



Saxilby with Ingleby Parish Council

Non-confidential

Saxilby Family Fun Day Update

Report to: Planning and Development Committee 25-05

Report by: Administration Officer

Power/duty which decision falls under:

Local Government Act 1972, s145 – Provision of Entertainment

Which council objective(s) it falls under:

- Maintain and improve community facilities and amenities
- Retain and encourage employment and tourism opportunities
- Improve the well-being of residents
- To foster public participation and engagement

Public Sector Equality Duty

- Accessibility: Ensure the event is physically accessible to those with disabilities
- Affordability: Offer free or low-cost entry and activities so all income levels can participate
- Age inclusion: Provide activities and entertainment for children, young people, families and older adults
- Celebrate local diversity through inclusive programming
- Provide stalls and information from a range of community organisations supporting different groups

Consideration on carbon reduction:

- Visitors to the event will be encouraged to use low carbon options such as walking, cycling, or public transport
- Local suppliers are encouraged to reduce travel-related emissions

Consideration of risk management in relation to the proposal¹

- The council regularly undertakes events, and the Family Fun Day event was held in 2024.
- The council has a budget for the event, with funds also being raised through pitch hire and sponsorship, representing low financial risk. Finance committee monitor the budget.
- A risk assessment and event safety plan will be completed and implemented, including contingency planning

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*)

- No. However a risk assessment and event safety plan will be completed and implemented.

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

REPORT

I. Pitch bookings

Pitch booking opened to members of the public on 02/05/25. Early booking was offered to those who registered interest in attending the event (from 25/04/25), and those who attended last year's event (from 29/04/05). The discounted booking rate is available until midnight on 31 May 2025.

As of Friday 9 May 2025, 23 pitches have been reserved, generating income of £755. This includes:

- 16 businesses
- 1 local community group
- 2 charities
- 3 food/refreshment vans

The draft Terms and Conditions for pitch hirers are based on those used for the 2024 event, with updates to reflect this year's timings, layout and event structure, and to increase clarity and readability. These draft terms have been issued to early booking pitch hirers, to enable event bookings to open.

Recommendation:

It is recommended that committee, retrospectively approve the 2025 Pitch Booking Terms and Conditions. If any amendments are required pitch hirers will be notified.

2. Provision of soft and alcoholic drinks

Alcohol sales will be permitted under a Temporary Event Notice (TEN) covering the St Andrews Community Centre and Saxilby Public Recreation Ground.

Two options are under consideration for provision of soft and alcoholic drinks:

Option A: The Sports Hub operates the indoor bar and an external beer tent in the licensed outdoor area. This supports a local group and ensures all profits from soft and alcoholic drink sales are reinvested into community sports. The Sports Hub would pay standard room hire fees to the parish council.

Option B: The Sports Hub operates as above, with the addition of **up to two** specialist mobile bar providers (e.g. cocktails) offering a wider range of drinks than the Hub alone and spreads provision across the site to reduce queuing and crowding. Each mobile bar would pay a pitch fee of £100-£120, generating additional income to support the event's running costs.

Risk	Option A: Sports Hub	Option B: Sports Hub plus up to two mobile bars
Alcohol-related disorder or intoxication	Controlled by a single, known provider	Increased providers may raise consumption, but distribution reduces queuing and pressure on any one vendor
Licensing compliance	Managed by Sports Hub	Managed by individual providers
Overcrowding	Sports Hub indoor and outdoor areas are close to the play park and some of the childrens' activities (inflatables need to be placed here for access to electricity). There is a high likelihood of crowd build up in	Spread of drinks' providers eases pressure in one area

	these areas, which will negatively impact on visitor experience and could be a safety risk.	
Noise and disruption	Centralised bar	Increased site-wide activity, more dissipated
Reputational risk to organizer	Single provider is easier to manage	Variety and choice will enhance visitor experience
Heat-related illness/dehydration	Queuing may increase exposure time in the sun. Limited points for hydration.	Greater access to drinks providers reduces queuing. More potential to offer non-alcoholic drinks and water.
Profit return to the community	Directly supports local sport, but there is no direct contribution to cover event costs.	Mix of community benefit (profit generated by the Sports Hub), and up to £240 income towards event costs (from pitch fees).

Recommendation:

It is recommended that the council approve **Option B**, which includes the Sports Hub operating the indoor bar and outside beer tent, alongside two additional specialist mobile bar providers.

This approach is based on a risk assessment and offers the following benefits:

- Improved visitor safety and comfort, particularly in the event of hot weather, by reducing queuing times and improving access to hydration across the site.
- Better crowd management, with alcohol service points spread out, lowering congestion near the children's area and key attractions.
- Balanced financial and community return, with the Sports Hub continuing to raise funds for local sport, while pitch fees from niche mobile bars help cover event costs.
- Reduced risk concentration, as licensing responsibilities are shared across providers, decreasing the burden on any single vendor and strengthening compliance.

The risk matrix shows that this option delivers a lower or equal risk rating in most categories, while enhancing the overall experience and operational resilience of the event.

3. Refreshments for pitch hirers

Feedback from last year's event highlighted that pitch hirers would appreciate access to low-cost refreshments. In response, the Saxilby and Ingleby Good Neighbour Scheme (SIGNS) have been approached and are willing to offer teas, coffees, and light breakfast items to traders before the event begins using the St Andrews Community Centre bar area. SIGNS are familiar with the space, as well as the kitchen area and equipment, due to their regular use of this area for their Welcome Hub sessions. They could run this service between 9:00am and 11:00am.

Given that this provision is limited to the morning-set up period, not open to the general public, and primarily supports logistical needs for other community participants, it is proposed that the bar area be offered free of charge to SIGNS for this purpose, on the condition that they also book a pitch for the event.

Recommendation:

It is recommended that the Saxilby and Ingleby Good Neighbour Scheme be offered use of the bar area free of charge for a pre-event refreshment service for pitch hirers, raising funds for them and on the condition that they also book a pitch at the main event.

4. Request for pitch fee reduction – small coffee vendor

A request has been received from a small, independent coffee van raising concerns that the standard pitch fee of £100 is disproportionate for hot drinks vendors compared to hot food traders. While hot food items typically sell at £10–£12 per item, allowing vendors to recoup fees more quickly, coffee and hot drink sales average around £3 per item, requiring significantly higher volume to cover the same costs.

The vendor has suggested that a reduced pitch fee would be fairer in proportion to their trading model. They also cited a precedent set by the other events, where similar adjustments have been made to support small-scale, lower-margin businesses.

Recommendation:

It is recommended that the pitch fee for this hot drinks vendor be reduced by 50%, bringing the total pitch booking fee to £50 (or £60 if booked after 1 June 2025), to reflect the nature of their offering and to ensure vendor variety.

5. Vendor caps to avoid over-saturation

A request has been received from a returning vendor asking if they could be the sole cake stall, noting that at recent events with multiple similar stalls, it became difficult for individual traders to make a profit.

With an anticipated total of 50-60 stalls, it is important to ensure a balance of offerings that supports trader viability, avoids too much duplication, and maintains interest for the general public.

Over-saturation of certain stall types may reduce vendor satisfaction and impact return bookings for future events.

To support a positive trading environment and fair competition, the following caps on specific stall types are proposed:

- Cake stalls: Maximum of three
- Mobile bars: Maximum of two (in line with recommendation **No 2.** and in addition to The Sports Hub bar)
- Face painters: Maximum of two (given their popularity and ability to serve multiple children per hour)
- Sweet stalls: Maximum of three (to ensure variety)

Further categories will be monitored on a case-by-case basis by Officers, and the Administration Officer will manage bookings accordingly.

6. Parish Council Stand

To support greater visibility and community connection, it is proposed that the parish council has a dedicated pitch at the event. The stall would be manned by councillors throughout the day on a rota basis, and serve as a point of contact for residents to learn more about the council's work, raise local issues, and engage with ongoing initiatives and community projects. This presence would reinforce the council's accessibility and commitment to local engagement.

A branded gazebo was purchased for last year's event and is available for use. The council's public liability insurance covers the pitch/stall.

Recommendation:

It is recommended that a pitch is reserved for the parish council, and that a councillor is nominated as lead for this task to co-ordinate the cover rota, arrange materials for the pitch/stall, prepare a risk assessment, and act as the main point of contact in the run-up to the event.

RECOMMENDATION(S):

That Planning & Development Committee notes the report and agrees:

- a) To ratify the 2025 Pitch Booking Terms and Conditions
- b) To approve Option B for the provision of soft and alcoholic drinks, which includes the Sports Hub operating the indoor bar and outside beer tent, alongside two additional mobile bar providers.
- c) That the Saxilby and Ingleby Good Neighbour Scheme be offered use of the bar area free of charge for a pre-event refreshment service for pitch hirers, on the condition that they also book a pitch at the main event.
- d) That the pitch fee for this hot drinks vendor be reduced by 50%, bringing the total pitch booking fee to £50 (or £60 if booked after 1 June 2025), to reflect the nature of their offering and to ensure vendor variety.
- e) That caps be introduced on selected stall types for the 2025 Family Fun Day to avoid over-saturation and maintain a viable, vibrant trading environment, as recommended in the paper..
- f) That a pitch is reserved for the parish council, and that a lead councillor is nominated to co-ordinate the parish council stall/stand.
- g) Bring the draft event plan, including contingency planning, and RA to committee for review