



Town Council Offices,
1 Park Road,
Shepton Mallet
BA4 5BS

t: 01749 343984

e: info@sheptonmallet-tc.gov.uk

w: www.sheptonmallet-tc.gov.uk

Public Participation

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given by noon on the day of the meeting on: info@sheptonmallet-tc.gov.uk or 01749 343984.

Any issues raised during the public session should relate to the remit of the committee. No resolution for action can be taken unless already identified on the agenda. A record of public participation shall not be included in the Minutes, but as an appendix note to the Minutes of the meeting.

Tuesday, 03 May 2022

To: Cllrs : Cllrs D Crisfield, C Inchley, G Kennedy, M Lovell, G Mayall, T O'Connor (Chair), M Stadtruckerova and B Stokes-Stephens. A McGuire and M Harrison (Ex Officio)

You are summoned to a meeting of the Arts, Culture and Tourism Committee for the transaction of the business shown on the agenda below. To be held at 7 pm in the **Peter Street Rooms, Shepton Mallet, BA4 5BL.**

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk
26 April 2022

Public question time, not to exceed 30 minutes

If a member of public wishes to share a document with council, these documents must be submitted to Info@sheptonmallet-tc.gov.uk by noon on the day of the meeting.

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

(Committee on Standards in Public Life, 1995)

ARTS, CULTURE AND TOURISM COMMITTEE

Agenda

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	<i>(Shepton Mallet Town Council Code of Conduct, 2019)</i>	
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	<i>(Local Government Act 1972 Sch 12)</i>	
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	<i>(Local Government Act 1972 Sch 12)</i>	
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	To consider requests received for Community Donations and to agree any awards to applicants	(30 mins)
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	<i>(Local Government Act 1972 s.144)</i>	
ACT4.11	SUMMER SERIES	20
	To consider Summer Series events and any actions for the Town Council	(10 mins)
	<i>(Local Government Act 1972 s.144)</i>	

Anticipated meeting end time 8:30pm

Date of next meeting: 26th July 2022

ACT4.1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

Report Author: Town Clerk

ACT4.1.1 Background

- a The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.
- b Councillor Inchley due to personal reasons.

ACT4.2 Declarations of Interest

To declare interests relating to the business of the meeting and receive dispensation requests.

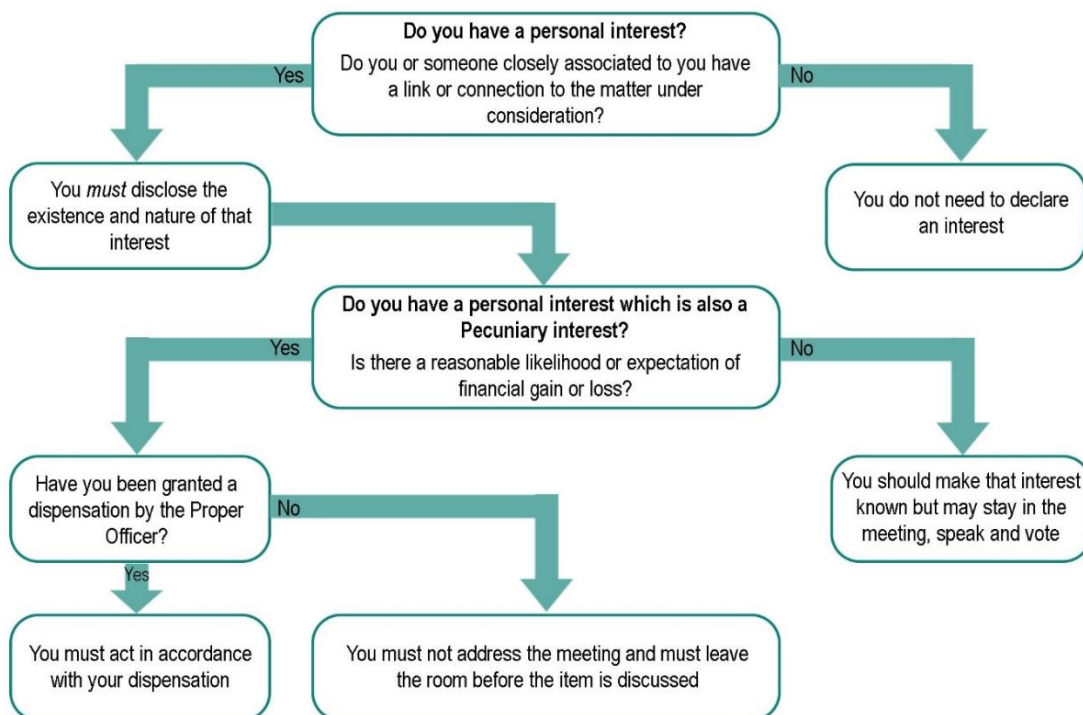
(1 min)

(Shepton Mallet Town Council Code of Conduct, 2019)

Report Author: Town Clerk

ACT4.2.1 Background

- a Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. The Clerk will report any dispensation requests received.
- b Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shepton Mallet Town Council Code of Conduct, 2019)



c

ACT4.3 Minutes

To receive the minutes of the previous meeting of the Arts, Culture and Tourism Committee.

(1 min)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

ACT4.3.1 Background

- a When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- b If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).
- c Minutes to be adopted: [22 February 2022](#)

(End)

ACT4.4 Officer Report to the Committee

To receive reports pertaining to the Arts, Culture and Tourism Committee.

(5 min)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

ACT4.4.1 Summary

- a Reports provided within this item are to be received, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported).

ACT4.4.2 Updates and Actions from 22/02/2022

- a ATC3.6 Winter Series Completion - Complete
- b ACT3.7 Events Calendar 2022/23 - Complete.
- c ACT3.9 Community Grants update - Complete
- d ACT3.10 ARTS Forum update - This is an agenda item for this meeting.
- e ACT3.11 Collett Park Update – Key sponsors in negotiation. Plans progressing well, volunteers needed.
- f ACT3.12 Somerset Food Trail Update - With Chamber of Commerce. No further action for the town council
- g ACT3.13 Hello Shepton Tourism website update – Anticipated launch in six months
- h ACT3.14 Priority Fundraising - Complete

ACT4.4.3 Finance Report

25/04/2022

Shepton Mallet Town Council Current Year

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11:06

Detailed Income & Expenditure by Budget Heading 25/04/2022**Cost Centre Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
800 Arts, Culture & Tourism							
4223 Tourism	(1,760)	2,000	3,760		3,760	(88.0%)	
4224 Art Projects	(2,000)	0	2,000		2,000	0.0%	
4225 Community Projects	(600)	0	600		600	0.0%	
4226 Events	(3,000)	1,000	4,000		4,000	(300.0%)	
4229 Winter Series	0	10,000	10,000		10,000	0.0%	
4230 Summer Series	0	10,000	10,000		10,000	0.0%	
4231 Sunday Markets	0	2,000	2,000		2,000	0.0%	
4232 Arts Forums	0	300	300		300	0.0%	
4233 Community Donations	0	10,000	10,000		10,000	0.0%	
4234 Collett Park Day	0	10,000	10,000		10,000	0.0%	
Arts, Culture & Tourism :- Indirect Expenditure	(7,360)	45,300	52,660	0	52,660	(16.2%)	0
Net Expenditure	7,360	(45,300)	(52,660)				
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	(7,360)	45,300	52,660	0	52,660	(16.2%)	
Net Income over Expenditure	7,360	(45,300)	(52,660)				
Movement to/(from) Gen Reserve	7,360						

ACT4.4.4 Other Updates

- a Shepton is Lovely Exhibition - to receive an update on progress from Cllr T O'Connor
- b Community Grants - to receive update on progress from Cllr T O'Connor
- c Telephone Kiosk - to receive update on progress from Cllr T O'Connor
- d SMart website – to receive update on progress from Cllr T O'Connor

ACT4.4.5 Recommendation

- a That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

ACT4.4.6 Reason for Recommendation

- a To keep members updated on committee actions and information.

(End)

ACT4.5 Arts Forum

To update Committee on the second Arts Forum meeting held on the Thursday 3rd March 2022.

(3 mins)

(Local Government Act 1972 Sch 12)

Report Author: Cllr O'Connor

ACT4.5.1 Summary and Background information

- a Following on from the previous on-line arts meeting last March, which was well attended by arts organisations and individuals and opened a useful dialogue between groups and individuals. It is agreed and budgeted to hold two arts forums per year, one at beginning of year to plan and one in the autumn to review.

ACT4.5.2 The meeting opened with updates as follows;

- a Shepton Mallet Town Council – Tim and Martin, provided overview of projects Including – round up of 2021,
- b Summer and Winter series
- c Communications officer
- d Plans for a Grants officer (under discussion)
- e New town signage
- f Collett Park Day
- g Hello Shepton website

ACT4.5.3 What remains outstanding;

- a Street Art/ Commercial Rd art mural
- b Noticeboards
- c Secret gardens
- d How grants are allocated (including the planned 'are you grant ready session')

ACT4.5.4 Baptist Church regeneration plans – Graham Dart

- a Steering group progressing with business plan and vision to establish a community venue with its own unique USP, plans for removing the central pews to open the space.

ACT4.5.5 Smart update – Amanda and Ian

- a Smart website to go live shortly. Funding bid also about to be delivered to lottery to enable an Arts audit of Shepton and surrounding villages.
- b Literally Shepton CIC
- c Plans for the K6 Telephone box in commercial road.

ACT4.5.6 Then followed a Q & A

- a Following a tea break for networking. The attendees were split into 3 groups to discuss 2 questions
What kind of Arts based projects do you think would benefit the community? What could the Town Council do to better support the arts, aside from funding?

ACT4.5.7 Q: What kind of Arts based projects do you think would benefit the community? Feedback as follows;

- a More of the summer programme
- b Noticeboards – around town including Tadley/Tesco's/Aldi/Ridgeway/Bowlsh/Hillmead/Football club/Lido/centre of town – market place plus top and bottom of town.
- c that people can easily put their event posters on.
- d Art for all – especially children who don't have access
- e Link up with schools
- f Further reach out into the community beyond the town centre
- g A bus, play bus, touring around, on the move
- h Careful use of language (not necessarily using Art as this can be a barrier for some)
- i Community arts projects (previously a community collage was produced.)
- j Flag making workshops
- k Community pantomime - rehearsals/ performance / making sets and costumes would be a lot of fun and bring people together.
- l Folk music and slam poetry
- m More from Make the Sunshine
- n Markets
- o Access for those with mobility challenges to events
- p A concert or event in the bandstand, every month at the same time.
- q A community bridge

ACT4.5.8 Q: What could the Town Council do to better support the arts, aside from funding? Feedback as follows;

- a Pop up venues (either own or create)
- b Facilitate a bridge between tourists and the arts – prison / Glastonbury/ Bath & West
- c Linking up more with the Bath & West when they have events to guide people into Shepton.
- d Rent or create a box office – investigate cost of online selling tickets plus look into somewhere
- e like the library or pop up at market for physical sales
- f Encouragement to participate in Christmas events – putting up a tree
- g Tour guide visits
- h Tourist ambassadors – on the move welcomers, at markets or other places
- i Admin support (insurance / H&S advice)
- j Assistance and guidance on grants available (not just with town council)
- k Encouraging the shops opening 5 days a week

- l Researching footfall to assist retailers on when there are events on i.e. to help them know the best times to open, if they can't open all the time.
- m Media specialist including taking photos of art pieces and being responsible for documenting and sharing images.
- n Monthly fliers as well as seasonal ones to surrounding villages
- o Big names as a draw
- p Better communication/social media alongside physical posters -
- q Directory of expertise / skills bank
- r Directory of Volunteers in town (Volunteer Shepton)
- s Commission public art – in collaboration, develop a sculpture trail (could be in line with the
- t secret gardens that was discussed at previous meeting)

ACT4.5.9 Scheme of Delegation

- a The committee has delegation to deal with Community Development and Engage and Promote Family Activities

ACT4.5.10 Legal Authority and Implication

- a The Arts Forum is not constituted to make decisions that are binding on the Town Council. This Committee is responsible for bringing forward any recommendations for the Town Council to action.

ACT4.5.11 Town Plan Reference

- a Promotion: Advance Culture, the Arts, and Education

ACT4.5.12 Financial Implication

- a There is an agreed budget for £300 per annum for these meetings (two a year). Cost of hire of the Baptist Church (tbc but in the region of £15 per hour). Future venues to look at – Art Bank/ Peter Street rooms/Library

ACT4.5.13 Recommendation

- a To receive and note the report and for the new Council post-election to review feedback and ideas and to take forward and build into the Town Councils Arts Strategy.

(End)

ACT4.6 Community Donations

To consider requests received for Community Donations and to agree any awards to applicants

(30 mins)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

ACT4.6.1 Summary and Background information

- a The following applications (which are attached) have been received and the committee is required to make a decision on the awarding of donations based on the current criteria:
 - a.1 To provide financial support to organisations who work to improve the quality of life for residents by supporting the Town Council's objectives;
 - a.2 To provide facilities and activities which promote and support health and wellbeing as well as meeting social and leisure needs;
 - a.3 To support community involvement in local arts and cultural activities which benefit the residents of Shepton Mallet;
 - a.4 To support community participation in local sports and leisure activities to enable clubs to develop and thrive;
 - a.5 To facilitate access and sustainable transport schemes by community and voluntary activity;
 - a.6 To maintain and enhance opportunities to create a green, clean and safe environment, including biodiversity and sustainability.
- b The Community Donations budget for the financial year 2022-23 is **£10,000**. This is the first meeting of two for the purpose of considering Community Donation applications
- c One application is for a grant and contact has been made to see if this is an error in the application and a donation was requested instead. The Clerk will provide an update at the meeting.
- d Each councillor on the committee has been provided with a scoring matrix and copies of the applications, the scoring matrix is to be returned to the Clerk by 1st May 2022.
- e The Clerk will combine the returned matrices to provide a starting point for deciding on the awards during the meeting.

ACT4.6.2 Scheme of Delegation

- a The committee is delegated to develop and maintain the community donations scheme, within the agreed criteria and budget of the Town Council

ACT4.6.3 Legal Authority and Implication

- a The Council has the General Power of Competence which is used as the power of first resource

ACT4.6.4 Town Plan Reference

- a People: Promote the Community Donations and Grant Scheme

ACT4.6.5 Financial Implication

- a Up to £10,000

Budget line name	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available	% Spent
Community Donations	£10000	£10000	£0	£10000	0%

ACT4.6.6 Impact Assessment

- a Each project has its own merits. In considering provision of funds, the committee is asked to consider the following impact assessment. Equalities, Environmental, Crime and Disorder, Economic, Risk Management

ACT4.6.7 Recommendation

- a That the Committee allocates funds to the community donation applicants not to exceed the annual budget. Delegate to the Town Clerk all details in discharging this decision.

ACT4.6.8 Reason for Recommendation

- a To support the community applications fairly according to the Council's policy

(End)

Arts, Culture and Tourism Committee meeting, 03 May 2022

ACT4.6.9 Grants request table

Applicant	Purpose	Amount Requested	Received in 2021/22	Received in 2020/21	Received in 2019/20
1st Shepton Mallet Rainbow Girl Guides	To help pay rent for the room at the leisure centre and cover running costs of meetings	£300.00	0	0	0
Citizens Advice Mendip	Team building and thank you lunch for volunteers	£260.00	No Community Donation but received Grant of £10k	No Community Donation but received Grant of £10k	No Community Donation but received Grant of £10k
Five Trees Bowlsh CiC	Participants to lean to build their own DIY compost bins from upcycled pallets	£1,080.00	0	0	0
Parent & Friends Association Shepton Mallet Infant School	2 recycled picnic benches	£1,807.99	0	0	0
Shepton Community Fridge Project	capital outlays to erect shed, fridge and freezer	£2,500.00	0	0	0
Shepton Mallet AFC	Replace some of the clubhouse furniture	£1,500.00	0	£100	0
Shepton Mallet Lantern Festival	Road closure & signage	£650.00	£650	£250	£250
Shepton Mallet Revival CiC	Provide entertainment every month to achieve goal of providing attractive monthly event	£1,400.00	£1,000	0	£1,748.92

Arts, Culture and Tourism Committee meeting, 03 May 2022

Applicant	Purpose	Amount Requested	Received in 2021/22	Received in 2020/21	Received in 2019/20
Shepton Walks	Insurance, Subscription, Website & Publicity	£1,754.05	0	0	0
Tadley Acres Community Association for Tadley Acres Residents	Leaflets design & print, website, meeting costs	£2,000.00	0	0	0
The Good Life Projects CiC	Roll out grass mats for safe paths for all abilities and railway sleepers for raised beds.	£1,758.00	No Community Donation but will receive Grant of £3k in 22/23 as agreed in budget	0	0
The Mid Somerset Agricultural Society	Run and Organise the Mid Somerset Show	£2,000.00	£500	£500	£500
Wells Food Network	Somerset food trail	£2,000.00	0	0	0
Windsor Hill Wood	Improve health & wellbeing through vegetable and fruit growing.	£2,000.00	0	£2,000	0
Total		£21,010.04			

ACT4.7 Town Signs

To consider request to use a variation of the sign backdrop for the Local History Group letterhead (10 mins)

(Local Government Act 1972 s.144)

Report Author: Town Clerk

ACT4.7.1 Summary and Background information

- a The Town Council has received a request by the Local History Group to use the background image of the new town signs on their letterhead.
- b The request is so that the group can portray a consistent image.
- c The designer has confirmed that they retain copyright for all designs unless explicitly stated otherwise. They tend not to formalise copyright arrangements for non profits or local government as it is implied that the use of the images will be for the promotion and for the benefit of the charity/town. They caution that where it gets a little murkier is if images created for this purpose are reproduced in a commercial capacity for profit or where a design has been altered in a detrimental way.
- d The designer has confirmed they are happy to see their designs evolve and it's great that Shepton residents are taking ownership. If the Council needs them to cast a design eye over any new usage or edits then they'd be very happy to do so without cost.
- e The Committee needs to consider what the intention was for the signs and design and the management of the brand identity.
- f If permission is granted, the Committee should set parameters for other similar requests so that these can be managed by delegation in the office.

ACT4.7.2 Scheme of Delegation

- a The committee is delegated to support where possible local town initiatives that seek to promote the town to a wider audience.

ACT4.7.3 Legal Authority and Implication

- a Copyright of the image must be determined and requirements adhered to

ACT4.7.4 Town Plan Reference

- a Promotion: Promote and encourage tourism

ACT4.7.5 Financial Implication

There are no financial implications arising from this report

ACT4.7.6 Impact Assessment

- a Equalities – None known
- b Environmental – None known
- c Crime and Disorder – None known
- d Resources – Staff time drawing up a framework for future requests if required.

- e Economic – None known
- f Risk Management – There is a risk of dilution or misuse of the brand or image if not managed within an agreed framework.

ACT4.7.7 Recommendation

- a That the Committee creates a 'community use' version with synergy with the original logo and guidelines for terms of use.. Delegate to the Town Clerk all details in discharging this decision.

ACT4.7.8 Reason for Recommendation

- a Sharing the image supports not-for-profit organisations be part of a branded image provided appropriate steps are put in place to mitigate the risks identified.

(End)

ACT4.8 Innovator Awards

To receive report from Cllr Stoke-Stephens and agree action on Innovator

(5 mins)

(Local Government Act 1972 s.111)

Report Author: Cllr Stoke-Stephens

ACT4.8.1 Summary and Background information

a Cllr Stoke-Stephens will provide a verbal report to this item

(End)

ACT4.9 Community Noticeboard Provision

To follow up on previous proposal at both Arts Forums to place community noticeboards around town to help promote events. (10 mins)

(Local Government Act 1972 s.111)

Report Author: Cllr T O'Connor

ACT4.9.1 Summary and Background information

- a Following on from the previous discussion to improve communications and help promote both arts and other community events (e.g. sport games). A proposal was put forward from the Arts forum for Notice boards around town last March, not just the town centre for easy to access community noticeboards. The idea was taken on by the project officer (see appendix no's 1/2/3) and Chair of ACTS Committee.
- b Not everyone uses social media and even those who do frequently feedback that they didn't know an event was happening, so these boards will help highlight or even re-enforce events in the town and will be especially helpful for those just visiting or holidaying in the area, which in turn will help drive tourism for the town.
- c Previous Clerk and Communications Officer proposed a different approach with two new noticeboards that were lockable and with glass fronts controlled by the Town Council and groups/individuals had to drop their event posters to the library for pick up.

ACT4.9.2 Update

- a The original idea was instant access, hardy noticeboards around town that the community could use to just put their event posters up and take them down after the event. This was researched and costed (see appendix 1/2/3) for example of aim.
- b The reason for the change to lockable noticeboards was the previous Town Clerks fear that inappropriate posters would be put up.
- c The question of easy access community notice boards came up again in the recent Arts forum as follows;
Q: What could the Town Council do to better support the arts, aside from funding?
Noticeboards – around town including Tadley/Tesco's/Aldi/Ridgeway/Bowlsh/Hillmead/Football club/Lido/Prison/centre of town – market place plus top and bottom of town that people can easily put their event posters on.
- d The feedback regarding the two glass fronted locked noticeboards in the market place and Collett Park is that they do not meet the aims of the original idea. It has proved particularly cumbersome for the Communications Officer and staff to police and keep upto date, particularly since the Communications Officer has left SMTC. This role has fallen to other staff members. Several times it has been noted that an event has passed but was still on display, which is negative feedback for the town council that we could easily avoid. It has also not proved an agile process for individuals/groups to have to submit their posters for approval, which again brings negative comments, such as a 'controlling town council' and also meant not enough event posters were on display.
- e As a Town Council, we need to have more faith in the community on what types of events are posted on these noticeboards. There will be times when something inappropriate is posted, but these types of posters could be posted anywhere in town and are quickly removed. The main feedback from the Frome noticeboards is that they are self-policed by those who use them to promote their events

- f To go back to the original idea should also reduce the number of illegal posters placed around town on empty buildings, i.e. main culprit – the cheese and grain venue from Frome.
- g Sponsorship of the boards could also be investigated as part of the financing or applying for a grant?
- h The noticeboards could also incorporate the new town signage and could even be numbered and sub-titled by area – i.e. the Ridgeway Community noticeboard.

ACT4.9.3 Town Plan Reference

- a Promotion: Advance Culture, the Arts, and Education

ACT4.9.4 Financial Implication

- a To add a ball park costing figure.

ACT4.9.5 Environmental Impact Assessment

- a Would need to look at materials used and where the noticeboards are placed.

ACT4.9.6 Recommendation

- a To go back to the original idea and to bring forward a costed plan to introduce community noticeboards in all areas of the town. . Delegate to the Town Clerk all details in discharging this decision.

(End)

ACT4.10 Jubilee

To confirm arrangements for Her Majesty's Jubilee celebrations

(5 mins)

(Local Government Act 1972 s.144)

Report Author: Cllr M Berkeley

ACT4.10.1 Summary and Background information

a Cllr Berkeley will provide a verbal report for this item.

(End)

ACT4.11 Summer Series

To consider Summer Series events and any actions for the Town Council

(10 mins)

(Local Government Act 1972 s.144)

Report Author: Project Officer

ACT4.11.1 Summary and Background information

- a This is a popular annual programme of free, summertime activities for the town, including music, theatre, sports, games, etc., which are organised and run by local organisations but promoted by SMTC.
- b The series will support people as they become accustomed to the lifting of Covid restrictions, by offering them local events to enjoy; support businesses by drawing people in to the town centre; and, promote the town as a destination for locals and visitors from further afield.
- c The Council can support these objectives by funding activities (through grants) and by promoting the series.
- d None.
- e The series has been run and promoted successfully In the past.

ACT4.11.2 Scheme of Delegation

- a Work with community interest groups that bring events and activities to the community, to encourage participation

ACT4.11.3 Legal Authority and Implication

- a A local authority may (either alone or jointly with any other person or body)—
 - (a)encourage persons, by advertisement or otherwise, to visit their area for recreation, for health purposes, or to hold conferences, trade fairs and exhibitions in their area; and
 - (b)provide, or encourage any other person or body to provide, facilities for F1. . . , conferences, trade fairs and exhibitions or improve, or encourage any other person or body to improve, any existing facilities for those purposes.

ACT4.11.4 Town Plan Reference

- a People: Support and promote clubs and societies, to encourage participation and growth

ACT4.11.5 Financial Implication

- a Up to £10,000 for grant support and promotion of the summer series.

Budget line name	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available	% Spent
ACT Summer Series	0	10000	0	10000	0

ACT4.11.6 Impact Assessment

- a Equalities – When making strategic decisions, Councillors must have regard to the desirability of reducing socio-economic inequalities
- b Environmental – Encouraging community participation and activity has health and wellbeing benefits.

- c Crime and Disorder – Promote engagement and cohesion through community events and activities.
- d Resources – Project Officer time. £10k budget.
- e Economic – Encouraging more increased visitors to the town, with an economic benefit.
- f Risk Management – None.

ACT4.11.7 Recommendation

- a That up to £10,000 is spent in providing grants to summer series events and promotion of the Summer Series. Delegate to the Town Clerk in consultation with the Chair and Vice of the Art, Culture and Tourism Committee all details in discharging this decision.

ACT4.11.8 Reason for Recommendation

- a To aid the Council in its objectives of supporting the community..

(End)