

ABINGDON TOWN COUNCIL

Report to	Community Committee
Meeting date	22 March 2023
Report author	Victoria Moore
Agenda item	7

REPORT OF THE PROPERTIES OFFICER

1. **Purpose of the Report**

1.1 To update members of current arrangements for the Coronation Events

2. **Summary**

- 2.1 Bun Throw
- 2.2 Fun in the Park
- 2.3 Music in the Park

3. **Action required**

3.1 Members are asked to note and approve current events update.

4. **Link to strategic plan and objectives**

4.1 KO3: To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.

5. **Key information and options**

5.1 **Bun Throw current progress**

Road Closure have been confirmed as accepted and in place from 16:00 – 19:00 on Sunday 7th May 2023. Roads confirmed for closure are:

- Stert Street from the junction with Stratton Way to Market Place
 - Bridge Street, from the junction with Market Place to Hales Meadow
 - East St Helen Street, from the junction with Market Place to Lombard Street
- 5000 Buns, 500 buns with the initials CR have been ordered.
 - Risk Assessment and Event plan completed

- Event Security have been confirmed and booked.
- Event Photographer has been confirmed and booked
- Event Medical cover awaiting confirmation.
- Morris men have been confirmed and booked.
- Band awaiting confirmation.
- Barriers – awaiting cost.
- Refuse collection awaiting cost

5.2 Fun in the Park

Road Closure has been confirmed as accepted and in place from 09:00 – 15:00 on Sunday 7th May 2023 road confirmed for closure are: Abbey Close, from its junction with Station House to the Abbey Close Car Park

- Risk Assessment and Event plan completed
- Event Security have been confirmed and booked.
- Event Medical cover awaiting confirmation.
- Public toilets have been booked and confirmed. Boundary fencing awaiting cost.
- Entertainers booked and confirmed.
- Community societies and clubs will be sent week commencing 20.03.22 letters and booking forms offering a stall to activities to promote their club/society. We have over 90 contacts on our mailing list to invite.
- Food and drink vendors are being sourced and booked.
- Advertising, 4 x 5ft x 2ft banners, 15 x hardback weatherproof posters are on order. media and website advertising will be posted week commencing 20.03.22.

5.3 Music in the Park

Road Closure has been confirmed as accepted and in place from 09:00 – 23:00 on Sunday 7th May 2023 road confirmed for closure are: Abbey Close, from its junction with Station House to the Abbey Close Car Park

- Risk Assessment and Event plan completed
- Bands have been confirmed and booked.
- Event Security have been confirmed and booked.
- Event Medical cover awaiting confirmation.
- Public toilets have been booked and confirmed.
- TEN is in place to allow alcohol to be served.
- Stage has been booked confirmed.
- Sound has been booked and confirmed.
- Boundary fencing & generators awaiting cost.
- Food and drink vendors are being sourced and booked.
- A vendor will be providing a licenced bar.
- Refuse collection awaiting cost.
- Advertising costs awaiting actuals.
- Ticket software, Ticket Source/ Free to use however costs are absorbed in the booking fee per ticket approx.
- Tickets will be priced at £16.50 per adult £6.50 per child.

6. **Financial/budget implications**

6.1 **Bun Throw Budget 4836 / 401 Costs as of 16.03.23**

Security	Y	£1,320.00
EMS		£971.00
Road closures diversions route	Y	£0.00
Barriers		awaiting cost
Photographer		£500.00
Flags (Tim doing)		quote £4600
Activities		
Buns	Y	£2,750.00
Morris Men	Y	
Band		awaiting cost
Scouts to carry buns		
Community throwers		
TOTAL COST		£5,541.00
Overall bun throw budget		£3,250.00
Over spend as of 16.03.23		£2,291.00

6.2 Fun in the Park Budget 4830 / 401

Events Budget £50,000.00

Costs as of 16.03.23

Utilities		
Barriers		awaiting cost
EMS		£971.00
Security		£1,452.00
road closures		£300.00
Toilets	Y	£2,620.00
Activities		
Scouts' Climbing wall		
Inflatables	Awaiting cost	
Entertainment 1	Y	£485.00
Face painting	Y	£350.00
Entertainment 2	Y	£280.00
Entertainment 3	Y	£300.00
Entertainment 4	Y	£440.00
Morris Men		
Community dance groups		
Entertainment 5		
Scooters / MG cars		
Community stalls		
Town criers		£0.00
Food vendors		
Advertising		£1,500.00 Estimate only
TOTAL COSTS		£7,198.00

6.3 Music in the Park Budget 4830 / 401

Events Budget £50,000.00

Costs as of 16.03.23

Band 1	y	£2,200.00
Band 2	y	£600.00
Headline Band	y	£5,000.00
Band 3		£1,000.00
Stage Compare		£250.00
Band Refreshments		£300.00
Utilities		
Control Sound		£3,500.00
road closures		£300.00
Medical		£1,600.00
Security		£4,735.50
overnight security Fri - Sun		£363.00
Toilets		£2,606.00
stage hire		£6,000.00
Staging electrics		awaiting cost
Skips / refuse		awaiting cost
barriers		awaiting cost
ticket software		£1.50 per ticket
advertising		£1,500.00 estimate
TOTAL COST		£29,954.50

6.4 Total spend on Fun and Music in the Park as of 16.03.23: £37,152.50.

6.5 Food and drinks vendors will be charged a pitch fee to attend.

6.6 A sponsorship package will be sent to companies within the town giving them an opportunity to sponsor Music in the Park

7. HR implications

7.1 Items detailed in the above report will have no additional implications to staff.

8. **Supporting papers and appendices**

8.1 No supporting documents attached to this report.

Victoria Moore
Properties Officer
17 March 2023