

BINGLEY TOWN COUNCIL



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	Philippa Gibbons
2) Date submitted	26 February 2024
3) Meeting you wish this to be considered at	The February Full Council meeting <i>(NB. motions received after a deadline may not be accepted)</i>
4) Please provide wording for the motion(s) you are requesting.	To agree this R&R form and the preparations for the Celebration
5) Please provide details of the project/work that you are proposing to be undertaken. NB. This should include specifications for all work against which quotes will be requested. Details of any supporting documents?	<p>Following a recommendation from EMAC, Full Council on 5th December 2023 agreed to allocate £5,000 for the 250th Celebrations of the opening of 5-Rise Locks to be held on 23rd March 2024</p> <p>This R&R document is to formalise and inform on that spend.</p> <p>Canal River Trust is the event organiser and funds have been provided for a number of the activities that will be held on the canal on the day (see supporting document).</p> <p>In addition to ensure that the event is from Town to Towpath, a number of other elements are being funded:</p> <ul style="list-style-type: none">•Community Minibus for people with mobility issues (£120)•Music/entertainment in the market square and buttercross (£800)•Community Group stalls in the market square (time)•All Saints Bell Ringing•Letters to town centre businesses to encourage Canal/5-Rise themed window displays – a prize being offered for the best one (sponsored by BRSK), and for businesses to provide offers on the day (eg. £5 or £2.50 offers, 5-Rise themed menus, etc). – Printing Costs.
6) What resources would be needed?	<p>£5,000.</p> <p>Councillor time (EMAC members) to deliver letters and talk to businesses.</p> <p>Councillor time to help erect and take down gazebo's on the day.</p>

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<p>7) Please estimate how much time would be required by staff at each stage (Include as much information as possible)</p>	<p>Staff time to promote the event via social media. Staff time to deal with any queries, especially from community groups around gazebos/tables/chairs for market stalls. ½ day</p>
<p>8) How much do you anticipate the scheme would cost? Which budget heading do you think any costs would come from?</p>	<p>£5,000. Funds allocated from Regeneration & Tourism budget, included as projected costs for 23/24 and during precept setting for 24/25.</p>
<p>9) How does the scheme meet the town council's current priorities?</p>	<p>The celebration will showcase our major attraction and is predicted to bring circa 2- 5,000 people to Bingley (weather dependent). Visitors will be encouraged to come to the event via public transport and will be directed to the towpath through town giving visibility to those businesses. By ensuring that there is entertainment in the market square and encouraging businesses to get involved the event will support regeneration and tourism in Bingley, increase footfall in the town centre and benefit local businesses.</p>
<p>10) Detail any potential risks to the council from this project/activity with suggested mitigations? <i>(Please refer to the council's Risk Assessment Policy and Financial Risk Assessment Policy)</i></p>	<p>Town Council gazebo will house the entertainment on the market square, so associated risk assessment applies.</p>
<p>11) How has public sector equality duty been addressed? <i>(Please refer to the council's Equality Policy)</i></p>	<p>Provision of the Community Minibus for people with disabilities. CRT are organising parking for blue badge holders.</p>
<p>12) What are the estimated sustainability implications and greenhouse gas emission impacts of the proposal?</p>	<p>People encouraged to attend by public transport, signs will direct people from the train station.</p>

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Bingley Five Rise-250 Celebration – Monies for CRT

Contractor	Activity	Quote.
White Rose	X 8 paddleboards X 2 canoes X 2 instructors	£350
Learn to Paddle	X 10 canoes X 2 instructors	£360
Biro Guy	Sketch workshops and walks	£250
The Kennet	Fuel and expenses to L&L society for Kennett	£100
Go Wild Outdoors	Bush craft	£420
JHFAS First Aid Services	First Aid provision	£265
Let's Fish-West Yorkshire Academy	X 5 Let's Fish Coaches	£425
Mobile Fish tank-internal provider	Fish tank demonstration of canal fish. Quote inclusive of transport and hire	£919
Signage installation	Installation of 2 x posts for Welcome sign in Bingley car park ahead of 250- celebrations.	£447
	Total:	£3536