



Town Council Events Policy

Effective Date: 3rd of July 2025

Approved By: Emersons Green Town Council – Finance & Partnership Committee

Review Date: July 2026

1. Purpose

This policy outlines the governance, coordination, and permissions required for events taking place within the town.

- Events held on Town Council-owned property.
- Events held at Community property on behalf of EGTC.
- Events run by the Town Council.

This policy does not cover events run by independent organisations on their own property.

2. Scope

This policy applies to:

All individuals, groups, or organisations proposing to host an event.

All events taking place on Town Council-owned property (e.g., parks, town halls, public squares).

All events held at community properties managed by charitable organisations within the town boundary and run by EGTC.

3. Definitions

Town Council Property: Land and buildings owned and maintained by the Town Council.

Community Property's: Facilities owned and operated by independent registered charities for the benefit of the local community.

Event: Any organised gathering open to the public, including festivals, markets, performances, public meetings, fundraisers, or fairs.

4. General Event Principles

All events run or sponsored by ETGC must:

Comply with local laws, health and safety standards, and public liability insurance requirements.

Promote inclusivity, community cohesion, and minimal environmental impact.

Have appropriate risk assessments, stewarding, and emergency procedures in place.

5. Events on Town Council Property

5.1 Booking and Permission

Organisers must submit an Event Application Form to the Town Council at least 6 weeks in advance.

Applications will be reviewed for suitability, safety, and compliance.

Approval is subject to conditions including insurance, licenses, and impact assessments.

5.2 Fees and Charges

A tiered fee structure applies depending on event type (commercial, charity, community).

Fee waivers may be granted for not-for-profit or community-benefit events upon request.

5.3 Council Support

The Council may offer logistical or promotional support for community-benefit events. Council reserves the right to refuse applications for reasons including overuse, public disruption, or safety concerns.

6. Events at Community Properties

6.1 Governance

Community organisations are independent entities whose buildings are managed by their trustees or management committees.

Community organisations have full authority to approve or reject event proposals based on their internal policies.

6.2 Role of the Town Council

The Town Council has no direct control over bookings or operational matters at these Properties.

However, the Council encourages coordination and may:

Promote events via its website or newsletter.

Provide advice or liaison support if requested.

Offer funding or grants for events aligned with Council priorities (via separate grant policy).

6.3 Insurance and Compliance

Responsibility for insurance, licenses, and legal compliance lies with the event organiser and/or the community Property.

7. Communication and Coordination

The Council maintains a Community Events Calendar to avoid scheduling conflicts and promote visibility.

Community Property Managers are encouraged to inform the Council of upcoming major events.

A quarterly liaison meeting may be held to support collaboration between the Council and charity-run properties.

8. Complaints and Feedback

Complaints about events on Council property should be directed to the Town Council Clerk.

Complaints about events at community properties should be addressed to the respective managing charity.

9. Review and Amendments

This policy will be reviewed every two years, or sooner if required by legislation or operational needs.

10. Conduct at Events

Councillors and employees representing the Council at events, whether hosted internally or by external organisations, are expected to conduct themselves in a manner that upholds the integrity, reputation, and values of the Council.

Professionalism, respect, and courtesy must be maintained at all times when engaging with members of the public, stakeholders, and fellow attendees.

All representatives must:

Act in accordance with the Council's Code of Conduct, Nolan Principles, and relevant policies (e.g. Equal Opportunities, Anti-Bullying, Health, and Safety).

Avoid behaviour that could be perceived as discriminatory, offensive, aggressive, or otherwise inappropriate.

Refrain from excessive consumption of alcohol or any conduct that may impair their judgment or reflect poorly on the Council.

Ensure that their participation in the event aligns with the principles of transparency, accountability, and public trust.

Breaches of this clause may result in disciplinary action in line with the Council's disciplinary procedures.

Approved by:

Finance & Partnership Committee

3rd of July 2025

Clerk to the Council:

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