



Saxilby with Ingleby Parish Council

Non-confidential

Agree for the Events Working Group to Progress Remembrance Arrangements

Report to: Planning and Development Committee

Report by: Clerk

Power/duty which decision falls under:

Local Government Act 1972, s.111 – power to do anything incidental or conducive to the discharge of any of the Council's functions.

Which council objective(s) it falls under:

- 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)

Consideration will be given to how the event and related policies affect those protected under the Equality Act 2010. The event is an important civic occasion that supports community cohesion and honours those who served. The event is intended to be inclusive and open and accessible to all members of the community.

Duty to conserve and enhance biodiversity

The event location is not expected to disturb to local wildlife and habitats. Any temporary structures or activities will be sited to minimise impact on biodiversity.

Consideration on carbon reduction:

The event will incorporate sustainable practices, including:

- Avoiding single-use items and associated waste
- Promoting sustainable transport (walking/cycling/public transport)

Consideration of risk management in relation to the proposal¹

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:

Risk Area	Description / Examples	Control Measures / Mitigation
Decision Making / Strategic	Poor planning or unclear delegation leading to delays or unsafe event delivery	Events Working Group to operate within approved SOP and event list; progress reported to committee; clear responsibilities assigned
Finances	Overspending or unauthorised expenditure	All spending to be authorised by the clerk and to remain within approved event budget
Property	Damage to Council-owned or leased assets	Temporary structures sited safely; volunteers briefed; insurance in place; regular inspections
Staff / Operational	Volunteer or staff injury; insufficient staffing	Risk assessments completed; volunteers and staff briefed; first aiders on site; clear roles and rotas
Legal	Non-compliance with legislation or regulations	Event delivered in-line with Health & Safety law, Safeguarding, Licensing, and SOP; consider liaison with police and statutory bodies
Written / Verbal Communication	Miscommunication with stakeholders, public, or media	Clear briefing notes and communications plan; all official messages approved by clerk; signage and notices in place
Insurance	Claims arising from injury, property damage, or public liability	Appropriate public liability insurance in place; insurance covers volunteers, staff, and participants; documentation available on site
Inspection / Events	Hazards not identified or monitored during the event	Pre-event site inspection; ongoing monitoring during event; hazard reporting procedure in place; volunteers and staff briefed

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

Cont.

Risk Area	Description	Control Measures / Mitigation
Crowd Safety	Slips, trips, falls, or congestion	Barriers/signage; volunteers and stewards; accessible routes maintained
Road Safety / Traffic	Pedestrian movement near roads	Car park closure/traffic management; marshals at key points
Weather	Rain, wind, extreme temperatures	Cover/shelter arrangements; volunteers to monitor; event proceeds in-line with SOP
Health & Safety	First aid or medical emergencies	First aider provision; emergency plan; volunteers briefed
Fire / Electrical	Temporary equipment or lighting	Equipment checks; compliance with SOP and fire safety guidance
Safeguarding / Vulnerable Persons	Children or vulnerable adults	Safeguarding policy; volunteers briefed; designated contact point
Public Order / Security	Disruption	Police liaison; stewards briefed; reporting procedures in place
Communication / Contingency	Confusion or delayed response	Event lead and volunteers equipped with phones; contingency plan; key contacts shared

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

Change of organising group. Risk assessment provided above.

REPORT

The Parish Council coordinates the annual Remembrance Event in Saxilby, held on Saxilby Public Recreation Ground. Arrangements have previously been made by officers. This year the Events Working Group has been established by council with a purpose “to plan, organise, and support community events”, therefore the event now fits within the group’s remit.

An event list and a Standard Operating Procedure (SOP) has been developed to ensure safe, respectful, and well-managed delivery of the event.

Proposal

That the Events Working Group is authorised to:

- Lead on planning and delivery of the 2025 Remembrance event.
- Operate within the framework of the event action list and SOP.
- Report progress to committee.

Any associated expenditure will be met from the remembrance budget line £200, with expenditure to be authorised by the clerk²

RECOMMENDATION(S):

That committee agrees for the Events Working Group to progress arrangements for the 2025 Remembrance event, in-line with the event list and approved SOP.

² In-line with Financial Regulation 5.15. delegation levels