

## Full Council

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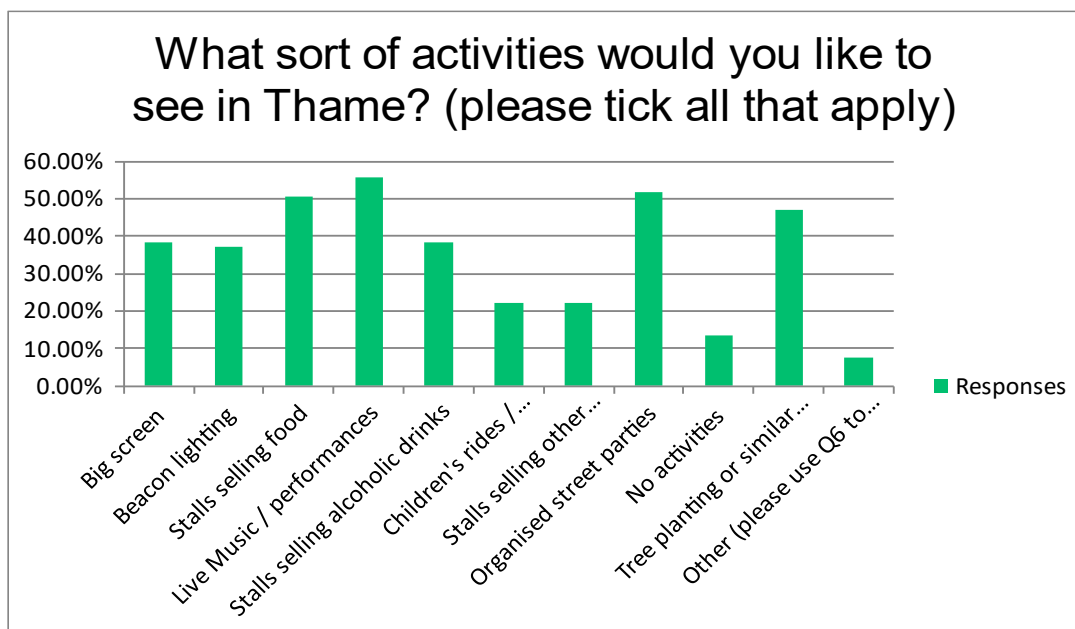
<b>Title:</b>	<b>Coronation of His Majesty The King and Her Majesty The Queen Consort</b>
<b>Date:</b>	<b>28 February 2023</b>
<b>Contact Officer:</b>	<b>Cassie Pinnells, Community Services Manager</b>

### Purpose of the Report

1. To consider Thame Town Council's involvement in the Coronation celebrations of His Majesty The King and Her Majesty The Queen Consort over the bank holiday weekend of the 6 - 8 May 2023.

### Update

2. Buckingham Palace has announced further details on the ceremonial, celebratory and community events that will take place over the Coronation weekend between 6 – 8 May 2023.  
<https://www.royal.uk/coronation-weekend-plans-announced>  
  
Saturday 6 May – Coronation service in Westminster Abbey, Coronation procession; Buckingham Palace balcony.  
  
Sunday 7 May – Coronation Big Lunch Street parties. An evening Concert and lightshow at Windsor Castle.  
  
Monday 8 May – Extra bank holiday, Big Help Out encouraging people to get involved in local volunteering.
3. Unlike the Proclamation of King Charles III the Town Council does not have a set action plan or official ceremony the Town Council has to organise.
4. The Town Council has held a survey to find out how residents and community groups would like to commemorate the Coronations: **81 responses** were received at the time of the survey monkey with results table shown below.
5. To aid discussions a further request for suggestions was placed on the Love Thame Facebook Page on Wednesday 22 February 2023, comments are still coming through and will be summarised on Monday 27 February 2023 as an update.



Response breakdown as follows: -

Live Music / performances	55.56%	45
Organised street parties	51.85%	42
Stalls selling food	50.62%	41
Tree planting or similar activity	46.91%	38
Stalls selling alcoholic drinks	38.27%	31
Big screen	38.27%	31
Beacon lighting	37.04%	30
Stalls selling other products / goods	22.22%	18
Children's rides / entertainment	22.22%	18
No activities	13.58%	11
Other (please use Q6 to add additional comments)	7.41%	6

6. Following the CLR meeting on 7th February, where suggestions and options for celebration ideas were presented in an agenda item, further research was requested by the committee to be brought to full council. Specifically, a discussion on the viability of deploying a big screen in the town centre for one or two days over that weekend, noting that there was a special concert planned. The committee did favour the idea of a screen, but also requested more information on the costs of the options presented in the paper - and asked whether security would be required (and available).
7. Some feedback from last year's Platinum Jubilee was that the town could have been seen to do more for the and that the town could have had more decorations fitting with the event.  
 NB: *Please note that bunting was placed around the Town Hall and window displays where undertaken by businesses and shops.*

**Projects/Activities for consideration (Subject to timings and staff commitment)**

(Reminder: Music in the Park is the weekend of the 30 April 2023 a week before the Coronation and the Taste of Thame event will be taking place on Saturday 27 May 2023.)

a) **TV Screen**

On Sunday 7 May 2023 organise a screening of the Royal concert and light show in front of the town hall with food stalls. Timings for Royal concert and light show have not been announced yet) Screens appear to be the costliest item of any celebration activity, with hire costs ranging from £4000 to £7000 for one day on that weekend. As a one-off community event a TV licence is not required.

We have inquired with a local organiser we have used for our local street market events, and there is a possibility of securing some food stands on that weekend. We could aim to charge £50 per stand and have 2-3 stands.

b) **Plants**

Plant one of the raised flower beds at the Memorial Gardens at a cost of £695, which would be delivered and planted on 5 June 2023 after the Coronation in May. The cost would be £695.00 + VAT.

Alternatively, both raised planters at the Memorial Gardens are planted with a red, white, and blue flowering scheme created by the Operations Manager and Maintenance Team within planting budgets.



Proposed planting scheme (Project b)

As this would occur post event, we have also considered handing out wildflower seeds to local children. We have identified a supplier who can put our own design on the packet and could supply 400 packets at £320.

c) **Booklet**

To inform the town of the events and to promote the local community groups, we could make a Summer Events/Coronation Events booklet. To link to the Monday “Big Help Out”. This would need to be sent over to printers by end of March/Early April, so this is ready for May weekend. We can also use the booklet to advertise other summer events such as The Duck Race, Thame 10km, and various events. Printing and delivery will be £1686.63.

d) **Street Parties**

We have advertised on social media about how streets can organise their own street parties, which we could continue to promote to allow people to run their own events.

e) **Children’s competition**

The library would like to do a colouring in activity however this was their feedback from the March of the Penguins:

- Need the school/children to cut out their own decorations.
- Could be designed to be hole-punched to string them up bunting style, to prevent the library staff using tape.

We would also need to factor printing costs for any design chosen. Which would be up to £150.



Proposed stencil for colouring activity and wildflower seed packets scheme (Project b and e)

f) **Decorations**

Due to the feedback from last year we can confirm the following procedures to have bunting down the high street:

- Contact individual property owners in advance.
- Licensing/fitting and installing which is around £375.
- Potential planning application (in line with Highway Acts).
- Potential fees to Oxford County Council.

The Town Council have had decorations pulled down due to weather across the high street for other events which have fallen causing, health & safety, and obstruction issues.

**Event Operational Requirements**

g) **Security and First Aiders**

If we go ahead with the live screening, we will need a road closure and therefore security and first aiders. We have been in contact with a security team who have advised availability, however as it is a Bank Holiday charges are slightly increased.

We would need 4 security team members and 2 first aiders.

h) **Road closures**

The application for a road closure can take up to 8 weeks to process, so if needed we would need to action this in the first week of March.

i) **Staffing**

We do not have full availability for staffing yet, however, please be reminded the maintenance team will have worked for Music in the Park the weekend before.

**Other events in Thame**

- j) We have spoken to several licensed premises in the town to get a feel for any other events during the weekend. However, at the time of contact there appears to be no clear plan and most, if not all remain undecided.

**Costings**

- k) The following table gives an estimate on costings for the various options. Please note that if the decision is to deploy a road closure (to attract crowds and visitors), then security and first aid will be necessary.

The council budget currently set aside for the events are £5000.

The costing assumes that events will take place on the Sunday 7 June (assumed timings screening is 18:00-22:00).

l) **Ideas:**

Activity	Estimated costings	Comments
One Raised flower bed	£695.00	In red, white, and blue colours
Booklet	£1,686.63	Example cost is for 20-page booklet incl. delivery
Screen (3 sizes available)	12.5Sqm trailer screen for 500 people - £4000  16sqm truss screen for 500-1000 people- £6000  5000mmx 3000mm screen £6822.00	May need licensing application.
Stage (2 sizes available)	£1500 or £1,800	£1500 is for Camper van stage we had at Christmas event
Music/Band	£180.00	(Reference price is based on cost of Thame Concert Band example)
Chairs	£105.00	140 chairs from equipment bank
Security	£528.00	4 staff for 4 hours
First Aiders	£425.00	Ambulance car and 2 staff
Flag	£64.00	2.5 yards, to be displayed at memorial gardens
Wildflower packets	£320.00	400 packets
Food Stalls (income)	£150.00	Income estimated at £50 per stall (example is 3 stalls)
Staff time (dependent on staff time and hours)		Overtime at weekend and bank holiday rates

- m) Should the Town Council consider purchasing a piece of play equipment in the name of King Charles III for an ever-lasting tribute?

### Risk Assessment

The success of the event would be weather dependant, wind speed for TV screen showing, bunting fixings, permissions, general apathy from community, Music in the Park taking place in Elms Park the weekend before the Coronation. Town elections will be undertaken on Thursday 4 May with possible Councillor changes and staff resources for event planning over a bank weekend holiday. Similarity to the suggested Big Lunch would be Taste of Thame taking place on Saturday 23 May 2023 with big lunch in Thame. The Town Council public perception, environmental risks, cost of living crises, a free one-day event for all to enjoy or a lasting item for the community to use every day.

### Action required:

- i) To consider Thame Town Council's involvement in the celebrations of His Majesty The King and Her Majesty The Queen Consort over the bank holiday weekend of the 6 – 8 May 2023.*