



**Bollington**

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# Civic Functions & Events Policy

This Civic Functions & Events Policy was adopted by the Council at its meeting held on 4<sup>th</sup> April 2023.

This version of the Civic Functions & Events Policy supersedes any previous versions.

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Table 1 Document Version Control

<b>Version</b>	<b>Date</b>	<b>Initials</b>	<b>Comment</b>
00.01_2022	15/12/22	HW	Reviewed former version of policy
01.00_2023	04/04/23	HW	Reviewed by Personnel, Policy & Governance Committee 15/03/23. Adopted by Full Council 04/04/23

Date of next review – Quarter 3 2024

## **1. Introduction**

The following policy has been written to formalise the procedure for the planning and review of civic events and the consideration of new events; it also incorporates the Mayor's Charity and Fundraising Policy.

## **2. Civic Functions & Events Working Group**

All Bollington Town Council initiatives and events must be added to the agenda for the Events Working Group for discussion at an early stage. This is particularly important in the case of new initiatives or events that do not appear in the council's current budget. The working group will report its findings to the Community & Environment Committee who will make recommendations to council. The final decision, including any potential expenditure not already identified in the budget, must be agreed by council. The dates for the key Civic Events are set as early as possible to allow for proper planning.

The Event Working Group's Terms of Reference will be reviewed at the first meeting following the Council's Annual General Meeting.

Members of the Working Group to include the Town Mayor, Deputy Mayor, two other Councillors and the Friends of Bollington Rec Chair.

Key resolutions from the Events Working Group will be included in Full Council agendas so that all Councillors have visibility of the event proposals and event calendar.

## **3. Events in Cheshire East Council Parks or Premises**

Permission is required from Cheshire East Council for any event or activity to take place within Cheshire East Council owned public space and Bollington Town Council cannot grant this permission. The application process is lengthy, and it can take up to 90 days, from the date the completed application form and all associated documentation is received, for requests to be processed by all the parties involved so applications need to be made well in advance. Cheshire East Council has a range of fees depending on the scale and nature of the event or activity and this includes charity and community events.

## **4. Road Closures**

Bollington Town Council is required to apply to Cheshire East Council for temporary road closures for parades and events on the highway under the Town Police Clauses Act 1847 at least eight weeks in advance. Road closure applications are completed each year for the following Civic Events:

- Civic Sunday
- Remembrance Sunday

- Christmas Lights Switch On (dependent on location)
- Carols Around the Tree

Applications are also completed for other Bollington organisations as follows:

- Well Dressing Opening Ceremony
- Kerridge Parade and Service
- Love Bollington Market (dependent on location)

The Cheshire Force Events, Bollington Police and Bollington Fire Service will be advised of events. All affected businesses and residents must be advised at least two weeks prior to the closure. As part of the application process the council, as the organisers, must submit a suitable traffic diversion route and sign schedule consisting of the following:

- a plan showing the positions of road closure/route diversion/barriers
- details of suitably qualified traffic management personnel
- a risk assessment.

Confirmation of a road closure for an event is not a foregone conclusion as Cheshire East Council must consider other events and scheduled works in the area.

## **5. Mayor's Charity and Fundraising**

The purpose of this section is to provide guidance to Deputy Mayors and Mayors when considering their choice of charity for the Mayoral year, how to support it and the role of Town Council staff.

It is customary for the Mayor to adopt one or several charities to support during the Mayoral year. Mayors may choose to support a charity because of its connections to the local community or because of a personal knowledge or interest in the work of a particular group. Some mayors may wish to adopt a proactive approach to fundraising, by organising lots of their own events, others may prefer to use the status of the Mayoralty to raise awareness and support for an existing appeal.

It is important to remember that fundraising for the Mayor's charity is discretionary and does not form part of the Mayor's roles and responsibilities. It is advisable to avoid financial target setting as this can lead to the Mayor's Charity and fundraising becoming the principal preoccupation of the Mayoral year. This does not mean that fundraising activities should not be undertaken or that the achievements of previous Mayors are without merit, however, the following points should be considered:

- It is the Mayor's responsibility to lead any fundraising initiative on behalf of any chosen charities and thought must be given to how these events can be organised and staffed

as the Town Hall does not have the resources to support them. The Mayor may be able to call on support from the Mayoress/Consort or could consider establishing a separate committee of friends or colleagues to assist in the planning and execution of such activities or events. Individuals from the chosen charity or other voluntary groups may also be willing to help.

- All donations and fundraising proceeds must be paid into an account set up for this purpose by the Mayor. The Town Council does not have the power to run charity raffles and therefore any funds raised at civic events or via fundraising activities cannot be kept in the council bank account. It is the responsibility of the Mayor to bank all income independently and distribute it to the chosen charity or charities.
- The Town Hall staff will provide support to the Mayor in respect of charitable activity at civic events, including Mayor Making, Civic Sunday and Civic Dinner by, for example, the selling of raffle tickets or organising of a collection. Alternatively, this can be carried out by members of the Mayor's family, people directly involved with the charity or volunteers from other local groups.
- The Town Manager will provide advice concerning the suitability of events and civic protocol if required. Assistance can also be provided in the following ways:
  - adding the details of the charities to the Mayor's booking forms,
  - including details on the Mayor's Christmas Card,
  - including the information on the Mayor's web page, service sheets, Mayor making programmes.
- Proposals for any additional charity functions should be discussed at a Events Working Group meeting to ensure that the proposed event is appropriate and does not conflict with any other events.

## **6. Policy Review**

This policy will be reviewed by the Events Working Group and the Community Environment Committee.