**REPORT TO A MEETING OF THE ENGAGEMENT AND ENVIRONMENT COMMITTEE OF DUSTON PARISH COUNCIL 8TH MARCH 2018**

**AGENDA ITEM 8 – EVENTS PROGRAMME 2018**

1. **Purpose of Report**

1.2 This report is to update and consult with the Engagement and Environment committee on work underway, and plans for, Duston Parish Council events in 2018, and in particular Duston Fun Day 2018.

1.3 A more detailed report on arrangements for Christmas events will go before the committee later in the year.

1. **Background**

2.1 Each year Duston Parish Council organises a programme of community engagement events for the benefit of local people, to help enhance community identity and cohesion and to promote the work of Duston Parish Council and the facilities and services it has to offer.

**3. Provisional Events Calendar 2018/2019**

3.1 Planned Duston Parish Council run events for 2018 (some dates yet to be confirmed):

* Community Planting Day - March 2018
* Table Top Sale - 7th April 2018
* Community Info Day - May 2018
* Duston Fun Day - 1st July 2018
* Table Top Sale - 15th September 2018
* Centre Open Day - September 2018
* Christmas at St Luke’s - 17th November 2018
* Christmas Lights Switch On - 1st December 2018
* Duston Festive Windows - 1st to 25th December 2018
* Centre Users Thank You – 3rd to 5th December 2018

1. **Duston Fun Day**

4.1 Duston Fun Day is to be a combination of entertainment and exhibitors intended to meet Duston Parish Council’s community engagement, awareness and wider facilities marketing objectives**.**

4.2 The event is to be held on 1st July 2018 to avoid clashes with other events, such as the British Grand Prix at Silverstone, Armed Forces Day events, the annual event on the Racecourse or the Duston Church Fete.

4.3 Event timings will be 11am to 4pm.

4.4 In previous years the event has been run in partnership with Northampton Leisure Trust. For 2018 it is proposed that the event be organised and run entirely by Duston Parish Council in order to maximise the potential for promoting the work and facilities of the parish council.

4.5 Feedback from previous years suggests that some residents felt that past events held at the sports centre suffered for being too spread out. Therefore, the 2018 Duston Fun Day will be held on St Luke’s Field/St. Luke's Centre.

**5. Exhibitors**

5.1 Between 20 and 30 exhibitors will be situated in a main marquee. Exhibitors will be asked to pay £18 per table. To reduce hire and staffing costs exhibitors will be asked to provide their own chairs.

5.2 Duston Parish Council will have a prominent presence in the main marquee to help advertise and showcase the facilities and services provided by the Council.

5.3 Due to the reduced size of the marquee for 2018, charities and community groups will be offered space free of charge outside of the marquee to set up their stalls to raise awareness and/or funds. They will be required to provide their own cover, table and chairs.

5.4 Charities and community groups may also be offered the opportunity to have a presence at the Centre Open Day to be held in September 2018.

**6. Entertainment**

6.1 Having considered feedback from previous years, entertainment planned for the 2018 event is to include:

* Childrens Entertainment
* Live Music
* Music Workshop
* Dog Show
* Sports Sessions

6.2 Officers of the council have been in contact with various performers and entertainers to secure provisional bookings for the event.

6.3 Entertainment for the event will require provision of a stage, public address system and electric generator. Provisional arrangements have been made to secure bookings for these facilities.

**7. Publicity**

7.1 The event will be marketed by Duston Parish Council through a combination of the following, as soon as possible:

* Duston Parish Council Newsletter
* Posters and leaflets at prominent local locations, including Duston Community Centre and St Luke’s Centre.
* Advertisements in In and Around Duston magazine
* Duston Parish Council website and social media
* Local newspaper and radio
* Existing database of local businesses and organisations

**8. Facilities**

8.1 The toilets at St. Luke’s Centre will be open and signposted for public use, and customers buying refreshments at The Melbourne Arms pub will be able to use the facilities there.

8.2 A portable disabled toilet will be located on St Luke’s field for use by exhibitors and disabled residents attending the event.

8.3 Food vendors have been approached to provide hot and cold food and snacks at the event. These include:

* Wood Fired Pizza
* Cream Teas
* BBQ/Pig Roast
* Ice Cream
* Popcorn and Candyfloss

8.4 Officers have been in contact with The Melbourne Arms pub to involve them with the event.

**9. Access and Parking**

9.1 Access to St Luke’s Field will be through the car park of the Melbourne Arms. Council staff have been in contact with the pub landlord to make arrangements for this. Some minor grounds work will be required to prepare the entrance way and parking area.

9.2 Duston Parish Council staff (aided by external security staff) will coordinate loading in and out with exhibitors and contractors to minimize inconvenience to local residents and businesses.

9.3 Arrangements are being made to allow access for emergency services vehicles should they be called upon.

9.4 Tenants at St Luke’s will be consulted on arrangements for the event, particularly in regards to access and parking at the centre.

9.5 Facilities officers of Duston Parish Council will conduct a site survey immediately prior to the event.

**10. Public Safety**

10.1 Based on the experience of previous years, two security staff will be provided. St John’s Ambulance will also be asked to be in attendance.

10.2 Prominent signage will be put up to direct the public to key areas.

10.3 Local residents will be contacted prior to the event to make them aware of the potential for increased traffic, noise and parking problems, and with details of how to contact the Parish Council should they need to.

**11. Staffing**

11.1 The event is to be staffed by Duston Parish Council employees as in previous years. Where possible this will be facilitated by changes to staff rotas and by offering time off in lieu to minimise additional burden on the parish council’s staffing budget.

**12. Budget Requirements/Implications**

12.1 The 2018/19 budget passed by Council in January 2018 allocates £10,000 for events in that year, as well as additional funds for the promotion and advertising of events.

12.2 Duston Fun Day is the main annual event organized by Duston Parish Council, and therefore most of the events budget will be allocated to it.

12.3 Duston Fun Day 2018 will be delivered for less than last year’s event due to savings in staffing, by re-using equipment and facilities purchased in previous years and through changes in exhibitor charges and terms.

12.4 Community engagement events are an important way for Duston Parish Council to showcase the work it does and to help demonstrate value for tax payers money.

12.5 All events, but Duston Fun Day in particular, are an important way for the parish council to engage with local residents and publicise its facilities and services with a view to increasing usage and income.

**13. RECOMMENDATION**

The committee resolves to:

a). Note the draft schedule of events for 2018/2019

b). Note the arrangements for Duston Fun Day 2018

c). Receive further updates on preparations and arrangements