



# **SAXMUNDHAM TOWN COUNCIL**

## **COMMUNITY EVENTS POLICY**

Annual Approval: October 2024

Minute Item: 82/24TC



## **1. Vision**

- 1.1 East Suffolk is proud of its culture offering and celebrates the rich diversity of cultural and arts. Artists and creatives, past and present, not only contribute to the local economy but provide a genuine sense of worth and pride for communities. Cultural and artistic events can improve the quality of life for residents, businesses and visitors and they provide occasions to celebrate the unique creativity and identity of the area.
- 1.2 A stated aim in the Saxmundham Neighbourhood Plan is to promote a varied programme of events and activities in the town centre for all ages, to encourage its use and enjoyment by residents and visitors. The Town Council therefore welcomes the opportunity to support local organisations to facilitate and participate in high-quality, vibrant events that cultivate community cohesion, increase social enjoyment, and bring economic benefit to Saxmundham.

## **2. Town Council Support**

- 2.1 This policy aims to set out a consistent and sustainable framework to enable the Town Council to play a valuable role in supporting events led by other community organisations.
- 2.2 The Town Council may, at a properly convened meeting, agree to provide financial or staffing support to other community organisation to support their events.
- 2.4 The Town Council shall aim to ensure that any agreed financial or staffing resource to support events organised by other community organisations shall be fair, equitable and proportionate to all community organisations who request such support.

## **3. Responsibilities of Town Councillors**

- 3.1 Members with a disclosable pecuniary interest, a registerable interest, or a non-registerable interest, in another community organisation are expected to declare this, in accordance with the Localism Act 2011, at any Committee or Town Council meeting at which financial or staffing support to that community organisation is considered.
- 3.2 Members appointed to any community organisation's Working Group, Steering Committee, Steering Group, Event Committee or such like, are not permitted to pledge or commit any Town Council financial or staffing support to other community organisations or their events without the prior approval of the Town Council at a properly convened meeting.
- 3.3 Members shall liaise with Town Council staff for progress updates regarding agreed elements of staffing support prior to meeting with other community organisations to discuss their events.



- 3.4 Due to potential liability and reputational risks, members shall not pledge or commit the Town Council to work in partnership with, nor in collaboration with, any other community organisation for their events or for Town Council events, without the agreement of the Town Council at a properly convened meeting.
- 3.5 The Town Council shall appoint, at a properly convened meeting, a maximum of two appropriate and relevant members to represent the Town Council at another community organisation's Working Group, Steering Committee, Steering Group, Event Committee, or such like. Other members joining such groups or attending meetings are permitted to do so only in a personal capacity and shall make this known to the other community organisation.
- 3.6 In accordance with the Town Council's Financial Regulations, members shall not be permitted to enter into any contract on behalf of the Town Council for other community organisations' events or for other community organisations' participation at Town Council events.
- 3.7 Members shall support Town Council staff to enforce this policy and strictly adhere to any Town Council agreement to provide financial or staffing support to another community organisation, or their events, or any participation by other community organisations in Town Council events.
- 4. Responsibilities of Town Council Staff**
- 4.1 Due to responsibilities to deliver their core Town Council roles, staff may be requested, but shall not be instructed nor expected, to attend meetings with any community organisations to discuss other community organisation's events or their involvement in Town Council events.
- 4.2 Staff shall not be instructed nor expected to prioritise providing support to any other community organisation's event over the delivery of their core Town Council roles and responsibilities. The Town Clerk, as line manager, shall determine the prioritisation of staff's responsibilities.
- 4.3 Staff may be requested, but shall not be instructed nor expected, to work overtime, paid or unpaid, to provide support to any community organisation event or to undertake their core Town Council responsibilities resulting from providing support to another community organisation's event.
- 4.4 Staff may be requested, but shall not be instructed nor expected, to work on other community organisations' events on days which are not their usual working days. The Town Clerk will determine 'usual working days'.
- 4.5 Staff shall keep a record of their time spent supporting other community organisations' events and the Town Council shall reserve the right to charge other



community organisations for the monetary value of the Town Council staff's time. Or such monetary value may be considered to form part of any Town Council agreed financial support to community organisations.

- 4.6 Staff who are contracted to work during Monday to Friday from 9:00am to 5:00pm may be requested, but shall not be instructed nor expected, to attend or work at any event organised by another community organisation beyond these hours.
- 4.7 The Town Council may request, but shall not instruct nor expect, staff to join other community organisations' Working Group, Steering Committee, Steering Group, Event Committee, or such like, to represent the Town Council. Staff joining such groups or attending meetings are permitted to do so only in a personal capacity and shall make this known to the Town Council and the other community organisation.
- 4.8 Staff shall not undertake unreasonable or unfair instructions directed by the Town Council, its Committees or members to provide support for other community organisations' events.
- 4.9 Staff enforcing this policy and strictly adhering to any Town Council agreement to provide support to another community organisation, or their events, or any participation by other community organisations in Town Council events, shall be protected by the Town Council's Anti-Harassment and Bullying Policy.

## **5. Responsibilities of Community Organisations**

- 5.1 Community organisations in receipt of financial and/or staffing support from the Town Council shall acknowledge the Town Council's support in all promotional material, including displaying the Town Council logo, and any speeches relating to the event.
- 5.2 In the event that a community organisation's event is cancelled due to unforeseen reasons the community organisation shall provide a full refund of any financial support provided by the Town Council. Alternatively, with the Town Council's consent, the financial support may be used as credit for the community organisation's future events.

## **6. Town Council Support**

- 6.1 Town Council support to community organisations and their events shall be limited to the following sections which set out the division of responsibilities between the Town Council and the community organisation:

Section 7	Permits, Licences and Permissions
Section 8	Road Closures
Section 9	Waste Management
Section 10	First Aid



Section 11	Promotion
Section 12	Street and Indoor Markets
Section 13	Health and Safety
Section 14	Town Council and Charitable Trust Buildings and Land
Section 15	Insurance
Section 16	Other

## **7. Permits, Licences and Permissions**

- 7.1 Community organisations shall retain responsibility to apply for any permit from East Suffolk Council for permission to use their land, due to the necessary acceptance of liability risks and conditions applicable to the permit.
- 7.2 Community organisations shall retain responsibility to complete any Event Management Plan, Risk Assessment, or such like, necessary to apply for any permit or licence.
- 7.3 Community organisations shall retain responsibility for obtaining any permits, licences or permissions from other landowners to use their sites.
- 7.4 Community organisations shall retain responsibility for obtaining any permit from East Suffolk Council for permission to conduct charity collections. Only one such collection may be held at each event.
- 7.5 Community organisations shall retain responsibility for obtaining any permit for permission to erect any temporary structures such as, but not limited to: stages, performance areas, light and sound towers, marquees and canopies.
- 7.6 Community organisations shall retain responsibility for obtaining any Temporary Event Notices necessary for the sale and supply of alcohol due to the Designated Premises Supervisor regulations.
- 7.7 Community organisations shall retain responsibility for compliance with any permits, licences and permissions it is granted.
- 7.8 The Town Council shall consider requests to apply for any necessary Temporary Event Notices for regulated entertainment on behalf of a community organisation, provided they are notified of the requirement to do so by the community organisation two months before the date of the event.
- 7.9 The Town Council shall retain responsibility for compliance with any Temporary Event Notice for regulated entertainment it is granted.

## **8. Road Closures**

- 8.1 Community organisations are encouraged to apply directly to Suffolk County Council and liaise directly with Network Assurance for any necessary road closures.



- 8.2 Community organisations shall retain responsibility for informing affected residents and businesses of any road closures it arranges.
- 8.3 Community organisations shall retain responsibility for ensuring that emergency services and public transport companies are informed of any road closures it arranges.
- 8.4 However, if requested, the Town Council shall consider requests to arrange road closures and, if agreed, shall apply to Suffolk County Council and liaise with Network Assurance.
- 8.5 If requested to close any road on behalf of a community organisation, the Town Council shall consider and agree the extent of any road closure giving due consideration to affected residents and businesses.
- 8.6 If requested to close any road on behalf of a community organisation, the Town Council shall consider requests from that community organisations to alter the extent of the road closures, but it shall be under no obligation to agree to them.
- 8.7 If requested to arrange traffic management on behalf of a community organisation, the Town Council shall book traffic management with its preferred supplier.
- 8.8 Community organisations shall retain responsibility for supervising and liaising with the traffic management personnel before and during their event. However, if road closures are arranged by the Town Council, any changes to the position and conditions of the road closure must firstly be agreed by the Town Council.
- 8.9 The Town Council shall retain responsibility for informing affected residents and businesses of any road closures it arranges on behalf of a community organisation. The Town Council shall determine when it is appropriate to do so.
- 8.10 The Town Council shall retain responsibility for ensuring that emergency services and public transport companies are informed of any road closures it arranges on behalf of a community organisation. The Town Council shall determine when it is appropriate to do so.
- 8.11 The Town Council shall not be responsible for providing parking for displaced residents and business owners resulting from any road closure it arranges.
- 8.12 To comply with safety requirements, the Town Council shall retain responsibility for ensuring that all traders and community organisations, that form part of any street market it arranges, are not permitted to attend or leave the indoor or street market beyond the road closure times without the permission of the Town Council.



- 8.13 The Town Council shall retain responsibility for ensuring that any traders and community organisations, that form part of any street market it arranges, to exit the site to enable any closed roads to be reopened on time.
- 8.14 Community organisations shall remain responsible for dismantling and removing their gazebos and stalls and for removing any waste bins or litter to enable any closed roads to be reopened on time.

## **9. Waste Management**

- 9.1 If requested to order any bins and toilets on behalf of a community organisation, the Town Council shall consider such requests and, if agreed, shall arrange for the requested quantity and types of bins and toilets to be delivered and collected as directed.
- 9.2 Community organisations shall retain responsibility for the delivery or collection of bins or toilets to specific sites before, during or after events.
- 9.3 The Town Council shall permit a designated responsible person from another community organisation to take responsibility for the bollard key to enable access to Fromus Green. The community organisation shall retain the responsibility for making the bollard hole safe.
- 9.4 Community organisations shall retain responsibility for the management of the waste facilities during their event and for any mismanagement of such waste facilities by members of the public, and for any necessary clean-up before, during or after their event.
- 9.5 Community organisations shall retain responsibility for any additional costs arising from the mismanagement of the waste facilities by members of the public.

## **10. First Aid**

- 10.1 If requested to provide first aid cover on behalf of a community organisation, the Town Council shall consider such requests and, if agreed, shall book first aid cover with its preferred supplier.
- 10.2 Community organisations shall retain responsibility for siting first aid cover and for liaising with first aid personnel before, during or after their event.

## **11. Promotion**

- 11.1 Community organisations retain responsibility for providing promotional material to promote their event.



- 11.2 If requested to promote another community organisation's event on its website and social media using promotional material provided, the Town Council shall consider such requests and, if agreed, shall promote the community organisation's event.
- 11.3 Community organisations shall not be permitted to display promotional material relating to any events on buildings, land or noticeboards owned by the Town Council or its Charitable Trusts without the express permission of the Town Council or Trustee at a properly convened meeting. Promotional material affixed to the Market Hall may require Listed Building Consent from the planning authority.
- 11.4 The Town Council shall reserve the right to additionally promote any indoor and street market it arranges.
- 12. Street and Indoor Market**
- 12.1 If requested to provide a street and/or indoor market on behalf of another community organisation, the Town Council shall consider such requests and, if agreed, shall organise a street and indoor market for their event. To protect the reputational risk of the Town Council's markets, such requests shall be submitted to the Town Council nine months prior to the event date.
- 12.2 To protect the reputation of the Town Council's markets, the Town Council shall retain sole control of any street and/or indoor market it arranges. This includes but is not limited to: all elements of administration and procedures, hours of operation, types of traders and community organisations permitted, contact with traders and other community organisations, documentation requested from traders and other community organisations, stallage fees, and the layout, position and number of stalls.
- 12.3 If requested to provide a street and/or indoor market on behalf of another community organisation, the Town Council shall consider requests from that community organisation to alter elements of the street and/or indoor market, but it shall be under no obligation to agree to them to protect the reputational risk of the Town Council's markets.
- 12.4 The Town Council staff's involvement at any street and/or indoor market it arranges on behalf of a community organisation shall be limited to guiding traders to their pitch and resolving any traders' queries.
- 12.5 Traders and community organisations attending any street and/or indoor market the Town Council arranges on behalf of a community organisation shall enter into a contract with the Town Council and therefore be subject to the terms and conditions of the Town Council's Monthly Market Regulations.
- 12.6 The Town Council reserves the right to refuse attendance, before or during the event, to any trader or community organisation, for any street and/or indoor market it





arranges on behalf of a community organisation, which does not comply with the Town Council's Monthly Market Regulations.

- 12.7 The Town Council reserves the right to refuse traders or community organisations who require electricity generators at the street market, and community organisations shall not be permitted to commit the provision of any type of power to traders, performers, or other community organisations.

### **13. Health and Safety**

- 13.1 Community organisations and the Town Council are advised to consult 'The Purple Guide' published by the Health and Safety Executive which provides guidance for event organisers, suppliers, local authorities and others involved in the events industry to manage health and safety at outdoor events.
- 13.2 Community organisations shall retain responsibility for all health and safety matters, for all elements they are responsible for, at their events and when participating at Town Council events.
- 13.3 The Town Council shall remain responsible for all health and safety matters, for all elements they are responsible for, at their events and other community organisations' events.

### **14. Town Council and Charitable Trust Buildings and Land**

- 14.1 For events to be held on Town Council land, community organisations shall complete an application form and confirm compliance with the Town Council's Open Spaces Policy. All applications shall be considered by the Town Council at a properly convened meeting,
- 14.2 The Town Council staff shall facilitate access to Town Council and Charitable Trust buildings and land to community organisations during their normal working hours during Monday to Friday from 9:00am to 5:00pm.
- 14.3 Access to Town Council and Charitable Trust buildings outside these hours shall be supervised by a Town Councillor to ensure that buildings and land are properly secured.
- 14.4 The Town Council reserves the right to charge community organisations for the entire time any Town Council or Charitable Trust building (including use of the Webster Room) or land is booked and/or unavailable for leasing to another party.

### **15. Insurance**

- 15.1 The Town Council or its Charitable Trusts' insurance policy shall not be provided to cover any other community organisation's event.



- 15.2 Community organisations shall provide evidence to the Town Council of sufficient public liability insurance for any event held on Town Council or its Charitable Trusts' buildings or land.
- 16. Other**
- 16.1 Community organisations who request provision of any other elements of Town Council support for their event shall submit requests in a timely manner. The Town Council shall consider such requests at a properly convened Town Council meeting. The Town Council shall determine 'timely manner' at its discretion.
- 16.2 Community organisations shall not be permitted to undertake any action which may pose a liability or reputational risk to the Town Council, as considered and agreed at a properly convened Town Council meeting. These include but are not limited to: inflatable entertainment equipment, fairground rides, entertainment held on private land or property without permission, use of performing animals, release of balloons or lanterns, fireworks or pyrotechnics, questionable public morality, discrimination against any groups with protected characteristics under the Equalities Act 2010, etc.
- 16.3 Community organisations shall retain responsibility for safeguarding children or vulnerable adults at their event. The Town Council shall retain responsibility for appropriate arrangements at Town Council events.
- 16.4 Community organisations shall retain responsibility for stewarding at their event and for all elements of their participation at Town Council events. The Town Council shall retain responsibility for appropriate arrangements for their elements at Town Council events.
- 17. Town Council Events**
- 17.1 The Town Council shall retain sole control over all elements of Town Council events, including but not limited to: theme, date, timing, promotion, performances, entertainment, decoration, all elements of the street and indoor markets, waste management, road closures, permits, health and safety, risk management, licences and permissions.
- 17.2 The Town Council shall consider requests from other community organisations to alter elements of Town Council events, but it shall be under no obligation to agree to them.
- 17.3 The Town Council shall invite other community organisations to participate at, or supplement, Town Council events and shall consider and agree such elements at a properly convened meeting.



17.4 Community organisations participating or supplementing Town Council events shall not expect payment, nor charge the Town Council, for the provision of such elements.

17.5 The Town Council shall agree any financial or staffing resource necessary to support other community organisations' participation at Town Council events at a properly convened meeting.

## **18. Civic Events**

18.1 The Town Council shall consider whether to support civic events such as Remembrance Sunday parades at a properly convened meeting.

18.2 The Town Council shall agree any financial or staffing resource necessary to support civic events at a properly convened meeting.

18.3 Proclamations shall be conducted and supported by the Town Council in accordance with its Operation London Bridge Protocol.

## **19. Community Consultation and Complaints**

19.1 Community organisations and the Town Council shall retain responsibility for conducting public consultations prior to their events to engage with residents and businesses that may be affected.

19.2 Community organisations and the Town Council shall ensure that any potential negative impacts of their events are minimised and, where possible, arrangements are agreed in advance to mitigate any inconvenience caused.

19.3 Any complaints from residents, businesses and members of the public relating to other community organisations' events, for elements which were the responsibility of the other community organisation, shall be forwarded to the other community organisation for its response.

## **20. Post-Events**

20.1 The Town Council staff shall compile a post-event analysis document from various sources which shall record successful, less successful, and recommendations for improvement following any other community organisation's event at which the Town Council has provided staffing support, and following any Town Council events, to inform future planning and management for the consideration by the Town Council at a properly convened meeting.

20.2 Post-event analysis documents shall remain confidential to the Town Council until approved at a properly convened meeting.



- 20.3 Once approved, post-event analysis documents may be requested by other community groups in accordance with the Town Council's Subject Access Request Procedure and may be redacted in compliance with the GDPR UK.