

Committee: FULL COUNCIL

Date: 21 March 2023

Title: Request to hold a weekend event at the recreation Ground

Purpose of Report

To consider a request to hold a weekend event at the Recreation Ground

Recommendation:

Members to resolve to approve the request to hold a weekend event by Ilminster Cricket Club at the Recreation Ground from Friday 14 July until Sunday 16 July 2023.

Report

1. Members have delegated authority at the Full Council Meeting on the 17 May 2022 to the Town Clerk;
 - *to manage the day-to-day operation of the Council's services, buildings, land and all other assets for which the Council has responsibility, in line with the budgets and policies approved by Members. This is to include the overseeing of all events and activities that take place on the Council's land.¹*
2. Officers endeavour to bring to Members attention at meetings any events or activities that they are requested to approve on council land or using council property. This is done through Agenda Items for meetings if time allows or through notifying Members in emails. Members opinions on the suitability of these events is then considered when agreeing whether the events should go ahead or not.
3. Officers have received a request to hold a Charity weekend over the weekend of 14th, 15th and 16th July 2023 in memory of a late cricket club member.

4. The details of the event are,

Friday 14th July.

Silent Disco. (Indoor and outdoor event)

BBQ provided by Potters pit stop.

Start 7.00pm

Finish 11pm

Security provided (two door staff)

Vehicles may need to access via the Mead end but will be kept to a minimum.

Saturday 15th July

Amateur music event. (Outdoor)

Music from 7pm show to start around 8pm.

Set up from 5pm.

20 foot trailer needs to be brought onto the field (where can it be accessed)?

Gary Lawrence providing sound and lighting system, stage to be cordoned off.

Security will be provided.

Music to finish 11pm prompt.

Food provided by Piggy in the middle.

Some vehicles will need access from the mead end.

Risk assessment to be carried out and appropriate measures to be put in place.

Sunday 16th July.

Youth cricket game 10am.

Stalls setting up from 8am ready start at 10am

All stall holders have been told to get their own public liability insurance for the day.

There are only 10 stalls one needs electric but it will be provided from the cricket club.

Stall holders will need access from the mead end.

Bacon rolls etcetera provided by Potters pit stop.

Hog roast from 1.30pm (Somerset Hog Roast)

Mens cricket game from 2pm.

4.30pm Music tba by singer guitarist

5.30pm Grand draw and cheque presentation to St Margarets Hospice rep.

Finish 7pm.

5. Officers always try to work closely with organisers of events in an effort to ensure that the minimum of disruption takes place whilst at the same time trying to provide guidance and information. Where events are using IEF land, organisers will be informed that additional permission may be required from other organisations.
6. For all events on Council Land the necessary formalities are requested and checked such as Risk assessments, Insurance details and other documentation. They will also be asked to restrict the amount of vehicles on the Grounds to an absolute minimum and restrict all movements to before and after the daily events ensuring all movements are suitably marshalled.
7. In line with the proposed charging policy a deposit of £500.00 is to be requested.

8. The event will take place on the cricket pitch side of the pavilion.
9. Members are being asked to resolve to approve the request to hold a weekend event by Ilminster Cricket Club at the Recreation Ground from Friday 14 July until Sunday 16 July 2023.

**Vicky Freeman
Administration Officer
March 2023**