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Municipal Buildings
Boston
Lincolnshire PE21 8QR
Tel: **01205 314200**
Fax: **01205 364604**

16 March 2021

TO MEMBERS OF THE BOSTON TOWN AREA COMMITTEE (BTAC)

NOTICE OF MEETING OF THE BOSTON TOWN AREA COMMITTEE (BTAC)

Dear Councillor

You are invited to attend a meeting of the Boston Town Area Committee (BTAC) on
Wednesday, 24th March, 2021 at 6.30 pm

This will be a meeting held in line with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) England & Wales) Regulations 2020.

This meeting will be held virtually via Zoom and streamed live
via: www.mybostonuk.com/youtube

ROB BARLOW
Joint Chief Executive

Membership:

Chairman: Councillor Paul Goodale
Vice Chairman: Councillor Stephen Woodliffe
Councillors Alison Austin, Alan Bell, Anton Dani, Anne Dorrian,
Viven Edge, Deborah Evans, Martin Griggs, Neill Hastie,
Martin Howard MSc. PCGM, Cert Ed, Brian Rush and
Yvonne Stevens

A G E N D A

PART I - PRELIMINARIES

A APOLOGIES

To receive apologies for absence.

B MINUTES (Pages 1 - 4)

To sign and confirm the minutes of the last meeting, held on 3rd February 2021.

C UPDATE ON ACTIONS FROM THE MINUTES OF THE LAST MEETING

To report progress on outstanding actions from the minutes of the last meeting, for information only.

D DECLARATION OF INTERESTS

To receive declarations of interests in respect of any item on the agenda.

E PUBLIC QUESTIONS

To answer any written questions received from members of the public no later than 5 p.m. two clear working days prior to the meeting – for this meeting the deadline is 5 p.m. on Friday, 19th March 2021.

PART II - AGENDA ITEMS

1 APPLICATION FOR SCHOOL STREET - MARION ROAD

A representative from Haven High Academy will join the meeting to explain what is involved in its application for Marion Road, Boston to be designated as a school street and how the Committee can consider supporting it.

2 REVIEW OF 2021/22 EVENTS DUE TO COVID-19 (Pages 5 - 24)

(A report by Kristina Willoughby, Town Centre Services Manager)

3 CHRISTMAS IN BOSTON - COMMUNITY CHRISTMAS LIGHTS (Pages 25 - 34)

(A report by Kristina Willoughby, Town Centre Services Manager)

4 WORK PROGRAMME - STANDING ITEM (Pages 35 - 36)

(The Committee's work programme for the current year for discussion and/or updating.)

Notes:

The person to contact about the agenda and documents for this meeting is Pippa Rose, Democratic Services, Municipal Buildings, Boston, email pippa.rose@boston.gov.uk or telephone 01205 314228

Council Members who are not able to attend the meeting should notify Pippa Rose as soon as possible.

Alternative Versions

Should you wish to have the agenda or report in an alternative format such as larger text, Braille or a specific language, please contact Democratic Services on direct dial (01205) 314228

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BOSTON TOWN AREA COMMITTEE (BTAC)

3 February 2021

Present: Councillor Paul Goodale (Chairman), Councillor Stephen Woodliffe (Vice-Chairman), Councillors Anton Dani, Anne Dorrian, Deborah Evans, Martin Griggs, Neill Hastie, Martin Howard MSc. PCGM, Cert Ed, Brian Rush and Yvonne Stevens

Officers –

Assistant Director - Support Services & Partnership, Assistant Director - Regulation, Section 151 Officer, Accountancy Manager (Revenues and Systems), Senior Democratic Services Officer and Democratic Services Apprentice

96 APOLOGIES

There were apologies for absence from Councillors Viven Edge, Alison Austin and Alan Bell.

97 MINUTES

The minutes of the meeting held on 26th November 2020 were agreed as a correct record, to be signed by the Chairman.

98 UPDATE ON ACTIONS FROM THE MINUTES OF THE LAST MEETING

Members were reminded that a Member Briefing would be held on 8th February at 6 pm to discuss the protocol for dealing with illegal encampments, which representatives from Lincolnshire Police would be attending.

99 DECLARATION OF INTERESTS

None.

100 PUBLIC QUESTIONS

None.

101 TASK & FINISH GROUP RECOMMENDATIONS - REGULATING AND SAFEGUARDING THE ECONOMY

Members debated the recommendations from the Task and Finish Group review of *Regulating and Safeguarding the Economy* and agreed that they be included in BTAC's work programme, to allow the Committee to consider:

- Locking Central Park gates overnight to address on-going issues of anti-social behaviour (ASB) within the park;
- A trial period of four months to allow monitoring of incidents during that time to either support, or not, the closing of the gates permanently overnight;
- Funding the cost of closing the gates for the trial period or on a permanent basis;
- Funding a service for Central Park to address ongoing ASB in the park.

Action: CA

Prepare a detailed report with costs and options relating to locking the gates of Central Park and the provision of a service to address anti-social behaviour in the park.

102 PROPOSED BTAC BUDGET 2021/22 AND FORECAST TO 2025/26

The Section 151 Officer presented a report, which set out options for Members to consider in order to make a recommendation to Cabinet and Council on the precept and Band D Council Tax levy for properties in the BTAC area for the 2021/22 financial year.

The report detailed the current position and the proposed levy for the Council to approve for 2021/22. BTAC Members had increased the precept in recent years to help make the town a better place and initiatives had been progressed to fund public conveniences, Central Park spend, footway lights and open spaces, events and town centre operatives. The proposed budget included an inflationary increase this year, which included an unallocated sum to enable members to support further measures to improve the town.

The level of Council Tax was a key factor for the Committee when considering its future aspirations.

BTAC Members had attended a budget workshop earlier in February. Based on feedback from Members on the preferred scale of future BTAC operations and Council Tax levels going forward, the report set out the effects of changes to the assumptions Council Tax and implications for the Committee's resources if the precept was increased by 1.91%, 0%, 0.5% and 1% and then 2% per year in each case.

The report concluded with the recommendation for BTAC to recommend to Cabinet and Council the level of its Special Expense precept for 2021/22 at £731,479, and the Council Tax charge of £76.95 at Band D.

During debate, Members made the following main points:

- It was not clear what the recharges for Support Services related to;
- The cost of maintenance of public toilets seemed excessive, particularly the charge for water rates;
- The amount charged for use of the toilets should be reconsidered.

In response to these and other questions, the Section 151 Officer advised that:

- Each 1% increase in the precept would equate to approximately £7,000 additional money in the budget;
- Support services costs included officer time spent on writing reports and associated administration;
- A report on the Events budget would be submitted to the next meeting;
- The charges for the toilets were currently 20p per visit and produced an annual income of £14,000.

Action: AS/PP

1. Provide a breakdown of support charges;
2. Establish whether the water rates charge related purely to the toilets;
3. Request details of rent charged for the café unit in Central Park.

It was then proposed and seconded that it be recommended to Cabinet and Full Council that there be a 0% increase in BTAC's precept in order to give members of the public some respite from the financial impact of the pandemic.

The Section 151 Officer referred to the recent Audit & Governance Committee meeting, when a proposal for a 0% increase related to the increase in Council Tax. A 0% increase in BTAC's precept would not affect the amount of funds the Council would have and BTAC's budget could withstand a precept freeze.

Other Members agreed that BTAC had sufficient funds in reserves to be able to afford not to increase the precept and this would help residents.

Members discussed the charge for the toilets following a suggestion to increase it. One pointed out that the charge was set in order to cover the Council's costs and to prevent the facilities from being vandalised. However, some felt that this was unfair to those who used the facilities whilst visiting the park and that closing them at night would prevent vandalism.

The Section 151 Officer pointed out that if the precept was not increased and the charge for the toilets removed, then Members would have to identify how to replace that lost income or the budget would not balance.

RESOLVED:

- 1. To recommend to Cabinet and Full Council that the level of the BTAC Special Expense precept for 2021/22 be £702,696 and the Council Tax charge of £75.51 at Band D.**
- 2. To receive a detailed report with costs and options relating to the charge and opening hours of the public conveniences at Central Park.**

103 WORK PROGRAMME - STANDING ITEM

Members agreed that the Chairman would write a letter on behalf of the Committee to support Boston Squash Club's application for funding from the East Coast Communities Fund for the cost of upgrading their facilities, if requested by the funding body.

The Committee agreed to add the following reports to the work programme:

- School Street Application by Haven High Academy
- Events Review 2021
- BTAC Small Grants Scheme
- Community Champion's Funding
- Open Spaces Improvements 'Wish List'
- Central Park – Costs and options on locking gates overnight and provision of a service to address anti-social behaviour
- Public Conveniences – Costs and options on charges and opening hours

The Meeting ended at 8.35 pm

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REPORT TO:	BOSTON TOWN AREA COMMITTEE (BTAC)
DATE:	24.03.2021
SUBJECT:	BTAC REPORT: REVIEW OF 2021/22 EVENTS DUE TO COVID-19
WARD(S) AFFECTED:	BTAC
EXEMPT REPORT?	No

SUMMARY

The BTAC budget incorporates a variety of services for the residents of Boston including the delivery of an events programme, throughout the financial year.

This report provides an update and recommendations on the 2021 programme for the Committee and proposals for a new Summer programme.

The report includes budgeted financial breakdowns covering both financial years, to support the Committee in its deliberations.

The baseline for the events budget annually is £41,500.

RECOMMENDATIONS

That this committee:

- i) Supports the proposed Event plan – Appendix B – for the 2021 events calendar
- ii) If committee choose not to support Appendix B that Appendix C is adopted for the 2021 events calendar

REASONS FOR RECOMMENDATIONS

To ensure the necessary timescales needed for the planning and development of events programme with committee approval.

OTHER OPTIONS CONSIDERED

- Cancel all events planned in the 2021 programme

REPORT

1.0 Introduction

- 1.1 The BTAC budget incorporates a number of services for the residents of Boston including event delivery.
- 1.2 Due to Covid-19 in 2020 Council Officers only delivered one event – the outdoor cinema on Friday 19 September 2020. This event was well received.
- 1.3 Contactors, infrastructure that was booked for other events has either being rolled into 2021 programme or credit notes are available.

2.0 Event Delivery 2021

- 2.1 BTAC last received a report on events at its 5 August 2020 meeting where Members agreed the events programme for the 2021/22 financial year. It was agreed to increase spend by £22,000 total events spend = £63,500 – however due to Covid-19 a revised schedule of events is presented to you tonight.
- 2.2 The Government roadmap predicts events will be able to proceed without limitations from 21 June 2021 however this is fluid and also does not outline what steps event organisers may need to consider when planning events.
- 2.3 Members of BTAC in March 2019 suggested that going forward; the Committee should now try to take steps to hold major events in Boston that attract people from further afield. BTAC at two subsequent meetings have agreed to increase spend on the base line budget.
- 2.4 Outlined in the appendix are two options for BTAC to consider.
- 2.5 Option One (Appendix B) incorporates some larger scale events in addition to the existing community based events. This option aims to keep all the free community events, which people have enjoyed previously but adds some new events that in turn should encourage footfall and benefit the recovery of the Town. A major cost for the budget is return of the Christmas Market & Lights Switch on event (not including the provision of lights) within the budget. Officers have included the expansion of that event into a 4 day Christmas Market on Bargate Green car park.

Option one, would cost BTAC an additional **£6,500** for the financial year and a breakdown of this programme is appended (Appendix B), (the annual baseline budget for events is £41,500).

- 2.6 Option Two (Appendix C) focuses on a limited programme of events - but again features the major attraction of the Christmas Market & Lights Switch on event (not including the provision of lights) within the budget. Officers have included the expansion of that event into a 4 day Christmas Market on Bargate Green car park.

Option 2 is proposed to be delivered within the annual baseline budget for events in 2021/22 of £41,500.

3.0 External Funding and organised Events

- 3.1 Boston Big Local (BBL) continues to be a key supporter of events for Boston residents and its funding has enabled additional community based events in previous years for 2019 & 2020 their funding totalled £42k. Officers are closely working with BBL in hope we are successful to continue working with them and hosting events in partnership with them.
- 3.2 BTAC agreed £13,500 to support the 2020 Fire Garden – this has been rolled into the 2021 event. This event is organised by Boston Borough Council Officers and Transported. Transported have secured £15,000 for the Fire Garden which work is well underway for on the development of sculptures and remote workshops.
- 3.3 Transported are also looking to apply for Arts Council funding to host the Illuminate Parade (Covid safety pending).
- 3.4 External event organisers are keen to have a separate Fair in Central Park. From 2022 applications will be accepted to run one additional Fair, organised and managed by an external company with a fee paid to the Council for the hire of Central Park. This Fair will need to meet Safety Advisory Group expectations and applications will be dealt with via a tender process.
- 3.5 RR Events have also been in talks with Officers to visit twice in 2021 with their continental market as previously successfully held in October 2020. Dates will be confirmed for this as soon as possible.

4.0 Prosperity of the town

- 4.1 The Events programme has led to wider benefits to the wider Town Centre with businesses seeing an increase in their footfall whilst events are being held, and businesses are starting to support the development of the events programme through sponsorship and advertising

CONCLUSION

- 5.1 Following the increase in the number of events and breadth of the programme prior to Covid-19, Boston is developing into a town more noted for its events; with a wide mix of family oriented and more commercially focused events.
- 5.2 The Events Team will continue to establish new relationships with businesses to create further sponsorship opportunities, where feasible, to support the costs of running events. Support from a Member Working Group could also enhance this work towards securing sponsorship.

- 5.3 The current capacity within the Events Team is sufficient to deliver Appendix B programme. However, any ambition to further expand the events programme in the future will require additional resource in order to ensure it is delivered safely. This also includes additional requests from external parties wishing to hold events on Borough Council land.
- 5.4 This report request that BTAC continues to support the Events programme and Members consider the options to increase the budget by £6,500 to allow continued delivery of the programme.
- 5.5 To ensure timescales and the ambitions of BTAC are met, a report on 2022/23 events should be brought to committee no later than September to discuss proposed events.

FINANCIAL IMPLICATIONS

The proposed events budget outlined, is currently showing a shortfall of **£6,500** in Appendix B.

LEGAL IMPLICATIONS

The Council is required to conform to the requirements of the EU Procurement Directive and its own Contract Procurement and Procedure Rules Part 4 (H) of the Constitution.

The Council uses its powers to encourage tourism within the Borough through the Local Government Act 1972, section 144.

CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

None

EQUALITY AND SAFEGUARDING IMPLICATIONS

There are no equality or safeguarding implications within this report, any equality implications arising from an individual event are identified and managed through individual event planning processes and risk assessment.

OTHER IMPLICATIONS

None

CONSULTATION

- Members of the public at events prior to the Covid 19 pandemic.
- Businesses who have supported the events programme.

APPENDICES

Appendices are listed below and attached to the back of the report: -

APPENDIX A	2019.2020 Spend
APPENDIX B	Option 1 - Proposed Events plan 2021
APPENDIX C	Option 2 – Proposed events plan 2021
APPENDIX D	Sponsorship Support package

BACKGROUND PAPERS

Background papers used in the production of this report are listed below: -

Document title	Where the document can be viewed
BTAC report – Review of 2020/21 Events and looking forward to 2021/22 events programme 05.08.2020	https://moderngov.boston.gov.uk/ieListDocuments.aspx?CId=129&MID=1633#AI5478
BTAC Report – Review of the 2019/20 Events and looking forward to 2020/21 Events programme 02.10.2019	https://moderngov.boston.gov.uk/ieListDocuments.aspx?CId=129&MID=1475#AI4707

CHRONOLOGICAL HISTORY OF THIS REPORT

A report on this item has not been previously considered by a Council body.

REPORT APPROVAL

Report author:	Kristina Willoughby Kristina.willoughby@boston.gov.uk 07920 505183
Signed off by:	Phil Perry, Assistant Director - Support Services & Partnerships phil.perry@boston.gov.uk

FINANCE PROFORMA

PROFORMA FOR APPROVAL OF THE RELEASE OF RESOURCES

(CAPITAL AND REVENUE BUDGETS)

FROM: Rachel Chatterton

THIS PROFORMA PROVIDES THE FINANCIAL IMPLICATIONS
IN RESPECT OF THE ATTACHED

REPORT: BTAC REPORT: REVIEW OF 2021/22 EVENTS DUE TO COVID-19
REPORT DATE: 24th March 2021

OPTION 1	£ Year 1 2021/22	£ Year 2 2022/23	£ Year 3 2023/24	£ Year 4 2024/25	£ Year 5 2025/26
Revenue					
Appendix B	6,500				
Appendix C	0				
Total Revenue Cost	6,500				

Funding required:		Considered by: BTAC	Date:
Total capital cost	£0		24.03.21
Revenue cost	£6,500		

Financial Services Comments

In 2019.20 BTAC agreed additional events spend of £27,000 for 20.21, but due to Covid-19 the monies were not spent.

As per the forecasted BTAC reserves provided to the committee the additional monies still remains committed but unspent. This means that if Appendix B is approved there will be £20,500 or if Appendix C is approved there would be £27,000 to add to the estimated £118,767 available reserves in 21.22.

Risk

Non

Procurement

Value for Money Efficiency

This FP is valid for 3 months from FP date	If this FP is no longer required please advise Finance	If there are changes to the original report it may invalidate this document, it must be reviewed by Finance.

Forecasted BTAC Reserve as at 16/03/21

	£	£	
BTAC Reserve BF 01/04/20		177,079	
20/21 In Year Expenditure			
Less Expenditure from Reserve, allocated 18/19	(14,122)		<i>£6,179 open spaces planting, £5,485 CCTV and £2,458 BTAC operative equipment purchases</i>
Less Expenditure from Reserve, allocated 19/20	(49,568)		<i>£16,913 Open Spaces Play Area Improves, £5,655 Addl Small Grant Funding (Maddie to C/F 21/22 DUE TO covid-19), £27,000 Addl Events</i>
		<hr/>	
		(63,690)	
Less Expenditure from Reserve, allocated 20/21		(19,470)	<i>£19,470 Woodville Road Play Area Fencing</i>
Add Unallocated sum in Budget 20/21		23,256	
Add Forecasted Surplus		15,000	<i>Estimate per RC 15/03/21</i>
Forecasted BTAC Reserve Closing Balance 31/03/21		<hr/> 132,175	
Less S151 Officer Minimum Reserve		(70,000)	
Sub-Total Forecasted Funds Available C/F 31/03/21		<hr/> 62,175	
Add Unallocated in Budget 21-22		56,592	
Forecasted Total Unallocated Funds Available 21-22		<hr/> 118,767	

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	Amount	Description
Happened on market in Dec	1090.00	WOODBINE FARMS XMAS MARKETS 2020
Party in the Park Advert - LOST ££	48.00	NRG INTERNET PARTY IN THE PARK 2020
Deposit for Boston Show	1000.00	LUNAR TALENT PERFORMANCES 20.21
Party in the Park deposit	1200.00	GERMEIIN PERFORMANCES 20.21
Lost due to Christmas booking 2020	257.00	ENVISAGE GROUP XMAS MARKET 2020
Already printed before cancellation	300.00	SIGNAGE FOR FARMING EVENT
Christmas Walkabout 2020 - Market	650.00	THE JOKER ENTERTAINMENT WALKABOUT
Annual Fee for access to forum	30.00	THE EVENTS INDUSTRY FORUM
Used at Outdoor Cinema - Sept 2020	11.49	WRISTBANDS FOR EVENTS
Party in the Park	61.80	WRISTBANDS FOR EVENTS
Party in the Park deposit	279.50	CANCELLATION FEES
Party in the Park deposit	124.75	CANCELLATION CHARGES
General spend	469.80	crowd barriers
Outdoor Cinema - Sept 2020	550.00	CINEMA SYSTEM
Outdoor Cinema - Sept 2021	121.50	REG2440-SERVICE-STEWARD 6PM-10.30PM 4.5HRS @13.50 PER HOUR
Outdoor Cinema - Sept 2022	313.20	REG2432-SERVICE-SIA STAFF 6PM-10.30PM @£13.92 PER HOUR
Outdoor Cinema - Sept 2023	108.00	12.09.20 - FIRST AIDERS X 2
Outdoor Cinema - Sept 2024	630.00	12.09.20 EVENT - LOOS
Outdoor Cinema - Sept 2029	616.81	Outdoor Cinema costs for PPE, facesheids, refreshments
Advert booked for XMAS event 2020	200.00	NOV 20 - CHRISTMAS GIFTS ADVERT
Christmas In Boston funding	270.00	NUMBER OC CATNEARY WIRE CALCULATIONS
Christmas In Boston funding	1155.00	LIGHTS TO BE TESTED
General spend	49.98	BUNTING
Cancelled Xmas 2020	50.00	ADMIN FEE FOR CANCELLATION OF SANTA
Christmas Video 2020	1296.50	XMAS LIGHT SWITCH ON
Website charge	6.73	website plugin for visit boston
Christmas lights video for carehomes	29.97	dvd drives and usb
Christmas lights video for carehomes	5.92	dvd drives and usb
	475.00	SWINGBOATS Free rides
	800.00	ALS GROUP HIRE OF EQUIPMENT
	266.80	STAGE HIRE DEPOSIT
	1543.75	DEPOSIT FOR XMAS HUTS

	2800.00	XMAS FAYRE STAGE
	11000.00	BOSTON FIRE GARDEN
	<u>27811.50</u>	

Lost	£ 3,521.05	Spend unable to recover
Spent	£ 7,404.90	On activity for 2020
Rolled over	£ 16,885.55	Rolling into 2021 events

2021				
Date of Event	Event	Comments	Predicted Outgoings	Updated Position
May-21				
DATE TO BE CONFIRMED	Customer Apppreciation Day & Love your Local Market	Celebrate Boston Market, free giveaways, their in a National celebration day that this could be tied into - this would also work in with the National Love your local market camapign	£ 1,000.00	
Jun-21				
Page 15 Sat 19 & Sun 20 June	1940s	Virtual online celebrations for 2021 - share pictures of the 40s event we used to run and promote the 2022 date - look to have a singer on Boston Market if allowed	£ 1,000.00	
Aug-21				
As many days as possible	Family free activities	Free family activities that people can get involved in: Messy hands and feet painting, story telling, fairy door hunts, picnics in the park, pirates & princess day	£ 5,000.00	

Sun 15 August	Skate Jam	Working with Lincolnshire Police - develop annual event around the Skate Park - this first year will include working with the manufacturers of the Skate Park	£ 1,000.00	Propose the idea to develop this into an annual event - set up a youth working group to work with Officers of the Council to develop the event
3 & 4 July 2020	Classic Car Show & EV Car Show	Hold in Central Park & Wide Bargate	£ 1,500.00	Work with Boston Classic Car Show to develop the classic car show and Christmas In Boston to host EV Car Show
Sep-21				
Fri 24 September	Outdoor Cinema Event	Will need to approach businesses for sponsorship of this event	£ 2,500.00	
Nov-21				
Thurs 25 Nov	Christmas Market & Lights Switch on		£ 12,500.00	
Thurs 25 - Sun 28 Nov	4 Day Christmas Hamlet		£ 9,500.00	Deposits for chalets, stage and sound equipment already paid in 2020 budget
Thurs 26th Nov	Fire Garden & Illuminate Parade	New addition as part of the Illuminate Celebration	£ 2,000.00	Funding to add to this event available from the Arts Council
Dec-21				
Sun 12 December	Festive Market & Santa Fun Run	Santa Fun Run organised and paid for by Boston Community Runners	£ 4,000.00	

Predicted spend

£ 40,000.00

*General spend is bits that are used for all events, toilets, ca
safety matting, BTAC
operatives overtime
payments

*General Spend £ 8,000.00

Total £ 48,000.00

Budget £ 41,500.00

Compare to Budget -£ 6,500.00

£ 1,300.00 RPM Bike Trials Display Team

CREDIT NOTE

4 x 25 minutes

https://www.youtube.com/watch?v=YCT75b_qOOY

Use at one of the family days in August

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2021				
Date of Event	Event	Comments	Predicted Outgoings	Updated Position
Aug-21				
Look for one day a week plus a couple of extra	Family free activities	Free family activities that people can get involved in: Messy hands and feet painting, story telling, fairy door hunts, picnics in the park, pirates & princess day, etc	£ 3,000.00	
Sun 15 August	Skate Jam	Working with Lincolnshire Police - develop annual event around the Skate Park - this first year will include working with the manufacturers of the Skate Park	£ 1,000.00	Propose the idea to develop this into an annual event - set up a youth working group to work with Officers of the Council to develop the event
DATE TBC	Classic Car & EV Car Show	Hold in Central Park & Wide Bargate	£ 1,500.00	Work with Boston Classic Car Show to develop the classic car show and Christmas In Boston to host EV Car Show
Nov-21				
Thurs 25 Nov	Christmas Market & Lights Switch on		£ 13,000.00	
Thurs 25 - Sun 28 Nov	4 Day Christmas Hamlet		£ 10,000.00	Deposits for chalets, stage and sound equipment already paid in 2020 budget
Thurs 26th Nov	Fire Garden & Illuminate Parade	New addition as part of the Illuminate Celebration	£ 2,000.00	Funding to add to this event available from the Arts Council
Dec-21				

Sun 12 December	Festive Market & Santa Fun Run	Santa Fun Run organised and paid for by Boston Community Runners	£	5,000.00

Predicted spend

£ 35,500.00

*General Spend £ 6,000.00

Total £ 41,500.00

Budget £ 41,500.00

Underbudget £ -

*General spend is bits that are used for all events, toilets, ca safety matting, BTAC operatives overtime payments

£ 1,300.00 RPM Bike Trials Display Team

CREDIT NOTE

4 x 25 minutes

https://www.youtube.com/watch?v=YCT75b_gOOY

Use at one of the family days in August

The events team currently seeks sponsorships through networking events and meetings. To continue to support the BTAC programme I would like to seek support from Members to gain additional sponsorship for event, thus only using BTAC monies as a fall back if unsuccessful in gaining the Sponsorship.

We would be seeking for major sponsors for:

1. Outdoor Cinema – Events Officers will approach Chatterton’s again following their long-term support with these events.
2. Party in the Park (please see other sponsorship options at end of this appendix for options here)

Outdoor Cinema Screen Adverts

The outdoor cinema event provides an opportunity for businesses to have their logo or a small business advert to be played before the start of the film. The screen is able to show a promotional video or display your logo before the film starts.

Logos will be on the screen on a constant loop before the film starts, this is available for £30 or; you can have a short clip, advert, rolling images and text, no longer than 45 secs which can be played priced at £75.

Entertainment before film starts: £300: Such as close up magic, a character for meet and greet

Gifts for children to take away: £3 per child: Organisers try to tie in with film and give children a gift as they leave as agreed with sponsor

Free activities for kids - fun additions

- Children crafts activities to an event. This really does draw in a crowd, and we are not sure if more adults end up involved than the kids but a great opportunity to get your name seen.
- Face painting – allows people to have free face painting or glitter tattoos, always really well received and proves very popular.
- Stilt Walkers – these could wear you company logo/uniform, everyone always wants a photograph.

For any of the above, we will provide you a minimum of two mentions on our social media platforms (Facebook, Twitter, Instagram) thanking your business for the support, and the option to have the stand decorated with your company logo/banners displayed or the option to have your own stand on site. Please contact us for prices as they all vary due to times at different events.

Available at:

1. 1940s event
2. Outdoor Cinema Events
3. Summer Children Events
4. Christmas Market
5. Festive Market

Boston Show – Not in the revised 2021 programme but idea for future events

This event would be free to attend.

Outline initial plan is to have the 'Through the Ages' groups down one side of the Park with a medieval market; on the opposite side would be a trade area, community area and food court. Trade area would pay to attend.

In the middle will be an arena, which will host battles from the Through the Ages groups, dance performances, wild bird display, etc.

Infrastructure options – where a business could supply from their company to support the event (must have all relevant paperwork/insurance/risk assessments/etc)

- lighting towers
- Large powered generators, quiet as possible
- bottled water
- marquee

Party in the Park, Sat 24 July 2021, 1pm – 10pm

The outline concept of Party in the Park is to charge an entry fee to adults (£5 early bird, £7 online, £10 on the gate) but all activities inside will be free for families to enjoy. This event could work really well by lots of sponsors supporting a bit of the event each.

Sponsorship could include mentions on social media, our website, a free ticket, mentions by stage hosts throughout the day, flyers that are printed for the event can advertise event on one side and list of activities and sponsored by on the back. Option to allow sponsors to bring their own gazebo to event for them to enjoy event?

BTAC to print banners for entrance with list of activities on with sponsored by XXX, these could also be up a week before.

This is not an exhaustive list, other ideas are been looked into and could be offered as options.

Free Ice Cream for first 50 people	£150	Vouchers handed to the first 50 people through the gates receive a free ice cream, voucher has sponsor details on
Crafts area	£200	Sponsors can have information within the craft area
Shoot the hoops (1pm – 8pm)	£250	Shoot as many hoops into Basketball hoop as can in allowed time. Prizes for those who take part.
Face painting/Glitter Tattoos (1pm – 8.30pm)	£275	Pop up where this takes place can be livered up with sponsors information
Wristbands	£275	Company name on, everyone at event receives one
Bouncy castle/soft play/outdoor games (1pm – 8.30pm)	£500	Sponsors can have banners side of the area
Adult ball pool	£500	Sponsors can have banners at side of area
Circus workshop (1pm – 6pm)	£550	Entrance to circus workshop could have sponsored by XXX
Crazy Golf course	£600	Score cards could be produced with sponsors logo on
Fireworks (9pm)	£950	A short firework display as last band are performing, stage host to announce supported by XXX
Toilets	£1,000	Sponsored by posters on doors (inside and out)

Silent Disco (3pm – 10pm)	£1,000	Banners could be put within the disco marquee and on the outside
Stage	£3,000	May have a company already interested in this but options include branding on the stage, side of the stage.

*Please note these are all projected figures or based and banners are to be provided by sponsor, we could printed get at an extra charge

Infrastructure options – where a business could supply from their company to support the event (must have all relevant paperwork/insurance/risk assessments/etc)

- lighting towers
- Large powered generators, quiet as possible
- harris fencing
- bottled water
- marquee

We of course would welcome any other ideas of sponsorship or additions you would like to support at events.

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REPORT TO:	BOSTON TOWN AREA COMMITTEE (BTAC)
DATE:	24.03.2021
SUBJECT:	BTAC REPORT: CHRISTMAS IN BOSTON – COMMUNITY CHRISTMAS LIGHTS
REPORT AUTHOR:	Kristina Willoughby
WARD(S) AFFECTED:	BTAC
EXEMPT REPORT?	No

SUMMARY

Letter received from Christmas In Boston to request financial support to enable them to install the Christmas lights in Boston.

Report outlines previous support provided to the group and offers a recommendation to contribute to Christmas In Boston for the next three years.

RECOMMENDATIONS

That this committee:

i) Agree to support Christmas in Boston with a £5,000 grant for the next three years (2021/2022, 2022/23 & 2023/24) to continue their efforts on the Community lighting for Boston.

REASONS FOR RECOMMENDATIONS

To support the ongoing efforts Christmas In Boston continue to make for the Town.

OTHER OPTIONS CONSIDERED

- Additional funds would push committee into procurement regulations and delay process

REPORT

1.0 Introduction

- 1.1 Christmas In Boston are a community based group of people who were formed in 2017.
- 1.2 Up to 2015 Boston Borough Council had an annual contract costing around £35,000 per annum with a lighting provider. The Council had confirmed it would no longer be funding lights and in 2016 a projection display was in the Town for the festive period. This display was not well received and people wanted to see lights back in the Town.
- 1.3 Christmas In Boston are well supported throughout the town and their efforts are well received by all.
- 1.4 Boston Borough Council Officers continue to work closely with the Christmas In Boston team and all partners come together to ensure the lights are switched on at the Christmas Market which is organised by Borough Council Officers and funded by Boston Town Area Committee.
- 1.5 In previous years funding has been made available to the Christmas In Boston group through BTAC and Boston Borough Council. Please see Appendix B for funds allocated to Christmas In Boston since 2017.
- 1.6 2020 BTAC supported Christmas In Boston paying for the mandatory testing to be completed on the lamp posts which totalled: £1,425.

2.0 Current position

- 2.1 Christmas in Boston would like money to cover installation costs of the lights.
- 2.2 Over £25,000 worth of electricians hours have been donated by Christmas In Boston.
- 2.3 Christmas in Boston have invested circa £35k over the four years into Christmas lights, trees, brackets, equipment.
- 2.4 They have struggled to fundraise from local businesses in 2020 due to pandemic and impact this has had on businesses.
- 2.5 Christmas In Boston is losing valuable members who support the project and as such, they may need to look to pay contractors to ensure the lights can be put up.

CONCLUSION

Christmas In Boston benefit the whole community of Boston, brighten the streets and consistently working together for the people of Boston.

The funding allocation of £5,000 contributes towards the installation costs to allow the work of Christmas In Boston to continue.

FINANCIAL IMPLICATIONS

£5,000 from budget to be allocated.

LEGAL IMPLICATIONS

The Council is required to conform to the requirements of the EU Procurement Directive and its own Contract Procurement and Procedure Rules Part 4 (H) of the Constitution.

CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

The Christmas in Boston group use LED lighting wherever they can which is highly efficient and provides good quality lighting.

EQUALITY AND SAFEGUARDING IMPLICATIONS

None

OTHER IMPLICATIONS

None

CONSULTATION

- Chairman of Christmas in Boston

APPENDICES

Appendices are listed below and attached to the back of the report: -

APPENDIX A	Letter from current Christmas In Boston Chairman
APPENDIX B	Previous money given to Christmas In Boston

BACKGROUND PAPERS

Background papers used in the production of this report are listed below: -

Document title	Where the document can be viewed
Briefing Report from the Christmas In Boston Community Group 10.05.2017	https://moderngov.boston.gov.uk/mgConvert2PDF.aspx?ID=3051&ISATT=1#search=%22christmas%20light%22

CHRONOLOGICAL HISTORY OF THIS REPORT

None

REPORT APPROVAL	
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Report author:	Kristina Willoughby Kristina.willoughby@boston.gov.uk 07920 505183
Signed off by:	Phil Perry, Assistant Director - Support Services & Partnerships phil.perry@boston.gov.uk

FINANCE PROFORMA

PROFORMA FOR APPROVAL OF THE RELEASE OF RESOURCES

(CAPITAL AND REVENUE BUDGETS)

FROM: Rachel Chatterton

THIS PROFORMA PROVIDES THE FINANCIAL IMPLICATIONS
IN RESPECT OF THE ATTACHED

REPORT: BTAC REPORT: CHRISTMAS IN BOSTON – COMMUNITY CHRISTMAS LIGHTS
REPORT DATE: 24th March 2021

OPTION 1	£ Year 1 2021/22	£ Year 2 2022/23	£ Year 3 2023/24	£ Year 4 2024/25	£ Year 5 2025/26
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Revenue

Christmas in Boston	5,000				
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Total Revenue Cost	5,000				
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Funding required:

Considered by: BTAC

Date:

24.03.21

Total capital cost	£0
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Revenue cost	£5,000
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Financial Services Comments

As per the forecasted BTAC reserves provided to the committee there is sufficient funds to be able to support the additional funding to Christmas in Boston in 2021.22.

Risk

None

Procurement

Value for Money Efficiency

This FP is valid for 3 months from FP date	If this FP is no longer required please advise Finance	If there are changes to the original report it may invalidate this document, it must be reviewed by Finance.

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[Address redacted]

Dear BTAC members,

I would like to bring to your attention The Group "Christmas in Boston". We have fulfilled our obligation to Install, Maintain and Remove the Christmas lights to the town of Boston over the past four years.

The Christmas in Boston group received funding for 2018 and 2019 and as per the three-year agreement we received no funding for 2020.

We would now like to know what the BTAC group have planned for this year and for following years.

Over the past four years the five electricians and other members have given thousands of pounds worth of their time towards the project. Each year it takes over 600-man hours to erect maintain and remove the Christmas lights, not to mention the further costs incurred for instance Scissor lift maintenance, certification and Pull Test Calibration.

Funding will be required to carry on this event into the future. If not for the likes of Acorn Taxis, Johnsons Garden Centre and a very large donation from the Boston Round Table things would have been a lot different in 2020. The group gave even more of their time for free in 2020 to provide a little Christmas cheer for the people of Boston in these difficult times. We at Christmas in Boston have come to realise the group can't continue on the same path, relying on business when they are struggling themselves with COVID 19 still heavily affecting trade.

Please add this to the February BTAC agenda and if you require any answers please get in touch ASAP, as I know the budget will be set in April time.

Andrew Lovelace
Chairman of The Christmas in Boston group

Dated 11th February 2021

[Signature redacted]

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Our reference	Date	Gross amount	Description
XMAS IN BOSTON	05/09/2017	2500.00	CHRISTMAS TREE IN BOSTON
BTAC MATCH	13/07/2017	10000.00	
BOSTON BC	09/03/2018	2093.39	30.03.17 - 15.03.18 INCOME
BOSTON BC	15/08/2018	2000.00	DONATION FOR LIGHTING 2019
BOSTON BC	15/10/2018	5000.00	2ND PAYMENT MATCH FUNDING
BOSTON BC	18/07/2019	5000.00	DONATION FOR LIGHTING 2019
BOSTON BC	23/07/2019	2150.00	XMAS LIGHTS SPONSORSHIP FOR 2019
BOSTON BC	22/08/2019	5000.00	DONATION FOR XMAS LIGHTING
BOSTON BC	06/07/2020	2075.00	XMAS LIGHTS SWITCH ON/REINDEER PENS
		<u>35818.39</u>	

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BOSTON TOWN AREA COMMITTEE – WORK PROGRAMME 2020/21

MEETING	AGENDA ITEM	LEAD OFFICER / MEMBER / GUEST
7 OCT 2020	<ul style="list-style-type: none"> • Setting Up A Town Council – Requested by Members 	Representatives from the National and Local Association of Local Councils (NALC & LALC)
26 NOV 2020	<ul style="list-style-type: none"> • Police Response to Illegal Encampments – Requested by Members 	Representatives from Lincolnshire Police / Police and Crime Commissioner / MP
16 DEC 2020	<ul style="list-style-type: none"> • Financial Position • BTAC Small Grants Scheme • Play Area Improvements ‘Wish List’, including an update on Central Park and Buoys Projects • Draft Annual BTAC Report 	AD - Support Services & Partnerships BTAC Grant Administrator Operations Manager Chairman
3 FEB 2021	<ul style="list-style-type: none"> • Task & Finish Group Recommendations • Proposed BTAC budget 2021/22 and forecast to 2025/26 	Assistant Director - Regulation Section 151 Officer
24 MARCH 2021	<ul style="list-style-type: none"> • School Street Application by Haven High re Marion Road • Events Review 2021 • Christmas in Boston 	Haven High Academy Town Centre Manager “
20 MAY 2021	<ul style="list-style-type: none"> • BTAC Small Grant Applications • Boston Big Local – Large Grant Application • Community Champions Funding • Task and Finish Group Recommendations – Costs and Options re locking Central Park gates overnight and provision of service to address anti-social behaviour • Public Conveniences – Costs and Options re Charges/Opening Hours 	BTAC Grant Administrator “ Assistant Director - Housing and Wellbeing Assistant Director - Regulation “ Assistant Director - Operations
5 AUGUST 2021	<ul style="list-style-type: none"> • Open Spaces Improvements ‘Wish List’ 	Assistant Director – Regulation

Future item: Fenside Ward – Improvements/liaison with Lincolnshire Housing Partnership (LHP)

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