

Cherwell District Council

Executive

6 February 2023

A Grant Scheme for Parishes for the Coronation of King Charles III

Report of Assistant Director Wellbeing and Housing

This report is public

Purpose of report

To consider a grant scheme and other arrangements to encourage community celebrations of His Majesty King Charles III's coronation, ensuring communities in Cherwell have sufficient time to get plans in place to celebrate; especially for road closures and large-scale town or village-wide events.

1.0 Recommendations

The meeting is recommended:

- 1.1 To agree the grant scheme and promotional measures as outlined in the report.
- 1.2 To work with colleagues from neighbouring authorities and the Lord Lieutenants office to coordinate and join up support for communities planning celebrations,
- 1.3 To promote the available local and national funding streams through a co-ordinated communications plan and dedicated webpage.

2.0 Introduction

- 2.1 Across the whole of the UK communities will be encouraged to take part in activities to celebrate the coronation of King Charles III. As with previous celebrations and in particular the Queen's Platinum Jubilee, 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 It is anticipated that communities will come together to celebrate by holding;
 - Street Parties
 - Community celebrations
 - Gatherings to watch the TV feed.

- 2.3 For Cherwell District Council's part, it is proposed to establish a "one-off" grants scheme that will encourage and assist local communities across the district to hold celebratory events during April, May or June 2023. It is proposed that this be similar in nature to the successful grant scheme which the Council offered to celebrate the Queen's Platinum Jubilee in 2022.
- 2.4 Additionally, it is proposed to cover the fees for temporary road closures and Temporary Event Notices (TENs) where these are required by community events celebrating the Coronation.
- 2.5 A dedicated web page with resources for organisations community celebrations will be set up and further information will be publicised when available.

3.0 Report Details

Proposed Grant Scheme

- 3.1 **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 April and June 2023. It is anticipated that most events will take place on the Coronation weekend of 6 May - 8 May 2023 (with 8 May now being an additional [Bank Holiday](#)), but the leeway is given for Coronation celebrations taking place in association with established annual events.
- 3.2 **Applicant eligibility:** Parish authorities will be given the first opportunity to apply for grants. If a Parish Authority does not wish to apply, then it may nominate a properly constituted community group to apply for a grant towards a celebration in that parish (or ward in the cases of Banbury, Bicester & Kidlington).
- 3.3 **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.
- 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
- 3.4 **Budget:** If all parishes were to be awarded their full allocations and if requirement of street closure or TEN is similar to last year's Platinum Jubilee scheme, the budget required would be around £45,000, this would be met from general reserves (previous experience suggests that full take-up is unlikely – overall cost of the Platinum Jubilee scheme was £31,700).
- 3.5 **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 council's offer of free support for the 2022 Platinum Jubilee celebrations totalled a cost of around £3,500. It is expected that this will be similar.

- 3.6 **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.
- 3.7 **Decision making:** Applications will be assessed by the Healthy Communities Manager, and grant awards made in consultation with the Assistant Director Wellbeing, Lead Member for Wellbeing and Leader of the Council or his deputy.
- 3.8 **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 the end of June 2023, so the maximum budget required will be known by that time and any remainder can be returned to general funds.
- 3.9 **Publicity and Guidance:** Guidance will be available from a new Coronation page on the CDC website. This will also direct to third party guidance on organising street parties and participating in national Coronation celebrations It will also provide links to other Coronation funding sources when information becomes available.
- 3.10 **Equalities and Inclusion:** The purpose of the grant is to facilitate open, inclusive events that aim to bring people together and strengthen community spirit. This is made clear in the guidance notes for applicants. The application form will require confirmation that equalities and inclusion have been properly considered.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The proposed grant scheme will allow local communities to celebrate and pay tribute to King Charles III. 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

- 6.1 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 Coronation weekend. 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 from April to June 2023.

Option 3: Not to establish a grants scheme to celebrate the Coronation of King Charles III.

7.0 Implications

Financial and Resource Implications

- 7.1 The Council's proposed budget for 2023/24 assumes a release of reserves of £45,000 to fund the grant scheme. Any unspent grant should be returned to reserves.

Comments checked by:

Michael Furness, Assistant Director of Finance (S151 Officer), 01295 221845, michael.furness@cherwell-dc.gov.uk

Legal Implications

- 7.2 There are no legal implications arising from this report.

Comments checked by:

Shiraz Sheikh, Assistant Director Law & Governance | Monitoring Officer
shiraz.sheikh@cherwell-dc.gov.uk

Risk Implications

- 7.3 There is financial risk associated with making advance payments. It is appropriately mitigated in this case by the eligibility criteria and the follow-up audits. Also, previous grant schemes have been successfully run on this model (Platinum Jubilee and Queen's 90th Birthday).

Comments checked by:

Shona Ware, Assistant Director, Community Focus shona.ware@cherwell-dc.gov.uk 01295 221652

Equalities and Inclusion Implications

- 7.4 Equalities and inclusion are appropriately addressed in the proposed scheme guidance notes and the application / assessment processes.

Comments checked by:

Shona Ware, Assistant Director, Community Focus shona.ware@cherwell-dc.gov.uk 01295 221652

Sustainability Implications

- 7.5 Local communities should be encouraged to organise events in a sustainable way, e.g. thinking about where they source any supplies, how they deal with (and in fact minimise) waste, avoiding single use plastic, encouraging participants to walk rather than drive.

Comments checked by:

Jo Miskin, Climate Action Manager, Tel: 07900 227103,

Jo.Miskin@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

Healthy, resilient and engaged communities

Lead Councillor

Councillor Phil Chapman, Portfolio Holder for Healthier Communities

Document Information

Appendix number and title

- None

Background papers

None

Report Author and contact details

Kevin Larner, Healthy Communities Manager

Kevin.larner@cherwell-dc.gov.uk, 01295 221706