

Dersingham Parish Council

Events Management Policy

From time to time the Parish Council organises events, both indoors e.g. in the village centre or outdoors such as the Recreation Ground or the Sports Ground. (not including Parish Council meetings.) These may also be joint initiatives working with a local group e.g. Sports Ground Management Committee or other authority e.g. Borough or County Council.

For each event a Parish Council committee, sub committee or working group will take the lead or will work with officers/members of other groups/authorities. The lead group will need to liaise with the Clerk regarding any actions that need to be carried out by Parish Council staff. This must be agreed by the committee, sub committee or working group or full council if applicable and recorded in the minutes.

First Aid cover must be considered and if deemed necessary can be provided by any suitably trained person or agency such as Red Cross, St Johns Ambulance. For large events the Clerk must notify the Events Team at the Borough Council as well as the Emergency Services.

An individual person should be identified as the “lead” for the event and they must have access to relevant contacts.

The committee, sub committee or working group should agree who should be approached, establish their terms of booking, and booked to lead activities, provide catering or entertainment or sell goods. There are various methods:

- Stallholder pays flat fee and takes all profits
- Stallholder pays a percentage of takings
- Parish Council may pay a donation to a voluntary group to lead an activity
- Parish Council may pay for materials purchased by provider for activities
- Parish Council pays for provision of entertainment or catering.

Check with the Clerk regarding fees for the Recreation Ground.

If a Councillor is appointed to make bookings, this must be recorded in the meeting minutes. The Clerk must be informed of any arrangements made as soon as possible, but within two working days. Booking terms must be agreed in writing (E Mail is sufficient).

The Clerk will check insurance cover, risk assessment and method statements, where appropriate.

Where third parties book Council property e.g. the recreation ground, for events insurance details, risk assessment (and method statement if applicable) must be sent to The Clerk.