

ABINGDON TOWN COUNCIL

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| Report to | Community Committee |
| Meeting date | 6 February 2024 |
| Report author | Cherie Carruthers Victoria Moore |
| Agenda item | 10 |

REPORT OF THE PROPERTIES & EVENTS OFFICER

1. **Purpose of the Report**

1.1 To approve the 2024-25 Abingdon Town Council event plan.

2. **Summary**

2.1 The event plan has been drafted to include all upcoming town council, Mayoral and community events between March 2024 and April 2025.

3. **Action required**

3.1 Members are asked to approve the town council event plan and agree dates for summer events. The event plan can be found in Appendix 1.

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**

5.2 Appendix 1 - Events highlighted in brown are Abingdon Town Council events which are organised and run by officers and staff.

5.3 Appendix 2 – Events highlighted in green are Mayoral events which are organised by the Town Mayor or events the Mayor attends as an invitee. Council officers and staff do not organise or run these events.

6. **Climate change/green implications**

None.

7. **Financial/budget implications**

The Council's spending is in line with budget, no further implications.

8. **HR implications**

None.

9. **Consultation implications**

None.

9. **Supporting papers and appendices**

APPENDIX 1: ATC Events Planner

Cherie Carruthers
Town Clerk

Victoria Moore
Events Officer

February 2024