

# Bath & North East Somerset Council

MEETING:	<b>Alice Park Trust Sub-Committee</b>
MEETING DATE:	<b>28 September 2023</b>
TITLE:	<b>Review of Approach to Events at Alice Park</b>
WARD:	Lambridge
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b> None	

## 1 THE ISSUE

- 1.1 To inform the Alice Park Trust Sub-Committee (APTSC) of the options available to ensure that all events held within the Alice Park (“the park”) are agreed through a formal and robust process to ensure the safety of those attending and to protect the reputation of the Alice Park Trust (APT).

## 2 RECOMMENDATION

Alice Park Sub-Committee is asked to;

- 2.1 Consider and agree, in line with the APT aims and objectives, the types of events that could be supported, promoted, or encouraged and the types of events that will not be supported.
- 2.2 Consider, as set out in 3.2 below, for all future events held within the curtilage of the park (outside of the café area) to be monitored and reviewed through the Councils wider events processes (subject to the Council’s budget setting process maintaining the resource levels necessary to manage the processes) and, if the Councils process is adopted, agree the preferred recharging model.
- 2.3 To agree that fees and charges are implemented for both hire of the park and other types of events such as fitness instructors and boules pistes. Fees and charges will be set in line with the published charges set by BANES.
- 2.4 To adopt the event management documents as used by BANES as the approved documentation for completion by all proposed event's organisers.

- 2.5 To agree that all future complaints are replied to by the APTSC, after consideration at the next appropriate meeting of the APTSC and in the first instance acknowledge by email.
- 2.6 Consider harmonising the hire cost of Alice Park in line with the charges for a BANES Community Park. The Council standard hire cost is £556 per day (plus set up and take down at 50% of hire rate).
- 2.7 Alternatively, as set out in 3.6, agree that the APT will manage all events independently using the BANES paperwork as a template.

### **3 THE REPORT**

- 3.1 In light of the new membership of the A P T SC, the Council Officer recommended that the ATPSC considered the processes in place when holding events at the park. Events previously have been held to generate an income for the Trust in order to maintain and improve the park to ensure the Trust is working towards becoming financially self-sufficient in the future.
- 3.2 Officers recommendation 2.3 is that the APTSC adopt the Council's events process, similar to all other events on council-owned land and/or impacts the highway (similar to Bath on Ice and Bath on the Beach are required to do within RVP), but with some considerations.
- 3.3 The APTSC agree in principle for the event on their land. Once agreed, the event organiser will be informed, before final approval can be given by the APTSC, they will be subject to the following:
  - Event organiser submits application through Event App, including paying Events Administration Fee – currently £83 plus VAT in 23/24 but subject to review in future years in line with the Council's budget setting process
  - Events are charged land hire, based on the agreed Alice Park rate – this could be aligned with the Councils standard hire cost of £556 per day (plus set up and take down at 50% of hire rate), noting the impact this may have on long standing events.
  - Events may also be subject to other costs, i.e., parking suspensions, licences, etc in order to comply with Council's processes and policies
  - The Event goes through the Safety Advisory Group for Events (SAGE) process and requests for further information, documentation and approvals are the decision of the SAGE
  - Subject to the above the Events office will either:
    - confirm back to the APTSC that they are satisfied the event organiser can proceed with their event; or

- The APTSC needs to consider the outcomes from the SAGE process and any recommendations and make a formal resolution to accept the any risks highlighted where the APTSC is willing to carry the risk

The decision on whether the event gets final approval lies with the APTSC

- The Events office will either
    - recharge the APTSC the costs of consideration of any event in line with the SLA (as revised)
    - Take the application fee from event to cover costs and held within a ringfenced Alice Park Trust Revenue Sub account
- 3.4 To ensure consistency and generate further revenue to help maintain the park it is recommended the APTSC applies fees/charges for Boules terrains and fitness instructors as per the BANES published charges.
- 3.5 As set out in recommendation 2.5, any future complaints arising from an event held at the park will be considered by the APTSC in a timely manner.
- 3.6 Alternatively, as set out in recommendation 2.7, the APTSC could chose to manage all events without engaging with the Council's events team using the BANES documentation as published as a template (and removing any BANES branding). This option should only be considered if the APTSC have sufficient knowledge and experience regarding events management and the associated health and safety requirements.
- 3.7 It is recommended that the APTSC in future consider any role of café may have in advertising, developing, and managing events in the park outside of the café's area to ensure clarity for all parties. This issue can be considered separately to the adoption of the new processes for management of events.

## **4 STATUTORY CONSIDERATIONS**

- 4.1 Elected Members of the Bath and North East Somerset Council, when acting as members of the APT SC, are not trustees of the A P T but rather discharging the Bath and North East Somerset Council's function as sole corporate trustee.
- 4.2 Members of the APT SC must operate within the parameters of the Terms of Reference, Charity legislation and Guidance.

## **5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 5.1 All decisions on the points raised in this report should consider the net cost to APT and how this would impact its expected annual operating deficit/surplus, particularly as this is currently subsidised by the Council.

## 6 RISK MANAGEMENT

- 6.1 In the event of an incident, with a member of the public injured or worse, the ultimate responsibility would sit with the APT and the Sole Trustee, Bath and North East Somerset Council. However, any insurance may not indemnify the APTSC against claims of negligence.
- 6.2 In line with the new processes recommended it is a requirement of each event that they complete the necessary event paperwork as set out in appendix 1 to ensure all risks are adequately considered and mitigated and hold the necessary public liability insurance.

## 7 EQUALITIES

- 7.1 No specific considerations.

## 8 CLIMATE CHANGE

- 8.1 A well-run park supports local biodiversity and can help cities be more resilient to climate change by improving air quality and absorbing carbon from the atmosphere.

## 9 OTHER OPTIONS CONSIDERED

- 9.1 None.

## 10 CONSULTATION

- 10.1 This report was drafted in consultation with the Section 151 Officer and Monitoring Officer.

<b>Contact person</b>	<i>Chris Major</i>
<b>Background papers</b>	<i>Bath &amp; North East Somerset Council Outdoor Events - <a href="https://beta.bathnes.gov.uk/book-outdoor-event">https://beta.bathnes.gov.uk/book-outdoor-event</a></i>
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