

REPORT TO	ON
CABINET	13 November 2019



TITLE	PORTFOLIO	REPORT OF
Music Festival	Deputy Leader and Cabinet Member for Health, Wellbeing and Leisure	Director of Neighbourhoods and Development

Is this report a <b>KEY DECISION</b> (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the <b>Statutory Cabinet Forward Plan</b> ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

#### PURPOSE OF THE REPORT

1. To update Cabinet on progress in planning a Borough music event and related issues.

#### PORTFOLIO RECOMMENDATIONS

2. To note progress in planning a Borough music event.
3. To approve delivery of a music event linked to Leyland Festival in June 2020, in partnership with Leyland Town Team.
4. To approve spend of up to £75,000 to secure performers and infrastructure, and to underwrite the overall cost of the event.

#### REASONS FOR THE DECISION

5. This report seeks to update Cabinet, gain approval to spend, and move the music event forward to the next stage of preparation. Given the Corporate Plan commitment to deliver an event in summer 2020, much of the preparation needs to begin in November 2019.

#### CORPORATE OUTCOMES

6. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	
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Health and Wellbeing and Safety	✓
Place, Homes and Environment	✓
Our People and Communities	✓

## **BACKGROUND TO THE REPORT**

7. At its meeting on 11 September, Cabinet approved the creation of a new budget of £75,000 to host a music festival within the Borough in summer 2020.
8. Given that the Council has limited experience in hosting this type of event, discussions have been held with partners and trusted providers. Conversations so far have centred on capacity to support and event, and indicative costings / resource requirements.
9. Comprehensive discussions have been held with Leyland Festival Committee and Leyland Town Team around the potential of hosting a music festival in Worden Park, on the same weekend as Leyland Festival (19 – 21 June 2020).
10. Leyland Festival Committee, while supportive of the idea of a music event linked to the festival, does not have the capacity to take on any additional commitments.
11. Leyland Town Team is keen to be involved with a music event, with a will to work in partnership with SRBC on its delivery.
12. Trusted providers, including stage / sound equipment and security companies used at Leyland Festival have confirmed they are happy to support and offer professional expertise in addition to commissioned services.

## **PROPOSALS (e.g. RATIONALE, DETAIL, FINANCIAL, PROCUREMENT)**

13. In order to make best use and gain optimal value for the Council's financial investment, it is proposed to work with Leyland Town Team and alongside Leyland Festival Committee to deliver a music event on Friday 19 June 2020.
14. In infrastructure terms, this means that key components of the event will be on site at the park, or can be delivered earlier to be used on both days.
15. Agents for a number of performers have been approached to assess cost and availability. Options for a live performance by Tony Hadley (ex. Spandau Ballet) and a DJ set by Pat Sharp, as well as sets by a number of local bands are currently in discussion.
16. At this stage, it is anticipated that ticket prices will be around £28, including entry to the festival the following day. £2 of each ticket would therefore go to Leyland Festival Committee. £1 per ticket would go to St Catherine's Hospice as a charitable donation. The remaining £25 will help to offset the cost of the event.

17. The Council's ability to receive payments online has improved significantly, to the extent that ticket sales could be hosted on the SRBC website. On a practical basis, this is easier for monitoring ticket sales and cash flow, but also removes the requirement for either organisers or customers to pay a booking fee to a third party.
18. It is proposed to divide responsibility for event planning and delivery with Leyland Town Team, based on skills, experience and capacity. Appendix A shows the division of tasks based on initial discussions and educated estimates of costs.
19. It is proposed that income generated from ticket sales helps to offset the cost of the event. It is anticipated that a maximum capacity of 5000 is a reasonable number, given the available space in the park. This means potential income of up to £125,000.

## **CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION**

20. No consultation carried out to date.

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

21. The first alternative consideration was to commission an external provider to run the event on the Council's behalf. This was discounted on grounds of affordability, as well as potential negative impact on the long-standing and successful relationship with Leyland Festival Committee.
22. The second alternative consideration was to transfer the new budget in its entirety to Leyland Town Team. In agreement with the Chair of the Town Team, this was rejected as not in keeping with the desired model of partnership delivery.

## **FINANCIAL IMPLICATIONS**

23. Please see Statutory Finance Officer comments.

## **LEGAL IMPLICATIONS**

24. Please see Monitoring Officer comments.

## **AIR QUALITY**

25. An impact assessment on air quality and climate change will form part of the event management plan for this event. This will support and inform the approach of organisers and any other contractors / suppliers.
26. No parking is being made available on site, with public transport and walking routes being encouraged. Every effort will be made to avoid use of single use plastics and recycling will be actively promoted.

## **HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS**

27. None arising directly from this report.

## **ICT/TECHNOLOGY IMPLICATIONS**

28. None arising directly from this report.

## **PROPERTY AND ASSET MANAGEMENT IMPLICATIONS**

29. None arising directly from this report.

## **RISK MANAGEMENT**

30. A robust risk assessment will be carried out for this event to identify and mitigate against key risks. Assurance Services and the Council's insurance provider will be engaged in planning, preparation and delivery.

## **EQUALITY AND DIVERSITY IMPACT**

31. A detailed Equality Impact Assessment will be produced for this event, considering all protected characteristics. As is the case for any SRBC co-ordinated event, every effort will be made for access to be as inclusive as possible.

## **RELEVANT DIRECTORS RECOMMENDATIONS**

32. To note progress in planning a Borough music event.

33. To approve delivery of a music event linked to Leyland Festival in June 2020, in partnership with Leyland Town Team.

34. To approve spend of up to £75,000 to secure performers and infrastructure, and to underwrite the overall cost of the event.

## **COMMENTS OF THE STATUTORY FINANCE OFFICER**

35. In September Cabinet approved the creation of a new budget of £75,000 for hosting a music event in the Borough in summer 2020, to be funded from the forecast underspend in the 2019/20 revenue to cash flow the initial phase of the festival preparations.

36. More detailed work needs to be undertaken by officers to assess the full financial implications and risks associated with running this new event, particularly if, as proposed, the council agree to underwrite the costs.

## **COMMENTS OF THE MONITORING OFFICER**

37. Clearly this is an exciting opportunity for the council but we must ensure that we proceed in the correct way. It would be sensible for an internal officer project group be set up to work on this. There are many issues that we must give careful consideration to – for example licensing requirements, event organisation requirements, and insurance implications as well as ensuring all the necessary legal contractual documentation is in place.

## **BACKGROUND DOCUMENTS**

Cabinet decision - 11 September 2019

**APPENDICES (or There are no appendices to this report)**

Appendix A: Division of Tasks between Leyland Town Team and SRBC

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