

Community, Leisure & Recreation Committee

Date:	5 February 2019
Title:	Remembrance Service - Screen
Contact Officer:	Cassie Pinnells, Community Services Manager

Purpose of the Report

1. To provide information on an opportunity to fix the price of a temporary LED digital screen hire (and its operation) for the Remembrance Service for the next three years commencing Sunday 10 November 2019.

Background

2. As agreed at the CLR meeting on 6 February 2018, as part of the commemoration of World War One, for one year only, Thame Town Council would provide a temporary LED display screen to enhance the Remembrance Service at the Memorial Gardens in November 2018.
3. The Town Council received many compliments from members of the public and community groups highlighting that the display screen made a significant positive addition to the event. Specific requests have been received that the display screen becomes a regular feature at the town Remembrance Service.
4. The visual display provided details of the service sheet, enabled residents to engage with the service, watch the wreaths being laid and displayed the names of the fallen from the investigations of Thame Remembers.

Resource Appraisal

5. In 2018 the screen hire and its operation (i.e. personnel, recording equipment, drone operation, video production and two cameras cost £3,605 in total.
6. Following the requests from the community, the Budget Working Group increased the 2019 Remembrance Service budget to £5,000 for the estimated expenditure to cover the hire of the screen, personnel, event recording equipment, one camera, Thame Concert Band, a contribution to the Bugler and printing a limited number of service sheets.
7. Following negotiation by the Community Services Manager, the company who provided the LED screen has offered two options for future hiring: an annual cost or a cost with a commitment to hire for three years (2019, 2020 & 2021). The local operator has also quoted for 2019, and provided a fixed discount offer for three years. The "fix" is still subject to increase if underlying equipment costs are clearly shown to have increased.
8. **Option 1** - Single year cost for the LED Screen is £1,572.50, a 15% discount for 2019. With an additional cost of £1,740 for the event equipment, personnel, one camera and event preparation costs.
Total for 2019 only = £3,313.

9. **Option 2** - A three year contract for 2019, 2020 and 2021 for the LED screen is £1,480 per year (a 20% discount). With the additional £1,740 for the event equipment, personnel, one camera and event preparation costs reduced to £1,540.
Three year contract price = £3,020 per year.
10. Further operational requirements will be progressed as other permissions would be required from immediate neighbours to the Memorial Gardens.

Risk Assessment

11. Appropriate insurances and permissions would be required if the committee look favorably on the proposal. A maximum wind speed of 40mph would prevent the use of the screen and the three contract deal is subject to no increase for the equipment hired i.e. camera and recording equipment.

Legal Powers: Local Government Act 1972, section 145

Recommendation:

- i) To approve a three year fixed price contract to enable a temporary large screen at the Memorial Gardens for the 2019, 2020 and 2021 Service of Remembrance, subject to the necessary permissions being obtained.*