional information and advice to Council from the Kings Coronation Working Group (KCWG) and Town Clerk. To seek approval to submit the event notification. To seek guidance on whether to submit grant applications. To seek approval for Council to underwrite the event.

1 BACKGROUND

- 1.1 The KCWG's outline plans for an event were approved by Council and the group tasked with developing more detailed plans in order that the Event Notification can be submitted.
- 1.2 The KCWG has grown, with other community representatives Martin Brown and Bob Walker having joined the group to assist with the planning and the organisation of the event on the day.
- 1.3 The Group met with the Town Clerk and Deputy Town Clerk to review progress with preparation of the event forms and planning and there was a follow up meeting of Officers with Cllr Barry and Bob Walker. The following still needs to be available for the plan: -
 - Exact details of the fairground rides
 - Detail of staging
 - Details of the Big Screen and how the coronation will be shown and how will the televised event be received.
 - Risk Assessments for rides (including generator use), dog show, the big screen (including generator use), face painting and any other third-party performance, act or attraction.
 - Confirmed Event Plan map showing where all items are located (an initial plan has been provided but will need confirming).
 - Insurance Certificates – Council Insurance is covered if their stipulations are followed, and all third parties must have their own insurance which has been seen and copied.
 - Lost/vulnerable person policy.
 - Additionally, a detailed timetable of the day from set up to clear away needs to be made available.

2 WHAT THE EVENT IN TOWER GARDENS LOOKS LIKE

- 2.1 The Working Group has said the event will comprise:-

- Dog show – Donations to Guide Dogs for the blind
- Dove release
- Children's fairground rides (takings to go to Royal British Legion)
- Charity stalls – takings to charity
- Large screen for the public to watch the Coronation ceremony.
- Theatrical entertainments
- Face painting
- Circus entertainments
- Live and recorded music

- 2.2 Following a meeting of the group, the Mayor found that he was unable to take the lead on the event due to the time commitment required, but the Deputy Mayor Cllr Barry has agreed to fulfil the Event Organiser role.
- 2.3 The Group estimate that the event will cost up to £10,000 to stage. Costs will be incurred for the large screen, first aid, theatre performance, dove release, dog show certificates and rosettes. Working Group Members believe that they will be able to raise sufficient sponsorship to cover this but at the time of writing no funds had been raised or promised. It is also hoped that some grant funding may be obtained. Given that bookings need to be made soon to secure some of the entertainments, the big screen, first aid, children and vulnerable people cover, the Group asks that the Council agree to underwrite £10,000. The orders would need to be placed and potentially a deposit paid by the Council. Without this certainty it is unlikely an event, as described, will be delivered.
- 2.4 Some District Councillors have offered some funding from their grants, but this will need to be carefully organised in order to meet the grant regulations. A maximum of £1000 may be available from this source. The applications need to be submitted before 28th February. At the time of writing there is insufficient detail of costs to be able to do this.
- 2.5 A second grant opportunity has been identified which is a lottery grant focused on bringing communities together as a possible source of funding. (see Town Clerk comments below). However, the group is currently working on the basis that this will not be available.
- 2.6 The Event Notification giving fuller details is attached.

3 TOWN CLERK COMMENTS ON RISKS AND FINANCES

- 3.1 The Event Notice has been produced using information available, but more work is needed as soon as possible to clarify outstanding items.
- 3.2 All events have some risks associated with them. The Event Management Plan is there to manage these risks. The plan has been checked initially by Officers as we do for all events and it will then go to LSAG who will also

give views and advice. If risks are to be managed the agreed Event Management Plan must be followed on the day (apart from very minor adjustments to take on board those things not covered). The Council's Insurers are clear that Insurance is only valid if the plan and risk assessments are followed. The "Responsible Person" Cllr Barry will be personally responsible for ensuring the plan is followed on the day. Cllr Barry has been provided with the requirements of the Council's insurance company which includes details of the training provided to volunteers and an incident log of anything that goes wrong on the day. Officers have advised that it will be sensible to have a couple of named deputies in case of illness or other sudden unavailability.

- 3.3 The Council is being asked to underwrite the event to a value of £10,000. Officers have insufficient information to validate this amount. Effectively this means that the Council should be prepared to spend that amount on the event. Whilst the group believes it can raise this amount through sponsorship and donations, Council must seriously consider that it might not. No budget has been allowed for the event and so any unfunded costs will fall against an as yet unnamed budget or the General Reserve which is already below the recommended level.
- 3.4 If events are sponsored as opposed to money simply being donated, then the terms of that sponsorship need to be clearly understood and completely transparent. If not, Councillors involved potentially open themselves up to accusations. Similarly, any relationship (family or professional) of a Councillor on the Working Group with any of the proposed third-party acts or activity providers should ensure that their interests are properly declared and noted.
- 3.5 It is recommended that all bookings for resources and acts used at the event are placed by the Council to ensure that costs are completely transparent. Similarly, any sponsor money given should be put into the Council's accounts. The only exception is where an act is provided free by a third party, that third party takes the entire responsibility for itself (i.e., there is no possible claim against the Council).
- 3.6 Any grants provided by District Councillors need to be applied for in the next two weeks. For the Office to complete the grant forms and submit these the details of how the grant will be spent must be provided by the Working Group.
- 3.7 The Lottery Grant, suggested by the Working Group, is probably not a viable option. There are several factors that may make it unsuitable or unlikely to be awarded. The decision-making process takes up to 12 weeks which places any award for an application today, in the week of the event. Money can only be spent on previously unfunded items. This would rule out any booked activities where funding is committed. This will

represent most of the costs. The main aim of the grant funding is bringing communities' together. Whilst, with some careful wording, an event could potentially be described to meet the criteria, there is no material legacy from an event. The Council will also have to abide by terms and conditions, and this is likely to include publicity which could be difficult to achieve during purdah. This is a good grant scheme, but there may be other Council projects that this would be better aimed at. There is unlikely to be sufficient time and resources to do this.

- 3.8 If any grants or sponsorships are taken, Council needs to understand there are risks of having to repay the funding should the event not go ahead or not achieve their objectives. Poor weather is probably the biggest risk of the event being cancelled or for it to deliver below declared attendance. Council should also consider the reputational consequence on future grant applications if the outcomes against a successful grant application are not delivered. As this event is weather dependent there is a relatively high risk of not achieving what is required and this is not a risk that can be managed by the Council.
- 3.9 Council elections take place two days prior to the proposed event. This means that no Council resource can be used to promote the event after 12th March. This includes social media, notice boards, press statements etc. Third parties can advertise the event but cannot use the Council Crest etc. Purdah extends until 9th May.

4 RECOMMENDATIONS

- 4.1 The KCWG recommend that Council:-

- a) Approve the submission of the Event Notification
- b) Underwrite the Event up to £10,000.
- c) Approve Cllr Barry to be the Event Organiser and Responsible Person

The Town Clerk recommends that the Council:-

- d) Carefully consider the risks
- e) Consider the possible costs and how these will be funded
- f) Consider what will happen if the event is cancelled.

For information relating to this report please contact
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Background papers – None.

FOR DECISION