



Saxilby with Ingleby Parish Council

Non-confidential

Events: Christmas Lights Switch-On

Report to: Planning and Development Committee 25-10

Report by: Administration Officer

Power/duty which decision falls under:
S137 Local Government Act 1972

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

Consider how policies/decisions affect those protected under the Equality Act)

- The proposals are inclusive and accessible to all residents
- Activities, including children's activities, tree displays, and event support, do not discriminate against any protected group under the Equality Act 2010.

Duty to conserve and enhance biodiversity

- Trees and lights will be sourced with consideration for sustainability and biodiversity, including locally-grown trees and energy efficient lighting.
- Materials for the children's activities will be chosen to be environmentally responsible where feasible.

Consideration on carbon reduction:

- Sourcing local and sustainable materials will minimise transport emissions and energy consumption

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 council?
(Financial Regulation 17b)

Yes – hosting the children's activity and providing a second tree for the switch-on event constitute new activities.

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:

- **Decision making/strategic:** Low – proposals reviewed and approved by committee
- **Finances:** Low – expenditure within budget and under S137 powers
- **Property:** Low – tree placement and activity locations will be assessed for safety
- **Staff/operational:** Low – staff and councillor roles will be planned
- **Legal:** Low – activities compliant with council powers and regulations
- **Insurance:** Low – event covered under council insurance policies
- **Inspection/events:** Low – first aid and SIA personnel to be engaged; safe locations and crowd management measures will be put in place

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

REPORT

1. Contribution towards First Aid and SIA costs

To ensure the safety and security of the Christmas Lights Switch-On, first aid and security provision is required during the tree lighting ceremony, as well as for a short time before and after the ceremony. It is suggested that the parish council should contribute to these costs from its events budget.

This support will help provide a safe environment for attendees, including families and children, and demonstrates the council's commitment to resident well-being and risk management at community events.

2. Hosting children's activities and purchasing materials

Members of the parish council's Events Group are proposing to host children's craft activities in the Youth Room, upstairs at St Andrews Community Centre, during the afternoon of the Christmas Lights event.

This would include purchasing materials required for the activities, such as art and craft supplies.

This activity aims to engage younger residents, encourage community participation, and support the council's objectives of improving well-being and fostering public engagement.

3. Purchase of trees and lights for the Switch-On event

Traditionally, the parish council purchases and places the village Christmas tree on the High Street for the festive season. This year, due to the lack of a road closure to safely hold the tree lighting ceremony at the usual location, a second tree is proposed in another location in order to hold the traditional event.

Maintaining a Christmas tree in the High Street is a long-standing tradition, and relocating it elsewhere is likely to be unpopular.

The purchase of a second tree and accompanying lights will ensure both the traditional display and accompanying lights can go ahead safely, with the small play park area at the rear of St Andrews Community Centre being the preferred location of the Christmas Lights Co-Ordination Group. Trees and lights will be sourced with consideration for sustainability and biodiversity, such as locally-grown trees and energy-efficient lighting.

RECOMMENDATION(S):

1. To agree a contribution towards First Aid £80 (est.) and SIA costs £200 (est.) for the event
2. To agree for councillors to lead children's craft activities in the Youth Room as part of the event, and to purchase materials as required £50 (est.)
3. To note to the purchase of the Christmas tree on the High Street, and to agree fund a Christmas tree and decorative lights, to be placed in the small play park area (council-leased land) in order for the tree-lighting ceremony to take place in a safe manner.