

Policy & Resources Committee

Date:	16 February 2016
Title:	Business Forum Open Doors Event
Contact Officer:	Cassie Pinnells, Community Services Manager

Purpose of Report

1. Following the success of the 2015 Business Forum Open Doors event, the Business Forum working group is organising a second business showcase event within the Town Centre and is seeking the approval and support of the Town Council.

Action Required

2. To approve free use of the Town Hall kitchen and foyer, use of the external electrical points and closure of the Lower High Street Car Park on Saturday 9 July 2016.

Background

3. The Business Forum is a group of senior managers representing businesses mainly located on the industrial areas situated around the edge of the town. The Forum was formed to enable businesses to network, discuss common issues, and strengthen the relationships between businesses and the town to promote local services and employment opportunities.
4. The Business "Open Door", planned for Saturday 9 July 2016, is to encourage local businesses to profile their work within the Town Centre. Enabling community engagement with residents, shoppers and visitors to Thame.

Request

5. The Forum is requesting free use of the Town Hall Kitchen and Foyer, (which will prevent any other hiring of the Upper Chamber), use of the external electricity points and the Closure of the Lower High Street Car Park from 7.30am until 4.30pm.
6. Using the car park location will enable businesses with larger equipment such as Kubota and DAF to showcase machinery and larger vehicles and the option if required for office based businesses to set up information stands in the Upper Chamber. The event will run from 10am and 4pm.

Resource Appraisal

7. The free use of the Upper Chamber would be a minimal cost and the closure of the Lower High Street Car Park, although reducing the number of free parking spaces for the day, should increase footfall and consequently help local businesses.
8. The overall financial cost is estimated at no more than £220, which would be absorbed within current budget estimates.

Risk Assessment

9. The event holds no risk for the Town Council as the Business Forum would be responsible for undertaking its own risk assessment and liability for the event.

Legal Powers: General Power of Competence, Localism Act 2011

Recommendation:

It is recommended that:

- i) Free use of the Town Hall, use of the external electricity points and closure of the Lower High Street Car Park for the Open Doors Event on Saturday 9 July 2016 be approved.*