

Bicester Town Council



Events Working Party Meeting

Ref: BE04/2425

**Wednesday 29th January 2025 at 19:00hrs
The Council Chamber, Garth House, Launton Road,
OX26 6PS**

Members:

Cllr Christopher Pruden – **Chair**
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

Wednesday 22nd January 2025

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 **Wednesday 29th January 2025** 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 interests on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

3. Minutes of the Events Working Party

(Pages 4 - 5)

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

- **BE03/2425 – Thursday 14th November 2024**

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. Events Committee Report

(Pages 6 - 106)

The Working Party is asked to **NOTE** and **COMMENT** on the reports.

6. Provisional Event and Marketing Strategy 2025

(Pages 107 – 112)

The Working Party is asked to **NOTE** and **COMMENT** on the reports.

7. Forward Plan

(Page 113)

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

8. Date of Next Meeting:

To be confirmed

Minutes of the Events Working Party Committee

A meeting of the Environment Committee was held on Thursday 14th November 2024 at 19:30 hrs at The Chamber Room, The Garth, Launton Road, OX26 2PS.

Present:

Cllr Christopher Pruden (Chairman)
Cllr Donna Ford
Cllr Webb
Cllr Maguire

In Attendance:

Officer Paul Canning

14/ Apologies for Absence

2425 RESOLVED that apologies were received from:

- Cllr Russell
- Cllr Knight

15/ Declarations of Interest

2425 RESOLVED that no declarations of interests were received.

16/ Minutes of the Events Working Party Committee

2425 RESOLVED that committee APPROVED the MINUTES and RESOLUTIONS of the following Environment Committee meeting:
- Wednesday 4th September 2024

17/ Public Session

2425 RESOLVED that no members of the public attended.

18/ Bicester Town Council Community Events

2425 RESOLVED that committee NOTED the following presentation by Paul Robertson, Bicester Live (Music Events).

A presentation was made by Paul Robertson regarding music events to be held in the Garth Park Bandstand during the Summer of 2025. All events would be free to the public and held on Weekends.

Councillors had some reservations regarding how the events would be manned by BTC staff and funded. Suggestions were also made regarding sponsorship for the events.

Councillors supported the use of the bandstand for music events in principle but agreed further investigation would be required and for this to proceed. Paul Robertson is encouraged to attend future Events Working Party meetings.

19/ Bicester Town Council Community Events

2425 RESOLVED that committee NOTED the following reports.

Minutes: Events Working Party: BE03/2425
Thursday 14th November 2024

Page 1 of 2

Signed

Dated

Events Financials
Remembrance service 2024
Christmas Light Switch on 2024
Christmas Light Trail
Santa Fun Run

20/ Other Events

2425 RESOLVED by committee who AGREE and NOTE updates from other events taking place within the community.

21/ Forward Plan

2425 RESOLVED that committee REVIEWED and COMMENTED on the Forward plan.

22/ Date of next Meeting: Wednesday 29th January 2025

2425 CLOSE OF MEETING: 20:30

Minutes: Events Working Party: BE03/2425
Thursday 14th November 2024

Signed

Dated



BICESTER TOWN COUNCIL

EVENTS COMMITTEE REPORT

29th January 2025

Chair: Councillor Chris Pruden

Contact: 01869 252915 chris.pruden@bicester.gov.uk

Officer – Paul Canning

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

Ward Affected: All

Civic and Democratic Event Plans 2025

1. Background

1.1 Our civic and democratic events play a crucial role in fostering community spirit and civic engagement. As we look ahead to spring and summer 2025, we are committed to building on this foundation by introducing a series of events designed to celebrate our community's diversity and encourage active participation in local governance.

2. Overview

2.1 The Mayor Making Ceremony is a cherished tradition that celebrates civic leadership and community spirit, marking the beginning of a new chapter in our town's governance (**Event Plan Appendix a**).

2.2 The Flag Raising ceremony is a meaningful way to recognize and honour the dedication and bravery of our armed forces, bringing the community together in a shared expression of respect and gratitude (**see Event Plan Appendix b**).

2.3 The Easter Egg Hunt event promises to be a delightful and engaging experience for families, fostering a sense of community and celebration during the Easter season (**Event Plan Appendix c**).

2.4 This 80th anniversary event aims to honour the legacy of those who served, educate the community about the historical significance of VE Day, and foster a sense of unity and remembrance (**Event Plan Appendix d**).

2.5 Armed Forces Day is a meaningful opportunity for the community to come together, show support for our military, and celebrate the dedication and bravery of our service members (**Event Plan Appendix e**).

2.6 Family Fun Day (Teddy Bears' Picnic) is a wonderful opportunity for families to come together, enjoy a day of outdoor activities, and create lasting memories (**Event Plan Appendix f**).

2.7 The Outdoor Cinema Event promises to be a memorable evening of entertainment and community bonding, perfect for families and friends to enjoy together (**Event Plan Appendix g**).

2.8 The Music Event promises to be a vibrant and enjoyable experience, celebrating local talent and fostering a sense of community (**Event Plan Appendix h**).

1. Recommendation

Committee is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.

BICESTER TOWN COUNCIL

CIVIC EVENT PLAN

Mayor Making 2025

EVENT NAME: MAYOR MAKING 2025

This is a significant event in the civic calendar of many towns and cities. This ceremony marks the beginning of the new municipal year and the inauguration of Bicester's new Mayor

Document Name:	VE DAY CELEBRATIONS
Author:	Paul Canning /Maria Galic
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event:

12th May 2025



MAIN CONTACT(S)

Primary: Paul Canning

Paul.canning@bicester.gov.uk
07849703170

Secondary: Maria Galic

Maria.galic@bicester.gov.uk
07548 558813

PACK INDEX

Page 2 item 1	Key Contacts
Page 2 item 2	Distribution List
Page 3/4 Item 1	Licensing
Page 5 item 1	Event Layout
Page 5 item 1	Resident Consideration
Page 6 item 2	Car Parking
Page 6 item 1	Event Detail
Page 6 item 1	Post Event
Page 6 item 1	Communications
Page 6/7 item 1	Finances
Page 7/8 item 1	Post Event

2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	07849 703170
Secondary Contact: Event Administrator	Maria Galic	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:		
Event Security Contact:		
Event First Aid Contact:		

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councilor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	
Event Security	
Event First Aid	
Event Sound Support	
Event Contractor (Upon Request)	

3.1 Licensing

What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	N/A
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organizer. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	N/A

TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	N/A
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Risk assessment available

5.1 Event Layout

The Event layout

Key:

The Event will be held in the Whitelands function room.

Whitelands Farm Sports Ground

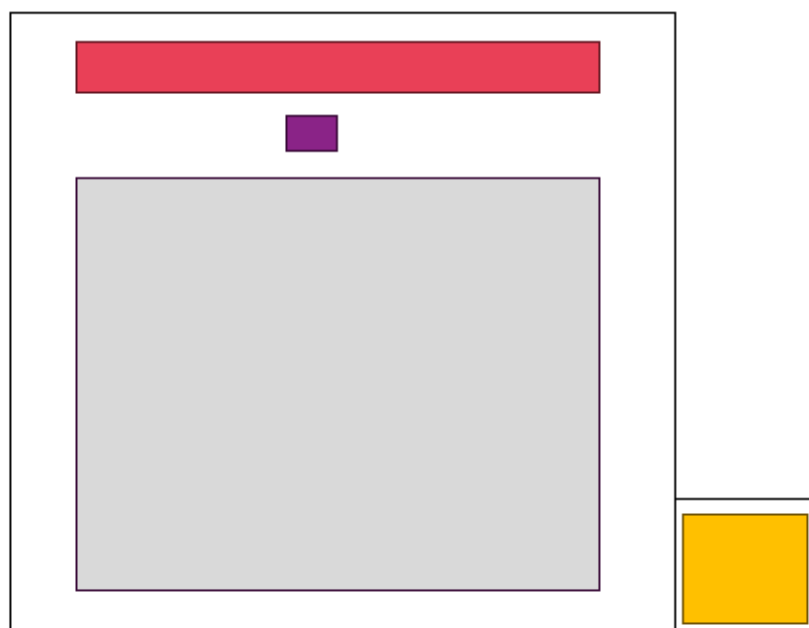
Whitelands Way, Bicester OX26 1AJ

The Kitchen and Bar [Tel: 01869 934 224](tel:01869934224) email: Whitelands@Bicester.gov.uk

Key

	Councilor table		Public Chairs
	Podium		Food and drinks Table

Function Room Layout



6.1 Event Layout Resident Consideration

Not applicable

7.1 Customer Management Before and During Event

Councilor, dignitaries and members of the public will be directed by staff in Whitelands reception to the upstairs function room. Upon closure of the event the same door will be used as the exit.

7.2 Car Parking

All Staff and invited guests can use the Whitelands carpark.

8.1 Event Detail

All timings are a draft and subject to change.

Event Day

17:00: Room set up
 18:15: Councilors arrive and have annual group photos taken.
 18:30: Invited guests are greeted and directed to seats.
 18:45: Good citizens Awards
 19:00: Start of Mayor Making
 19:45: Drinks to be poured.
 20:00: End of Mayor Making (Presentation of grant aid cheques)
 20:10: Refreshments served.

9.1 Post Event

Complaint Procedure

All complaints on the day need to be directed through to the Organizer, 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.

10.1 Communication Timeline

Attendees will be invited 60 days before the event.

11.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated	Income to date
--------	----------	-----------	----------------

		(less income to date)	
Ticket Sales Inclusive of Ticket Source deduction.			
Vendor			
Event Sponsor?			
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

12.1 Post EventSign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement		

that this event plan contains ALL relevant information.		
---	--	--

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event This event information is now finalized including the finance - All purchase Order have now been raised.		

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- A signed master copy must be kept with the Event Manager and available upon request

BICESTER TOWN COUNCIL

CIVIC EVENT PLAN

CIVIC FLAG RAISING

EVENT NAME: CIVIC FLAG RAISING

This event is held each year to celebrate HM's Armed Forces Day.

Document Name:	CIVIC FLAG RAISING
Author:	Paul Canning / Maria Galic
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event: **Friday 27th June 2025**



MAIN CONTACT(S)

Primary: Paul Canning
Paul.canning@bicester.gov.uk
 07849 703170

Secondary: Maria Galic
Maria.galic@bicester.gov.uk
 07548 558813

PACK INDEX

Page 2 item 1	Key Contacts
Page 2 item 2	Distribution List
Page 3/4 item 1	Licensing
Page 5 item 1	Event Layout
Page 5/6 item 1	Resident Consideration
Page 6 item 1	Crowd Management
Page 6 item 2	Car Parking
Page 6 item 1	Event Detail
Page 6 item 1	Event Protocol
Page 7 item 2	Feedback
Page 7 item 1	Roles and Responsibilities
Page 8 item 2	Past Event
Page 8 item 3	Communication
Page 8/9 item 1	Restricted – Finance
Page 10 item 1	Event Sign Off

2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	07849 703170
Secondary Contact: Event Administrator	Maria Galic	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:		
Event Security Contact:		
Event First Aid Contact:		

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councillor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	
Event Security	
Event First Aid	
Event Sound Support	
Event Contractor (Upon Request)	

3.1 Licensing

What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	N/A
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	N/A

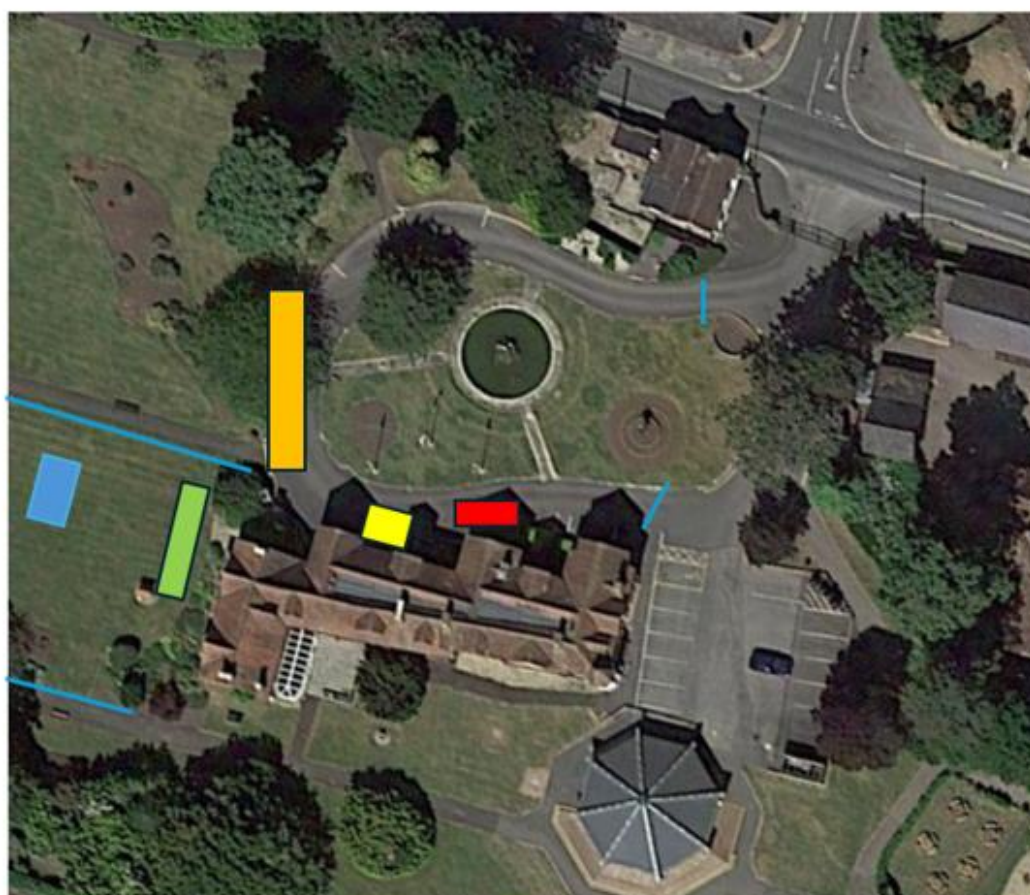
TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	N/A
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Available upon request.

5.1 Event Layout

The Event layout

Key:

- Dignitaries
- Podium
- Military
- Barrier
- Refreshments
- Seating and Gazebos



6.1 Event Layout Resident Consideration

Bicester Town Council is committed to working with its residents to deliver seamless events with as little disruption as possible. The public will be encouraged to attend flag raising and will be allowed to have a full view of the ceremony. Barriers will be in place to prevent vehicle access and around the bandstand area for refreshments.

Letters will be delivered to CAB and Nais House advising them of the event.

Please see appendix 1

7.1 Customer Management Before and During Event

Oval and lawn in front of bandstand is closed to the public.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

8.1 Event Detail

All timings are a draft and subject to change.

Event Day

07:00: Outdoor team set up barriers and car parks are closed.
12:00: Outdoor team set up gazebos.
13:00: Cutlery and glasses set up in reception area.
14:00: Podium is set up along with PA system.
14:30: Military and dignitaries arrive at Garth Park.
15:00: Mayor and invited dignitaries form in front of podium.
15:03: Bugler call and flag raising.
15:00: Food and beverages delivered to reception area.
15:05: Mayor of Bicester addresses personnel.
15:10: GSM approaches Mayor for permission to carry on.
15:11: Bugler call to inform departure of senior Military personnel.
15:12: GSM gives fall out.
15:15: Reception held in bandstand area.
15:15: Outdoor team reopen car park to the public.
16:00: Military leave.
16:15: Event closed.
16:30 Tidy down all staff.

Security

Not required

First Aid

Not required

9.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform.

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

On the day ticket purchases

A QR code will be provided on the advertising banner that will be hung on the railings to the park. In the event that this is a sell out a red cross will be drawn across the QR code.

National Threat Level

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

The Event lead 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 recognizably 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 meters. 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:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

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

10.1 Event Feedback

Not required

11.1 Roles and Responsibilities

Event Lead Primary	Paul Canning	Oversee the event
Event Lead Secondary	Maria Galic	
Event Senior Team	Phil Evans, Helen Pool Mick Lee Conor Pattison.	To support the instruction from the leads.
Event – Set up and take down	Outdoor Team Members and staff	Setting up the event that includes gazebo and fencing. Staff – food and drink delivery and set up.

12.1 Post Event

Complaint Procedure

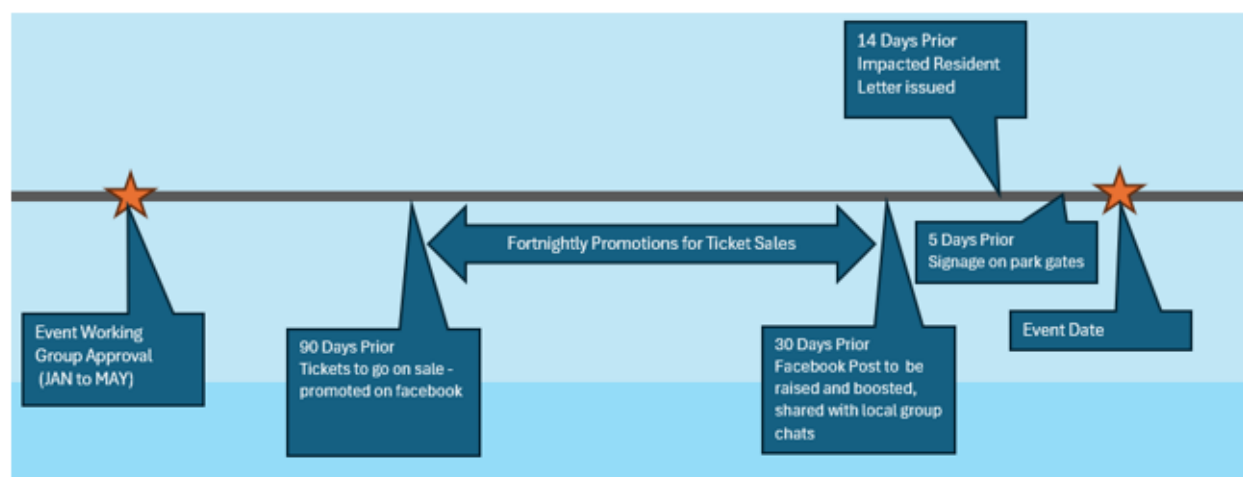
All complaints on the day need to be directed through to the Organizer, contactable through events@bicester.gov.uk. Any complaints which are requested to be taken further, will be passed onto the events lead. Event lead should be available to deal with urgent complaints during event hours.

Claims and Payment

Not applicable

13.1 Communication Timeline

Standard process below, timings for this event will be different.



14.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated (less income to date)	Income to date
Vendor			
Event Sponsor?			
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Stage and Sound			
Toilet Hire			
First Aid			
Security			
Tower Light Hire			
Wristbands			
Advertising/Promotions			
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

11.2 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations.

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations.

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event		

This event information is now finalized including the finance

- All purchase Order have now been raised.

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- **A signed master copy must be kept with the Event Manager and available upon request**

Appendix 1

BICESTER TOWN COUNCIL



Council Offices
The Garth
Launton Road
Bicester
Oxon OX26 6PS

Telephone: 01869 252915
Fax: 01869 324554
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Citizen Advice Bureau
Garth Park
Launton Road
Bicester
Oxon

Tuesday 24th June 2025

Dear Citizens Advice Bureau,

I would like to inform you that on Friday 27th June 2025, there will be limited car parking due to the Annual Flag Raising event taking place. The area around the pond will be barriered off with no parking allowed. Timings for this closure will be 7.00 – 15.15hrs.

I am sorry for any inconvenience this may cause you.

You are welcome to come along and spectate the event if you would like to. Flag Raising will commence at 2.30pm and finish at about 3.15pm.

Please do not hesitate to contact me should you have any questions regarding the above.

With kind regards

Maria Galic
Civic & Democratic Administrator / Mayors PA

BICESTER TOWN COUNCIL



Council Offices
The Garth
Launton Road
Bicester
Oxon OX26 6PS

Telephone: 01869 252915
Fax: 01869 324554
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Nai's House
Garth Park
Launton Road
Bicester
Oxon

Tuesday 24th June 2025

Dear Nai's House,

I would like to inform you that on Friday 27th June 2025, there will be limited car parking due to the Annual Flag Raising event taking place. The area around the pond will be barriered off with no parking allowed. Timings for this closure will be 7.00 – 15.15hrs.

I am sorry for any inconvenience this may cause you.

You are welcome to come along and spectate the event if you would like to. Flag Raising will commence at 2.30pm and finish at about 3.15pm.

Please do not hesitate to contact me should you have any questions regarding the above.

With kind regards

Maria Galic
Civic & Democratic Administrator / Mayors PA

BICESTER TOWN COUNCIL

CIVIC EVENT PLAN

Civic Easter Egg Hunt

EVENT NAME: CIVIC EASTER EGG HUNT

2nd year of this Mayoral event held in Garth Park. Money raised is donated to the mayor's chosen charity. Children are tasked with finding different objects and rewarded with an Easter egg. The event proved very popular in 2024

Document Name:	Easter Egg Hunt
Author:	Paul Canning / Maria Galic
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event:

15th April 2025



MAIN CONTACT(S)

Primary: Paul Canning

Paul.canning@bicester.gov.uk
07849703170

Secondary: Maria Galic

Maria.galic@bicester.gov.uk
07548 558813

PACK INDEX

Page 2 item 1	Key Contacts
Page 2 item 2	Distribution List
Page 3/4 item 1	Licensing
Page 5/6 item 1	Event Layout
Page 6 item 1	Resident Consideration
Page 6 item 1	Crowd Management
Page 6 item 2	Car Parking
Page 6/7 item 1	Event Detail
Page 8 item 1	Event Protocol
Page 9 item 2	Feedback
Page 9 item 1	Roles and Responsibilities
Page 9 item 2	Post Event
Page 10 item 1	Restricted – Finance
Page 10/11 item 1	Event Sign Off
Page 12/13 item 1	Event feedback

2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	07849 703170
Secondary Contact: Event Administrator	Maria Galic	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:	TBC	
Event Security Contact:	TBC	
Event First Aid Contact:	TBC	

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councilor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	TBC
Event Security	TBC
Event First Aid	TBC
Event Sound Support	TBC
Event Contractor (Upon Request)	Multiple

3.1 Licensing

What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	TBC
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	TBC
TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at	

	unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	TBC
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Available upon request and includes food allergy precautions.

5.1 Event Layout

The Event layout
Key:

	BTC Gazebo		First Aid and lost child		Stalls
	Event Area		Easter Egg Station		Display / Games area
	Barrier				



6.1 Event Layout Resident Consideration

Bicester Town Council is committed to working with its residents to deliver seamless events with as little disruption as possible. – All identified Contacts will be notified no later than two weeks prior to event.

7.1 Customer Management Before and During Event

Before the event begins there can be up to 600 visitors arriving ahead of the gates opening. The biggest risk is that the Council cannot allow customers to queue along Launton Road as this would represent a safety concern.

To counter this the event lead may make a decision to open the gates early and bring the custom into the park but only into a contained area. The event cannot open until authorized by its main contractors (Security, First Aid).

The Park will be closed and locked at all park entry points for the entire day of the event, Signs to this effect will be placed upon all gates 5 days prior.

Once the event has finished the main vehicle gates will be opened.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

8.1 Event Detail

All timings are a draft and subject to change.

Event Day

Park to remain accessible to the public all day

08:00: Barriers are set up Bicester Town Council staff (Shift one) arrive on site and set up event provisions.

09:00: Vehicles allowed access to the site.

10:00: No vehicle movement

10:30: BTC staff and volunteers team meeting.

10:50: BTC staff and volunteers to their positions.

11:00: Event Opens.

15:00 Event finishes.

15:20: Start Clear down.

16:00: Vehicle movements permitted and escorted by staff off site.

17:00: Barriers removed.

Security

Not required

First Aid

First Aid will operate from a gazebo provided by the Town Council.

Contractor to Provide two first aiders.

It is the responsibility of the contractor to issue and collect radios.

Lost and Found Children/ Persons

The point of contact for lost and found children/ vulnerable people will be the First Aid location, by Savoir Fare. Council Officers to make announcements throughout the event if required and will have access to loudspeakers. Signs to be put out on the day regarding lost/found people.

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

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual

3. 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
4. The police **MUST** be informed
5. 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
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
7. 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

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area
2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time Last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event leader 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
6. Inform the police of a child with no adult
7. 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
8. If found, they will be taken to their child
9. An information message across each radio channel should then be made to inform them that the search is over, and the police are to be updated

Wristbands

Bicester Town Council will provide wristbands to Parents/ Guardians upon request. These wristbands can be used to write a contact number in case of emergency.

Traffic Management

All event contractors entering the site will be registered at the main entrance gate. They will be marshalled by BTC staff to their location on-site.
Garth Park to remain closed to public vehicles.
Ensure that people can access the park safely, promoting the 2 crossing points near Garth Park and considerations are being made if we need to man the crossing with Marshall's. List where the local car parks are and where we recommend people to park on social media.

Toilet Provision

The Contractor will provide 12 individual toilet cubicles, 2 Male Urinals and 1 Disabled cubicle. Each Toilet will be well sign posted, and each have its own queue structure.

Should the queue become unmanageable then the disabled toilet within the porch of garth house may be considered.

Waste Facilities

Existing waste facilities to be used, BTC outdoor staff will be expected to litter pick throughout the day.

Black bags will be provided for the public at the front gates.

Refreshments

There will be refreshments available during this event. The first refusal will be given to Garth Parks Café, once they have established what is to be sold then non-competing vendors will be approached.

9.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform, Volunteers to be asked to wear smart/Casual attire – Hi visibility vest for all will be provided and must be worn

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

On the day ticket purchases

A QR code will be provided on the advertising banner that will be hung on the railings to the park. In the vent that this is a sell out a red cross will be drawn across the QR code.

National Threat Level

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

The Event lead 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 recognizably 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 meters. 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:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

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

10.1 Event Feedback

QR codes will be printed and placed around the event offering a short feedback form for event goers to offer feedback on how to improve – given this event will have alcohol, Officers have the right to withdraw non-constructive feedback.

APPENDIX 1 (Page 11) – Proposed feedback Questionnaire

11.1 Roles and Responsibilities

Event Lead Primary	Paul Canning	Oversee the event, Public Interface, Monitor public attendance.
Event Lead Secondary	Maria Galic	
Event Senior Team	Phil Evans, Helen Pool Mick Lee, Conor Pattison	To support the instruction from the leads.
Event (Shift One) – Set up and take down.	Outdoor Team	Setting up the event that includes Gazebo, fencing installation. CP to ensure health and safety is adhered to.
Event Delivery	Jodi Clarke, Maria Galic, Viktorija Kovale, Outdoor Team Members.	Scanning in Customers, Event closure (Park to be made ready for following morning) ML to ensure health and safety is adhered to.

11.2 Post Event

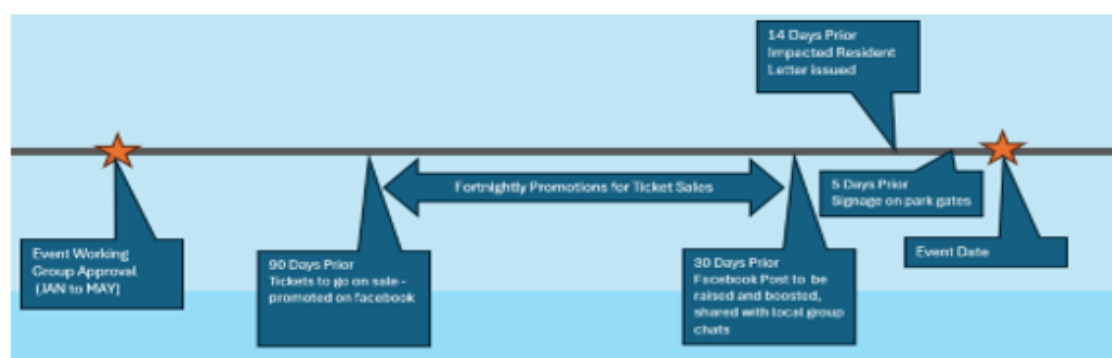
Complaint Procedure

All complaints on the day need to be directed through to the Organizer, 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.

Claims and Payment

All payments from performers to be invoiced after the event or as per hire agreement. All tickets will be purchased through a reliable ticket platform.

11.3. Communication Timeline



- PROMOTIONAL POSTERS WILL BE DRAFTED AND OFFERED TO THE EVENTS WORKING GROUP

12.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated (less income to date)	Income to date
Ticket Sales Inclusive of Ticket Source deduction.			
Vendor			
Event Sponsor?			
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Stage and Sound		£	
Toilet Hire		£	
First Aid		£	
Security		£	
Tower Light Hire		£	
Wristbands		£	
Advertising/Promotions		£	
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

11.2 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations.

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the		

finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		
--	--	--

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations.

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event This event information is now finalized including the finance - All purchase Order have now been raised.		

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- **A signed master copy must be kept with the Event Manager and available upon request**

What do you think to the live music playing today? – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

What did you of the services provided ? (i.e. Toilets, Refreshments) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Did you find the staff helpful? (i.e Council Staff, Security Staff and First aid staff) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please rate the overall experience today – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

How can we improve?

--

What aspects did you like?

--

What aspects do you dislike?

--

Would you join us next year?

YES	NO
-----	----

BICESTER TOWN COUNCIL

EVENT PLAN

VE Day Celebrations

EVENT NAME: VE DAY CELEBRATIONS

VE Day 80th anniversary celebration to commemorate the ending of World War 2 in Europe.

Document Name:	VE DAY CELEBRATIONS
Author:	Paul Canning / Isobel May
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event: **Thursday 8th May 2025**



MAIN CONTACT(S)

Primary: Paul Canning

Paul.canning@bicester.gov.uk
07849703170

Secondary: Isobel May

Isobel.May@bicester.gov.uk
07925 148712

PACK INDEX

Page 2 item 1	Key Contacts
Page 2 item 2	Distribution List
Page 3/4 Item 1	Licensing
Page 5 item 1	Event Layout
Page 6 item 1	Resident Consideration
Page 7 item 1	Crowd Management
Page 7 item 2	Car Parking
Page 8 item 1	Event Detail
Page 8 item 1	Event Protocol
Page 9 item 2	Feedback
Page 9/10 item 1	Roles and Responsibilities
Page 10 item 2	Post Event
Page 10 item 3	Communication Timeline
Page 10/11 item 1	Restricted – Finance
Page 11/12 item 1	Event Sign Off

2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	07849 703170
Secondary Contact: Event Administrator	Isobel May	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighborhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:	TBC	
Event Security Contact:	TBC	
Event First Aid Contact:	TBC	

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councilor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	TBC
Event Security	TBC
Event First Aid	TBC
Event Sound Support	TBC
Event Contractor (Upon Request)	Multiple

3.1 Licensing

What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	TBC
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event retain the principal legal duties for ensuring public safety.	TBC

TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	TBC
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Available on request and includes handling torch and fire lights.

5.1 Event Layout

The Event layout

Key:



Light military vehicles



Lamps of peace



Bands and military wives' choir



First Aid



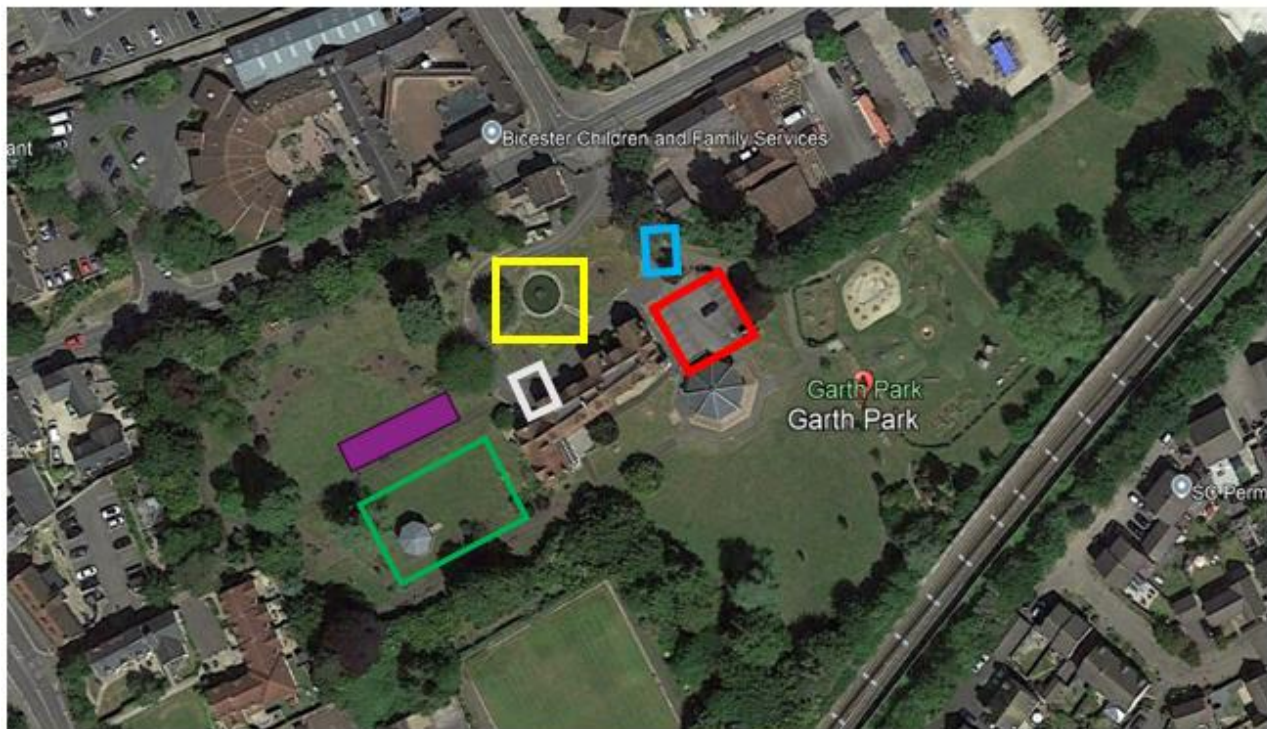
Food vendors



Toilets



First aid



6.1 Event Layout Resident Consideration

Bicester Town Council is committed to working with its residents to deliver seamless events with as little disruption as possible. – All identified Contacts will be notified no later than two weeks prior to the event.



BICESTER TOWN COUNCIL

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS
Telephone: 01869 252915
Email: eyenfo@bicester.gov.uk
Website: www.bicester.gov.uk

Dear neighbour,

VE Day 80th Celebrations – Thursday 8th of May 2025.

We would like to make you aware of the arrangements and timings for this year's 80TH VE Day celebration event in Garth Park.

**Music will be played in the Garth Park Bandstand from 7 pm until 10 pm.
We do not anticipate the music to be loud as it will be mainly choir and brass band, but we would like to keep you informed.**

The event is free to the public, please join us.

Regards,
Bicester Town Council

7.1 Customer Management Before and During Event

The Park will be open as normal from 07:30 but will close later at 22:00 due to the lamp light and beacon switch on.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

The public car park will be closed for the use of military vehicles.

8.1 Event Detail

All timings are a draft and subject to change.

One Day Before Event:
Toilet Arrival.

Event Day

07:00: Park is decorated (bunting, flags, and military memorabilia).
07:30: Military vehicles on site
09:00 Flag Raising ceremony (military, invited guests and open to the public)
11:00 Schools invited on site to talk to Army, look at vehicles and displays. Drop off VE day pictures and paintings,..
12:00: Fish and Chips available from the café until 21:00
17:00: Major judges best VE day picture from Local Schools
18:30: Bells rang out at St Edberg's Church in celebration of peace.
19:00: Music in the bandstand (military wives quire and brass band tbc)
21:00: VE Day proclamation (to be read by the mayor).
21:05: Reverend Peter
21:10: Music continues in the Band Stand.
21:30: Lighting of a beacon in the park with members of the public allowed to place tealights around the pond edge to celebrate lamp lights of peace.
22:15: Event closes
23:00: Park closure

Security

Security to be aware of alcohol consumption by the public and react accordingly to violence and antisocial behavior.

Security will operate on a separate radio station; However, the Event Lead and the Security Lead will have access to both radio stations at all times.

It is the responsibility of the contractor to issue and collect radios.

First Aid

First Aid will operate from a gazebo provided by the Town Council.
Contractor to Provided two first aiders.

It is the responsibility of the contractor to issue and collect radios.

Lost and Found Children/ Persons

The point of contact for lost and found children/ vulnerable people will be the First Aid location, by Savoir Fare. Council Officers to make announcements throughout the event if required and will have access to loudspeakers. Signs to be put out on the day regarding lost/found people.

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

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual
3. 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
4. The police MUST be informed
5. 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
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian

7. 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

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area
2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time Last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event leader 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
6. Inform the police of a child with no adult
7. 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
8. If found, they will be taken to their child
9. An information message across each radio channel should then be made to inform them that the search is over, and the police are to be updated

Wristbands

Bicester Town Council will provide wristbands to Parents/ Guardians upon request. These wristbands can be used to write a contact number in case of emergency.

Traffic Management

All event contractors entering the site will be registered at the main entrance gate. They will be marshalled by BTC staff to their location on-site.

Garth Park to remain closed to public vehicles.

Ensure that people can access the park safely, promoting the 2 crossing points near Garth Park and considerations are being made if we need to man the crossing with Marshall's. List where the local car parks are and where we recommend people to park on social media.

Toilet Provision

The Contractor will provide 12 individual toilet cubicles, 2 Male Urinals and 1 Disabled cubicle. Each Toilet will be well sign posted, and each have its own queue structure.

Should the queue become unmanageable then the disabled toilet within the porch of garth house may be considered.

Waste Facilities

Existing waste facilities to be used, BTC outdoor staff will be expected to litter pick throughout the day.

Black bags will be provided for the public at the front gates.

Refreshments

There will be refreshments available during this event. The first refusal will be given to Garth Parks Café, once they have established what is to be sold then non-competing vendors will be approached.

9.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform, Volunteers to be asked to wear smart/Casual attire – Hi visibility vest for all will be provided and must be worn

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

On the day ticket purchases

A QR code will be provided on the advertising banner that will be hung on the railings to the park. In the vent that this is a sell out a red cross will be drawn across the QR code.

National Threat Level

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

The Event lead 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 recognizably 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 meters. 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:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

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

10.1 Event Feedback

QR codes will be printed and placed around the event offering a short feedback form for event goers to offer feedback on how to improve

11.1 Roles and Responsibilities

Event Lead Primary	Paul Canning	Oversee the event, Public Interface, Monitor public attendance.
Event Lead Secondary	Isobel May	
Event Senior Team	Phil Evans, Helen Pool Mick Lee, Conor Pattison.	To support the instruction from the leads.

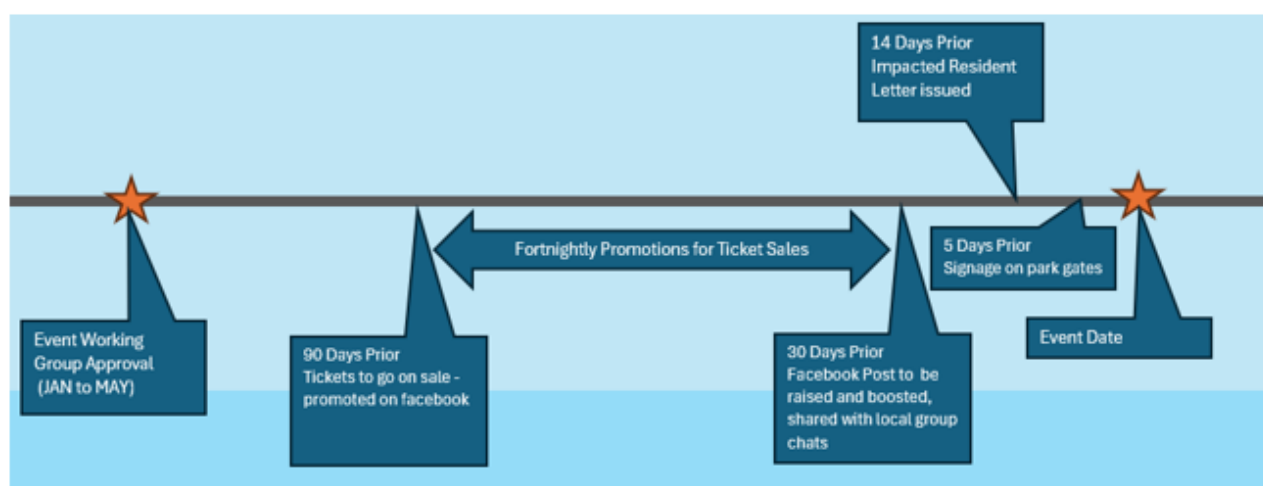
Event – Set up	Outdoor Team	Toilet location, Gazebo, crowd/ heris fencing installation.
Event running and close	Jodi Clarke, Maria Galic, Viktorija Kovale, Outdoor Team Members x 3	Scanning in Customers, Event closure (Park to be made ready for following morning) ML to ensure health and safety is adhered to.

11.2 Post Event

Complaint Procedure

All complaints on the day need to be directed through to the Organizer, 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.

11.3. Communication Timeline



- PROMOTIONAL POSTERS WILL BE DRAFTED AND OFFERED TO THE EVENTS WORKING GROUP

12.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated (less income to date)	Income to date
Event Sponsor?			
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Toilet Hire		£	
First Aid		£	
Security		£	
Advertising/Promotions		£	
Total			

Budget Verses Actual

Budget	
Actual	
Difference	

11.2 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alteration)s.

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alteration).

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event		

This event information is now finalized including the finance - All purchase Order have now been raised.		
---	--	--

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- A signed master copy must be kept with the Event Manager and available upon request

BICESTER TOWN COUNCIL

EVENT PLAN

Armed Forces Day

EVENT NAME: ARMED FORCES DAY

Armed Forces Day in the United Kingdom is an annual event celebrated in late June to commemorate the service of men and women in the British Armed Forces.

Document Name:	Armed Forces Day
Author:	Paul Canning / Isobel May
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event:

28th June 2025



MAIN CONTACT(S)

Primary: Paul Canning

Paul.canning@bicester.gov.uk
07849703170

Secondary: Isobel May

Isobel.May@bicester.gov.uk
07925 148712

PACK INDEX

Page 2 item 1	Key Contacts
Page 2 item 2	Distribution List
Page 3/4 item 1	Licensing
Page 5 item 1	Event Layout
Page 6 item 1	Resident Consideration
Page 7 item 1	Crowd Management
Page 7 item 2	Car Parking
Page 8/9 item 1	Event Detail
Page 10 item 1	Event Protocol
Page 10 item 2	Feedback
Page 11 item 1	Roles and Responsibilities
Page 11 item 2	Post Event
Page 11 item 3	Timeline
Page 12 item 1	Restricted – Finance
Page 13 item 1	Event Sign Off

2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	
Secondary Contact: Event Administrator	Isobel May	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:	TBC	
Event Security Contact:	TBC	
Event First Aid Contact:	TBC	

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councilor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	TBC
Event Security	TBC
Event First Aid	TBC
Event Sound Support	TBC
Event Contractor (Upon Request)	Multiple

3.1 Licencing

What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	TBC
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	TBC

TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	TBC
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Available upon request.

5.1 Event Layout

The Event layout Pingle Field
Key:

- | | | |
|---|--|---|
|  Military Vehicles |  Display Arena |  BTC gazebos |
|  Obstacle Course |  Vendors |  First Aid |
|  Fun Fair |  BTC Lost Child | |



6.1 Event Layout Resident Consideration

Bicester Town Council is committed to working with its residents to deliver seamless events with as little disruption as possible. – All identified Contacts will be notified no later than two weeks prior to event.



7.1 Customer Management Before and During Event

Pingle Field remains open to the public for the whole event, vehicles will be escorted on site by security and BTC staff. There will be no vehicle movements permitted after 10:30am.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

8.1 Event Detail

All timings are a draft and subject to change.

One Day Before Event:

Toilet Arrive on site

Event Day

07:30 Bicester Town Council staff arrive on site and set up event provisions.

08:00: Military and fun fair arrive and set up.

08:30: Pavillion is set up for staff and entertainment changing rooms.

09:00: Stall holders and vendors permitted on site.

09:30: Outdoor team set up barriers for the protection of activities

10:00: First aid set up.

10:15: No further vehicle movements permitted on site.

10:30: Security arrives on site.

11:00: Event opens to the public.

16:00: Event closes to the public

16:15: Vendors escorted out of event

Security

Contractor to provide 6 members of staff. Security to be aware of alcohol consumption by the public and react accordingly to violence and antisocial behavior.

Security will operate on a separate radio station; However, the Event Lead and the Security Lead will always have access to both radio stations.

It is the responsibility of the contractor to issue and collect radios.

First Aid

First Aid will operate from a gazebo provided by the Town Council.

Contractor to Provide two first aiders.

It is the responsibility of the contractor to issue and collect radios.

Lost and Found Children/ Persons

The point of contact for lost and found children/ vulnerable people will be the First Aid location, by Savoir Fare. Council Officers to make announcements throughout the event if required and will have access to loudspeakers. Signs to be put out on the day regarding lost/found people.

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

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual
3. 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
4. The police MUST be informed
5. 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
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
7. 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

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area
2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time Last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event leader 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
6. Inform the police of a child with no adult
7. 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
8. If found, they will be taken to their child
9. An information message across each radio channel should then be made to inform them that the search is over, and the police are to be updated

Wristbands

Bicester Town Council will provide wristbands to Parents/ Guardians upon request. These wristbands can be used to write a contact number in case of emergency.

Traffic Management

All event contractors entering the site will be registered at the main entrance gate. They will be marshalled by BTC staff to their location on-site.

Garth Park to remain closed to public vehicles.

Ensure that people can access the park safely, promoting the 2 crossing points near Garth Park and considerations are being made if we need to man the crossing with Marshall's. List where the local car parks are and where we recommend people to park on social media.

Toilet Provision

The Contractor will provide 4 individual toilet cubicles. Each Toilet will be well sign posted, and each have its own queue structure.

Waste Facilities

Existing waste facilities to be used, BTC outdoor staff will be expected to litter pick throughout the day.

Black bags will be provided along with 4 wheelie bins supplied by CDC.

Refreshments

Vendors will provide refreshments available during this event.

9.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform, Volunteers to be asked to wear smart/Casual attire – Hi visibility vest for all will be provided and must be worn

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

National Threat Level

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

The Event lead 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 recognizably 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 meters. 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:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

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

9.2 Event Feedback

QR codes will be printed and placed around the event offering a short feedback form for event goers to offer feedback on how to improve – given this event will have alcohol, Officers have the right to withdraw non-constructive feedback.

APPENDIX 1 (Page 13) – Proposed feedback Questionnaire

10.1 Roles and Responsibilities

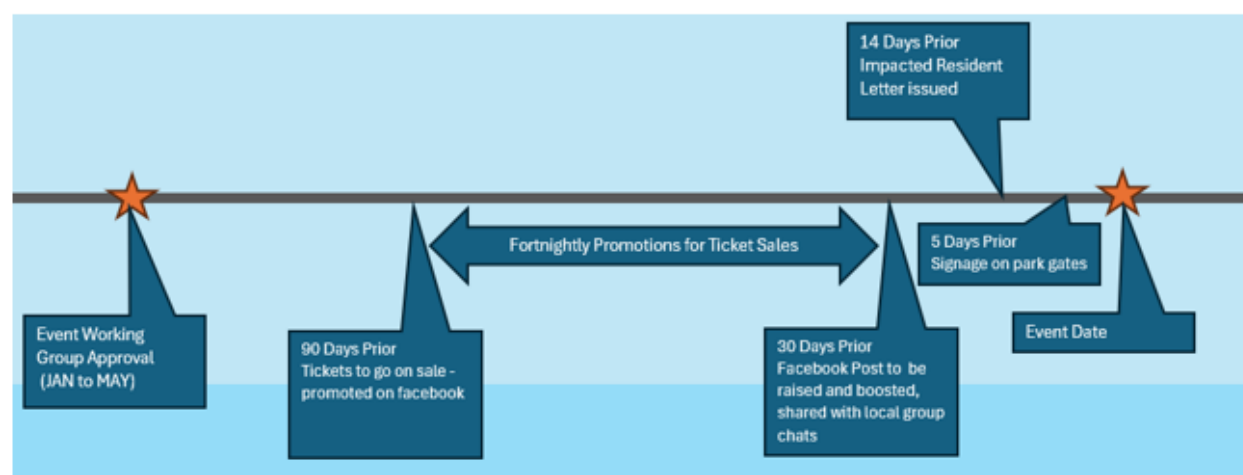
Event Lead Primary	Paul Canning	Oversee the event, Public Interface, Monitor public attendance.
Event Lead Secondary	Isobel May	
Event Senior Team	Phil Evans, Helen Pool Mick Lee Conor Pattison	To support the instruction from the leads.
Event (Shift One) – Set up	Outdoor Team Members x 4 Mick Lee to Confirm	Setting up the event that includes Toilet location, wheelie bins, gazebos and display area.
Event (Shift two) – Take down	Outdoor Team Members x 4 Mick Lee to Confirm	Take down

11.1 Post Event

Complaint Procedure

All complaints on the day need to be directed through to the Organizer, 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.

11.2 Communication Timeline



- PROMOTIONAL POSTERS WILL BE DRAFTED AND OFFERED TO THE EVENTS WORKING GROUP

12.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated (less income to date)	Income to date
Ticket Sales Inclusive of Ticket Source deduction.			
Vendor			
Event Sponsor?	TBC	TBC	TBC
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Stage and Sound		£?	
Toilet Hire		£?	
First Aid		£?	
Security		£?	
Tower Light Hire		£?	
Wristbands		£?	
Advertising/Promotions		£?	
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

13.1 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event This event information is now finalized including the finance - All purchase Order have now been raised.		

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- A signed master copy must be kept with the Event Manager and available upon request

Appendix 1

What do you think to the live music playing today? – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

What did you of the services provided ? (i.e. Toilets, Refreshments) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Did you find the staff helpful? (i.e Council Staff, Security Staff and First aid staff) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please rate the overall experience today – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

How can we improve?

--

What aspects did you like?

--

What aspects do you dislike?

--

Would you join us next year?

YES	NO
-----	----

BICESTER TOWN COUNCIL

EVENT PLAN

Family Fun Day (Teddy bears picnic)

EVENT NAME: FAMILY FUN DAY (TEDDY BEARS PICNIC)

Bicester Town Council often hosts such events, featuring a variety of activities like live music, games, Zorbing, dance, theatre, and more, for 2025 we will be hosting a Teddy Bears picnic within Garth Park.

Document Name:	Family Fun Day
Author:	Paul Canning / Isobel May
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event:

6th August 2025



MAIN CONTACT(S)

Primary: Paul Canning

Paul.canning@bicester.gov.uk
07849703170

Secondary: Isobel May

Isobel.May@bicester.gov.uk
07925 148712

PACK INDEX

Page 2 item 1	Key Contacts
Page 2 item 2	Distribution List
Page 3/4 item 1	Licensing
Page 5 item 1	Event Layout
Page 6 item 1	Resident Consideration
Page 7 item 1	Crowd Management
Page 7 item 2	Car Parking
Page 8/9 item 1	Event Detail
Page 10 item 1	Event Protocol
Page 10 item 2	Feedback
Page 11 item 1	Roles and Responsibilities
Page 11 item 2	Post Event
Page 11 item 3	Timeline
Page 12 item 1	Restricted – Finance
Page 13 item 1	Event Sign Off

2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers./

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	
Secondary Contact: Event Administrator	Isobel May	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:	TBC	
Event Security Contact:	TBC	
Event First Aid Contact:	TBC	

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councilor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	TBC
Event Security	TBC
Event First Aid	TBC
Event Sound Support	TBC
Event Contractor (Upon Request)	Multiple

3.1 Licensing

What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	TBC
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	TBC

TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	TBC
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	TBC

5.1 Event Layout

The Event layout
Key:

- Vendors
- Toilets
- Event Area



6.1 Event Layout Resident Consideration

Not Applicable

7.1 Customer Management Before and During Event

This event is free to the public but numbers attending will be monitored to ensure public safety.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

8.1 Event Detail

All timings are a draft and subject to change.

One Day Before Event:
Toilet Arrival.

Event Day

10:00: Security and first aid arrive.
10:30: Vehicle movement STOP.
11:00: Event opens to the public
16:00: Event Closure, park clearance vehicle movement allowed when public are clear.
16:15: First Aid leave site.
18:30: Security leave site

Security

Contractor to provide 4 members of staff. Security to be aware of any violence and antisocial behavior.

Security will operate on a separate radio station; However, the Event Lead and the Security Lead will have access to both radio stations at all times.

It is the responsibility of the contractor to issue and collect radios.

First Aid

First Aid will operate from a gazebo provided by the Town Council.
Contractor to Provide two first aiders.

It is the responsibility of the contractor to issue and collect radios.

Lost and Found Children/ Persons

The point of contact for lost and found children/ vulnerable people will be the First Aid location, by Savoir Fare.
Council Officers to make announcements throughout the event if required and will have access to loudspeakers. Signs to be put out on the day regarding lost/found people.
If an adult comes to the lost and found to report a missing child, the following procedure is to take place:

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual
3. 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
4. The police MUST be informed
5. 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
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
7. 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

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area
2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time Last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event leader 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
6. Inform the police of a child with no adult
7. 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
8. If found, they will be taken to their child
9. An information message across each radio channel should then be made to inform them that the search is over, and the police are to be updated

Wristbands

Bicester Town Council will provide wristbands to Parents/ Guardians upon request. These wristbands can be used to write a contact number in case of emergency.

Traffic Management

All event contractors entering the site will be registered at the main entrance gate. They will be marshalled by BTC staff to their location on-site.

Garth Park to remain closed to public vehicles.

Ensure that people can access the park safely, promoting the 2 crossing points near Garth Park and considerations are being made if we need to man the crossing with Marshall's. List where the local car parks are and where we recommend people to park on social media.

Toilet Provision

The Contractor will provide 4 individual toilet cubicle each toilet will be well sign posted.

Should the queue become unmanageable then the disabled toilet within the porch of garth house may be considered.

Waste Facilities

Existing waste facilities to be used, BTC outdoor staff will be expected to litter pick throughout the day.

Refreshments

There will be refreshments available during this event. The first refusal will be given to Garth Parks Café, once they have established what is to be sold then non-competing vendors will be approached.

10.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform, Volunteers to be asked to wear smart/Casual attire – Hi visibility vest for all will be provided and must be worn

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

On the day ticket purchases

A QR code will be provided on the advertising banner that will be hung on the railings to the park. In the vent that this is a sell out a red cross will be drawn across the QR code.

National Threat Level

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

The Event lead 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 recognizably 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 meters. 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:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

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

10.2 Event Feedback

QR codes will be printed and placed around the event offering a short feedback form for event goers to offer feedback on how to improve – given this event will have alcohol, Officers have the right to withdraw non-constructive feedback.

APPENDIX 1 (Page 12) – Proposed feedback Questionnaire

11.1 Roles and Responsibilities

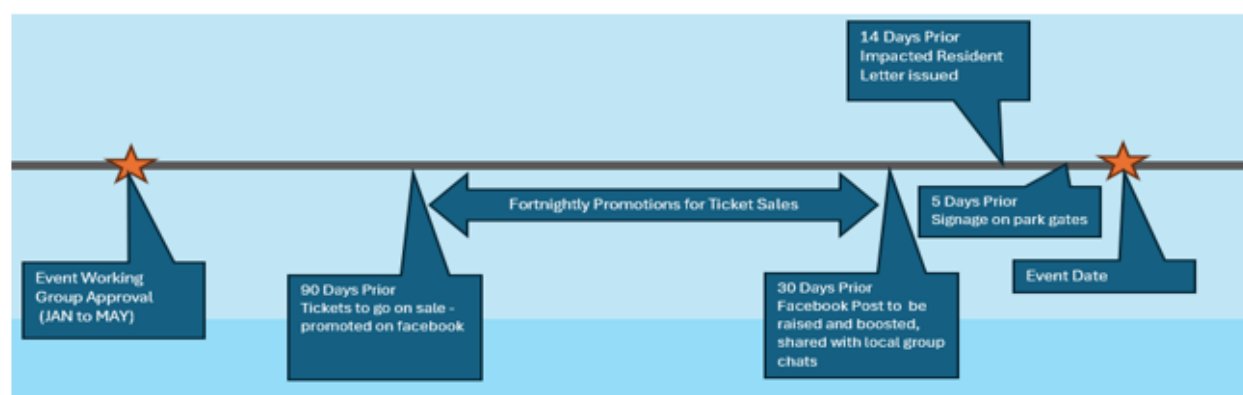
Event Lead Primary	Paul Canning	Oversee the event, Public Interface, Monitor public attendance.
Event Lead Secondary	Isobel May	
Event Senior Team	Phil Evans, Helen Pool Mick Lee (Shift Two) Conor Pattison (Shift One)	To support the instruction from the leads.
Event (Shift One) – Set up	Outdoor Team Members x 4 Mick Lee to Confirm	Setting up the event that includes Towner Lights, Toilet location, Gazebo, crowd/ heris fencing installation. CP to ensure health and safety is adhered to.
Event (Shift Two) – Delivery	Jodi Clarke, Maria Galic, Viktorija Kovale, Outdoor Team Members x 4 Mick Lee to Confirm	Scanning in Customers, Event closure (Park to be made ready for following morning) ML to ensure health and safety is adhered to.

11.2 Post Event

Complaint Procedure

All complaints on the day need to be directed through to the Organizer, 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.

11.3. Communication Timeline



- PROMOTIONAL POSTERS WILL BE DRAFTED AND OFFERED TO THE EVENTS WORKING GROUP

12.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated (less income to date)	Income to date
Ticket Sales Inclusive of Ticket Source deduction.			
Vendor			
Event Sponsor?		TBC	TBC
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Stage and Sound			
Toilet Hire			
First Aid			
Security			
Tower Light Hire			
Wristbands			
Advertising/Promotions			
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

11.2 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event This event information is now finalized including the finance - All purchase Order have now been raised.		

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- A signed master copy must be kept with the Event Manager and available upon request

APPENDIX 1

What do you think to the live music playing today? – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

What did you of the services provided ? (i.e. Toilets, Refreshments) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Did you find the staff helpful? (i.e. Council Staff, Security Staff and First aid staff) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please rate the overall experience today – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

How can we improve?

--

What aspects did you like?

--

What aspects do you dislike?

--

Would you join us next year?

YES	NO
-----	----

BICESTER TOWN COUNCIL

EVENT PLAN

Outdoor Cinema

EVENT NAME: OUTDOOR CINEMA

This event has historically been held in July during a Saturday evening. The Council consults the public using social media for the film(s) they would like to see.

Document Name:	Outdoor Cinema
Author:	Paul Canning / Isobel May
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event:

26th July 2025



MAIN CONTACT(S)

Primary: Paul Canning

Paul.canning@bicester.gov.uk
07849703170

Secondary: Isobel May

Isobel.May@bicester.gov.uk
07925 148712

PACK INDEX

Page 2 item 1	Key Contacts
Page 2 item 2	Distribution List
Page 3/4 Item 1	Licensing
Page 5 item 1	Event Layout
Page 6 item 1	Resident Consideration
Page 7 item 1	Crowd Management
Page 7 item 2	Car Parking
Page 8/9 item 1	Event Detail
Page 10 item 1	Event Protocol
Page 10 item 2	Feedback
Page 11 item 1	Roles and Responsibilities
Page 11 item 2	Post Event
Page 11 item 3	Timeline
Page 12 item 1	Restricted – Finance
Page 13 item 1	Event Sign Off
Page 14/15 item 1	Resident Letters
Page 16 item 1	Feedback

2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	
Secondary Contact: Event Administrator	Isobel May	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:	TBC	
Event Security Contact:	TBC	
Event First Aid Contact:	TBC	

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councilor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	TBC
Event Security	TBC
Event First Aid	TBC
Event Sound Support	TBC
Event Contractor (Upon Request)	Multiple

3.1 Licensing

What is required for the event to run safely and legally.

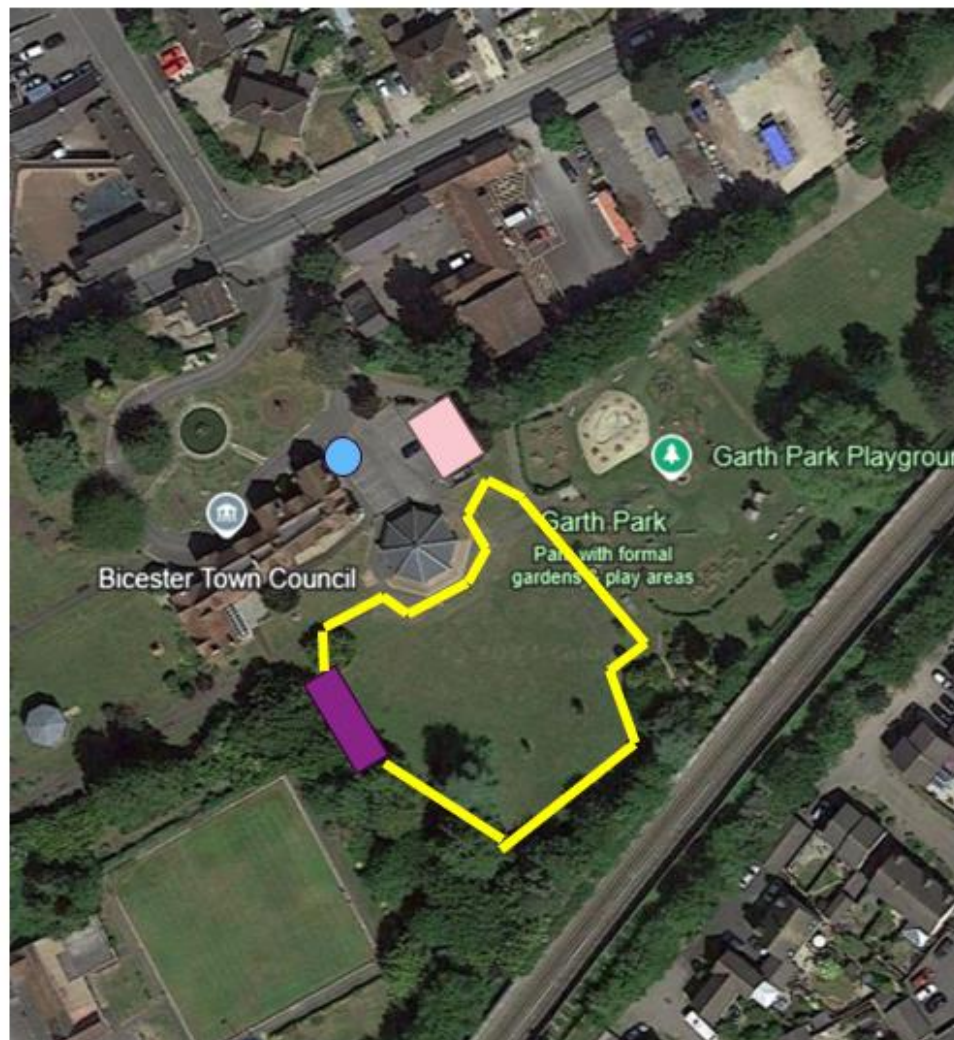
Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	TBC
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	TBC

TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	TBC
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Available upon request

5.1 Event Layout

The Event layout
Key:

Toilets
 First Aid
 Cinema Screen
 Public area



6.1 Event Layout Resident Consideration

Bicester Town Council is committed to working with its residents to deliver seamless events with as little disruption as possible. – All identified Contacts will be notified no later than two weeks prior to event.



Residential Housing within Red Circle will be offered a discounted ticket.

APPENDIX 1 (Page 14) - Letter for issue to those within RED circle)

All Other Residential Housing identified within larger circle will receive a notification of the upcoming event.

APPENDIX 2 (Page 15) - Letter for issue to those within RED circle)

All discounted and FOC Tickets will be in excess of the 1600 targeted event attendance

Garth Park Event Capacity (Based on available event space) 1750

7.1 Customer Management Before and During Event

Before the event begins there can be up to 1500 visitors arriving ahead of the gates opening. The biggest risk is that the Council cannot allow customers to queue along Launton Road as this would represent a safety concern.

To counter this the event lead may make a decision to open the gates early and bring the custom into the park but only into a contained area. The event cannot open until authorized by its main contractors (Security, First Aid and Sound Support).

Contained Area and Event Entrance:



The Park will be closed and locked at all park entry points for the entire day of the event, Signs to this effect will be placed upon all gates 5 days prior.

Once the event has finished the main vehicle gates will be opened.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

8.1 Event Detail

All timings are a draft and subject to change.

One Day Before Event:

Toilet Arrival.
Tower Lights Arrival.

Event Day

12:00: Bicester Town Council staff (Shift one) arrive on site and set up event provisions.
12:30: Cinema arrives and set up.
15:00: Vendor earliest arrival point.
16:00: Vendor vehicles must be removed from site deadline.
17:00: Bicester Town Council staff (Shift two) and Security and First Aid arrive.
18:00: Team Meeting, staff, security and first Aid.
18:00: Gates open.
18:30: Gates open to the public.
19:00: Event starts.
19:30: Gates closed to public
22:00: Music to finish.
22:30: Site clears down, Staff to leave upon completion.
23:00: Security to leave site.
00:00: Site closure.

Security

Contractor to provide 10 members of staff. Security to be aware of alcohol consumption by the public and react accordingly to violence and antisocial behavior.

Risk of crushing and antisocial behavior within the queueing barriers. 2x security to stand and maintain the queue, making sure there is no danger, and nobody jumps the barrier. If there is a risk of crushing (if there are too many people in one area), Security or BTC Staff will unhook the barrier and allow people into the garden area.

Security will operate on a separate radio station; However, the Event Lead and the Security Lead will have access to both radio stations at all times.

It is the responsibility of the contractor to issue and collect radios.

First Aid

First Aid will operate from a gazebo provided by the Town Council.
Contractor to Provide two first aiders.

It is the responsibility of the contractor to issue and collect radios.

Lost and Found Children/ Persons

The point of contact for lost and found children/ vulnerable people will be the First Aid location, by Savoir Fare. Council Officers to make announcements throughout the event if required and will have access to loudspeakers. Signs to be put out on the day regarding lost/found people.

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

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual
3. 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
4. The police MUST be informed
5. 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
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
7. 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

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area
2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time Last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event leader 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
6. Inform the police of a child with no adult
7. 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
8. If found, they will be taken to their child
9. An information message across each radio channel should then be made to inform them that the search is over, and the police are to be updated

Wristbands

Bicester Town Council will provide wristbands to Parents/ Guardians upon request. These wristbands can be used to write a contact number in case of emergency.

Traffic Management

All event contractors entering the site will be registered at the main entrance gate. They will be marshalled by BTC staff to their location on-site.

Garth Park to remain closed to public vehicles.

Ensure that people can access the park safely, promoting the 2 crossing points near Garth Park and considerations are being made if we need to man the crossing with Marshall's. List where the local car parks are and where we recommend people to park on social media.

Toilet Provision

The Contractor will provide 12 individual toilet cubicles, 2 Male Urinals and 1 Disabled cubicle. Each Toilet will be well sign posted, and each have its own queue structure.

Should the queue become unmanageable then the disabled toilet within the porch of garth house may be considered.

Waste Facilities

Existing waste facilities to be used, BTC outdoor staff will be expected to litter pick throughout the day.

Black bags will be provided for the public at the front gates.

Refreshments

There will be refreshments available during this event. The first refusal will be given to Garth Parks Café, once they have established what is to be sold then non-competing vendors will be approached.

10.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform, Volunteers to be asked to wear smart/Casual attire – Hi visibility vest for all will be provided and must be worn

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

On the day ticket purchases

A QR code will be provided on the advertising banner that will be hung on the railings to the park. In the vent that this is a sell out a red cross will be drawn across the QR code.

National Threat Level

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

The Event lead 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 recognizably 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 meters. 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:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

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

10.2 Event Feedback

QR codes will be printed and placed around the event offering a short feedback form for event goers to offer feedback on how to improve – given this event will have alcohol, Officers have the right to withdraw non-constructive feedback.

APPENDIX 3 (Page 16) – Proposed feedback Questionnaire

11.1 Roles and Responsibilities

Event Lead Primary	Paul Canning	Oversee the event, Public Interface, Monitor public attendance.
Event Lead Secondary	Isobel May	
Event Senior Team	Phil Evans, Helen Pool Mick Lee (Shift Two) Conor Pattison (Shift One)	To support the instruction from the leads.
Event (Shift One) – Set up	Outdoor Team Members x 4 Mick Lee to Confirm	Setting up the event that includes Towner Lights, Toilet location, Gazebo, crowd/ heris fencing installation. CP to ensure health and safety is adhered to.
Event (Shift Two) – Delivery	Jodi Clarke, Maria Galic, Viktorija Kovale, Outdoor Team Members x 4 Mick Lee to Confirm	Scanning in Customers, Event closure (Park to be made ready for following morning) ML to ensure health and safety is adhered to.

11.2 Post Event

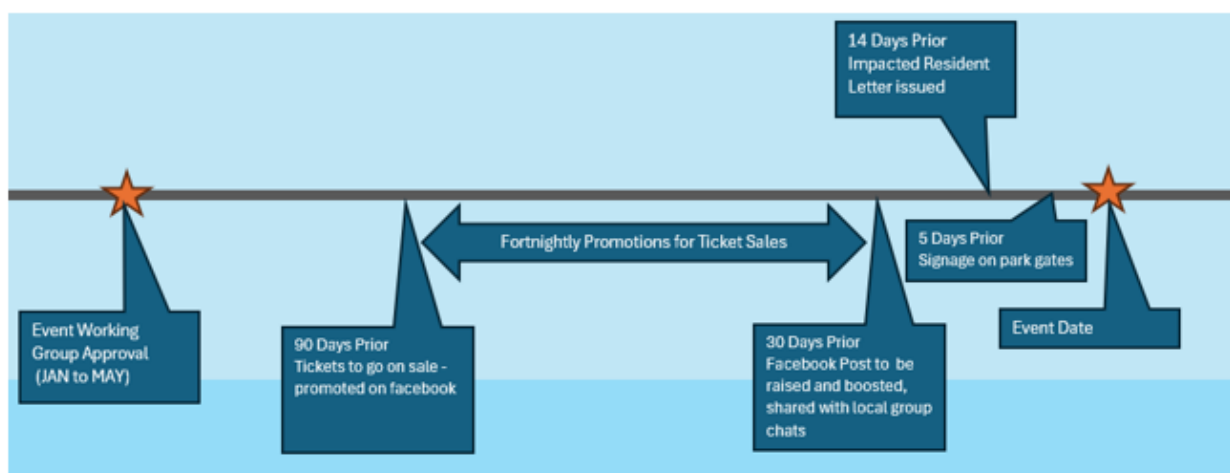
Complaint Procedure

All complaints on the day need to be directed through to the Organizer, 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.

Claims and Payment

All payments from performers to be invoiced after the event or as per hire agreement. All tickets will be purchased through a reliable ticket platform.

11.3. Communication Timeline



- PROMOTIONAL POSTERS WILL BE DRAFTED AND OFFERED TO THE EVENTS WORKING GROUP

12.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated (less income to date)	Income to date
Ticket Sales Inclusive of Ticket Source deduction.			
Vendor			
Event Sponsor?	TBC	TBC	TBC
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Cinema Hire		£TBC	
Toilet Hire		£TBC	
First Aid		£TBC	
Security		£TBC	
Tower Light Hire		£TBC	
Wristbands		£TBC	
Advertising/Promotions		£TBC	
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

11.2 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event This event information is now finalized including the finance - All purchase Order have now been raised.		

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- A signed master copy must be kept with the Event Manager and available upon request

BICESTER TOWN COUNCIL



Mr Phil Evans
Town Clerk
e-mail: phil.evans@bicester.gov.uk

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Letter Issued by xxxxxxxx
Letter Number xxxxxx

Dear Resident,

I write to you with exciting news about this year's Outdoor Cinema event, taking place on Saturday 26th July 2025 from 7:00pm – 10:00pm.

We will be holding the event within the park, and we will be having staging, suppliers and barriers setting up throughout the day of the event from 8am.

We would like to invite you to join in our summer spirit and enjoy a night of music and fun. Attached as part of our neighbour initiative we would like you to accept our offer of a discounted price for up to 4 tickets, if you come to the Garth Park Council Offices and present this letter we will apply 30% discount upon your purchase the Letter id will be noted and can only be used once.

We are working diligently to ensure the event is a success and runs safely throughout the day. We have several safety provisions in place, our event will be managed via a 24-hour security team, first aid will be on site and our Bicester Town Council team will be around to answer any questions. The park area will be closed from 3:00pm – 10:00pm on our event days.

We apologies in advance for any inconvenience this may cause. If you have any emergencies or issues, please keep this number to hand for contact: 07925 148712. If you wish to discuss any of the above points, please email events@bicester.gov.uk. We look forward to hearing from you.

Yours sincerely Phil Evans **Town Clerk**

A handwritten signature in blue ink, appearing to read 'P. Evans'.

Bicester is twinned with Neunkirchen-Seelscheid, Germany,
Canton des Essarts, France, and Czernichow, Poland

BICESTER TOWN COUNCIL



Mr Phil Evans
Town Clerk
e-mail: phil.evans@bicester.gov.uk

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Issue Date

Dear Resident,

I write to you with exciting news about this year's Outdoor Cinema, taking place on Saturday 26th July 2025 from 7:00pm – 10:00pm.

We will be holding the event within the park, and we will be having staging, suppliers and barriers setting up throughout the day of the event from 8am.

We would like to invite you to join us in our summer spirit and enjoy a night of music and fun.

We are working diligently to ensure the event is a success and runs safely throughout the day. We have several safety provisions in place, our event will be managed via a 24-hour security team, first aid will be on site and our Bicester Town Council team will be around to answer any questions. The park area will be closed from 3:00pm – 10:00pm on our event days.

We apologise in advance for any inconvenience this may cause. If you have any emergencies or issues, please keep this number to hand for contact: 07925 148712. If you wish to discuss any of the above points, please email events@bicester.gov.uk. We look forward to hearing from you.

Yours sincerely Phil Evans **Town Clerk**

A handwritten signature in blue ink, appearing to read 'P. Evans', on a light-colored rectangular background.

Bicester is twinned with Neunkirchen-Seelscheid, Germany,
Canton des Essarts, France, and Czernichow, Poland

What do you think to the live music playing today? – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

What did you of the services provided ? (i.e. Toilets, Refreshments) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Did you find the staff helpful? (i.e. Council Staff, Security Staff and First aid staff) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please rate the overall experience today – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

How can we improve?

--

What aspects did you like?

--

What aspects do you dislike?

--

Would you join us next year?

YES	NO
-----	----

BICESTER TOWN COUNCIL

EVENT PLAN

Music Event

EVENT NAME: MUSIC EVENT

This event has historically been held in August during a Saturday evening. The Council selects a band that is held in good esteem for 4 hours of live music. The event is the most popular of the Council's 7 annual events.

Document Name:	Music Event
Author:	Paul Canning / Isobel May
Date Completion:	
Event Working Group Sign Off Date:	

Date of Event: **30TH August 2025**



MAIN CONTACT(S)

Primary: Paul Canning

Paul.canning@bicester.gov.uk
07849703170

Secondary: Isobel May

Isobel.May@bicester.gov.uk
07925 148712

PACK INDEX

Page 2 item 1	Key Contacts
Page 2 item 2	Distribution List
Page 3/4 item 1	Licensing
Page 5 item 1	Event Layout
Page 6 item 1	Resident Consideration
Page 7 item 1	Crowd Management
Page 7 item 2	Car Parking
Page 8/9 item 1	Event Detail
Page 10 item 1	Event Protocol
Page 10 item 2	Feedback
Page 11 item 1	Roles and Responsibilities
Page 11 item 2	Post Event
Page 11 item 3	Timeline
Page 12 item 1	Restricted – Finance
Page 13 item 1	Event Sign Off

2.1 Key Contacts

All key contacts, covering all aspects and needs for Contractors, Staff and Customers.

Role / Organisation	Name:	Contact Number:
Primary Contact: Office Manager	Paul Canning	
Secondary Contact: Event Administrator	Isobel May	
Other Contact: Town Clerk	Phil Evans	
Invoicing and Payments: Finance Officer	Helen Pool	
Neighbourhood Supervisor:	Gavin Staniland	
Emergency Planning Officer:	Paul Mann	
Safety Advisory Officer:	TBC	
Event Security Contact:	TBC	
Event First Aid Contact:	TBC	

2.2 Distribution List

All Invested Contributors to the event must receive a copy of the final approved document pack for this event.

Role / Organisation	Name:
Primary Contact: Office Manager	Paul Canning
Invoicing and Payments: Finance Officer	Helen Pool
Other Contact: Town Clerk	Phil Evans
Event Working Group Chairman	Councilor Christopher Pruden
CDC Street Team Officer	Tom Duckham
Thames Valley Police (Bicester)	Gavin Staniland
OCC Emergency Planning Officer	Paul Mann
Fire Station (Bicester)	Chris Philpott
Safety Advisory Group	TBC
Event Security	TBC
Event First Aid	TBC
Event Sound Support	TBC
Event Contractor (Upon Request)	Multiple

3.1 Licencing

What is required for the event to run safely and legally.

Title of License	Description of License	Approved Reference Number:
PPL (Public Performance License)	Recorded music is protected by copyright. This means that, if you wish to include recorded music in a radio or TV broadcast, or in an online service, or if you wish to play recorded music in public (such as playing it to staff or customers at your business premises), legal permission is needed from each and every recording rightsholder whose recordings you use. PPL's licences provide this permission on behalf of the tens of thousands of recordings rightsholders we represent, allowing you to use virtually all commercially released recordings in the UK. This saves you from having to contact multiple companies or individuals directly.	TBC
SAG (Safety Advisory Group)	SAGs are usually coordinated by a Local Authority (LA) and made up of representatives from the LA, emergency services, other relevant bodies and the event organiser. They may be event or location specific but otherwise tend to be based on LA boundaries. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.	TBC

TENS (Temporary Event Notice)	A Temporary Event Notice (TEN) is a license that allows small-scale, one-off events to take place at unlicensed premises or to extend the hours of an existing license: You need a TEN if you want to carry out a "licensable activity" on unlicensed premises or if the activity is outside the scope of an existing license. Licensable activities include: • Selling alcohol • Offering regulated entertainment, such as music, dancing, plays, films, indoor sports, boxing, or wrestling • Supplying food above room temperature between 11 PM and 5 AM	TBC
Other Considerations: (Risk Assessments and Road Closures)	Documents will be available upon request and road closures listed. (if applicable)	Available on request

5.1 Event Layout

The Event layout

Key:

	Event Boundary
	Stage Position
	Toilet Position
	Vendor Position
	First Aid and Lost Child Point



6.1 Event Layout Resident Consideration

Bicester Town Council is committed to working with its residents to deliver seamless events with as little disruption as possible. – All identified Contacts will be notified no later than two weeks prior to event.



Residential Housing within Red Circle will be offered a discounted ticket.

APPENDIX 1 (Page 14) - Letter for issue to those within RED circle)

All Other Residential Housing identified within larger circle will receive a notification of the upcoming event.

APPENDIX 2 (Page 15) - Letter for issue to those within RED circle)

All discounted and FOC Tickets will be in excess of the 1600 targeted event attendance

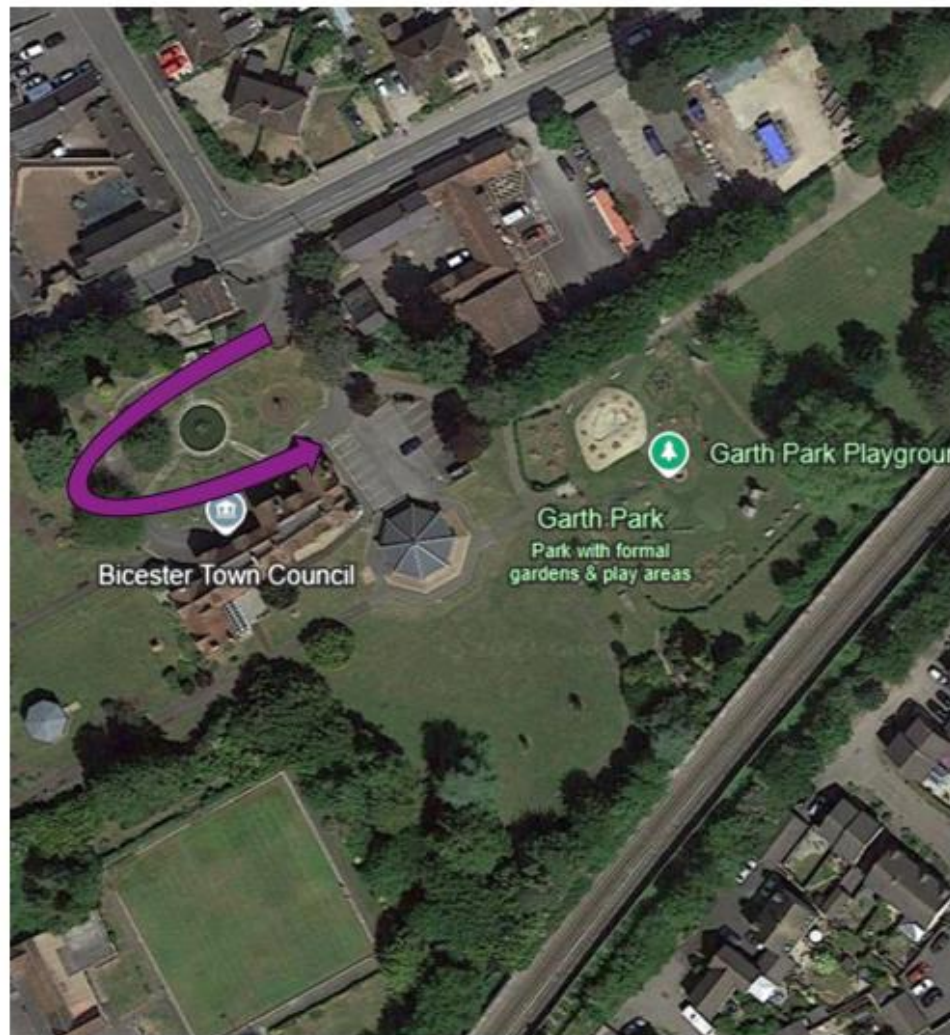
Garth Park Event Capacity (Based on available event space) 1750

7.1 Customer Management Before and During Event

Before the event begins there can be up to 1500 visitors arriving ahead of the gates opening. The biggest risk is that the Council cannot allow customers to queue along Launton Road as this would represent a safety concern.

To counter this the event lead may make a decision to open the gates early and bring the custom into the park but only into a contained area. The event cannot open until authorized by its main contractors (Security, First Aid and Sound Support).

Contained Area and Event Entrance:



The Park will be closed and locked at all park entry points for the entire day of the event, Signs to this effect will be placed upon all gates 5 days prior.

Once the event has finished the main vehicle gates will be opened.

7.2 Car Parking

All Staff and Volunteering Car Parking will be encouraged to take place in the Yard/ Bicester Green Area.

8.1 Event Detail

All timings are a draft and subject to change.

One Day Before Event:

Toilet Arrival.

Tower Lights Arrival.

Event Day

12:00: Bicester Town Council staff (Shift one) arrive on site and set up event provisions.

12:30: Main Stage arrives and is erected, sound and lighting set up.

15:00: Vendor earliest arrival point

16:00: Vendor vehicles must be removed from site deadline.

17:00: Bicester Town Council staff (Shift two) and Security and First Aid arrive

17:45: Team meeting, first aid, staff and security.

18:00: Gates open

18:30: Gates open to the public.

19:00: Event starts.

19:30: Gates closed to public

22:00: Music to finish.

22:30: Site clears down, Staff to leave upon completion

23:00: Security to leave site.

00:00: Site closure

Security

Contractor to provide 10 members of staff. Security to be aware of alcohol consumption by the public and react accordingly to violence and antisocial behavior.

Risk of crushing and antisocial behavior within the queueing barriers. 2x security to stand and maintain the queue, making sure there is no danger, and nobody jumps the barrier. If there is a risk of crushing (if there are too many people in one area), Security or BTC Staff will unhook the barrier and allow people into the garden area.

Security will operate on a separate radio station; However, the Event Lead and the Security Lead will have access to both radio stations at all times.

It is the responsibility of the contractor to issue and collect radios.

First Aid

First Aid will operate from a gazebo provided by the Town Council.

Contractor to Provide two first aiders.

It is the responsibility of the contractor to issue and collect radios.

Lost and Found Children/ Persons

The point of contact for lost and found children/ vulnerable people will be the First Aid location, by Savoir Fare. Council Officers to make announcements throughout the event if required and will have access to loudspeakers. Signs to be put out on the day regarding lost/found people.

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

1. The member of staff will take a full description of the missing persons; **Name, Age, Hair colour, Clothing, Location and Time last seen.**
2. A note will be made of the name and address of the person reporting the lost individual
3. 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
4. The police MUST be informed

5. 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
6. Once the child has been located, they will be taken to the lost/found child RVP to be reunited with the parent/guardian
7. 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

1. The member of staff to whom the lost child is taken to should take them immediately to the lost/found child area
2. The member of staff will take a full description of the child; **Name, Age, Hair colour, Clothing, Location and Time Last seen.**
3. The child should be asked for information regarding their parents; **Name, clothing, last place seen**
4. Ensure that there are more than two people around, and to only comfort the child as is necessary and in an appropriate manner
5. The event leader 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
6. Inform the police of a child with no adult
7. 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
8. If found, they will be taken to their child
9. An information message across each radio channel should then be made to inform them that the search is over, and the police are to be updated

Wristbands

Bicester Town Council will provide wristbands to Parents/ Guardians upon request. These wristbands can be used to write a contact number in case of emergency.

Traffic Management

All event contractors entering the site will be registered at the main entrance gate. They will be marshalled by BTC staff to their location on-site.

Garth Park to remain closed to public vehicles.

Ensure that people can access the park safely, promoting the 2 crossing points near Garth Park and considerations are being made if we need to man the crossing with Marshall's. List where the local car parks are and where we recommend people to park on social media.

Toilet Provision

The Contractor will provide 12 individual toilet cubicles, 2 Male Urinals and 1 Disabled cubicle. Each Toilet will be well sign posted, and each have its own queue structure.

Should the queue become unmanageable then the disabled toilet within the porch of garth house may be considered.

Waste Facilities

Existing waste facilities to be used, BTC outdoor staff will be expected to litter pick throughout the day.

Black bags will be provided for the public at the front gates.

Refreshments

There will be refreshments available during this event. The first refusal will be given to Garth Parks Café, once they have established what is to be sold then non-competing vendors will be approached.

10.1 Event Protocol

Adverse Weather Facilities

The Event Lead will monitor the weather conditions and in Consultation with the Town Clerk make appropriate decisions regarding weather changes.

Standard of dress/uniform

All Bicester Town Council staff to wear assigned uniform, Volunteers to be asked to wear smart/Casual attire – Hi visibility vest for all will be provided and must be worn

Refusal of Entry or Removal from site

The Event senior staff in conjunction with the Security lead reserve the right to refuse entry or remove customers from the event should behavior be deemed inappropriate towards this event which is deemed family friendly.

On the day ticket purchases

A QR code will be provided on the advertising banner that will be hung on the railings to the park. In the event that this is a sell out a red cross will be drawn across the QR code.

National Threat Level

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

The Event lead 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 recognizably 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 meters. 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:

1. Members of the public and participants
2. Events Team
3. Emergency services co-ordination point access

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

10.2 Event Feedback

QR codes will be printed and placed around the event offering a short feedback form for event goers to offer feedback on how to improve – given this event will have alcohol, Officers have the right to withdraw non-constructive feedback.

APPENDIX 3 (Page 16) – Proposed feedback Questionnaire

11.1 Roles and Responsibilities

Event Lead Primary	Paul Canning	Oversee the event, Public Interface, Monitor public attendance.
Event Lead Secondary	Isobel May	
Event Senior Team	Phil Evans, Helen Pool Mick Lee (Shift Two) Conor Pattison (Shift One)	To support the instruction from the leads.
Event (Shift One) – Set up	Outdoor Team Members x 4 Mick Lee to Confirm	Setting up the event that includes Towner Lights, Toilet location, Gazebo, crowd/ heris fencing installation. CP to ensure health and safety is adhered to.
Event (Shift Two) – Delivery	Jodi Clarke, Maria Galic, Viktorija Kovale, Outdoor Team Members x 4 Mick Lee to Confirm	Scanning in Customers, Event closure (Park to be made ready for following morning) ML to ensure health and safety is adhered to.

11.2 Post Event

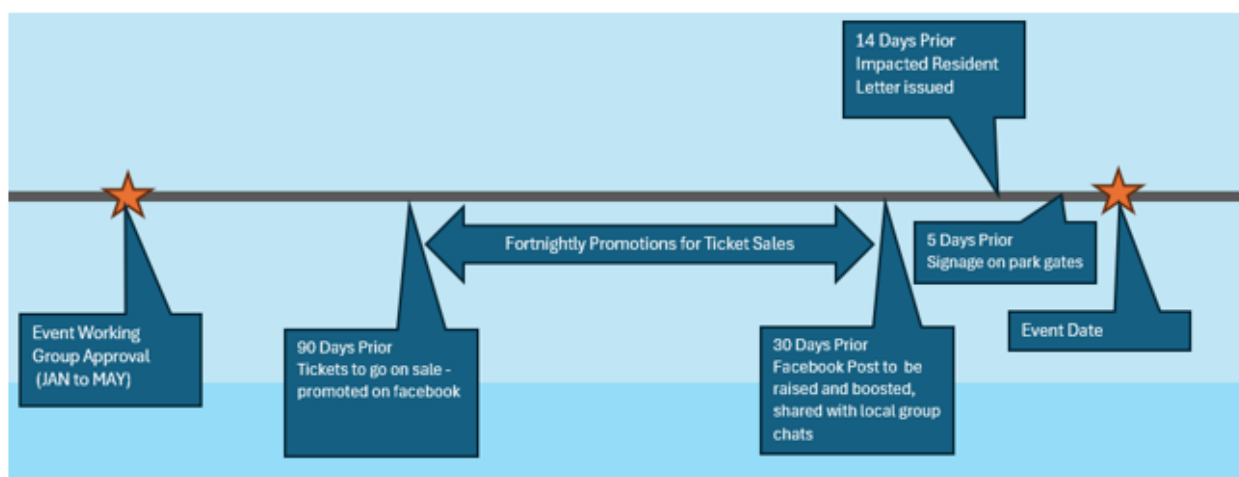
Complaint Procedure

All complaints on the day need to be directed through to the Organizer, 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.

Claims and Payment

All payments from performers to be invoiced after the event or as per hire agreement. All tickets will be purchased through a reliable ticket platform.

11.3. Communication Timeline



- PROMOTIONAL POSTERS WILL BE DRAFTED AND OFFERED TO THE EVENTS WORKING GROUP

12.1 Finances

RED Text – Financial information to remain internal – No third party shall receive this information.

Budget Income	£
Budget Spend	£

Income

Header	Rational	Estimated (less income to date)	Income to date
Ticket Sales Inclusive of Ticket Source deduction.	Ticket Source Deduction per sale. 0.33p Ticket Price £10.00 adult £7.50 Teen £5.00 Child £0.00 Toddler Last Year attendance 1499	Based on the attendance of 1000 adults 400 teens 49 children £14,000	
Vendor	£250 per vendor Target Vendors x 4 Deductible £100 (Staff and Volunteer sustenance)	£900	
Event Sponsor?		TBC	TBC
Total			£

Spend

Header	Rational	Estimated (less spend to date)	Spend to date
Stage and Sound			
Toilet Hire			
First Aid			
Security			
Tower Light Hire			
Wristbands			
Advertising/Promotions			
Total			£

Budget Verses Actual

Budget	Loss £
Actual	Gain £
Difference	Gain £

11.2 Post Event

Sign off

Event Manager (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alteration).

What are you signing off.	Signature	Date
Pre-Event This event plan is finalized and all content within will see no further changes with the exception of the finance information that may become subject to change. Terms and conditions have been issued to ALL contractors.		

Committee Chairman (Must be Signed before presented to Committee, Deadline for Committee is Two meetings prior to event to allow for alterations).

What are you signing off.	Signature	Date
The Chairman signs off to say that the Working group have been fully informed and are in agreement that this event plan contains ALL relevant information.		

Event Manager Must be signed off no later than seven days after event

What are you signing off.	Signature	Date
Post Event This event information is now finalized including the finance - All purchase Order have now been raised.		

Finance Manager Must be signed off no later than one Month after event

What are you signing off.	Signature	Date
Post Event This Event Plan in terms of Purchase orders matches Rialtas. All Invoices have been raised.		

- A signed master copy must be kept with the Event Manager and available upon request

BICESTER TOWN COUNCIL



Mr Phil Evans
Town Clerk
e-mail: phil.evans@bicester.gov.uk

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Letter Issued by xxxxxx
Letter Number xxxxxx

Dear Resident,

I write to you with exciting news about this year's Music event, taking place on Saturday 30th August 2025 from 7:00pm – 10:00pm.

We will be holding the event within the park, and we will be having staging, suppliers and barriers setting up throughout the day of the event from 8am.

We would like to invite you to join in our summer spirit and enjoy a night of music and fun. Attached as part of our neighbour initiative we would like you to accept our offer of a discounted price for up to 4 tickets, if you come to the Garth Park Council Offices and present this letter we will apply 30% discount upon your purchase the Letter id will be noted and can only be used once.

We are working diligently to ensure the event is a success and runs safely throughout the day. We have several safety provisions in place, our event will be managed via a 24-hour security team, first aid will be on site and our Bicester Town Council team will be around to answer any questions. The park area will be closed from 3:00pm – 10:00pm on our event days.

We apologise in advance for any inconvenience this may cause. If you have any emergencies or issues, please keep this number to hand for contact: 07925 148712. If you wish to discuss any of the above points, please email events@bicester.gov.uk. We look forward to hearing from you.

Yours sincerely Phil Evans **Town Clerk**

A handwritten signature in blue ink, appearing to read 'P. Evans', on a light-colored background.

Bicester is twinned with Neunkirchen-Seelscheid, Germany,
Canton des Essarts, France, and Czernichow, Poland

APPENDIX 2

BICESTER TOWN COUNCIL



Mr Phil Evans
Town Clerk
e-mail: phil.evans@bicester.gov.uk

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
Website: www.bicester.gov.uk

Xxxx Date

Dear Resident,

I write to you with exciting news about this year's Sledgehammer event, taking place on Saturday 30th August 2025 from 7:00pm – 10:00pm.

We will be holding the event within the park, and we will be having staging, suppliers and barriers setting up throughout the day of the event from 8am.

We would like to invite you to join us in our summer spirit and enjoy a night of music and fun.

We are working diligently to ensure the event is a success and runs safely throughout the day. We have several safety provisions in place, our event will be managed via a 24-hour security team, first aid will be on site and our Bicester Town Council team will be around to answer any questions. The park area will be closed from 3:00pm – 10:00pm on our event days.

We apologise in advance for any inconvenience this may cause. If you have any emergencies or issues, please keep this number to hand for contact: 07925 148712. If you wish to discuss any of the above points, please email events@bicester.gov.uk. We look forward to hearing from you.

Yours sincerely Phil Evans **Town Clerk**

A handwritten signature in blue ink, appearing to read 'P. Evans'.

Bicester is twinned with Neunkirchen-Seelscheid, Germany,
Canton des Essarts, France, and Czernichow, Poland

What do you think to the live music playing today? – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

What did you of the services provided ? (i.e. Toilets, Refreshments) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Did you find the staff helpful? (i.e Council Staff, Security Staff and First aid staff) – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Please rate the overall experience today – 1= Poor, 10 = Excellent.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

How can we improve?

--

What aspects did you like?

--

What aspects do you dislike?

--

Would you join us next year?

YES	NO
-----	----



BICESTER
TOWN COUNCIL

BICESTER TOWN COUNCIL EVENTS COMMITTEE REPORT

29th January 2025

Chair: Councillor Chris Pruden

Contact: 01869 252915 chris.pruden@bicester.gov.uk

Officer – Paul Canning

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

Ward Affected: All

Provisional Event & Marketing Strategy 2025

1. Background

1.1 While past efforts in events marketing have faced challenges. The new Events and Marketing Administrator is actively developing a comprehensive and robust plan to enhance our future Civic and Democratic initiatives.

2. Overview

2.1 Increase Community Engagement: Develop and promote events that resonate with the community, encouraging higher participation and fostering a sense of belonging.

2.2 Enhance Visibility: Utilise various marketing channels, including social media, local media, and partnerships, to increase awareness and attendance at events.

2.3 Diverse Event Offerings: Introduce a variety of events catering to different interests and demographics to ensure inclusivity and broad appeal.

2.4 Strengthen Partnerships: Collaborate with local businesses, organizations, and stakeholders to create mutually beneficial opportunities and enhance event offerings.

2.5 Feedback and Improvement: Implement mechanisms to gather feedback from attendees and continuously improve the quality and relevance of events.

These goals aim to create a vibrant and engaging events calendar that meets the needs and interests of Bicester residents.

2.6 Please see Appendix 1 (Provisional Event Marketing Strategy 2025) for more details.

3. Recommendation

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.

VE Day 08/05

*all posts to have graphic

radio / newspapers / mags to be discussed?
press release? - do we have anything we use already?

Not started		In progress	Delayed	Complete		
ON		ON	ON	ON		
Post	Media Type	Status	Post Date	Approval By	Actual Post Date	Notes
All events for this year	Facebook	Not started	03/02/2025			share into gc's
Save the date posters in notice boards	Poster / Signs	Not started	03/02/2025			
Website updates	Website	Not started	03/02/2025			
Details of event	Facebook	Not started	20/02/2025			
Vid of what we are offering - are there previous vids of a flag raise?	Facebook	Not started	06/03/2025			
Fact about VE day e.g fish n chips not being rashend and to say we will have X serving the treasured dish	Facebook	Not started	20/03/2025			
Mention the community feel, invited X schools to join	Facebook	Not started	03/04/2025			share into gc's
Short testimonial from the army to say how they are honoured to be joining BTC in celebrating this event, how important it is to them... - photo of the person	Facebook	Not started	17/04/2025			
Vid of the entertainment for a little preview	Facebook	Not started	01/05/2025			
Week of event - reminder it is on Thursday and have plenty of things going on	Facebook	Not started	05/05/2025			
Signage outside	Poster / Signs	Not started	05/05/2025			
Day of event - reminder of details, excited to celebrate... post on story during day	Facebook	Not started	08/05/2025			
Thank you for everyone coming, next event is Armed Forces Day	Facebook	Not started	09/05/2025			
Update save the date poster in notice boards	Poster / Signs	Not started	09/05/2025			
Update website with photos from event...	Website	Not started	09/05/2025			

Armed Forces Day 28/06

radio / newspapers / mags to be discussed?

*all posts to have graphic

Not started ON	In progress ON	Delayed ON	Complete ON
-------------------	-------------------	---------------	----------------

Post	Media Type	Status	Post Date	Approval By	Actual Post Date	Notes
All events for this year	Facebook	Not started	03/02/2025			share into gc's
Save the date posters in notice boards	Poster / Signs	Not started	03/02/2025			
Website updates	Website	Not started	03/02/2025			
Thank you to everyone who joined us for VE Day, next event is Armed Forces Day - event info	Facebook	Not started	09/05/2025			
Purpose of Armed Forces Day - celebrating those in the military past and present - join us in celebrating them	Facebook	Not started	19/05/2025			
Mayor testimonial about the day	Facebook	Not started	02/06/2025			scheduled post - someone to check it posted
Vid from previous year? Next week!	Facebook	Not started	16/06/2025			
Signage outside	Poster / Signs	Not started	23/06/2025			
Don't forget this sat! Reminder of details	Facebook	Not started	23/06/2025			
Day of event - reminder of details, excited to celebrate... post on story during day	Facebook	Not started	28/06/2025			
Thank you for everyone coming, next event is Outdoor cinema	Facebook	Not started	30/06/2025			
Update save the date poster in notice boards	Poster / Signs	Not started	30/06/2025			
Update website with photos from event...	Website	Not started	30/06/2025			

Outdoor Cinema 26/07

radio / newspapers / mags to be discussed?

*all posts to have graphic

Not started	In progress	Delayed	Complete
ON	ON	ON	ON

Post	Media Type	Status	Post Date	Approval By	Actual Post Date	Notes
All events for this year	Facebook	Not started	03/02/2025			share into go's
Save the date posters in notice boards	Poster / Signs	Not started	03/02/2025			
Website updates	Website	Not started	03/02/2025			
Exciting announcement..... Poll of movie choices - will have until Mon 14th April to vote - tickets will go on sale at EOM	Facebook	Not started	31/03/2025			
Repost of poll - reminder to vote (facebook story instead of actual post?)	Facebook	Not started	09/04/2025			
Repost of poll - reminder to vote (facebook story instead of actual post?) - mention Monday 14th at 9am is cut off	Facebook	Not started	11/04/2025			to post again for the weekend, ready for mon to have final answer?
Announcement of the movie and ticket's go on sale	Facebook	Not started	24/04/2025			
Repost ticket link - testimonials from last year?	Facebook	Not started	13/05/2025			ve day pushed back post
Video from event last year with booking link	Facebook	Not started	28/05/2025			
Reminder to book on story?	Facebook	Not started	12/06/2025			
Month away! Don't forget to book, tickets close on X day	Facebook	Not started	26/06/2025			share into go's, raise and boost
Thank you for everyone coming to the AF Day, next event is Outdoor cinema - event info	Facebook	Not started	30/06/2025			
2 weeks away - Don't forget to grab the popcorn (tickets closed?)	Facebook	Not started	11/07/2025			
Signage outside	Poster / Signs	Not started	21/07/2025			
Don't forget this sat! Reminder of details	Facebook	Not started	21/07/2025			
Day of event - reminder of details, excited to celebrate... post on story during day	Facebook	Not started	26/07/2025			
Thank you for everyone coming, next event is the Family Fun Day	Facebook	Not started	28/07/2025			
Update save the date poster in notice boards	Poster / Signs	Not started	28/07/2025			
Update website with photos from event...	Website	Not started	28/07/2025			

Family Fun Day 06/08

radio / newspapers / mags to be discussed?

*all posts to have graphic

Not started	In progress	Delayed	Complete
ON	ON	ON	ON

Post	Media Type	Status	Post Date	Approval By	Actual Post Date	Notes
All events for this year	Facebook	Not started	03/02/2025			share into gc's
Save the date posters in notice boards	Poster / Signs	Not started	03/02/2025			
Website updates	Website	Not started	03/02/2025			
Announcement post - register attendance here	Facebook	Not started	18/06/2025			will then have emails to send reminders?
Kids break up soon? Not sure what to do? Come along to the Family Fun Day which will include XXX	Facebook	Not started	02/07/2025			
Vld from last year - encourage to join, plcnc at the park...	Facebook	Not started	16/07/2025			
Thank you for everyone coming to the cinema, next event is the Family Fun Day which is next week - event info	Facebook	Not started	28/07/2025			
Signage outside	Poster / Signs	Not started	30/06/2025			
Don't forget this wed! Reminder of details	Facebook	Not started	04/08/2025			
Day of event - reminder of details, excited to celebrate... post on story during day	Facebook	Not started	06/08/2025			
Thank you for everyone coming, next event is the music event	Facebook	Not started	07/08/2025			
Update save the date poster in notice boards	Poster / Signs	Not started	07/08/2025			
Update website with photos from event...	Website	Not started	07/08/2025			

Music Event 30/08

radio / newspapers / mags to be discussed?

*all posts to have graphic

Not started ON		In progress ON	Delayed ON	Complete ON		
Post	Media Type	Status	Post Date	Approval By	Actual Post Date	Notes
All events for this year	Facebook	Not started	03/02/2025			share into gc's
Save the date posters in notice boards	Poster / Signs	Not started	03/02/2025			
Website updates	Website	Not started	03/02/2025			
Exciting announcement.... Poll of music choices - will have until Mon 19th May to vote - tickets will go on sale at EOM	Facebook	Not started	29/04/2025			
Repost of poll - reminder to vote (facebook story instead of actual post?)	Facebook	Not started	12/05/2025			
Repost of poll - reminder to vote (facebook story instead of actual post?) - mention Monday 19th at 9am is cut off	Facebook	Not started	16/05/2025			to post again for the weekend, ready for mon to have final answer?
Announcement of the music and tickets go on sale	Facebook	Not started	27/05/2025			
Vid of previous year, have you booked your tickets yet? Don't miss out	Facebook	Not started	09/06/2025			
Testimonial from Town Clerk or band? Excited for the event...	Facebook	Not started	04/07/2025			share into gc's, raise and boost
Teaser of what vendors will be at the event, supporting local businesses (if we book local)	Facebook	Not started	18/07/2025			
Month away! Don't forget to book, tickets will be closing on X	Facebook	Not started	31/07/2025			
Thank you for everyone coming to the family fun day, next event is the music event - tickets closing / or closed?	Facebook	Not started	07/08/2025			
Don't forget next sat! Reminder of details	Facebook	Not started	22/08/2025			
Signage outside	Poster / Signs	Not started	25/08/2025			
Event is tomorrow! We look forward to seeing you there	Facebook	Not started	29/08/2025			
Day of event - reminder of details, excited to celebrate... post on story during day	Facebook	Not started	30/08/2025			
Thank you for everyone coming, next event is the Light Switch On	Facebook	Not started	01/09/2025			
Update save the date poster in notice boards	Poster / Signs	Not started	01/09/2025			
Update website with photos from event...	Website	Not started	01/09/2025			

BICESTER TOWN COUNCIL
EVENTS WORKING PARTY FORWARD PLAN
Wednesday 29th Jan 2025

Christmas Light Switch On 2024 - Report

Christmas Light trail 2025 - Report