

## Community, Leisure & Recreation Committee

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<b>Title:</b>	<b>Remembrance Service - Screen</b>
<b>Date:</b>	<b>12 July 2022</b>
<b>Contact Officer:</b>	<b>Cassie Pinnells, Community Services Manager</b>

### 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 a further three years commencing Sunday 13 November 2022.

### Background

2. As agreed at the CLR meeting on 5 February 2019, Thame Town Council would continue to provide a temporary LED display screen to enhance the Remembrance Service at the Memorial Gardens for 3 years. This contract has now come to an end.
3. The Town Council receives compliments from community groups and members of the public highlighting that the display screen makes a significant positive addition to the event.
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 research 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. The previous three-year contract for the hire (2019-2021) and its operations cost £3,020 in total.
7. A review of the costs has been undertaken with a different screen hire company charging an additional £2,000 for the equivalent screen requirements.
8. The 2022 three contract for the hire of the LED Screen is £1,800 + £350 delivery and the additional cost of £1,800 for the event filming, personnel, one camera and event preparation costs. **The total operational fixed cost for 2022, 2023 & 2024 = £3,950.**
9. The Budget for the Remembrance Service budget is currently £4,500 with a request from the Community Services Manager to increase 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.
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 2022, 2023 and 2024 for the Service of Remembrance, subject to the necessary permissions being obtained.*
- ii) To approve the increase to the Remembrance budget from £4,500 to £5,000 due to the estimated expenditure.*