

BINGLEY TOWN COUNCIL

Myrtle Place, Bingley BD16 2LF

RISK AND RESOURCE ASSESSMENT FORM

Please use this form when submitting a motion, or proposal, to a meeting of the council, or a committee. Please identify any costs, resources or risks associated with the motion or proposal, and provide as much information as possible.

1) Name of councillor	Helen Owen
2) Date submitted	17.11.2020
3) Please advise which meeting you wish this to be considered at (motions received after a deadline may not be accepted)	24th November Full Council
4) Please provide information on the motion/proposal you are submitting.	<p>The markets this year were cancelled because of the pandemic from April – August, resuming in September and October and cancelled again in November. Despite this there have been many new stall holders attending or expressing interest.</p> <p>The proposal is that in 2021, Covid-19 permitting, we resume markets in February and continue through to December</p>
5) Are you including any supporting information? Please state what information is included with your submission	No
6) What resources would be needed?	Councillor support for 11 markets. First Aiders required. Gazebos, first aid box, documentation.

<p>7) How much do you anticipate the scheme would cost?</p> <p>Which budget heading do you think any costs would come from?</p>	<table border="0"> <tr> <td>Fee for 6+ events.</td> <td>£50</td> </tr> <tr> <td>Licence fee 11 x £25</td> <td>£275</td> </tr> <tr> <td>Entertainment 9 x £60</td> <td>£540</td> </tr> <tr> <td>Marketing and promotion</td> <td>£600</td> </tr> <tr> <td>Marquee hire 9x 300</td> <td>£2700</td> </tr> <tr> <td>Tables and chairs</td> <td>£600</td> </tr> <tr> <td></td> <td>£4765</td> </tr> </table> <p>Tourism and Regeneration Budget</p>	Fee for 6+ events.	£50	Licence fee 11 x £25	£275	Entertainment 9 x £60	£540	Marketing and promotion	£600	Marquee hire 9x 300	£2700	Tables and chairs	£600		£4765
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<p>8) How does the scheme meet the town council's current priorities?</p>	<p>Markets identified as priority by residents in 2016 consultation.</p> <p>Essential to promote Bingley as destination town for visitors</p>														
<p>9) Please estimate how much time would be required by staff at each stage</p> <p>(Include as much information as possible)</p>	<p>Approx. 10 hrs per month</p> <p>- booking, quotes, risk assessments and PLI from entertainers, 15 hrs per month</p>														
<p>10) Have you identified any potential risks to the council?</p> <p>(Please refer to the council's Risk Assessment Policy and Financial Risk Assessment Policy)</p> <p>If yes, how could these be mitigated?</p>	<p>Risk of low footfall owing to weather, sporting events etc.</p> <p>Financial risk to OTP of cancellation</p> <p>Financial risk if cancellation policy not included in marquee hire.</p> <p>Storage of furniture, if bought not hired, to be considered</p> <p>Hire terms and cancellation policy to be negotiated.</p>														

<p>11) Have you considered the public sector equality duty? (Please refer to the council's Equality Policy)</p> <p>Would your proposal meet the duty?</p>	<p>Yes no risk</p> <p>Yes</p>
<p>12) What are the estimated sustainability implications and greenhouse gas emission impacts of the proposal?</p>	<p>Stallholders are informed of Plastic Free Bingley project and are already encouraged to go 'plastic free.'</p> <p>Minimal power use by stalls.</p>