

Bicester Town Council



Events Working Party Meeting

Ref: BE03/2425

**Thursday 14th November 2024 at 19:30hrs
Council Chamber, Garth House, Launton Road,
OX26 6PS**

Members:

Cllr Christopher Pruden – **Chairman**
Cllr Alisa Russell, Cllr Donna Ford, Cllr Damien Maguire and Cllr Jim Webb

Substitute Members:

Cllr Tom Beckett, Cllr Nick Cotter, Cllr Dan Hallett, Cllr Sam Holland,
Cllr Harry Knight, Cllr Rachel Mallows, Cllr Nick Mawer, Cllr Les Sibley, Cllr
Paul Wheatley and Cllr John Willett



Council Offices, The Garth,
Launton Road,
Bicester,
Oxon. OX2 6PS
Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Thursday 7th November 2024

To all members of the Events Working Party,

You are hereby summoned to attend a meeting of the **Events Working Party at the Council Chamber, Garth House, Launton Road, OX26 6PS on Thursday 14th November 2024** to commence at **19:00hrs** for the transaction of the following business.

Phil Evans
Town Clerk

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Town Clerk (phil.evans@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

Councillors are reminded to declare any interest on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

3. Minutes of the Events Working Party (Pages 5 - 6)

To **APPROVE** the **MINUTES** and **RESOLUTIONS** of the following Events Working Party Meeting held on:

- **BE02/2425 – Wednesday 4th September**

4. Public Session

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

5. Bicester Town Council Events

(Page 12 - 25)

The Working Party is asked to **APPROVE** and **NOTE** the report/reports

6. Community Events

The Working Party is requested to **AGREE** and **NOTE** the open spaces requests and any updates from community event organisers. (Page 27)

- Nai's House Festival – 2025
- Lone Wolf Comedy Festival –

7. Forward Plan

(Page 28)

The Working Party is asked to **NOTE** and **COMMENT** the Forward Plan.

8. Date of Next Meeting:

Thursday 21st November 2024 – 7pm, The Chamber Room, Garth House

Minutes of the Events Working Party Committee

A meeting of the **Environment Committee** was held on **Wednesday 4th September 2024** at **19:00hrs** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester Oxon, OX26 6PS.**

Present:

Cllr Christopher Pruden (Chair)
Cllr Donna Ford
Cllr Alisa Russell
Cllr Damien Maguire
Cllr Jim Webb

Public in attendance:

In Attendance:

Paul Canning, Office Manager
Shannon O'Connor, Events and Marketing Administrator

1/2425 Apologies for Absence

RESOLVED that no apologies were received

2/2425 Declarations of Interest

RESOLVED that no declarations of interest were received

3/2425 Minutes of the Environment Committee

RESOLVED that Committee **APPROVED** the **MINUTES** and **RESOLUTIONS** of the following meeting on the understanding the spelling mistake was rectified:

- **BE01/2425 – Thursday 23rd May 2024**

4/2425 Public Session

RESOLVED that no members of the public were present.

5/2425 Bicester Town Council Events

RESOLVED that committee **APPROVE** and **NOTE** the following reports

- Events 2025
- VE Day 2025

Cllr ford suggested recognition for service children and families within Bicester.

Committee highlighted to officers that reports were missing, officers gave verbal update on these as instructed by the Town Clerk.

Minutes: BE02/2425: Events Working Party Committee

Page 1 of 3

Wednesday 3rd September 2024

Signed

Dated

Committee have requested a SPECIAL for October to include the de-brief reports, event plans for Christmas and all financial updates.

Committee highlighted that civic events are not part of this meeting which was previously agreed at Full Council. Officers to ensure all civic events are part of this meeting moving forward.

6/2425 Community Events

RESOLVED that Committee **NOTED** and **COMMENTED** on the below open spaces form.

- **Nai's House Festival 2025 open spaces form**
Committee highlighted that feedback from this event was positive
Officers are asked to confirm the location for this event as this was not stated on the form clearly
Committee agreed to the proposed date of **Saturday 5th July 2025**.
- **Lone Wolf Comedy Festival 2025 open spaces form**
Committee rejected the proposal from Lone Wolf Comedy Festival clashing with Armed Forces 2025
Committee highlighted it would be nice to stagger events across the community
Cllr Webb highlighted the residents, and they need to be considered in regard to logistics.
Committee request a new proposal from Lone Wolf Comedy
- **Bicester Round Table 2025 fireworks open spaces form**
Committee approved the firework date of **Sunday 2nd November 2025**
- **Bicester Pride event 2024**
Bicester Pride provided a verbal update on their event plans
Bicester Pride requested the pride flag to be risen throughout their event
Council Leader Cllr Paul Wheatley approved the above for the event period which was second by Cllr Damien Maguire.

12/2425 Forward Plan

RESOLVED that Committee **REVIEWED** and **COMMENTED** on the Forward Plan:

- Committee request all civic events to be part of the event working party
- VE day continued planning

13/2425 Date of Next Meeting:

Thursday 21st November - 7pm, The Chamber Room, Garth House

Minutes: BE02/2425: Events Working Party Committee

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Wednesday 3rd September 2024

Signed

Dated

BICESTER TOWN COUNCIL

EVENTS WORKING PARTY

Monday 4th November 2024

Event Financials

Chairman: Councillor Christopher Pruden

Telephone: 01869 252915 Christopher.pruden@bicester.gov.uk

Service Manager: Paul Canning

Telephone: 01869 252915 paul.canning@bicester.gov.uk

Ward Affected: All wards.

1. Overview

All events are worked against the event budget.

Appendix 1

Bicester Town Council								Page 1
29/10/2024	Detailed Income & Expenditure by Budget Heading 29/10/2024							
14:24								
Month No: 7	Cost Centre Report							
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>501 Town Council Events</u>								
1014 Inc-Miscellaneous	0	50	0	(50)			0.0%	
1030 Income - Music Event	0	0	9,000	9,000			0.0%	
1032 Inc- Sledgehammer	0	29,875	9,000	(20,875)			331.9%	
1034 Inc- Sports Day	0	2,000	0	(2,000)			0.0%	
1045 Inc-Christmas Lights	0	(48)	7,500	7,548			(0.6%)	
1050 Christmas Lights Trail	0	33	75,000	74,967			0.0%	
Town Council Events :- Income	0	31,912	100,500	68,588			31.8%	
4071 Evt 1 Music Event	0	15,879	10,000	(5,879)	1,239	(7,118)	171.2%	
4088 Evt 3 - Sledgehammer	0	17,740	10,000	(7,740)	4,434	(12,174)	221.7%	
4092 Sports Day	0	3,470	4,000	530	319	211	94.7%	
4115 Special Events/Coronation 2023	0	8,895	5,000	(3,895)	163	(4,058)	181.2%	
4120 FFD in assoc. w/AFD	0	9,928	9,500	(428)	216	(844)	106.8%	
4157 Christmas Lights Switch On	0	4,268	10,500	6,232	1,366	4,866	53.7%	
4158 Christmas Lights Trail	0	5,714	85,000	79,286	311	78,974	7.1%	
Town Council Events :- Indirect Expenditure	0	65,894	134,000	68,106	8,048	60,058	55.2%	
Net Income over Expenditure	0	(33,982)	(33,500)	482				
Grand Totals:- Income	0	31,912	100,500	68,588			31.8%	
Expenditure	0	65,894	134,000	68,106	8,048	60,058	55.2%	
Net Income over Expenditure	0	(33,982)	(33,500)	482				
Movement to/(from) Gen Reserve	0	(33,982)						

2. Recommendation

Committee is requested to REVIEW the report.

**BICESTER TOWN COUNCIL
EVENTS WORKING PARTY**

Monday 4th November 2024

Remembrance Service

Chairman: Councillor Christopher Pruden

Telephone: 01869 252915 Christopher.pruden@bicester.gov.uk

Service Manager: Paul Canning

Telephone: 01869 252915 paul.canning@bicester.gov.uk

Ward Affected: All wards.

1. Overview

Bicester Town Council host a remembrance service in Market Square working closely with the GSM

2. Recommendation

Committee is requested to **AGREE** and **COMMENT on** the event plan.

**BICESTER TOWN COUNCIL
EVENTS WORKING PARTY**

Monday 4th November 2024

Christmas Light Switch On

Chairman: Councillor Christopher Pruden

Telephone: 01869 252915 Christopher.pruden@bicester.gov.uk

Service Manager: Paul Canning

Telephone: 01869 252915 paul.canning@bicester.gov.uk

Ward Affected: All wards.

3. Overview

Bicester Town Council host the Christmas light switch on every year using Sheep Street and Market Square. Alexander and Co are the 2024 sponsors

2024 changes

- LSD promotions providing a Christmas shopping market
- Stage positioning to be changed to open Market Square for the surrounding businesses
- Stage timing – 4 pm – 7 pm

4. Recommendation

Committee is requested to **AGREE** and **COMMENT on** the event plan.



CHRISTMAS LIGHT SWITCH

**Saturday, 30th November
2024**

**Sheep Street/ Market
Square**

Document Name	Outdoor Cinema	
Author	Shannon O'Connor	
Date completed		
Review Date		
----- Paul Canning (<i>Office Manager</i>)		----- Paul Canning (<i>Office Manager</i>)
----- Helen Pool (<i>Responsible Finance Officer</i>)		----- Helen Pool (<i>Responsible Finance Officer</i>)
Pre-Event Date:	Post Event Date:	

*Note:
Some
of
these*

quotes may be subject to change

Income –

Budget: £9500.00			
Income: £9000.00			
Expenditure	Supplier	Quantity / Time	Amount Excl VAT
Security	Hound Security	6 SIA 10 am – 8 pm	
Stage	Sight Tech		6,500
First Aid	Access First Aid	10 am – 8 pm	
Stages Theatrical		4 pm – 7 pm	500
Sparky & Sprite		2 pm -7 pm	500
TTRO	CDC		1119.00
Lease	OCC		549
Total			

£25.00 per market stall / £50 - £100 per fair ride
£2000.00 sponsorship with Alexander & Co, Bicester.

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- 8.4. Lost and Found Children/ Persons
- 8.5. Medical and Welfare Provision
- 8.6. Adverse Weather
- 8.7. Toilet Provision
- 8.8. Standard of Dress
- 8.9. Complaint Provision

9. National Threat Level

10. Key Contact List

1. Distribution List

Name	Title/Organisation	Copy
Phil Evans	Town Clerk, Bicester Town Council	1
Michael Lee/ Conor Pattison	Outdoor Supervisor, Bicester Town Council	2
Shannon O'Connor	Administration Officer, Bicester Town Council	1
Paul Canning	Office manager	1
Event team	Inc volunteers & Cllrs	1
Access First Aid Training	First Aid	1

2. Licensing

Title	Requested	Reference No
Risk Assessments (BTC)	Available on Request	BTC006
TTRO (OCC)	YES	
TENS	YES	CHERWELL PREMS
Traffic Management Plan (CDC)	YES	CDC and BTC
Safety Advisory Group Event Notification (CDC)	YES	SAG000014

Event Overview

The Annual Christmas light switch on event takes place in Bicester Market Square, following on from last years success BTC have included the Christmas Shopping Market through the event. Local vendors and businesses are invited to join as previous years.

Alexandar and Co, Bicester are the 2024 event sponsors.

Bicester Town Council co-ordinates and facilitates the event engaging with all key partners for a successful event.

3. The Event and responsibilities

Road Closures - Cherwell District Council / Bicester Town Council

Christmas Shopping Market – LSD Promotions

Local vendors – Bicester Town Council

- **Market Trading times (Sheep Street)** : 10 am – 7 pm
- **Stage Activities:** 4pm – 7 pm
- **Light Switch On** – 6 pm (Lights – Kieran Bird / Mayor)
- **Christmas Carols** – 6:15 – 7:00 pm (Bardwell School)

Event	Location	Details	Approx. Attendance
Christmas Light Switch On	Sheep Street, Marker Square.	Saturday 30th November 2024	1000+

Local businesses have been invited and updated via a letter.

3.1 Event :

- Bardwell School choir – Stage @ 6:00 pm (after lights come on)
- Adele Peters Choir – Sheep Street
- Sparky and Sprite – Stage – 2 pm – 6 pm
- Stages theatrical – Stage – 4 pm – 7 pm
- Turney group Christmas Tractor – all day

Sheep Street will be occupied by LSD Promotions and other vendors are to use Market Square and the taxi rank (use BTC vendor list and locations)

Saturday 30th November.

Road closures across - Bicester, Market Square – Chapel Street – Sheep Street - Causeway – Church Street – Church Lane – Market Way.

House – access to be available for staff

3.2 Traffic Management

- TTRO managed by CDC until 8 am
- BTC team will manage road closures
- Advanced event notification signage will be placed around the required sites (CDC)
- Businesses have been pre notified
- Security and staff will be briefed to ensure health and safety across the event.

3.3 Car Parking

There is no public parking facility

Details of car parks can be found using this link [Bicester | Cherwell District Council](#)

3.4 Lost and Found Children/ Persons

Point of contact for lost and found children/ vulnerable persons will be the First Aid location outside the church.

If an adult comes to the lost and found to report a missing child, the following procedure is to take place:

8. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
9. A note will be made of the name and address of the person reporting the lost individual
10. The member of staff will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached or find the child
11. The police **MUST** be informed
12. If no information is received from this, then an announcement will be made at the earliest opportunity- Event will have an emergency switch to stop all music and reset lighting to bright white
13. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian.
14. An information message across each radio channel should then be made to inform that the search is over and the police to be updated.

Found child with absent parent procedure

10. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area.
11. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
12. The child should be asked for information regarding their parents; **Name, clothing, last place seen.**
13. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner.
14. The event lead will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached by an adult looking for a child and stating their description.
15. Inform the police of a child with no adult.
16. If no information is received from this then a PA announcement will be made at the earliest opportunity.
17. If found, they will be taken to their child.
18. An information message across each radio channel should then be made to inform that the search is over, and the police are to be updated.

3.5 Medical and Welfare Information

Access First Aid will provide 2 First Aiders and will be positioned by the on-site cafe in visible gazebo's with radio access

3.6 Adverse Weather Facilities

The Town Clerk / Office Manager will monitor the weather conditions and make appropriate decisions regarding weather changes.

If the weather conditions are adverse, gazebos will be assessed for safety

3.7 Toilet Provisions

Toilets will be provided by 3rd party – x5

3.8 Standard of dress

All Bicester Town Council to wear smart casual wear, high vis jackets must be worn throughout the event.

3.9 Complaint Procedure

All complaints on the day need to be directed through to the Organiser, contactable through events@bicester.gov.uk Any complaints which are requested to be taken further, will be passed onto

the events lead. **Event lead** should be available to deal with urgent complaints during event hours.

4. National Threat Level

The Current National Threat Level is **SUBSTANTIAL** (meaning an attack is likely) recorded from <http://www.mi5.gov.uk/>

The Office Manager is ACT trained, and the below procedure should be followed for any Terrorism Attack.

Suspicious Items Found

The **4 C's** protocol will be used: **CONFIRM, CLEAR, COMMUNICATE, CONTROL.**

CONFIRM: whether the item exhibits recognisably suspicious characteristics; is it hidden? Is it obviously suspicious? Is the item usually found in that location?

CLEAR: immediate area. Do Not touch it. Move people to a safe distance and out of line of site of the item. Cordon off the area.

COMMUNICATE: Don't use radios within 15 metres. Inform security and the Event Lead. Event Lead will call 999.

CONTROL: access to the area. Do not allow members of the public to approach the area until it is confirmed safe. Keep eyewitnesses on hand whenever possible.

Evacuation:

Once a threat has been confirmed, The Event Lead will determine whether the evacuation protocol will be initiated:

4. Members of the public and participants
5. Events Team
6. Emergency services co-ordination point access

Evacuation will be made through the nearest available exit – with the event staff available to direct.

5. Key Contact List

Name	Job Title	Key Responsibilities	Organisation	Contact No.
Shannon O'Connor	Events and Marketing admin officer	Event Lead	Bicester Town Council	07872 860240
Paul Canning	Office Manager	Monitor Event	Bicester Town Council	07849 703170
Conor Pattison	Outdoor Supervisor	Logistic Management	Bicester Town Council	07849 703139
Michael Lee	Service Manager	Logistic Management	Bicester Town Council	07715 493459

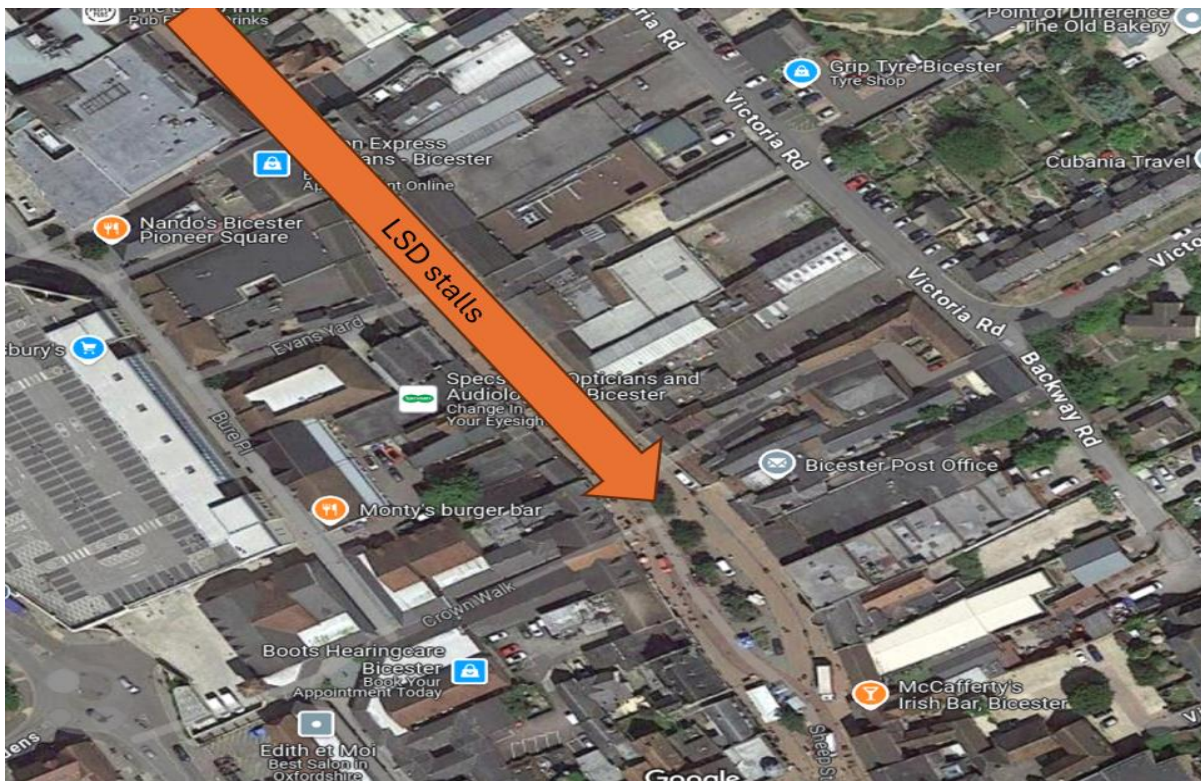
Event Layout

Market Square

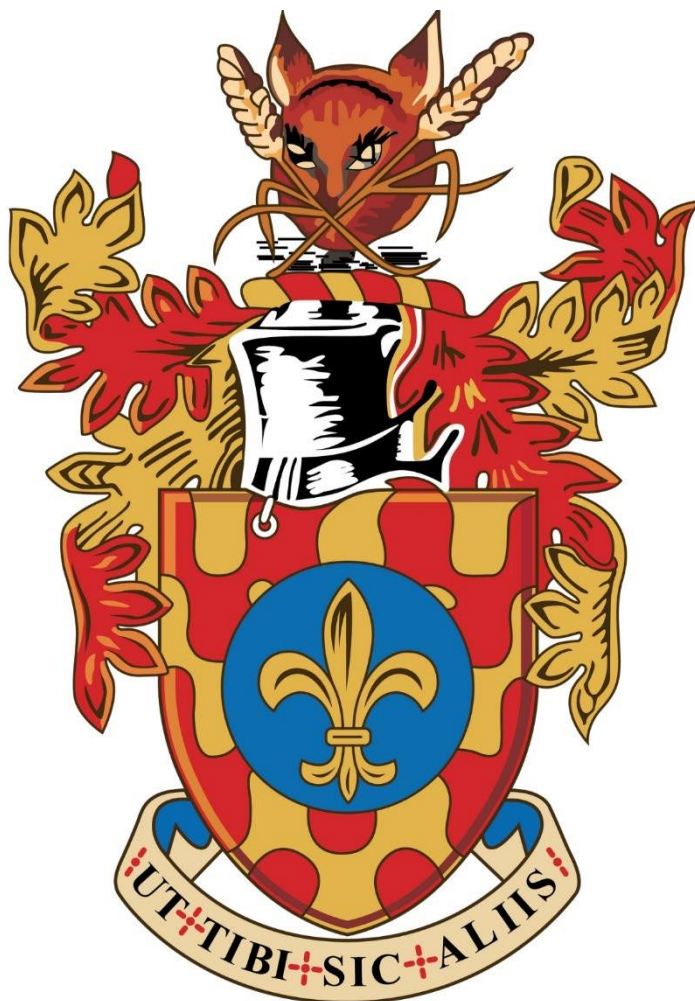


Sheep Street
All of Sheep Street is to be used for the market

including local vendors if permitted.



Sponsorship agreement/contract



BICESTER TOWN COUNCIL

Prepared for: [Sponsor] Alexander and Co Created by:

[Promotor] Bicester Town Council

This sponsorship agreement has been entered into as of 02 - 10-2024 between the following entities, collectively known as "The parties".

Bicester Town Council – Event organisers

Alexander and Co– Event Sponsor

THIS DOCUMENT IS A LEGALLY BINDING SPONSORSHIP AGREEMENT BETWEEN THE ABOVE LISTED PARTIES.

The sponsor agrees to pay £2000.00 in return for the following:

Consistent branding across the event from both parties

Digital Footprint

- Bicester Town Council website
- Paid social media
- 3 B's radio – live broadcasts and interviews are possible
- BBC Oxford mentions – not monitored or controlled by BTC
- Website news flash or statement hosted for 1 year by BTC
- Pitch holders at appropriate BTC events

Other –

- X4 branded banners (1 unit to be displayed for the entire year)
**Once banners are located, they are no longer at the responsibility of Bicester Town Council*
- X3 Mesh PVC banners around the tree in Market Square (secured to crowd barriers)
- Garth Gazette full page
- Stage Activity
- 3 x 3 Pitch
- Banner placement on the stage

Sponsor agrees to provide the following to the promoter for use in marketing and promotion materials

- Company details
- Company logo – high-res logo
- Banner artwork in AI format if possible
- Printed material
- News Flash content/ Press release
- Business URL

Terms

No employer/employee relationship is established with this sponsorship agreement. The promoter has no liability or responsibility to the sponsor beyond the scope of this agreement.

The sponsor grants the promoter the right to use their intellectual property in promoting the event, including logos and other brands trademarks.

If the nature of the purchased sponsorship package must be changed for any reason, the promoter agrees to notify the sponsor in writing and signed by the Town Clerk.

The purchased sponsorship package is not transferable for any reason. If sponsor cannot meet the financial requirements of this agreement, the sponsor agrees to provide written notification in a timely manner (7 days) for that the promoter to find another suitable sponsor.

In the case of the event being cancelled, the promoter agrees to provide written notification in a timely manner (7 days) for the sponsor to make arrangements. If the promoter cancels the event the promoter agrees to display the sponsors marketing materials in pre agreed locations. If the event is cancelled the promoter agrees to make a full refund of the sponsorship funds.

Approval

The promoter and Sponsor hereby agree to enter into this sponsorship agreement by affixing their respective signatures below.

BICESTER TOWN COUNCIL
Signature

Event sponsors 2024
Signature

**BICESTER TOWN COUNCIL
EVENTS WORKING PARTY**

Monday 4th November 2024

Santa Fun Run

Chairman: Councillor Christopher Pruden

Telephone: 01869 252915 Christopher.pruden@bicester.gov.uk

Service Manager: Paul Canning

Telephone: 01869 252915 paul.canning@bicester.gov.uk

Ward Affected: All wards.

5. Overview

The annual Santa Fun was initiated by **Mayor J Cozen** in **2007**. This year will be the **18th** year to see the community of Bicester take part in a fun run, in aid of the Mayor's chosen charities.

The event will start with a warmup lead by Bicester Leisure Centre the sponsors for this event. Deputy Mayor, Cllr Jim Webb (standing in for Mayor Cllr Damien Maguire) will welcome everyone following the warmup and start the race promptly at 11.00hrs.

6. Recommendation

Committee is requested to **AGREE** and **COMMENT on** the event plan.



Fun Santa Run

15.12.2024

**Version: 1.0
Date: 29th October 2024**

Document Name	Mayor's Charity Santa Fun	
Author	Maria Galic - Civic & Democratic Administrator	
Date completed	29.10.2024	
Review Date	TBC	
----- Paul Canning (<i>Office Manager</i>) ----- Helen Pool (<i>Responsible Finance Officer</i>)		----- Paul Canning (<i>Office Manager</i>) ----- Helen Pool (<i>Responsible Finance Officer</i>)
Pre-Event Date:	Post Event Date:	

Contents

1. Distribution List
2. Event Overview

Budget: £0		Sponsorship: TBC
Expenses	PO	Cost
First Aid - Access First Aid	24/619	£90.00
Photography - Beauty & Bicester	24/617	£100.00
PA System - D J C Event Services	24/654	£272.00
Press Release – Sam McGregor	TBC	TBC
Santa Suits – One Stop Promotions	24/643	Quote £3,253.00
Total		£4,177

3. The Event
 - 3.1. Event Timescale
 - 3.2. Traffic Management
 - 3.3. Car Parking
 - 3.4. Security Provisions
 - 3.5. Lost and Found Children/ Persons
 - 3.6. Medical and Welfare Information
 - 3.7. Waste Management
 - 3.8. Adverse Weather Conditions
 - 3.9. Toilet Provision
 - 3.10. Transportation
 - 3.11. Refreshment

- 3.12. Standard Dress/ Uniform
- 3.13. Complaints Procedure
- 3.14. Stand Down
- 3.15. Claims and Payments
- 4. National Threat Level
- 5. Roles and Responsibilities
- 6. Communications
- 7. Appendices

3. Distribution List

Name	Title/Organisation	Copy
Phil Evans	Town Clerk, Bicester Town Council	1
Paul Canning	Office Manager / Deputy Town Clerk	
Maria Galic	Administration Officer, Civic and Democratic / Race Director	1
Helen Pool	Responsible Finance Officer	1
Daniel Cooper	D J C Events Services	1
Richard Graham	Marketing and Sales Manager Bicester Leisure Centre	1
Michael Lee	Service Manager	1
Outdoor Team	Course Director / Lead Bike	TBC
Marshalls	Scout / Cadet Groups TBC	TBC

4. A. Licensing

Title	Requested	Reference
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(BTC) Risk Assessments		In Progress
SAG		In Progress

B. Event Overview

The annual Santa Fun was initiated by **Mayor J Cozen** in **2007**. This year will be the **18th** year to see the community of Bicester take part in a fun run, in aid of the Mayor's chosen charities.

The event will start with a warmup lead by Bicester Leisure Centre the sponsors for this event. Deputy Mayor, Cllr Jim Webb (standing in for Mayor Cllr Damien Maguire) will welcome everyone following the warmup and start the race promptly at 11.00hrs.

The Fun Run route will take the runners from Pingle Field, making their way into Priory Road, Chapel Street, Market Square, Launton Road, Longfields, Linden Road, Withington Road, Sheep Street, Manorsfield Road, Hunt Close, Queens Avenue, Kings End, The Causeway, Cemetery Lane, Old Place Yard.

The Fun Run does not have any road closures in place and relies strictly on volunteers for marshalling the route.

5. The Event

Event	Location	Details	Approx. Attendance
Santa Fun Run	Various	Bicester Town Mayor's annual charity fun run raising funds for his chosen charity the Bicester Baby Bank.	500

3.1 Event Timescale

All participants are encouraged to arrive in good time for the warmup and the prompt start at 11.00hrs. The event will be finished by 13.00hrs.

Time/Who	Responsibility
Outdoor Team 8.00 - 13.00	Set up course with signs to direct runners where to go. Set up start and finish areas in Pingle Field, Lead and sweep bike.
Required Office Team 08.00 - 13.00	To ensure Pingle Field is set up and ready for the start of the race. Ensuring runners are ready at the start line for a 11am start. Direct runners out of the field to the next marshal. Arrange barriers for the finish line, direct runners to the finish line reminding them to collect their medal and bacon roll. Take down gazeboes, tables, move barriers. Marshal briefing at 10.15, ensure marshals are in their designated position by 10.45.
Outdoor Team 09.00 - 13.00	Erect gazebo's, arrange barriers, tables for food and drink area, finish line, santa suits, water station. Direct runners to the finish line. Once race is over dismantling gazeboes, tables, barriers, and litter pick.
All Staff 10.00 - 13.00	Help marshal on the route
Access First Aid 10.30 - 13.00	Deal with any medical Issues

3.2 Car

Parking

There is no parking on site to participants. Parking for staff only.

3.3 Lost and Found Children/ Persons

Point of contact for lost and found children/ vulnerable persons will be the First Aid location, at Pingle Field. Council Officers to make announcements throughout the event if required and will have access to loudspeaker. Signs to be put out on the day regarding lost/found persons.

If an adult comes to the lost and found to report a missing child, the following procedure is to take place:

15. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
16. A note will be made of the name and address of the person reporting the lost individual
17. The member of staff will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached or find the child
18. The police MUST be informed
19. If no information is received from this, then an announcement will be made at the earliest opportunity- Event will have an emergency switch to stop all music and reset lighting to bright white
20. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
21. An information message across each radio channel should then be made to inform that the search is over and the police to be updated

Found child with absent parent procedure

19. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area
20. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
21. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
22. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner

23. The event lead will then send a radio message to all the channels informing them of a lost child with their description, and to inform them immediately if they are approached by an adult looking for a child and stating their description
24. Inform the police of a child with no adult
25. If no information is received from this then a PA announcement will be made at the earliest opportunity, Event will have an emergency switch to stop all music and lights reset to bright white
26. If found, they will be taken to their child
27. An information message across each radio channel should then be made to inform that the search is over and the police are to be updated.

3.4 Medical and Welfare Information

Critical Care Medical Services will be in attendance from 11am-2pm. The first aid tent will be outside the pavilion.

They will be providing 2 members of staff

3.5 Waste Facilities

Bin bags will be available at Pingle Field.

3.6 Adverse Weather Facilities

The Service Manager will monitor the weather conditions and make appropriate decisions regarding weather changes.

3.7 Toilet Provisions

Toilets will be available in the pavilion.

3.8 Refreshments

A breakfast roll, and veggie option / and hot or cold drink will be available at the end of the run. The provider details are still to be confirmed.

Bottles of water will be available at the water station which will be situated in Pingle Field at the end of the course. This will be provided by Bicester Leisure Centre as part of their sponsorship of the event.

3.9 Standard of dress/uniform

All Bicester Town Council staff to wear branded lanyards throughout the event and to dress casually. High Viz jackets to be worn.

3.10 Complaint Procedure

All complaints on the day need to be directed through to the Organiser, contactable through enquiries@bicester.gov.uk Any complaints which are requested to be taken further, will be passed onto the events lead. **Event lead** should be available to deal with urgent complaints during event hours._

3.11 Stand Down

The event is due to finish at 13.00hrs and clear down will occur safely around spectators and runners exiting Pingle Field.

6. National Threat Level

The Current National Threat Level is **SUBSTANTIAL** (meaning an attack is likely) recorded from <http://www.mi5.gov.uk/>

Office Manager is ACT trained, and the below procedure should be followed for any Terrorism Attack.

Suspicious Items Found

The 4 C's protocol will be used: **CONFIRM, CLEAR, COMMUNICATE, CONTROL.**

CONFIRM: whether the item exhibits recognisably suspicious characteristics; is it hidden? Is it obviously suspicious? Is the item usually found in that location?

CLEAR: immediate area. Do Not touch it. Move people to a safe distance and out of line of site of the item. Cordon off the area.

COMMUNICATE: Don't use radios within 15 metres. Inform security and the Event Lead. Event Lead will call 999.

CONTROL: access to the area. Do not allow members of the public to approach the area until it is confirmed safe. Keep eyewitnesses on hand whenever possible.

Evacuation:

Once a threat has been confirmed, The Event Lead will determine whether the evacuation protocol will be initiated:

7. **Members of the public and participants**
8. **Events Team**
9. **Emergency services co-ordination point access**

Evacuation will be made through the nearest available exit – with the event staff available to direct.

10. Roles and Responsibilities

Name	Role/ Title	Responsibility	Contact
Maria Galic	Event Lead	Oversee event	07548 5588134 Maria.galic@bicester.gov.uk
Outdoor Team - TBC	Course Director/Lead Bike	Set course up in the morning, lead the runners out, take down course after race	07715 493459 michael.lee@bicester.gov.uk
Outdoor Team x 4	Outdoor Team	Help with setting up barriers, tables and gazebos, help with course on field and marshal. Set up stage	
Richard Graham	Bicester Leisure Centre	Warm up on stage before the race starts. Handout medals and spot prizes to runners when they have finished. 1 st 2 nd and 3 rd prizes to be given out	richard.graham@legacyleisure.org.uk

Eddie Gong	Photographer	Take photos of event	beautyandbicester@gmail.com
TBC	Refreshments	To set up refreshment area, cook bacon rolls and hot and cold drinks	
TBC	Water Station	To set up water station and hand out bottles of water to runners at the finish	
Charlotte	Access First Aid	First Aid, be first point of contact for any medical issues	accessfirstaid@btinternet.com

11. Communication

Lead Bike (TBC) to keep Race Director informed as to where the lead runner is.
Sweep Bike (TBC) at the back of the last runner.

12. Appendices

Appendix 1 – Risk Assessment
Appendix 2 – Sponsorship Packages

Appendix 1



Bicester Town Council Presents...

Santa Fun Run 2024

RUNNING FOR 18 YEARS

Sponsorship Opportunities



2019



2021



2022



2023

Sharing radiant joy and festivities across Bicester since 2007

Why you should sponsor

The Santa Fun Run, an annual festivity, has woven itself into the very fabric of Bicester's community. Since its debut in 2007, orchestrated by the esteemed Mayor J. Cozens, this event draws together local hearts in a joyful rally, uniting to champion the Mayor's selected charities.

This year, the spirit of generosity shines brightly as the Mayor lends support to Nai's House and the Bicester Foodbank.




Your generosity will help to support the running cost of the event.

This will mean every penny raised through ticket purchases will go towards two fantastic charities.

If you wish to sponsor us by volunteering your time or services on the day, please let us know. We would be happy to discuss the available options or alternative suggestions.

civic@bicester.gov.uk

The sponsor will have consistent branding throughout all print and digital collateral for the promotion of this event on:

- BTC website
- Social Media
- Website NEWS flash for the year

(Statement from sponsor to be visible across website pages until Dec 2025)

- Garth Gazette - Full page advert for Jan 25 edition
- Press Release
- Event banner
- A festive shout out on the microphone before the Santa Fun Run kicks off
- The opportunity to have a 3 x 3 allocated pitch at the Santa Fun Run and at all events for 2025 (excluding the Christmas light trail)

for the promotion of this event on:

- BTC website
- Social Media
- Website news flash or article
- Garth Gazette - 1/2 page print advert in Jan 25 edition
- Press Release
- Event banner
- The sponsor will have a 3 x 3 allocated pitch at the event

BRONZE
£500.00



The sponsor will have elements of branding throughout print and digital collateral for the promotion of this event on:

- BTC website
- Social Media
- Garth Gazette - 1/4 page advert
- Press Release
- Event banner
- The sponsor will have a 3 x 3 allocated pitch at the event

**BICESTER TOWN COUNCIL
EVENTS WORKING PARTY**

Monday 4th November 2024

Community Events

Chairman: Councillor Christopher Pruden

Telephone: 01869 252915 Christopher.pruden@bicester.gov.uk

Service Manager: Paul Canning

Telephone: 01869 252915 paul.canning@bicester.gov.uk

Ward Affected: All wards.

7. Overview

Bicester Town Council welcome events from local community organisations, charities, community groups through the completion of an Open spaces form.

7.1 Nai's House - #Benice Festival –

Nai's House would like to use Pingle Field to host their 2025 #Benice festival

7.2 Lone Wolf Comedy Festival weekend – (Pingle Field)

LWCC are requesting a new date request for Friday 6th June – Sunday 8th June 2025

8. Recommendation

Committee is requested to **AGREE** and **NOTE** the open spaces requests.