

Otley Town Council

Policy & Resources Committee

Date: Monday 21st March 2016

Subject: Tour de Yorkshire Budget

Report By: Community Development (Deputy Executive Officer)

1. Purpose of Report

1.1 To report to Members proposed plans for events in Otley on Saturday 30th April for the start of Stage 2 of the Tour de Yorkshire and indicative budget requirements from Otley Town Council.

2. Background

2.1 On the 18th January 2016, Full Council resolved to allocate a budget of £4,000 within the Trade & Tourism allocated budget towards the upcoming Tour de Yorkshire.

2.2 From discussions with Leeds City Council, the substantial costs associated with staging this event (health and safety, welfare and infrastructure) will be met by Leeds City Council. The requirements from Otley Town Council (and other Otley stakeholders) mainly relate to three key areas: 1) Town Dressing; 2) Music/Street Theatre and entertainment; 3) Communications/promotion of the event.

2.3 In order to assist with developing an Otley wide approach, the Community Development Officer has been working with a range of key local stakeholders to form an Events Planning Group. These stakeholders are: Otley BID, Otley Chamber of Trade, Otley Town Partnership, Otley Courthouse, Woolpack Music & Arts Studio, Otley Rugby Club, Otley All Saint's Parish Church and Otley BOOM Festival organisers.

2.4 Set out below is a proposed list of planned activities and estimated costs (where available).

Tour de Yorkshire 2016 – Indicative Budget

Item	Cost	Notes
Outdoor TV Screen	nil	Leeds City Council

Indoor TV Screen	nil	Otley Courthouse, Otley Rugby Club, All Saints Parish Church
Fairground / children's activity area	nil	Leeds City Council
Street Theatre & Music + equipment	£2,500	Otley Town Council (on-going negotiation and agreement with providers)
TdY T-shirts for performers	£400	Otley Town Council – under review
Town dressing shop fronts and windows	nil	Otley Chamber of Trade / Otley BID
Town dressing lamp posts	nil	Leeds City Council
Town dressing flags	nil	Otley Chamber of Trade / Otley BID
Town dressing bunting (1,500 metres)	£975	Otley BID
Town dressing – erection and removal	£600	Otley Town Council (awaiting further quotes)
Communications/Publicity – Information leaflets and maps	£500	Otley Town Council – under review
Room Hire – Event Control/VIP Function (Otley Conservative Club)	£1,000	Leeds City Council
Room Hire – Tour Makers	nil	Otley Courthouse
Room Hire – Police Control	tbc	To be confirmed

3. Legal and Financial Implications

3.1 There are no legal implications arising from this report.

3.2 There are financial implications arising from this report with spend required from the 2016-17 budget.

4. Sustainability

4.1 The report is compliant with Aalborg.

5. Recommendations

5.1 It is recommended that the Policy & Resources Committee note the contents of the report and resolve to delegate authority to spend the Tour de Yorkshire budget to the Chair of the Trade & Tourism Committee and the Town Council Executive Officer.