



Witney Carnival Committee

The Town Clerk
Witney Town Council
Market Square,
Witney

5TH March 2021

Dear Sharon,

WITNEY CARNIVAL EVENT 10TH JULY 2021 – THE LEYS WITNEY-REQUEST FOR A GRANT FOR £4000.00 FROM WITNEY TOWN COUNCIL

Purpose:

The objective of this paper is to formally request a grant for funding from Witney Town Council, in support of the proposed Event to be held on Saturday 10th July, at The Leys, Witney.

Executive Summary

1. The Town Council and the Carnival Committee 2021 have agreed an outline plan to deliver a family picnic event on the Leys on 10th July 2021, providing government regulations in force at the time permit the Event to take place.
2. The Event will comprise of family entertainment including a small funfair, a stage for two bands, attractions for young children, refreshments and a bar.
3. The Event is designed to attract young families. The event will take place between 12 noon and 5 pm.
4. **Witney Town Council is asked to consider making a grant of £4,000 to support the organisation of this Event. The funds will be used to offset the organisational costs of the Event, details of which are shown at Enclosure 1.**
5. The Event outlined above will provide some much-needed relief for young families in and around Witney, after what has been a challenging year.

Proposed Event

For a number of years, the annual Witney Town Carnival and Procession has been delivered by a Committee comprising of four organisations, the Rotary Club of Witney, The Lions Club of Witney, Witney Round Table and the Witney Air Training Corps. The three clubs are best described as “service” clubs, they raise funds which are distributed to local organisations and charities in and around Witney. (In Rotary’s case a small proportion of its income is sent overseas for charitable purposes). The ATC provide significant resources for the event.



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Funds allocated to the ATC from the proceeds of Carnival are the ATC's main annual source of income.

The Carnival usually consists of a Procession which takes roughly an hour to move around the town followed by an afternoon of events on the Leys. At any one time during the afternoon it is estimated that 7/8000 local people visit the Leys.

The Covid19 pandemic meant that the Carnival scheduled to take place in 2020 had to be cancelled.

The Carnival Committee has researched the feasibility of delivering an Event for 2021 which is Covid19 compliant.

The Committee looked at three possible Event options for 2021:

- A Carnival and Procession which would be similar in format to previous years.
- A limited "picnic" style free event for families, which will take place on the Leys
- No Carnival or Procession

Proposed Event

The Witney Carnival Committee discussed the possible options outlined above and considered that it would be impossible for the normal Carnival and Procession to be planned and delivered in the current climate, even if there was a significant relaxation in regulations.

The Committee approved and agreed to prepare an outline plan for a large "Teddy Bears Picnic".

Key Points:

- The Event will be aimed to attract young families. Entertainment will be geared towards the under 12s and their parents.
- Entertainment - will consist of a stage with a Disco style set and at least two "Covers" bands which will play popular family music throughout the Event, probably from a large trailer.
- Food - discussions have taken place with catering suppliers who are willing to attend the event.
- Bar – as in previous years the Lions Club will operate a licensed bar
- Security – the Event will require the hiring of SIA trained staff to manage security
- Role of volunteers - if this Event is to take place it will require the support of all the three Club's members and volunteers.



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When considering what type of Event may be delivered there are some key issues relating to restrictions on public events which will shape the Committee's plans:

Event parameters.

- Planning for any Event must be flexible allowing for changes to Covid19 restrictions which may come in at short notice.
- The Committee is making an assumption that the regulations will be sufficiently relaxed on the 21st June 2021 to permit a picnic style event to take place
- Any Event must be free to the public
- The Event must comply with all regulations in place at the time
- The plan must be supported by Witney Town Council and agreed by the Safety Advisory Group, (SAG)
- In previous years the Committee has spent significant sums of money booking acts, hiring generators and other equipment for the Carnival.
- The unpredictability of what may be allowed to take place means that the Carnival Committee has determined that it is unwise to book any "acts" or equipment which will incur significant financial outlay. Any equipment hire or associated costs will be subject to a Covid19 clause.
- Current funds held by the Carnival Committee are extremely low as all receipts from previous events have been distributed to the 4 organisations and allocated to their respective charities.

Assumptions

- The SAG and Witney Town Council will support an Event to take place at the Leys on the 10th July 2021
- The Event will comply with relevant legislation and guidance in place at that time
- There will be additional planning needed to manage infection control during the Event, for example, when visitors use food, bar and toilet facilities
- The Event will last from 12 noon until 5pm
- The Event will not raise significant charitable funds for the Clubs involved and indeed may run at a loss, requiring further support from the Service Clubs where finances are limited
- To deliver the Event financial support is required from external organisations.

A scope of the project as outlined above, was discussed at a meeting between Witney Town Council (officers and Councillors) and the Carnival Committee on 4th March 2021.

The meeting was very productive. The Council officers and members were supportive of the concept of a Picnic style family event. (The Event cannot receive formal approval until an Event Plan containing a Risk Assessment has been submitted to the Town Council officers).



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During the meeting I explained the extraordinary financial situation the Carnival Committee finds itself in. The Carnival Committee wish to formally request that the Town Council considers making a grant of £4,000.00 (under the terms of S137 of the Local Government Act 1972) to support the Event. These funds will be used to pay for the infrastructure items shown at Enclosure 1.

The Carnival Committee have attempted to raise funds through local sponsorship, however due to the current downturn in business activity during the pandemic, many of our local supporters have expressed their inability to contribute as they might have done in previous years.

Whilst all three service clubs have been heavily involved in raising and distributing funds for the local food banks during the Covid19 crisis, the Pandemic has restricted the usual fund-raising activities of each of the Clubs.

It is planned that income from the Event (refreshments principally), will offset the cost of entertainment. The cost of Entertainment will be supported by the Committee's parent Clubs if necessary.



Ron Spurs
Chairman,
Witney Carnival Committee 2021
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Enclosure 1 list of the items which the grant would be used to pay for.

Attached are Carnival accounts 19/20