



## **SANDBACH TOWN COUNCIL**

Agenda for the extraordinary meeting to be held Wednesday, **22<sup>nd</sup> February 2023**  
at **6.00pm** in the **Sandbach Town Hall, Ballroom.**

### **1. APOLOGIES FOR ABSENCE**

To receive apologies for absence made directly to the Chief Officer.

### **2. DECLARATIONS OF INTEREST**

To provide an opportunity for Members and Officers to declare pecuniary & non-pecuniary interests in relation to any item on the agenda.

### **PUBLIC QUESTIONS**

The Mayor will adjourn the meeting to allow questions relating to items on this Agenda from members of the public. After the questions, the Chair will reconvene the meeting.

### **3. EXCLUSION OF PUBLIC AND PRESS**

Action: *To consider whether, under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for any items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.*

### **4. CORONATION CELEBRATION**

[Attached: Coronation Events Report]

Lead: Coronation Event Working Group Lead Member

Actions: To:-

- i) Note the research and report of the Working Group;*
- ii) Consider the recommendations of the Working Group;*
- iii) Determine the nature of activities to be supported;*
- iv) Agree a maximum NET cost for the activities to be undertaken;*
- v) Agree that the agreed maximum cost is funded from the anticipated revenue underspend anticipated against the Council's 2022-23 budget;*
- vi) Approve delegated authority for the Chief Officer, in consultation with the Working Group, to finalise the arrangements, within the broad parameters of these proposals, and commit expenditure to deliver these activities up to the maximum agreed figure;*
- vii) Receive an update from the Working Group at the next Council meeting on 8 March.*

### **5. DATE AND TIME OF NEXT MEETING**

The next Town Council meeting will take place 8<sup>th</sup> March at 7pm in the Town Hall.

## Sandbach Town Council

### Extraordinary Full Council 22 February 2023

### Celebrating the King's Coronation Weekend 6 – 8 May 2023

#### **Background**

On 30 November 2022, Council resolved that 'the Events Sub Committee was asked to hold a meeting in January 2023 to form proposals relating to a Coronation event'.

At Events Committee on 18<sup>th</sup> January the following was noted at the meeting:

*Several suggestions for public celebration activities were considered, from 1 – 3 day events, use of parks, bunting, ward-specific and Town Centre, including shops, venues, pubs, eateries and in conjunction with local volunteer groups and charities. A cost for the event(s) is now urgent requirement to facilitate budget decision of Council. Though recognising and celebrating this very special event, members are mindful of cost and current climate impacting many within the Sandbach Community. It was suggested, to expedite the planning and costing process time, that a task and finish working group be formed, with first meeting taking place 25<sup>th</sup> January 2023 in the Town Hall (7pm). The group will consist of Cllrs NC, LC, KF, GM, JB, SB and AN and at the first meeting the day(s) of events will be agreed to ensure application deadlines, where appropriate, are met.*

As a result, the Events Committee resolved that 'a Coronation Working Group be formed to compile a costed action plan proposal for Council review and funding approval and to deliver the event, with officer support'.

#### **Working Group Recommendations**

The Coronation Working Group has met 3 times since the Events Committee delegation, with various actions and research being undertaken by all members of the group. The findings, options and BROAD recommendations of the group are as follows for Council to consider:

Council supported activities to take place on Saturday 6<sup>th</sup> May, Sunday 7<sup>th</sup> May, Monday 8<sup>th</sup> May:

##### Saturday 6<sup>th</sup> May:

Location: Rugby Club

Event: Foden's Band (Free of Charge) / Pipe Bands

Timing: Evening

Requirements: Staging, Audio/Visual, Security;

Food & Drink to be purchased at Rugby Club only; bring your own seating.

Capacity: estimated 1500 (tbc) – Free ticket system for insurance purposes

Sunday 7<sup>th</sup> May:

Location: Rugby Club / Sandbach Park (reserved via application).

Event: Outdoor Picnic / Live stream Coronation concert and / or Live Music

Timing: Afternoon / Early Evening

Requirements: Security; Food & Drink can be purchased at RC; picnics can be self catered; bring your own seating

Capacity: 1500 (tbc) – Free ticket system for insurance purposes

Monday 8<sup>th</sup> May

Location: All wards - through community grant up to £500 maximum per ward

Event: designed by community group

**Decoration the Town**

The WG recommends that bunting is put up across the town.

Quotes are being sought for this and it is likely to cost circa £3K.

An offer has been made by a Town Councillor to safely install bunting Free of Charge. All bunting would need to be purchased by Council.

ChALC has been consulted and advises that this would be legitimate subject to no publicity being sought by the Town Councillor for this activity particularly in the context of Purdah. Some officer support may be required to assist with the necessary application.

The funder / provider of bunting must be fully insured and have their application approved by Cheshire East Council to meet all safety and statutory requirements.

**Estimated cost of the celebrations**

Through discussions with the Rugby Club, Foden's and potential suppliers the following cost estimates can be made at this stage. The council intends to encourage significant sponsorship to limit the overall cost and, if the bunting is supplied and fitted free of charge, this will also significantly reduce council funding. The *maximum* estimated cost therefore of supporting 3 days of activities for the Coronation is summarised as follows:

Coronation item	£
Audio/Visual and Staging at Rugby Club Saturday and Sunday	5,000
Security	1,000
Other - tbc	1,000
Community Grants	2,000
Bunting supply and fix (external)	3,000
<b>Total</b>	<b>12,000</b>
Sponsorship pledges to date	1,000
<b>Net Cost to Council</b>	<b>11,000</b>



**Addendum:**

Audio/Visual/Staging at Rugby Club for Sunday only	3,500
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Options also exist, of course, to select some of the activities and not all to further reduce costs. Public opinion could be sought regarding the proposals, as they emerge, to ensure the celebrations reflect the general expectations and aspirations for the Coronation weekend across the town as far as possible.

**Council Resource Implication**

Use of the Rugby Club reduces the need for extensive Council staff resource but would require some support to ensure all necessary arrangements, risk assessments and insurances for 3<sup>rd</sup> parties were in place. All forms of activities will, in any event, require risk assessment, co-ordination, communications, publicity and grant application management from Council staff. Volunteer effort would be significant across the Council and Community for all versions of events. The working group would remain in place as the main organiser and hub for all activities and partnership working and report back to Events Committee and Council, periodically, and in the first instance at its next meeting on 8 March.

**Recommended that Council:**

- i) *Note the research of the Working Group*
- ii) *Consider the recommendations of the Working Group;*
- iii) *Determine the nature of activities to be supported;*
- iv) *Agree a maximum NET cost for the activities to be undertaken;*
- v) *Agree that the agreed maximum cost is funded from the anticipated revenue underspend anticipated against the Council's 2022-23 budget;*
- vi) *Approve delegated authority for the Chief Officer, in consultation with the Working Group, to finalise the arrangements, within the broad parameters of these proposals, and commit expenditure to deliver these activities up to the maximum agreed figure.*
- vii) *Receive an update from the Working Group at the next Council meeting on 8 March*