



# Saxilby with Ingleby Parish Council

## Non-confidential

### Supporting the Christmas Lights Switch-On Event

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**Report to:** Full Council 24-11

**Report by:** Clerk

**Power/duty which decision falls under:** LGA 1972 s145 provision of entertainment

**Which council objective(s) it falls under:**

- Retain and encourage employment and tourism opportunities
- Improve the well-being of residents
- To foster public participation and engagement

**Public Sector Equality Duty** (*Consider how policies/decisions affect those protected under the Equality Act*)

The event is being held in public and open access

## I. Consideration on carbon reduction:

Residents will be attending the event on foot

### Consideration of risk management in relation to the proposal<sup>1</sup>

*It is impossible to list every risk faced by a local council. Risk, in the general sense, means the likelihood of an event happening, and the severity of the negative consequences. The insurance industry regards risk as representing loss or damage. Risk always involves uncertainty. When protecting a local council effectively, it is important to consider if risk is present in the following areas (SLCC AN241)[Tick]*

*Finances - There is £717 remaining in the Retail Grant Budget. Of this, materials are required for a bin (and possibly bench base), as well as planting/edging circa £200. Therefore around £500 is remaining.*

*Events – event organiser has RA in place*

*Insurance- - event organiser to have insurance in place*

**Does the report consider any new activity? If 'Yes', has a risk assessment including risk management proposals for consideration been included for consideration and adoption by the council? (Financial Regulation 17b)**

N/A

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<sup>1</sup>Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?

## REPORT

- The Christmas Lights Switch-On is being organised by an 'informal' community group
- There will be a manned road closure in place on the High Street
- A lantern parade around the Recreation Ground.
- Christmas tree lights switch-on
- Carols by the tree
- Sponsorship has been raised to cover a lot of the event costs

### **Entertainment**

The council has some funding available for event entertainment

1. It is proposed the council makes a contribution of £75 to the Foss Ladies Choir and £75 to One Accord Choir who are performing and £150 to the Ukelele band

### **Lanterns**

The council has 46 lanterns remaining from previous Lights Switch-On Events. 30 of them are the small silver and red ones and 16 of them are bigger black and white ones.

2. It is proposed the lanterns are made available for the event for residents to purchase at a nominal amount. Funds raised from the event, including sale of the lanterns, will go to the Lincs and Notts Air Ambulance (LNAA).

### **Christmas Tree**

As usual the council will be purchasing and installing the Christmas tree (subject to landowner agreement), including organising the electrical connection check.

### **First Aid**

First aid is being provided by Newark Community First Aid for a cost of £200.

3. It is proposed the council covers the cost of first aid.

## RECOMMENDATION(S):

**That Full Council notes the report and offers the following support to facilitate the event in-line the council's identified objectives:**

1. To make a contribution of £200 to cover the event first aid
2. Contributes £75 to Foss Ladies Choir, £75 to One Accord Choir, and £150 for the Ukelele Band
3. Makes the lanterns available for sale at the event, for fundraising, with any remaining lanterns to be returned

This is subject to any surplus funds raised being used for charitable purposes, for payments to be made by 31 December 2024, and invoices to be submitted accordingly.