

## Community, Leisure and Recreation

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<b>Date:</b>	<b>24 October 2017</b>
<b>Title:</b>	<b>Music in the Park</b>
<b>Contact Officer:</b>	<b>Cassie Pinnells, Community Services Manager</b>

### Purpose of the Report

1. To approve the support and associated expenditure.

### Action Required

2. To approve the closure of Elms Park to members of the public on Sunday 6 May 2018 between 10am and 10pm for the Music in the Park (MiTP) event.
3. To approve the operational support of the Maintenance Team to assist with event preparations for MiTP on Friday 4 May, Sunday 6 May and Tuesday 8 May 2018.

### Background

4. The MiTP Committee has formally written to request event support as undertaken by the Maintenance Team at previous MitP events.
5. An agreed task list has been compiled highlighting various assistance e.g.:- signage placement, collection of equipment to and from Elms Park, on the day site preparation, marquee set up, barrier placement and after event equipment return.
6. The MitP committee have a small number of volunteers, however the support from the Maintenance Team has been vital in the past. The tasks will be reviewed after this event to enable the Committee to become further self-sufficient as an independent event organiser.
7. MiTP was originally set up in 2011 by Thame Town Council in conjunction with committee volunteers, with the main purpose being to make improvements to the community facility of Elms Park. After four years of working together the MitP Committee took over complete responsibility for the event. With this change the Committee saw an opportunity to widen the purpose and scope of the event, so that money raised will benefit more members of the local community.

### Resource Appraisal

8. MitP Committee have allocated a budget of £400 as a donation to help alleviate additional staffing costs to the Town Council. Estimated maintenance staffing hours are likely to be 24 hours in total which has been reduced from the 26 hours required the previous year.
9.

<b>Maintenance Staff hours</b>		<b>£480</b>
MitP Donation	-	£400
Shortfall		£ 80

There are no budget allocations for the staffing costs, the shortfall will be met from the Town Council overtime staffing budget.

## Risk Assessment

10. Maintenance Staff work schedule interrupted from Thame Town Council business, with additional requirements of Sunday working hours during a Bank Holiday weekend. An agreed task list from the MitP organisers has been received and the Maintenance Team has agreed to work the additional hours required.

**Legal Powers:** Local Government Act 1972, section 145

## Recommendation:

### *It is recommended*

- i) To agree that Elms Park be closed to the public between the hours of 10am and 10pm on Sunday 6 May 2018 for Music in the Park event.*
- ii) To approve event support for Music in the Park 2018 and associated expenditure of up to £80.*