

Remembrance Sunday 2012 – Reception arrangements

Report by the Executive Head of Corporate and Cultural Services

1.0 Summary

- 1.1 To consider and approve the arrangements for the Reception following the Service and Parade on Remembrance Sunday 11 November 2012.
- 1.2 The Remembrance Sunday Service and Parade are organised by the Royal British Legion with assistance from the Mayor's Office, with the Mayor hosting a small reception after the Salute has taken place.

2.0 Background

- 2.1 The Mayor, on behalf of the Council hosts a small civic reception after the Service at the Memorial outside of the Town Hall. In previous years the reception was held in the Committee suite on the first floor but on advice to officers regarding use of the lift in emergencies, this was moved to the Gordon Room last year.
- 2.2 On 15 November this year the first Police Commissioners Elections are being held nationwide but arranged locally. The polling arrangements for the Borough of Worthing and Adur District are being administered by the Councils as part of the Sussex wide election; this includes the despatch, return and verification of postal votes and the preparation of the ballot boxes and polling station materials. To enable this work to take place all the committee suite (3 rooms) and the Gordon Room at the Town Hall are booked out by the elections team for work, preparation and secure storage of equipment and materials requiring hirers to make alternative arrangements. This includes Sunday 11 November requiring that alternative arrangements are made for the Reception.
- 2.3 The Reception Room between the Town Hall and the Assembly Hall is being used for storage of documents and materials from the basement of the Town Hall whilst improved storage racking is installed in the basement storage rooms. This is to provide compacted storage for the Councils key project of New Ways of Working.
- 2.4 The Worthing Symphony Orchestra holds its Annual Remembrance Day concert in the Assembly Hall so this venue is also unavailable as a morning rehearsal is scheduled prior to the afternoon concert.
- 2.5 The Museum and Art Gallery were considered and discounted as this would incur additional costs for the opening and security of the building when balanced with the Assembly Hall being prepared for a later event.

- 2.6 The Richmond Room, to the side of the Assembly Hall and close to the civic car park, it has a capacity of 120 when set out with a limited number of tables and chairs for a Reception.
- 2.7 The Ground floor areas of the Town Hall have been considered but not felt to be suitable. The Civic Parade forms in the Ground Foyer area before walking to the Memorial, there is very little space for more than 60 or so people to mingle and have refreshments, the upper landing could be used but this has been discounted as it would require the use of the lifts to the first floor by a number of users which is the reason the venue was moved to the Gordon Room in 2011.
- 2.8 Consideration was given to only holding a Reception in the Mayoral Parlour, but discounted as this room only has a capacity of 20.

3.0 Proposals

- 3.1 The Officers have little choice but to seek to use an alternative venue for the Reception this year.
- 3.2 The Richmond Room is part of the Council's Town Hall complex and Theatres have been encouraged to become a commercial service, therefore this is an opportunity for the venue to be seen by a wider audience. There is some merit in this room as the Parade disbands in the Civic Car Park next to the Richmond Room.
- 3.3 Catering is available from the Theatres Service, the venue will be needed for the afternoon concert therefore guests will have to vacate the Richmond Room by 1pm at the latest, last year's reception was concluded by this time. Refreshments will be hot drinks and biscuits.
- 3.4 The capacity of the Richmond Room is 120 which will require careful monitoring, officers suggest therefore that the event is ticketed this year, with the organisations made fully aware of the restrictions on the Council.
- 3.5 Councillors and Guests will have to walk to the Richmond Room via either the outside of building after the Service or via the rear access door; as access through the Assembly Room and Reception Room is restricted as explained in 2.3 and 2.4 above.
- 3.6 When leaving the Reception, attendees will be adjacent to the Car Park.

4.0 Legal

- 4.1 Section 2 of the Local Government Act 2000 provides that every local authority is to have power to do anything which they consider is likely to achieve the objective of promoting or improving the economic, social or environmental wellbeing of the area.
- 4.2 There is no requirement for the Council to hold a Remembrance Sunday Reception after the Service. The Royal British Legion is the organiser of the Parade with the Civic Office providing support and facilitating assistance with Council departments for the events (microphone, barriers, street cleaning etc). With the War Memorial being adjacent to the Town Hall, it is natural that the focus of the Remembrance Services should concentrate in the Town Hall area.

5.0 Financial implications

- 5.1 There will be additional financial pressures on the budget for the event due to room hire costs, additional staffing and additional catering costs. In 2011/12 on a budget of £1,040 for the event, the expenditure was £1,774.50. The overspend was covered by an under-spend elsewhere in the Mayoral budgets.
- 5.2 Officers are concerned that the change in the arrangements will produce a bigger overspend with the additional costs for room hire and catering on the allowed budget of £1,060. This will be carefully monitored and reported through the budget monitoring process. The increase in the budget for the Remembrance Service commemorations will be addressed in the Service Plan for 2012/13.

6.0 Recommendation

- 6.1 The Leader notes that due to the preparations for the Police Commissioner elections in November and New Ways of Working, there is no suitable accommodation in the Town Hall building for a reception after the annual Remembrance Sunday Service.
- 6.2 The Leader confirms that a reception be held after the Remembrance Service.
- 6.3 The Leader approves the alternative arrangements for the Reception confirmed in (2) above, as detailed below:
- a. the Reception will be held in the Richmond Room at the Assembly Hall in Stoke Abbot Road
 - b. those attending note that the Reception end by 1pm due to the hire of the Assembly Hall by the Worthing Symphony Orchestra for its Remembrance Sunday Concert at 2.45pm
 - c. the Richmond Room has a capacity of 120 therefore the Reception, of hot drinks and biscuits, will be by ticketed admission only,
 - d. the additional costs of the Remembrance Sunday Event away from the Town Hall is likely to require an increase in budget to be found from savings in 2012/13 but that an increase budget for forthcoming years will be necessary and addressed through the Service Plan.

Local Government Act 1972

Background Papers:

No material background papers were used to produce this report.

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Schedule of Other Matters

1.0 Council Priority

1.1 No specific priority

2.0 Specific Action Plans

2.1 No specific priority

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

4.1 Matter considered and no particular issues identified.

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified.

6.0 Human Rights Issues

6.1 Matter considered and no issues identified.

7.0 Reputation

7.1 Matter considered. The Council needs to carefully balance the commemoration of the sacrifices made during armed conflict with the style of Reception but within the resource constraints of the Authority.

8.0 Consultations

8.1 Consultations have been at Officer level between different services to find a solution.

9.0 Risk Assessment

9.1 Matter considered, the risk in this report is the balance of holding or not holding a Reception and links with 7.1 above.

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified.

11.0 Procurement Strategy

11.1 Matters considered with no specific issues identified.

12.0 Partnership Working

- 12.1 Matters considered, the Service and Reception requires partnership working between the Council and the Royal British Legion, and the Legion with partners in the Parade.