

Boston Spa Parish Council

Protocol for the Provision of Support to Community Events

1.	The Parish Council welcomes the organisation of events for the benefit of the community.
2.	The role of the Parish Council shall be to support community events but not to take a lead role in organising them. If, in exceptional circumstances, it is agreed that the Parish Council should take the lead role in organising an event, the reasons for this should be set out fully in the minutes of the meeting at which the decision is taken.
3.	Parish Council support for community events can take a number of different forms to include the provision of direct financial support, the free use of Council-owned land or facilities and the provision of volunteer labour to assist in the organisation of an event. Where financial support is requested, event organisers are required to provide a detailed budget indicating what the money will be spent on.
4.	Financial support shall not be provided in a form that can be construed as a commercial subsidy to an individual trader or group of traders.
5.	Where goods or services are purchased using contributions from the Parish Council, procurement will be in accordance with the Parish Council's Financial Regulations and in particular Financial Regulation 10.3 which states: "All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers."
6.	Where activities are taking place on Parish Council land, event organisers will be required to provide to the Parish Council evidence that adequate public liability insurance for the event is in place.
7.	Where an event requires the closure of the High Street entrance to the village centre car park, a request should be submitted in advance to the Parish Council, who will liaise with the owners of the car park (Leeds City Council) to agree this. If agreed, responsibility for advertising and managing the closure will lie with the event organiser
8.	Where members of the Parish Council are involved in organising an event, they must ensure that in all communications with third parties they make it known that they are acting in a personal capacity and not as a member of the Parish Council. In particular, Parish Council email addresses should not be used for any correspondence with third parties.
9.	In return for Parish Council support, the organisers of events will be required to keep the Parish Council regularly updated in relation to the progress of their plans for the event and, in particular, to let the Parish Council know of anything that might impact on the public that the Parish Council might reasonably be expected to communicate or respond to.
10.	In return for Parish Council support, the organisers of events will be required to ensure that any requests for information from the Parish Council are responded to in a timely manner.