

## Community, Leisure & Recreation Committee

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| <b>Title:</b>           | <b>Thame Carnival</b>                              |
| <b>Date:</b>            | <b>25 October 2022</b>                             |
| <b>Contact Officer:</b> | <b>Cassie Pinnells, Community Services Manager</b> |

### Purpose of the Report

1. To provide background on the operational support and associated expenditure required to assist with event preparations for the Carnival taking place on Saturday 17 June 2023.

### Background

2. The main organiser of the Carnival has requested event support as undertaken by the Maintenance Team and Officer administration support as in previous Carnival events.
3. An agreed task list has been compiled detailing the assistance required e.g. delivery of equipment to and from Southern Road and site preparation on the day.
4. The Carnival's small organizing committee are looking for additional volunteers to help; however, the support from the Maintenance Team over the years has been vital.

### Resource Appraisal

5. The Carnival group does not have funding to enable payment to the Town Council for the additional staffing costs to support the event. The maintenance staffing hours will total 25.00 hours spread over the three days. The day before the event dropping off equipment, on the day and the Monday for collection of equipment.
6. There is no budget allocated to support the additional staffing costs associated with the event. Maintenance Staff costs = £525.
7. An agreed task list from the organisers has been received, the Maintenance Team has agreed to work the additional hours required.

### Risk Assessment

8. Maintenance Staff work schedule interrupted from Thame Town Council business and will be working to an agreed task list.

### Legal Powers:

- Local Government Act 1972, section 145

### Recommendation:

- i) If the event is supported, that associated salary expenditure up to £525 be released from General Reserves.*