

**Objection 1: You object to the Council's failure to follow financial regulations in respect of expenditure of £7,704 on Jubilee flags in January 2022.**

**Council Resolution: Full Council 26<sup>th</sup> September 2022 Min No: 66/22(b) (ii)  
Councillor Linda Johnson proposed and Councillor Thomas Astell seconded and all in favour**

This Council resolves that Financial Regulations 10.1 and 10.3 were adhered to in respect of awarding a formal contract to undertake the Jubilee Event, and that the purchase of hand waving flags by the contracted Event Organiser as free memorabilia for people to remember this event, was completed following competitive pricing and ultimately by resolution by Full Council.

A tender was prepared for the Jubilee Event with the advice from the East Riding and Northern Lincolnshire Local Councils Association. The tender is set out below.

**Organisation:** Beverley Town Council

**Event Title:** Platinum Jubilee Celebration Day

**Event Date:** Friday 3<sup>rd</sup> June 2022

**Location:** Saturday Market Place, Beverley, East Riding of Yorkshire

**Tender Responses:** Your tender response should include:

Your cost to fulfil the services of a Jubilee Event Organiser/Producer to develop and deliver this event (this does not include the costs for infrastructure, artists, etc – these will be budgeted for once the Organiser/Producer is in place – see Stages of Development

Evidence that you can fulfil the requirements of the Town Council

Evidence that you can fulfil the responsibilities

Evidence that you have the experience and qualifications.

**Deadline:** Monday 12<sup>th</sup> July 2021 (by email to [clerk@beverley.gov.uk](mailto:clerk@beverley.gov.uk))

### **Events Overview**

A day of music, entertainment and celebration to mark the Platinum Jubilee of Queen Elizabeth II.

### **Requirements**

Beverley Town Council is seeking to contract the services of a Jubilee Event Organiser/Producer to develop, promote, programme and deliver all aspects of this project.

The Town Council will establish a working group, that will meet monthly (or more frequently as required) to overview development. The Jubilee Event Organiser/Producer will attend these meetings to consult, update and feedback.

On a day-to-day basis they will liaise with the Town Clerk.

### **Stages of Development**

1. To meet with the representatives from the Town Council to discuss the ethos of the event and consider the more detailed nature of the celebration and artistic programme.
2. The Jubilee Event Organiser/Producer to produce a project budget for the event, including all aspects such as staging, technical infrastructure, artists, security, licences, health and safety, first aid, publicity, etc. This budget will then be considered and approved by the Town Council.
3. On behalf of the Town Council and in line with local government statutory regulations, to tender out for the different elements detailed in step 2 and for the Council to then select successful applicants (with advice from the Event Organiser/Producer).
4. The Jubilee Event Organiser/Producer will then develop, promote, programme and deliver the event (working in consultation with the Town Council) within the approved budget and timescale.

### **Responsibilities**

The Jubilee Event Organiser/Producer will develop and deliver the following:

- Overall coordination of the whole event.

- *Development and coordination of the artistic programme, including securing and scheduling artists, stage management, community liaison, etc.*
- *All health and safety aspects, including security, first aid, anti-terrorism, etc.*
- *Highways closures, entertainment licenses and other related requirements.*
- *Technical infrastructure, e.g. stage, sound, lighting, etc.*
- *Wider site infrastructure, e.g. seating, fencing, signage, decorations, etc.*
- *Promotion and publicity.*
- *Volunteer recruitment, coordination and management.*
- *Liaise with all appropriate bodies regarding advice, consultation, licenses, practicalities, legalities, e.g. East Riding of Yorkshire Council, Humberside Police, Humberside Fire and Rescue, etc.*
- *To produce risk assessments for all aspects of the event.*

### **Experience and Qualifications**

*The Jubilee Event Organiser/Producer must be able to evidence the following:*

- *At least three years' experience of similar events management.*
- *A portfolio of successful event management.*
- *Event management qualifications, e.g. Level 5 Safety Officer.*
- *Health and safety accreditations*
- *Proper insurances.*
- *Not a sole trader – must be a limited company.*
- *Local knowledge (desirable).*

Four companies were approached to tender to undertake this event. The tender was awarded to a local Events Company and a working group of Councillors was approved with two officers present (the Acting Town Clerk and Administrative Officer as minute taker) - Minute 59/21 of the Full Council Meeting of 2<sup>nd</sup> August 2021.

The contracted Events Company was given the budget for the event and sourced all the "Responsibilities" as listed in the tender from local business or business contacts. The Town Council wished to use local businesses in order to support the local economy post COVID. The Town Council decided that a hand waving flag be provided free of charge as a memory of the event.

The Events Company have confirmed by email that they obtained four quotes for handwaving flags from House of flags, Bannerbuzz, Vista Print and Indicoll. Due to the individual nature of print, materials used and delivery time, Indicoll were best on price and quality of the quantity needed. Minute 30.2 of the Platinum Jubilee Working Group of 30<sup>th</sup> November 2021 confirmed this discussion between the Event Organiser and the Working Group. The Minutes of this Working Group were approved by Full Council on 10<sup>th</sup> January 2022.

### **30.2: Event Memorabilia Update**

The branding for the event will be important and Beverley can publish information with the emblem on. It was thought that as this is such a special event that won't happen again, the keepsake element will be invaluable. A number of options will be researched, such as, bookmarks though schools, flags (possible small waving flags for free if attend the event). There is a limited supply and a cost is being confirmed (top price will be £7,000) which can be incorporated within the budget. Discussion centred on commemorative items to be available for sale on the day only for example mugs, lanyards etc.

Minute 85.2 from the Full Council meeting of 25<sup>th</sup> October 2021 was used as an RBS authorisation reference which provides the allocation of reserves for this project.

The Events Company attended the office one day a week to meet with the Acting Town Clerk and Councillors so ideas could be exchanged and the contract could be monitored. Monthly meetings (or more if required) were attended by Councillors, the member of the Events Company and Officers and all minutes were signed off at the next Full Council meeting.

The Events Company purchased other memorabilia, mugs, teddies, tea towels etc which were sold at the event. The Events Company retained ownership of the memorabilia and donated all the proceeds from these purchases to a local charity. The Events Company did this as their contribution to the event and to ensure that Council had no liability for these memorabilia in the event that they were unsold.

The internal auditor looked into the purchase of the hand waving flags during the 2021-2022 Internal Audit (final). A discussion between the internal auditor and the internal auditor forum took place regarding whether these were an asset or consumable. They were considered an asset.