

Cherwell District Council

Executive

7 March 2022

Queen Elizabeth II's Platinum Jubilee

Report of Assistant Director Wellbeing

This report is public

Purpose of report

Enabling communities across the Cherwell District to celebrate Her Majesty Queen Elizabeth II's Platinum Jubilee by establishing a new small grants scheme.

Giving communities in Cherwell sufficient time to get plans in place, including necessary approvals for road closures, temporary event notices and licences.

1.0 Recommendations

The meeting is recommended:

- 1.1 To establish a Platinum Jubilee budget to a maximum of £55,000 from reserves.
- 1.2 To agree the grant scheme and promotional measures as outlined in the report and to delegate authority to administer the grant scheme, and enter the grant agreements, as outlined in paragraph 3.2.7 of this report.
- 1.3 To request officers work with colleagues from neighbouring authorities and the Lord Lieutenant's office to coordinate and join up support for communities planning celebrations.
- 1.4 To request officers curate an online gallery of residents' photographs celebrating Cherwell over the reign of Her Majesty Queen Elizabeth II.
- 1.5 To request officers promote the available local and national funding streams through a co-ordinated communications plan and dedicated webpage with links to the Department of Levelling Up, Housing and Communities information.

2.0 Introduction

- 2.1 Across the whole of the UK communities are being encouraged by the Department of Levelling Up, Housing and Communities (DLUHC) to take part in activities to celebrate the Queen's Platinum Jubilee during the weekend of 2-5 June 2022 and

beyond. As with the Golden Jubilee (2002) and Diamond Jubilee (2012), towns and parishes are generally expected to take the lead on organising these activities in their communities with CDC enabling celebrations with a variety of supporting actions.

2.2 The DLUHC has made suggestions as to how communities might like to come together to celebrate, such as:

- Street Parties
- The Big Jubilee Lunch – 2 to 5 June 2022
- Beacon Lighting
- Platinum Jubilee Events/projects organised by Local Authority-owned civic amenities.
- National Lottery Funding
- Using The Platinum Jubilee Emblem
- Contributing to The Queen's Green Canopy
- Entering the City Status Competition
- Councils are welcome to organise and facilitate large scale Platinum Jubilee events and celebrations of their own choosing within their towns and cities, which could include their own civic occasion, for example, "The Mayor's Jubilee Party".
- Local pageants
- Broadcast the TV feed.

3.0 Report Details

3.1 For Cherwell District Council's part, it is proposed to:

- 3.1.1 establish a "one-off" grants scheme that will encourage and assist local communities across the district to hold celebratory events during the summer of 2022. It is proposed that this be similar in nature to the successful grant schemes which the Council offered to celebrate the Queen's Diamond Jubilee in 2012 and 90th Birthday in 2016;
- 3.1.2 cover the fees for temporary road closures and Temporary Event Notices (TENS) where these are required by community events celebrating the Platinum Jubilee.
- 3.1.3 create a dedicated web page with resources for organisations community celebrations and links to national projects such as the Queen's canopy and funding streams.
- 3.1.4 celebrate of the Cherwell District over the last 70 years in an online gallery
- 3.1.5 provide support for additional waste and recycling collections through the normal process employed for larger events on a first come first served basis as physical resource allows. Applicants will be directed to include additional costs in their grant application and to the process for booking additional bins.

3.2 Proposed Grant Scheme

3.2.1 Eligible events
Grants will be awarded to events that facilitate and encourage participation by the whole local community. Events should aim to bring people together and strengthen community spirit. Examples might be street parties or village festivals. Events must take place between 01 May and 30 September 2022. It is anticipated that most events will take place on the Jubilee weekend of 02-05 June, but this leeway is considered appropriate to take account of Jubilee celebrations taking place in association with established annual events.
3.2.2 Applicant eligibility
Parish authorities will be given the first opportunity to apply for grants. If a Parish Authority does not wish to apply, then properly constituted community groups will be able to apply for a grant towards a celebration in that parish (or ward in the cases of Banbury, Bicester & Kidlington). Successful applicants will be required to sign a grant agreement with the Council.
3.2.3 Grant award levels:
Awards will be based on size of parish / ward population and on the scope/nature of the event. Applications will be assessed, and grants awarded, on a first come, first served basis, subject to budget availability. <ul style="list-style-type: none">- Rural Parishes – From £100 per parish for smallest parishes, up to £850 per parish for largest parishes (plus 25% uplift where the parish is split into two settlements)- Kidlington – £1,500 plus 25% uplift per ward.- Banbury and Bicester - £2000 each, plus 25% uplift per ward
3.2.4 Budget
If all parishes were to be awarded their full allocations and 25% of them required a street closure or TEN, the budget required would be around £50,000. Previous experience suggests that full take-up is unlikely. This expenditure would be met from general reserves.
3.2.5 Temporary Road Closures and Temporary Event Notices
It is proposed that the cost of these (where required for an approved event) will be borne by the grant fund, in addition to the grant awarded. The last time the Council offered free support like this there was a cost of around £2500. It is expected that this opportunity may well see double that figure.
3.2.6 Eligible Costs
Grants can be spent on equipment and venue hire, entertainment, insurance, and local promotion/publicity. Commemorative items and food/drink are among the costs that are not eligible. Religious or political events will not be funded.
3.2.7 Decision Making
Applications will be assessed by the Healthy Communities Manager, and grant awards made by the Assistant Director Wellbeing, in consultation with the Assistant Director Finance as the s.151 Officer, Lead Member for Health and Wellbeing and Leader of the Council or his deputy.
3.2.8 Audit
The grant will be paid out in advance in order to aid cash flow and minimise the administrative burden for organisers in the lead-up to their events. Each organiser will be required to submit a short post-event report, including copies of eligible receipts to at least the value of the grant awarded. In the event of an underspend, the appropriate sum must be repaid to Cherwell District Council. Applications must be submitted by 15 May 2022, so the maximum budget required will be known by that time and any remainder can be returned to general reserves.

3.2.9 Publicity and Guidance

Grant forms and guidance will be available from a new Platinum Jubilee page on the CDC website. This will also direct to third party guidance on organising street parties and participating in national Jubilee commemorations including Beacon lighting and tree planting as part of the Queens Green canopy. It will also provide links to other Jubilee funding sources.

4.0 Conclusion and Reasons for Recommendations

The proposed grant scheme will honour Her Majesty Queen Elizabeth. It will encourage community cohesion and neighbourliness in Cherwell's parishes and urban communities.

5.0 Consultation

None

6.0 Alternative Options and Reasons for Rejection

The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Consideration has been given to extending eligibility to informal neighbourhood groups. This has not been recommended because the money would be paid over to individuals rather than established, accountable organisations.

Option 2: Consideration has been given to restricting grants to events taking place on the Queen's official Jubilee weekend (02-05 June). Given the work involved in organising an event and the short lead-in times to apply for this grant, it is considered fairer to extend eligibility to events throughout the summer.

Option 3: Not to establish a grants scheme to celebrate the Queen's Platinum Jubilee has been rejected as Cherwell usually supports communities to participate in significant Royal events.

7.0 Implications

Financial and Resource Implications

7.1 Following approval by the Executive to allocate £55,000 from reserves there will be sufficient budget available for these proposals.

Comments approved by:

Michael Furness, Assistant Director Finance 01295 221845,

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Legal Implications

- 7.2 The legal service will provide any advice or assistance required in connection with the establishment of the proposed grant scheme, if approved, such as preparing standard form grant conditions for recipients to sign up to.

Comments approved by:

Christopher Mace, Solicitor, 07702917916, christopher.mace@cherwell-dc.gov.uk

Risk Implications

- 7.3 Monies will be paid in advance to parishes & town councils, there could be a risk if monies are not spent in accordance with their application. Mitigations will be put in place as part of the arrangements for the grant release.

Comments approved by:

Louise Tustian, Head of Insight & Core Programmes, 01295 227027

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Equalities and Climate Implications

- 7.4 Grants will be available to all rural parishes and town councils, and in the case of Street parties to all communities, benefiting all residents in Cherwell. As part of the application process, all events will be encouraged to be accessible for the whole community. The disbursement of grants will be carried out in an open and transparent process and should not discriminate against or unfairly disadvantage any individual or groups.

Comments approved by:

Emily Schofield, Acting Head of Strategy, 07881 311707

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8.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All Cherwell District Council Wards can benefit from the grant scheme

Links to Corporate Plan and Policy Framework

N/A

Lead Councillor Cllr

Councillor Andrew McHugh, Lead Member for Health and Wellbeing.

Document Information**Appendix number and title**

N/A

Background papers

N/A

Report Author and contact details

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