



Finance and General Purposes Meeting

Thursday 18th January 2018

Sutton Coldfield Town Hall

7pm

Present:

Cllrs S Ward (Chair), Jenkins, Okello, Parry, Pears, Pocock, K Ward (substitute for Cllr Mackey), Wood and Cllr Horrocks as a non-voting Councillor.

In Attendance:

Olive O'Sullivan –Town Clerk, Mary Watkins – Finance Assistant and Caroline Davis – Independent Producer.

There were 3 members of the public and no press present.

Members of the public were invited to ask questions and make comments. Two members of the public asked questions regarding item 58 on the agenda.

- How can the proposed concerts go ahead when the report is based on only the responses of 0.75% of Sutton Coldfield residents?

Caroline Davis confirmed that a survey response rate of 700 people out of the 10,200 attendees to the event was higher than the norm for the industry. Cllr S Ward commented that the Park Advisory Group had suggested a classic concert to showcase the park and several community groups had performed at Sunday's family fun day last year. The feedback he had received from them had been very positive.

- Will there be any further consultation with residents

Councillor S Ward stated that informal consultation was happening all the time with residents.

- The event capacity means that only 10% of the residents can attend?

Cllr S Ward confirmed that Sutton Coldfield residents will be given priority and will be able to purchase tickets before there are placed on general release.

- Is it necessary to engage the CBSO, could it be cheaper?

Cllr S Ward responded that the CBSO are a world class orchestra that help to attract the audience and provide a quality offering.

53 Apologies For Absence

Apologies were received from Cllr Mackey.

Under item 4(v) of the Town Council Standing Orders, the Town Clerk advised Committee that for this meeting Cllr K Ward would be substituting, with voting rights, for Cllr Mackey.

Resolved that the apologies and substitution for this meeting be noted.

54 Declarations of Interest

Cllr S Ward declared a non-pecuniary interest in item 58 as a member of the Audit and Risk Committee for the City of Birmingham Symphony Hall.



55 **Minutes of the Last Meeting**

Cllr Parry requested a change to the wording under item 51 to; 'Cllr Parry asked for some changes to be made to the format of the report.'

Resolved to confirm and sign the minutes of the meeting of the Finance and General Purposes Committee held on Thursday 7th December 2017, with the amendment detailed above.

56 **Matters Arising**

The Town Clerk asked Committee to consider approving that we begin the process of opening bank accounts with Barclays and Lloyds Bank. It was confirmed that no money would be deposited in the accounts and this was purely to start the lengthy process ahead of a revised investment strategy being brought to the February meeting.

Cllrs Pears and Wood both declared non-pecuniary interests as shareholders at Lloyds Bank.

Resolved that the Town Clerk be authorised to open accounts with Lloyds Bank and Barclays Bank.

57 **Mayors Charity**

The Town Clerk advised committee to consider awarding a grant to the Mayors nominated charity as it is common practice for Local Councils to make a donation.

Councillors discussed the principle of setting aside a budget for the Mayors Charity each year and it was agreed that a protocol would be put in place to set the parameters on expectations and selection of the Mayors Charity for the future.

Resolved to approve a Section 137 grant of £3,000 to the mayors nominated charity for 2017/18.

58 **Concerts in the Park 2018**

Councillors discussed the report:

- Cllr Pocock asked if the Town Council should be leading on the events and if the £53,000 commitment would be the cap on funding allocated to the event by the Council.
- Cllr S Ward stated that the events were part of the strategic plan and were important as a showcasing event but also as a community event.
- Caroline Davis confirmed that issues around the incomplete Box Office data would be addressed and improved for next year's event.
- The Town Clerk acknowledge that this is not a profit making model but a cultural offering with wider benefits to the community.
- The Town Clerk confirmed that the event had to be limited to the recreation ground as parts of the park had been designated Sites of Scientific Interest or had Ancient Monument Status.
- Cllr Parry queried the revised ticket price and suggested that the ticket sales projection may be over optimistic. The Town Clerk confirmed that feedback received suggested that the event last year had been underpriced.
- The Town Clerk confirmed that it was a requirement that she be designed lead organiser for the purposes of licenses and overseeing the event safety plan.



- The Town Clerk informed committee that engaging JA Productions meant that a lot of groundwork was already completed as they have an existing relationship with the CBSO and have expertise and knowledge around the technical requirements.

The report asked Committee to recommends to Full Council :

- a) That the City of Birmingham Symphony Orchestra (CBSO) be commissioned to perform and compere an open-air concert at Sutton Park on the evening of Saturday 30 June 2018.
- b) That arts organisations and local community groups be commissioned to provide a varied performance programme for a Cultural Family Fun Day on Sunday 1 July 2018, with the programme specially designed for a young audience to include on and off-stage activities that are both fun and educational.
- c) That the Town Clerk be delegated to be the lead event organiser on behalf of the Town Council, for the necessary licences, permissions etc. that would be required to run the event and that the Town Clerk oversees the arrangements for the management of the event, including acting as nominated Event Lead for the Town Council in the Event Safety Management Plan.
- d) That the Town Council engages JA Productions to provide specialist event management and production services to put in place the arrangements for the safe, technical delivery of the event. JA Productions (JA) has the relevant experience and expertise in delivering large outdoor events of this nature, including the 2017 Concerts in the Park and has a long-standing and successful working relationship with the CBSO.
- e) That Financial Regulation 11.1 (d) relating to Contracts be waived in relation to the commissioning of the CBSO and JA productions to enable the CBSO and JA Productions to continue their partnership of working together to ensure the success of the 2018 Concerts in the Park event. This is to build on the knowledge and experience gained in producing last year's event and to avoid the risk of engaging a production partner, without the appropriate experience and track record of working with the CBSO, which could adversely affect the staging of the event.
- f) That the Town Council engages Sutton Coldfield Arts and Recreational Trust (SCART) for the services of the Town Hall Box Office System to administer the physical and online sales of the event.
- g) That Financial Regulation 11.1 (d) relating to Contracts be waived in respect of engaging SCART to enable a local charitable trust to provide the services of the box office, which is of key importance in terms of enabling local residents to physical access box office facilities and again to provide continuity in terms of delivery of the event.
- h) That the Town Council approves that Bondfield Marketing co-ordinates the marketing and press activity to ensure sufficient media coverage and communication around the event for sales.



- i) That the Town Council approves a contribution of £53,000 (inclusive of £5k contingency) towards the cost of the events from the budget for Concerts in the park and Summer in Sutton, previously approved by Full Council.

Resolved that Committee approved the recommendations in the report, as listed above, to Full Council.

59 Bank Reconciliations

Resolved to note the bank reconciliations for November and December 2017.

60 Date of Next Meeting

Thursday 15th February 2018, 7pm Town Hall.

The meeting ended at 8:25pm.