



Bishop Auckland Town Council

The Four Clocks Centre, 154a Newgate Street,
Bishop Auckland, Co. Durham DL14 7EH

Tel: 01388 609852 **Email:** council@bishopauckland-tc.gov.uk

Web: www.bishopauckland-tc.gov.uk

Town Clerk: David Anderson

TO: Members of the **EVENTS COMMITTEE**
Councillor Brownson, (Chairman) and
Councillors Blackburn, (Vice-Chairman), Allen, Chappell, Newton Woods and L Zair

11th September 2019

Dear Councillor,

I hereby give you notice that a meeting of the **Events Committee** will be held in the Town Clerk's Office at the Four Clocks Centre, Bishop Auckland on Tuesday, **17th September 2019** at **5.00 p.m.**

Yours sincerely

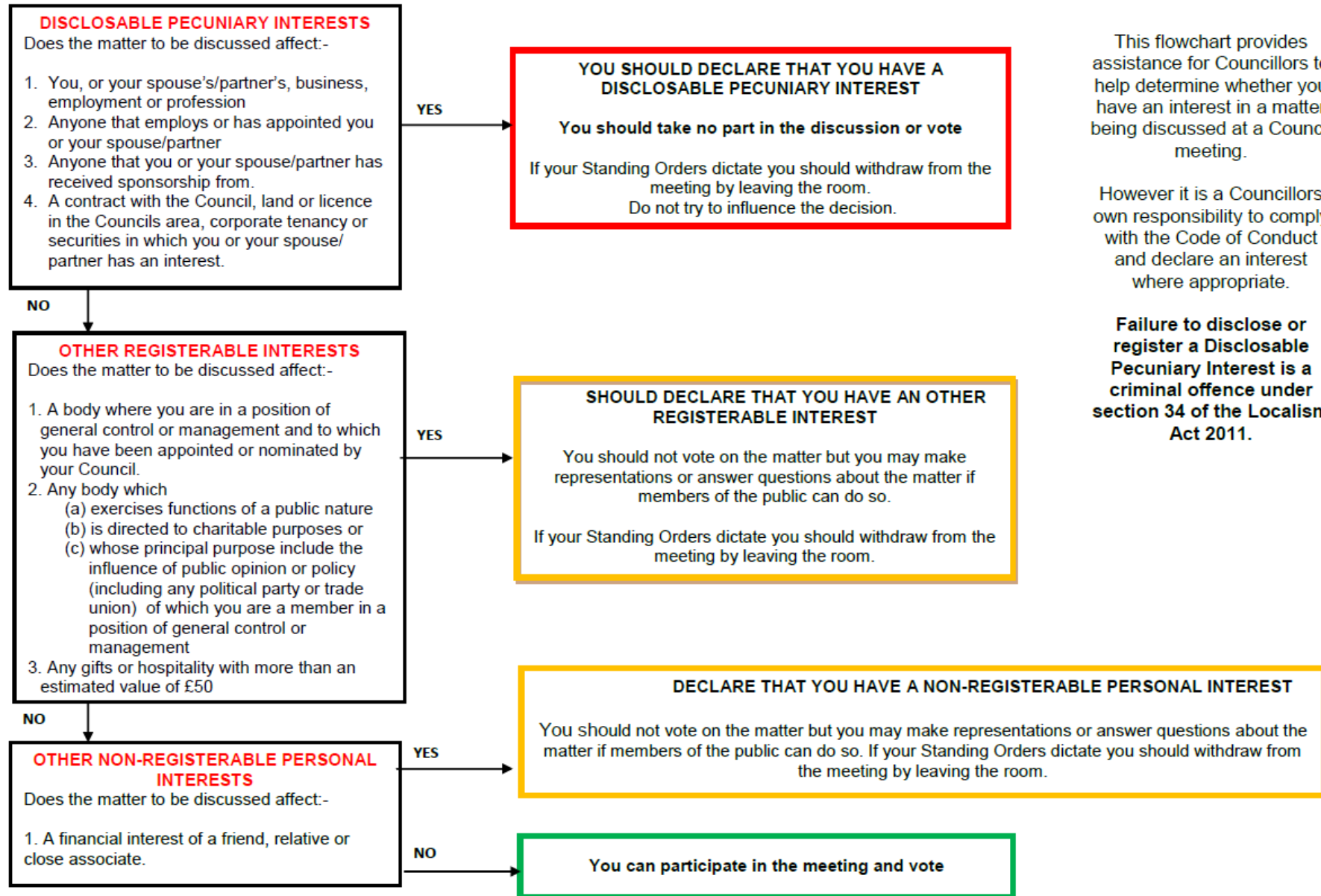
David Anderson
Town Clerk

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
To invite members to declare any personal and/or prejudicial interests they may have in any matter identified for discussion in the meeting.
- 3. Public Participation**
To hear from any members of the public subject to Public Participation Policy
- 4. Exclusion of Press and Public**
In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the press and public for the remaining item on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.
- 5. Christmas Event 2019**
An advert has been placed on the Town Council's website and Facebook page requesting proposals from event providers to deliver the Town Council's Christmas event to be held on Friday, 29th November 2019. The closing date for the receipt of proposals is Sunday, 15th September 2019.

The proposal outline is attached for information. Proposals will be forwarded in due course.

DO I HAVE AN INTEREST?



This flowchart provides assistance for Councillors to help determine whether you have an interest in a matter being discussed at a Council meeting.

However it is a Councillors own responsibility to comply with the Code of Conduct and declare an interest where appropriate.

Failure to disclose or register a Disclosable Pecuniary Interest is a criminal offence under section 34 of the Localism Act 2011.

Bishop Auckland Town Council, Christmas Event, 29th November 2019

Invitations for Event Proposals

Christmas Event

Bishop Auckland Town Council is planning an event to celebrate the beginning of the festive season and the switching on of the town's Christmas tree lights and would like to invite proposals from established and experienced events companies to deliver this event for the Town Council.

This event will be held on Friday 29th November 2019 in Bishop Auckland Market Place from 4.00 pm to 6.00 pm.

The evening will include the Full Moon Market and fairground rides for younger children. Santa will arrive in style to switch on the Christmas tree lights. All of these elements have been organised, including the installation and management of the Christmas tree.

We are seeking an events company to provide all event management together with a programme of entertainment, suitable stage, lighting and pa system etc.

The events company will take responsibility for the following:

Health & Safety

- Provide expert advice and guidance
- Obtaining Temporary Road Closure Order in accordance with the Town Police Clauses Act to create a safe environment in the Market Place for the event.
- Advanced road closure publicity and diversion signage
- Securing and stewarding of road closures in liaison with the Town Council's preferred traffic management company
- Developing and implementing an Event Safety Management Plan in accordance with the 'purple guide' including a risk management plan to be signed off by Durham County Council's Safety Advisory Group
- All necessary event licenses within the deadlines
- Booking and supervising stewards and road closure marshals, who should be suitably qualified and experienced.
- Obtain and check all relevant health and safety documentation for all sub-contractors including Risk Assessments, Method Statements and Public Liability Insurance Certificates
- Provide a suitably qualified and experienced Event Safety Officer at the event
- Provide appropriate first aid for the event
- Event management on the day and overall responsibility for the event including fairground rides, arrival of Santa and Christmas tree switch-on.
- Ensuring that the event areas are kept clean during the event and are restored to a clean condition

Production

- Provide a programme of entertainment, suitable stage, lighting and pa system etc.
- Agree production specifications and required resources
- Provide and agree event costs
- Procure all sub-contractors, acts and entertainment
- Produce a fit up schedule
- Supervise installation of production elements on the event day

References

References may be sought to support your proposal

Next steps

Proposals should be emailed to council@bishopaucklandtowncouncil-tc.gov.uk by no later than 15th September 2019

For an informal discussion please telephone the David Anderson, Town Clerk, on 01388 609852