

Workington Town Council

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16 March 2017

To Members of Culture Committee

A McGuckin (chair)	M Heaslip
M Bainbridge	A Lawson
P Bales (vice chair)	B Miskelly
B Cannon	M Rollo
H Harrington	T Wardley

(Copy for information only to other members of Workington Town Council)

You are summoned to a meeting of Workington Town Council Culture Committee on **Thursday 23 March 2017 at 6.15pm** at the Town Hall, Oxford Street, Workington.

Yours faithfully

A handwritten signature in black ink, appearing to be 'A B' followed by a long horizontal stroke.

Chris Bagshaw
Town Clerk

AGENDA

1. Apologies

To receive and accept any apologies for absence.

2. Declarations of Interest

To receive any declarations of interest relating to matters which appear on this agenda, but which have not been previously declared on members' declarations of pecuniary interest and other interests.

3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and public should be excluded.

4. Minutes of the Previous Meetings

To receive the minutes of the meeting on 26 January 2017 and affirm them as a true record.

5. Twinning Association

To receive a report from members of the Twinning Association on their activities.

6. Grants

a) To consider an application for community service funding:

- i) St Gregory's Over 55s Luncheon Club

£300

To contribute towards the purchase of a dishwasher for the club.

b) To consider the larger funding requests received following the Culture Committees budget allocations for the 2017-18.

- i) Workington Amateur Operatic Society

£1,500

Additional funding for the upcoming performance of Gilbert and Sullivan at the Carnegie Theatre on 8 April 2017.

- ii) Carnegie Singers

£700

Additional funding for the annual hire of the groups practise rooms at the Carnegie Theatre.

7. Production of Macbeth

To consider the ticketing process for the September 2017 production of Macbeth in Workington Hall.

Background

The site layout for the Macbeth performance is currently being finalised, which will mean we can soon open the event for bookings. Current site plans suggest a potential capacity of 100 people though we're waiting for feedback from Allerdale Borough Council before committing to that number. The Town Council needs to consider if it wants to charge for this event, or if they would prefer for it to be free of charge.

Options for ticketing Macbeth:

1. No fee.

The event would be completely free of charge and tickets allocated on a first come, first served basis. The tickets could be restricted to people with a Workington postcode.

Advantages: It would meet one of the Culture Committee's aims for cultural activity by providing an event that is accessible and affordable for all to attend. It would fit with the rest of our programme, which is all free of charge to attend.

Disadvantages: No income made to cover any costs. Free tickets can sometimes be undervalued by audiences and as a result you can be left with empty seats as they do not turn-up for the actual event.

2. Charge a fee.

A fee is charged for tickets. It's likely that we would need to go to a 3rd party to offer the ticketing service to ensure we meet the requirements of data protection and to offer a full range of payment options (eg card payments).

Advantages: A small income will be raised for the event. Purchasing a ticket helps to commit the audience to attending the event. It's an opportunity to properly gauge demand for ticketed outdoor events.

Disadvantages: Ticketing is not free of charge and a cost will apply, either as a flat rate or as a percentage of the ticket sales. Charging a fee reduces the accessibility of the event. Charging a ticket fee might give the impression that the event is for profit or for commercial gain which would not accurately reflect the goals of the council.

Decision required

The committee should decide whether to set a fee, and the appropriate amount.

8. Cultural Events Programme 2017

To receive an update on the forthcoming cultural events programme.

9. Policy

To review the Draft Culture and Events Programme Policy and make any recommendations. See appendix 1.

10. Workington Go

To receive a report following the delivery of the Workington Go event.

Workington Town Council

Draft Culture and Events Programme Policy 2017



Aim

The aim for the events programme is to improve the cultural offering in the civil parish of Workington. This will be delivered through a varied programme of high-quality performances, events and activities that are designed to build an audience within the resident community, and to appeal to visitors and tourists.

1. Legal Requirements

- 1.1 Performances, events and activities will be planned and delivered in accordance with wider Town Council policies, with particular focus on the Health and Safety, Equal Opportunities and Safeguarding policies.
- 1.2 Where required, Workington Town Council will secure any necessary licences or permissions to produce an event, performance or cultural activity. These will be recorded and made available through the council's publications scheme.

2. Events Programming

- 2.1 The events programme will support the aim of this policy through the delivery of events planned by officers, and by commissioning activities from external organisations.
- 2.2 The events programme will focus on family friendly entertainment and broad appeal community events as well as the Town Council's civic events.
- 2.3 The location for any event or activity will be carefully considered to meet the individual needs of the various wards or to promote the use of underutilised spaces and buildings.
- 2.4 Performances, events and activities will be suitable for family audiences and will have no strong language or adult content.
- 2.5 Events and activities programming will be carefully considered to complement the town's cultural offer and to ensure that activities do not weaken the audiences for existing programmes of work.
- 2.6 The Town Council will prioritise the booking of local performers, artists and suppliers when possible.

3. Events Promotion

- 3.1 The Council will publicise its events through various media and online sources, including its affiliated websites.

- 3.2 The Council will promote local events from community groups, charities and local government organisations free of charge, at its discretion, and in accordance with this policy.

4. Operating Safely and Sustainably

- 4.1 The Town Council will ensure that events, activities and performances it provides will comply with all relevant legislation relating to health and safety, control of noise and protection of the immediate and local environment.
- 4.2 The Council will work with residents and relevant authorities to minimise the impact of events and activities on the community. Where appropriate, the council will inform local residents and businesses of major event in advance if they are likely to cause disruption.
- 4.3 In the instance of severe weather, causing unsafe conditions, the council reserves the right to cancel any event.
- 4.4 The Council does not allow the release of balloons or lanterns due to the environmental impact of the activity.

5. Documenting Events

- 5.1 In order to document and continually improve the range of events and activities offered the Town Council will contract photographers to take an array of photographs throughout the events programme.
- 5.2 In accordance with Section 85 of the Copyright, Designs and Patents Act 1988 and the Data Protection Act 1998 model/minor release forms will be provided to individuals to indicate permission, where required, for use of their photograph for Town Council publications.

6. Safeguarding

- 6.1 In accordance with Workington Town Council's Safeguarding Policy, where external organisations are likely to have significant contact with children, young people, and/or vulnerable adults, on behalf of, or in partnership with the council, they are required to have safeguarding procedures in place.
- 6.2 They must be made aware of the Town Council's Safeguarding Policy and must provide the council with a copy of their Safeguarding Policy.
- 6.3 During an event or organised activity the Events Officer is responsible for upholding the Safeguarding Policy.

7. Review

- 7.1 The events and cultural programme is overseen by the Culture Committee. Officers are responsible for booking entertainment, staffing and production provision to meet the requirements of the committee and in accordance with this policy.