

## **PADSTOW TOWN COUNCIL: 22 FEBRUARY 2022**

### **AGENDA ITEM 11: QUEEN'S JUBILEE CELEBRATIONS**

#### **1. Background**

- 1.1 Council will recall that it requested that the Town Clerk in consultation with Councillors Mrs Dawe and Mrs Walter begin to look at how our Parish can celebrate the Queen's Jubilee. Overall Council was supportive of initial ideas in this regard.
- 1.2 Via an Emergency Scheme of Delegation the following was agreed:
- i) That Council are happy to move forward with preparations to celebrate the "in principle" plans for the Queens Platinum Jubilee being mindful of H&S advice and budgetary matters;
  - ii) To avoid disappointment due to limited stock that an order be placed for 4 portaloos at a cost of £285 plus VAT and £490 plus VAT for purchase of the beacon.
  - iii) Delegated decisions in respect of Queens Platinum Jubilee Events to the Town Clerk in consultation with the Chairman should it be necessary to avoid any delay.
- 1.3 Orders have been placed for 1.2ii) above.

#### **2. Health and Safety/Insurance**

- 2.1 The Town Clerk and Council Support Officer have had an initial conversation with our H&S advisor and insurers in this regard. It has been advised that Event Insurance will be required, covering all aspects of the celebrations and risk assessments drawn up. Particular attention being drawn to the beacon lighting events and family day at Wheal Jubilee Parc. Our H&S advisor also confirmed that other groups/organisations cannot be under the "umbrella" of the Town Council, anyone invited on Council land to undertake any aspect of the celebrations will need to provide their own risk assessments etc. This can be taken forward with advice from our H&S advisor throughout. A "competent person" needs to be designated for the beacon lightings. The Council Support Officer spoke with local firm Gas Shack who have very kindly offered to be the "competent person" for the beacon lighting. This is very welcome in being able to progress with this aspect of the celebrations, ensuring our H&S advisor and insurers are happy.

#### **3. Suggested Programme of Events**

- 3.1 This was referred to in a previous meeting and further conversations have taken place with the Town Clerk, Council Support Officer and Councillors Mrs Dawe and Mrs Walter.

Thursday 2 June: Beacon Lighting at Stile Field (9.15 pm runs for about an hour).

Friday 3 June: Competitions – Best Shop Window and Children's Fancy Dress. Winner announcements on the bandstand and official toast

Saturday 4 June: Wheal Jubilee Fun Day

3.2 Other community ideas were also suggested such as:-

- i) Flags in the town, around the harbour, boats in the harbour. Conversations will need to be made with Oss Committees, PHC to see if this is possible.
- ii) Senior Citizen Cream Teas and Hat Competition – again another idea, will need to speak with relevant groups and possible venue could be Social Club. This could be on the Thursday.
- iii) Jubilee Monument to be tided, gate repainted and metal bench to be fixed and refurbished. This could then be rededicated for the Queens Jubilee with a plaque. The RFO confirmed this could be budgeted from the LTOS equipment budget. To have it fixed and powder coated would cost £500.
- iv) Beacon Lighting Trevone, subsequently suggested that this also take place at Trevone.
- v) Queen’s Green Canopy – this would be later in the year but a tree be planted for the Queen’s Jubilee. Advice to be sought on best place in this regard.

3.3 Both Councillors Mrs Dawe and Mrs Walter also advised that the Well Parc and Prideaux-Place will be putting on community events and consider that both should have some budget toward the same. Councillors confirmed that both would be free on entry events. The RFO clarified the financial situation and spend in this regard, as a Council we need to ensure that any public money does not go to an individual or for commercial gain. Upon advice from the Internal Auditor which the RFO sought, provided it is clear that the money is towards the community event they are staging for the Queen’s Jubilee Celebrations and that it is paid to a business/ organisation and not an individual, this would be possible. The RFO agreed with a suggested one off sum of £500 that could be granted to each in this regard so that it is fair and consistent, this to come from the Community Events Budget from April 2022.

#### **4. Community Awareness**

4.1 More detail is needed in firming up proposals and then need to ensure our community is aware and engaged. This can be done via our social media platforms, website, flyers and word of mouth. Will also need to ensure detail on the competitions is clear as to how to enter etc and judging.

#### **5. Budget**

5.1 From April 2022 a budget of £10,000 is available for Community Events, this is for the year.

5.2 The Council has agreed spending totalling £775 plus VAT so far for portaloos and a beacon, as per the Emergency Scheme of Delegation. This leaves £9225 for community events until March 2023.

## **6. Support**

- 6.1 Both Councillors Mrs Dawe and Mrs Walter have outlined the support that will be needed at each event – on the ground support - and welcome their fellow Councillors support in this regard to make this a great occasion for our community. More detail in this regard can be made as we progress the programme.

## **7. Way Forward**

- 7.1 Continue to push forward with plans as outlined, ensuring at all times H&S adhered to, our insurers happy etc. The ESD allows for delegated decision making to avoid delay.
- 7.2 For now are Council happy we order a further beacon for Trevone, same cost as advised above?
- 7.3 What are Council's views in respect of 3.3 above as suggested by Councillors Mrs Dawe and Mrs Walter and as per advice from RFO?
- 7.4 Are Council happy we refurbish the bench at Jubilee Monument as per 3.2iii) above?