

## Community, Leisure and Recreation

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<b>Date:</b>	<b>29 October 2019</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 3 May 2020 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 1 May, Sunday 3 May and Monday 4 May 2020.

### Background

4. Due to the Bank Holiday moving to Friday 8 May for VE Celebrations the MiTP Committee had no choice but to keep the event at the first weekend of May as contractors were unable to supply the stage or sound equipment.
5. The MiTP Committee has formally written to request event support as undertaken by the Maintenance Team at previous MitP events.
6. 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, gazebo setting up, barrier placement and after event equipment return.
7. The MitP committee have a small number of volunteers, however the support from the Maintenance Team is vital on the event morning. The MiTP Committee has become self-sufficient by improving operational tasks by paying for contractors to set up the main event infrastructure (Stages & Marquees) on Saturday, to use on the Sunday and removed off site on the Monday. Overnight security is in place during this time which has helped to prevent any disturbances to the Park's residential neighbours.

### Resource Appraisal

8. MitP Committee have allocated a budget of £400 as a donation to help alleviate additional staffing costs to the Town Council. The maintenance staffing hours are likely to be 24 hours in total the same as 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. 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 3 May 2020 for Music in the Park event.*
- ii) To approve event support for Music in the Park 2020 and associated expenditure of up to £80.*