

**Agenda item number: 5**

**Date of meeting: 4<sup>th</sup> March 2019**

**THATCHAM TOWN COUNCIL**

**Events Committee**

**Report by:** Jennie Currie

**Job Title:** Community & Civic Manager

**Subject:** Commissioning event management plans

**1 Purpose of Report**

For Committee to consider making a recommendation to Full Council to commission event management plans for the Town Council's large scale outdoor events.

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**2 Background**

The current event management plans for the Thatcham Family Fun Day, Thatcham Remembrance Parade and Thatcham Christmas Lights Switch On need to be reviewed in detail and rewritten. They have been amended by the current Community & Civic Manager and highlighted as a project that needed attention early last year. Current workloads have meant that this project has not been picked up and with the imminent departure of the Community & Civic Manager research has been undertaken to assess whether an event management consultant would be able to write the reports for the Town Council.

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**3 Details of the project**

Comprehensive event management plans are a fundamental requirement of event management and would need to be submitted to the Town Council's insurer in the event of a claim either by or against the Town Council. Whilst relevant health and safety documents are produced for each event organised by the Town Council, the production of comprehensive event management plans is now an essential requirement as the Town Council's event programme has considerably expanded.

Four event management consultants were contacted, two declined the project as outside of their scope of work, one provided a quote.

Their biography includes:

Professional qualifications:

2011 - Event Safety Management Diploma, University of Derby

2007 - The Training Foundation, Trainer Delivery Skills Certificate

1994 - BTEC Certificate in Management Studies

1994 - Institute of Sport, Parks and Leisure, Certificate in Leisure Management

1985 - BA Recreation and Leisure Management, Manchester University

Memorable achievements:

· Events Director of the Hampshire's Oktoberfest, Andover, North Hampshire and South Wilts Business Expo events, Enterprise M3 Conference, Skillfest

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- Events Manager: 15 mile Basingstoke leg of Le Tour de France 1994: Basingstoke's Stage 2000, Millennium events programme and Basingstoke Festival (2002/3) delivered 30 events in 17 days.
  - Event industry speaker: The Event Show, CONFEX 2018, RSVP, Office, OMPA Show 2013 and 2014, The Business Show 2015, Event Lab 2017
  - Event Health and Safety Manager at the Superheroes Tri event at Dorney Lake, 2017
  - Trainer / mentor to 30 organisations running Diamond Jubilee and London 2012 events
  - Wrote and delivered a 5 and 4 day event training programmes for the Sharjah Tourism and Commerce Authority and the RTCPA in the UAE and Doha, Qatar respectively.
  - Recent projects: Food and Beer festivals, Business Exhibitions, Celebration Party, Press launch, Business Conference, various Event Health and Safety Plans for major sports events, an event toolkit for a County Council and event web content for the Rugby Football Union.
  - Event trainer on event Degree, Diploma and Post Graduate events course
  - Author of 'How to organise outstanding corporate events' and 'How to organise successful events'

Having met with the consultant and discussed the project I am confident that they have the necessary experience and skills to write the event management plans for the Town Council's large scale outdoor events.

Their quote to produce the plans in a format that meets the industry's Event Safety Guide (2015) guidelines:

6 days x £250 - to write the plans

2 days x £250 - to attend meetings and conduct site meetings

Expenses – mileage @50p pm – estimate £40

Total: £2,040

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#### **4 Financial Implications**

The estimated cost has not been included in the current budget for 2019/20 and therefore the cost would need to come from another source.

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#### **5 Legislation**

Local Government Act 1972, s145 – Provision of entertainment and support of the arts.

Health and Safety at Work Act 1974.

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#### **6 Reference to Council Plan**

Objective Three: To enhance the sense of community within Thatcham.

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#### **7 Consultation**

No consultation has taken place.

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**8 Recommendation**

That the following recommendation is presented to Full Council –  
That £2,040 from General Reserves be allocated to commission event management plans for the Town Council's large scale outdoor events.

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