

Policy & Resources Committee

Date:	7 February 2017
Title:	Business Forum Open Doors Event
Contact Officer:	Cassie Pinnells, Community Services Manager

Purpose of Report

1. Following the success of the Open Doors event for the last two years, the Business Forum working group is organising a third 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, use of the external electrical points and closure of the Lower High Street Car Park on Saturday 1 July 2017 from 7.30am until 4.30pm.

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 Event", planned for Saturday 1 July 2017, is to encourage local businesses to profile their work within the Town Centre. Enabling community engagement with residents, shoppers and visitors to Thame. The event will run from 10am until 4pm.
5. Using the Lower High Street 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 an event operational base to set up in the Upper Chamber.

Request

6. The Business Forum is requesting free use of the Town Hall, use of the external electricity points and the closure of the Lower High Street Car Park from 7.30am until 4.30pm.

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 1 July 2017 be approved.*