

VE day 8th May 2020

Agreement between Balsall and Berkswell Parish Councils

1. Purpose

The purpose of this agreement is to define the responsibilities and commitments for the event on 8th May 2020 to recognise VE day organised jointly by Balsall and Berkswell Parish Councils

2. The organising working group

A working group shall be formed charged with the organising of the event. It will be a joint working group for both parish councils. It will comprise residents from both parishes and such parish councillors as are willing to help. It will be chaired by the Chairman of the Balsall Common Festival. The working group will:-

- 2.1. Establish an itemised event budget for approval by both parish councils in time for their annual precept setting meetings. (i.e. by 20th December 2019 at the latest). This to be supported by an outline of the key components of the event.
- 2.2. Plan the event, organise volunteers and request the order of supporting services/equipment etc by the parish clerks. Undertake such practical work as is required to make the event a success.
- 2.3. Seek such sponsorship/support from retailers as is practical for cash or materiel.
- 2.4. Undertake a suitable and sufficient risk assessment and put in place appropriate risk reduction measures for approval by both parish council clerks. Such assessment to cover the provision of free issue food. The UK Government Guide on the following web site provides helpful advice. <https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events>
- 2.5. Liaise with the shops on Station Road regarding the impact of the event on their businesses
- 2.6. Keep the PCs apprised of progress, key issues and emerging event timetable via the parish councillor(s) on the working group.

3. Role of the parish councils

- 3.1. To fund the event within the agreed budget
- 3.2. Place formal orders for supporting materiel and services
- 3.3. Organise and pay for the road closure
- 3.4. To meet the costs on the basis that Balsall Parish contributes 64% and Berkswell Parish 36% i.e. in rough proportion to the parish electorates.
- 3.5. It is envisaged that public liability insurance cover will be met through the existing insurance cover for the parish councils and it is the responsibility of the parish councils to ensure that such cover is in place.
- 3.6. Ensure that paid suppliers/contractors have appropriate public liability insurance in place as part of the order process.

4. The Event parameters

- 4.1. It is envisaged that it will be a street party with food provided free, or largely free, only to residents of the two parishes who attend the event (where practical).

- 4.2. The event will be held on the shopping parade in central Balsall Common (Station Road). The extent to the road closure necessary to be determined by the organising working group.
- 4.3. The event will be strictly non-political. It will promote harmony rather than triumphalism and will not in any way be linked to the Brexit debate.
- 4.4. Drinks will not be funded by the parish councils
- 4.5. The event will be targeted across the generations and will maximise the use of volunteers from our community

5. Delegated authority

- 5.1. The Parish Clerks of Balsall and Berkswell Parish Councils will have delegated authority to place orders for this specific event within the approved budget and shall report such orders at the subsequent PC meetings of both parishes.
- 5.2. Normal finance procedures will generally apply. Where necessary for timing reasons, the Clerk may organise payments to suppliers using the appropriate emergency payment procedure of their respective parish councils where early/rapid payment is necessary to the success of the event. Such payments to be reported to Councillors as required by financial regulations.
- 5.3. The Clerks will organise amongst themselves appropriate administrative arrangements for the placement of orders, payment of suppliers to ensure adequate financial control and the apportioning of costs in line with the agreed financial split above.

Andrew Burrow
Chairman - Balsall Parish Council

Richard Drake
Chairman - Berkswell Parish Council