

**Officer Report**  
**RLA December 2019**

**OFFICER:** Sian Taylor

**DATE:** 9<sup>th</sup> December 2019

**SUBJECT:** Cemetery Report

**Garden of Remembrance**

The sale of both ashes and full burial plots is still down on previous years. However the new Garden of Remembrance, opened in July 2019, is proving popular. Sales so far are:

- 4 Sanctum 2000's
- 2 Kerb blocks
- 1 Plant Memorial
- 1 scattering of ashes

It is hoped that as local residents become more aware of the new Garden of Remembrance facilities in Fleet Cemetery, they will chose it for their loved ones resting place.

**Entrance Signage**

A new entrance sign is planned to help residents and visitors find the cemetery more easily. However, the Cemetery Clerk is awaiting further guidance on the style and material from the Cemetery Working Group as all suggestions to date have been rejected.

**Chestnut tree removal**

The large chestnut tree has been removed and this has allowed a lot more light to the lawn cemetery. Grass growth will be monitored in the growing season.

**Officer Report**

**RLA Committee**

**Wednesday 18<sup>th</sup> December 2019**

**OFFICER: Facilities & Open Spaces Manager (FOSM)**

**DATE: 18<sup>th</sup> December 2019**

**SUBJECT: General Report.**

**1. Ancells Farm Community Centre**

- Flooring works have been delayed due to injury and it is hoping the work will be completed during the February half term. The wooden floor will be sanded back and resealed.
- Decorating has started in the building and is hoping to be completed by Christmas.
- Various repairs have been carried out on the toilets to stop leaks ad faulty units.

**2. Ancells Green**

- A number of bollards have been replaced around the park and further costs are being gathered to determine a better long term solution to the parks security.

**3. Ancells Pavilion**

- A new sink has been installed in the Pavilion along with a new mixer tap.

**4. Ancells Play Park**

- The Turn Table is awaiting repairs as parts have been difficult to acquire. Repairs are expected soon.

**5. Basingbourne Green.**

- The Friends have carried out planting around the park of various small trees and bushes to improve the look of the park. The Trees were supplied by FTC from the Woodland Trust,

**6. Basingbourne Park.**

- Repairs have been made to stepping stones and bollards

## 7. Basingbourne Pavilion.

- The Pavilion has had multiple break-ins over the course of a single weekend. The police were informed and were handed cigarette butts found inside the pavilion. DNA test have been run on the discarded butts. At present no results have been confirmed.
- New locks have been put on the Pavilion and a new CCTV system FTC has provided has been installed with help from the Friends of Basingbourne.
- The Friends of group carried out work to install a pipe protector to the kitchen's waste water pipe.
- New Pipe protectors, FTC funded, have also been installed to the guttering downpipes to protect them.
- The Friends Table Tennis trial has had a few users so far.
- A full risk assessment has been carried out for the use of the Table Tennis.

## 8. Calthorpe Park General

- The Calthorpe Park Play Area – Drainage works have been completed and the effectiveness is proving positive.
- The Ditch which runs between the upper and lower level of the two fields has had a perforated drainage pipe installed, and has now been covered over to ground level. This will allow water to flow more freely.
- Calthorpe Park hosted the annual Fleet Fireworks, organised by the Lions which saw a fantastic turn out.
- Two loose drain covers have had complete repairs carried out to make safe and secure.



## 9. Calthorpe Pavilion

- Clean up efforts have begun in the pavilion to make the space more usable and accessible to users.

## 10. Harlington

- A water softener has been installed to reduce the amount of blockages in the Male Downstairs Toilets. So far this is proving effective.
- New thermostatic mixing valves have been installed to reduce the risk of scalding in the Harlington Toilets.
- Christmas decorations have been put up around the foyer with a few extra touches on last year's décor.
- Preparations have begun for Fleet annual Pantomime, this year Aladdin.

## 11. Oakley Pavilion

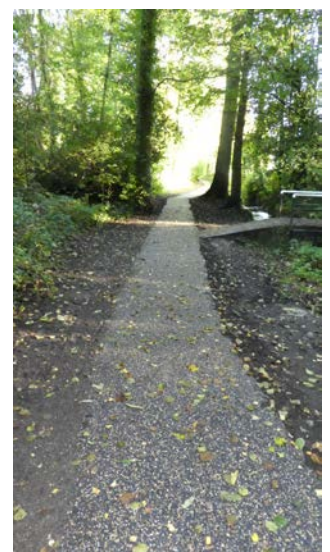
- Quotes are being obtained to make repairs and redecorate the Pavilion.

## 12. Oakley Play Park

- A new bench has been installed in the play area.

## 13. Oakley Park Woods

- The new pathway has now been installed through the woodland to allow easier access between the park and Kings Road. This has been very well received by local residents.



## **14. The Views**

- The Skate Park has had graffiti of indecent images placed upon it. The graffiti was painted over by the GM team. This is a very unusual occurrence for the Skate Park as local youngsters tend to look after it.
- Additional graffiti was also sprayed on the tarmac pathways which have now been removed.

## **15. Additional**

### **Trees**

- 210 Trees (whips) have been received from the Woodland Trust. These include: Year Round Colour packs contains; hawthorn, dogwood, wild cherry, silver birch, rowan & hazel.  
Wildlife packs contain; hawthorn, blackthorn, common oak silver birch, rowan & hazel.
- The New trees have arrived and planting has already begun with the Friend of group at Basingbourne.
- The Grounds Maintenance team are housing the remainder of the trees in preparation to plant at the Cemetery and Calthorpe Park. It is intended to have another large planting session in Autumn – Winter 2020.

### **Health & safety**

- PAT testing has been carried out on all electrical items in all buildings.
- Risk assessments have been updated.
- Quarterly water treatment programme has been completed.
- The Harlington Evac chairs have been serviced and training is being arranged for Officers to operate.

### **War Memorial**

- The War Memorial was cleaned and tidied in preparation for Remembrance Sunday. Red gels were added to the lighting in commemoration.
- Following a fault in the lighting circuit, emergency repairs had to be undertaken in order to have the memorial lit in readiness for Remembrance Day.

### **Fleet Festivities**

- Christmas Light Switch and the Harlington's Winter Wonderland - Santa's Grotto (operated by Starburst), was a massive success with lots of happy visitors.

## **RECOMMENDATION**

- That the contents of the report be noted.

**DATE:** RLA meeting 18<sup>th</sup> December 2019

**OFFICER:** Alex Robins – General Manager

**REPORT COVERING:** September - November 2019

**1. General overview**

- A busy period and good ticket sales, with 6 sell-out shows across the quarter and an average capacity of 82%, which is very pleasing, Bar sales exceeded expectations. A strong December would further improve the bar position come year end. Hall hire is keeping up with budget, but will fall away a little in the last quarter due to high targets and bookings that have recently ceased, such as the RVS office hire. However this has been a positive period and the overall picture will become clearer after the December period, where the officer aims to produce income in excess of budget.

**RECOMMENDATION: FOR NOTING**

**2. Box office - Individual performance summaries**

- Jersey Guys. This is the 3<sup>rd</sup> visit for this popular show based on the West End production Jersey Boys. This time the venue did a ticket split deal with the producer rather than it being a hire. This shared the risk but gave the venue a better income from the event.

**RECOMMENDATION: FOR NOTING**

- Oasish. One of the best known tributes to the original band. Good sales. Re-booked for 2020

**RECOMMENDATION: FOR NOTING**

- Comedy Club. Good attendance figures, especially for October and November with strong bar sales.

**RECOMMENDATION: FOR NOTING**

- Jazz Club. Both September and November had okay sales, with much better numbers in October. The piano has been moved up to stage level where its expected to stay for a trial period. This has many advantages, in particular, the venue can deliver a better production by utilising the lighting and sound more effectively and larger audiences can be accommodated on the very popular dates.

**RECOMMENDATION: FOR NOTING**

- Martin Kemp. Another sell-out in the string of Martin Kemp nights staged at the venue. This was supposed to be the last, with Martin confirming he would only be playing bigger venues from 2020, however it looks like there may be another night scheduled at The Harlington next year after all.

#### **RECOMMENDATION: FOR NOTING**

- The Alarm. This was the first visit for Mike Peters from The Alarm, with a stripped back acoustic set, and it was a sell-out.

#### **RECOMMENDATION: FOR NOTING**

- Voodoo Room. After their first appearance at the venue over a year ago, they had to be re-booked. Numbers previously had been slightly low, but such was the quality of the musicians, together with incredible audience feedback, that a further date was arranged. Numbers were much better and this gig will be re-booked with the hope that it continues to grow.

#### **RECOMMENDATION: FOR NOTING**

- Los Pacaminos. Having visited several times previously, this band featuring 80's legend Paul Young has gained a following in these parts and continues to attract a good crowd who are treated to a real foot stomping party. A further date will be arranged in the future.

#### **RECOMMENDATION: FOR NOTING**

- Floyd Effect. Their second visit and another sell-out. This is a popular band, but the venue is struggling to keep them coming as the capacity doesn't give them the income they really need. It's a big production with two extra technicians touring. But with some juggling another date has been arranged for 2020. The venue needs to be a bit bigger!

#### **RECOMMENDATION: FOR NOTING**

- Wrestleforce. This has become a regular hire during school half terms and is useful for hall hire income on quiet days, but doesn't offer too much in terms of ancillary sales.

#### **RECOMMENDATION: FOR NOTING**

- Buble Meets Sinatra...The Showdown! It was the first visit for this theatre show and as expected, it proved to be very popular. It was a full stage with the orchestra and a "Frank Sinatra" and "Michael Buble" and was of a very high quality. They will be returning!

#### **RECOMMENDATION: FOR NOTING**

- Hits of Motown. The first time for a Motown night at The Harlington and it was a good start. The officer had been looking for some time for the right production. They tend to either be low quality or big budget, with not a lot in between. This mainly plays theatres and is fronted by Roy G Hemmings, who is understood to be the longest serving Drifter. It was excellent and very well received. Plans are being made for a return.

#### **RECOMMENDATION: FOR NOTING**

- Bad Manners. The third time the band have visited The Harlington and still fronted by Buster Bloodvessel. It's a busy night technically, with the support band consisting of nine players in itself! It always sells out on a full 500 capacity and always delivers the highest bar sales of the year. There is a good following of Ska music at the venue and a further date is currently pencilled for next year.

## **RECOMMENDATION: FOR NOTING**

- 80's Rewind. THE party night of the year and as popular as ever. This one sold out at full standing capacity in only 8 hours. Great night, a real talking point in Fleet and lots of people on social media trying to get hold of any tickets. Next year there are 2 nights booked, but the second night will only be advertised after the first sells out.

## **RECOMMENDATION: FOR NOTING**

- Celebrate – the Music of Kool & the Gang. This was an additional party night to catch any overflow from the 80's night. The band is a collection of top session musicians and were absolutely first class. They will be booked again.

## **RECOMMENDATION: FOR NOTING**

### **3. Hall hire**

Hall hire is currently £1,000 below budget. This is a fairly advantageous position, with a couple of show hire incomes due, and the December pantomime hire still to come. Minimally it's expected to hit the latest projected target, and the officer is quietly confident that it could slightly exceed it.

### **4. Ticket Sales**

Financial successes (over £1,000) September-November (based on net ticket sales v performance costs)

80's Rewind - £4,300 contribution  
Comedy Club - £2,600 contribution (3 shows)  
Los Pacaminos - £1,700 contribution  
Jersey Guys - £1,600 contribution  
The Alarm - £1,450 contribution  
Oasish - £1,400 contribution  
Jazz Club - £1,400 contribution (3 shows)  
Floyd Effect - £1,200 contribution  
Celebrate - £1,200 contribution  
Buble Meets Sinatra - £1,150 contribution

Financial losses September-November (based on net ticket sales v performance costs)

Hits of Motown - £300 deficit

### **5. Bars**

- Some strong performances all year, and £1.5k ahead of target during the last quarter, meaning that income is £5k ahead of target for the year. With the strong month of December still to come, the officer is confident of exceeding budget and possibly even exceeding the latest end of year projection.

## **6. Ancillary sales (Confectionery, Ices, Snacks, Merchandise)**

- Ancillary sales are £1,400 above target (income v expenditure), with confectionery performing particularly well. There is potential during the panto run to further improve on this performance.

## **7. Coffee shop**

- Although income is under budget, bottom line (income v expenditure) is almost exactly on budget for YTD. GP is in excess of 70%, showing that expenditure is being managed well against income.

## **8. Licensing**

- With the number of outdoor events increasing year on year, the officer and Clerk held a meeting with Licensing from HDC to find a more effective way of managing the licensing of these events. It's not practical or good practice to run these events with the officer acting as Designated Premises Supervisor as he's not even present at the majority of them and is potentially compromising his own licence, which is required in order to keep The Harlington operating, should any individual trader not adhere to licensing law.

Therefore a solution has been suggested by HDC, which puts the responsibility on to the event organisers and traders themselves through the use of breaking the areas down into grids and issuing TENS licences. It removes risk from FTC and also a considerable amount of administration which has continually increased over recent years.

**RECOMMENDATION: FOR NOTING**

## **9. Ancells Farm Community Centre**

- Hall hire income is almost exactly on target, however expenditure has been kept below budget, giving a bottom line performance of £2k ahead of budget for YTD.
- Decoration of the centre is ahead of schedule. Exterior decoration is complete and the interior is well under way.

**RECOMMENDATION: FOR NOTING**



Monthly Performance Totals (net of VAT)

Month	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
<b>April</b>												
ELO Encounter	£ -	£ 3,108.33	95%	£ 2,023.45	£ 1,084.88	£ 1,361.40	£ 547.16	£ 814.24	£ 243.02	£ 4,469.73	£ 2,813.63	£ 1,656.10
Wrestleforce	£ 600.00	£ -	n/a	£ -	£ -	£ 360.86	£ 155.22	£ 205.64	£ 124.90	£ 960.86	£ 280.12	£ 680.74
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 221.49	£ 89.51	£ 131.98	£ -	£ 421.49	£ 89.51	£ 331.98
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 310.62	£ 129.95	£ 180.67	£ 27.60	£ 555.62	£ 157.55	£ 398.07
Elles Bailey	£ -	£ -	100%	£ -	£ -	£ 376.25	£ 150.50	£ 225.75	£ 46.00	£ 376.25	£ 196.50	£ 179.75
Comedy Club	£ -	£ 1,446.67	64%	£ 908.85	£ 537.82	£ 1,338.91	£ 542.51	£ 796.40	£ 174.50	£ 2,785.58	£ 1,625.86	£ 1,159.72
Jazz Club	£ -	£ 1,096.67	63%	£ 664.85	£ 431.82	£ 376.08	£ 150.93	£ 225.15	£ 25.30	£ 1,472.75	£ 841.08	£ 631.67
Stacey Kent	£ -	£ 3,868.33	91%	£ 2,500.00	£ 1,368.33	£ 752.53	£ 302.41	£ 450.12	£ 174.17	£ 4,620.86	£ 2,976.58	£ 1,644.28
Roller Disco drop in session	£ 255.00	£ -	n/a	£ -	£ -	£ 231.08	£ 99.81	£ 131.27	£ -	£ 486.08	£ 99.81	£ 386.27
Martin Kemp	£ 1,129.48	£ -	100%	£ -	£ -	£ 5,164.78	£ 2,026.52	£ 3,138.26	£ 381.62	£ 6,294.26	£ 2,408.14	£ 3,886.12
Rock Choir x 1	£ 100.00	£ -	n/a	£ -	£ -	£ 10.91	£ 4.70	£ 6.21	£ -	£ 110.91	£ 4.70	£ 106.21
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 661.53	£ 265.34	£ 396.19	£ 48.80	£ 1,800.73	£ 314.14	£ 1,486.59
Other	£ -	£ -	n/a	£ -	£ -	£ 9.25	£ 3.70	£ 5.55	£ -	£ 9.25	£ 3.70	£ 5.55
<b>TOTALS FOR APRIL</b>	£ 3,668.68	£ 9,520.00		£ 6,097.15	£ 3,422.85	£ 11,175.69	£ 4,468.26	£ 6,707.43	£ 1,245.91	£ 24,364.37	£ 11,811.32	£ 12,553.05
<b>May</b>												
Big Country	£ -	£ 6,708.33	73%	£ 4,630.00	£ 2,078.33	£ 2,221.64	£ 883.13	£ 1,338.51	£ 293.03	£ 8,929.97	£ 5,806.16	£ 3,123.81
Legend	£ -	£ 2,699.17	89%	£ 1,800.00	£ 899.17	£ 1,652.86	£ 663.57	£ 989.29	£ 160.95	£ 4,352.03	£ 2,624.52	£ 1,727.51
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 184.78	£ 74.15	£ 110.63	£ -	£ 384.78	£ 74.15	£ 310.63
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 617.24	£ 258.39	£ 358.85	£ 27.60	£ 862.24	£ 285.99	£ 576.25
Comedy Club	£ -	£ 1,660.83	71%	£ 1,044.74	£ 616.09	£ 1,647.33	£ 662.17	£ 985.16	£ 202.93	£ 3,308.16	£ 1,909.84	£ 1,398.32
Jazz Club	£ -	£ 1,353.33	78%	£ 738.01	£ 615.32	£ 477.41	£ 191.94	£ 285.47	£ 27.60	£ 1,830.74	£ 957.55	£ 873.19
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 158.29	£ 63.31	£ 94.98	£ -	£ 558.29	£ 63.31	£ 494.98
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 787.99	£ 315.50	£ 472.49	£ 16.10	£ 1,927.19	£ 331.60	£ 1,595.59
Other	£ -	£ -	n/a	£ -	£ -	£ 18.50	£ 7.40	£ 11.10	£ -	£ 18.50	£ 7.40	£ 11.10
<b>TOTALS FOR MAY</b>	£ 1,984.20	£ 12,421.66		£ 8,212.75	£ 4,208.91	£ 7,766.04	£ 3,119.56	£ 4,646.48	£ 728.21	£ 22,171.90	£ 12,060.52	£ 10,111.38
<b>June</b>												
Ultimate Elton	£ -	£ 2,795.00	85%	£ 1,750.00	£ 1,045.00	£ 1,278.82	£ 513.66	£ 765.16	£ 160.88	£ 4,073.82	£ 2,424.54	£ 1,649.28
Bootleg Blondie	£ -	£ 3,259.17	98%	£ 900.00	£ 2,359.17	£ 1,700.86	£ 681.24	£ 1,019.62	£ 243.71	£ 4,960.03	£ 1,824.95	£ 3,135.08
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 260.70	£ 104.43	£ 156.27	£ -	£ 460.70	£ 104.43	£ 356.27
Comedy Club	£ -	£ 1,013.33	46%	£ 729.12	£ 284.21	£ 868.19	£ 351.35	£ 516.84	£ 196.57	£ 1,881.52	£ 1,277.04	£ 604.48
Jazz Club	£ -	£ 863.33	50%	£ 598.78	£ 264.55	£ 395.96	£ 159.27	£ 236.69	£ 29.90	£ 1,259.29	£ 787.95	£ 471.34
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 512.87	£ 212.84	£ 300.03	£ 25.30	£ 757.87	£ 238.14	£ 519.73
Committed to the Blues Bros	£ -	£ 2,799.17	83%	£ 1,715.03	£ 1,084.14	£ 1,434.36	£ 576.95	£ 857.41	£ 173.61	£ 4,233.53	£ 2,465.59	£ 1,767.94
Youth Theatre Show	£ 165.00	£ -	n/a	£ -	£ -	£ 35.74	£ 14.25	£ 21.49	£ -	£ 200.74	£ 14.25	£ 186.49
Noughties Rewind	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Funtime Show	£ 1,320.00	£ -	n/a	£ -	£ -	£ 183.28	£ 75.99	£ 107.29	£ -	£ 1,503.28	£ 75.99	£ 1,427.29
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 82.61	£ 33.14	£ 49.47	£ -	£ 482.61	£ 33.14	£ 449.47
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 417.08	£ 168.40	£ 248.68	£ -	£ 1,556.28	£ 168.40	£ 1,387.88
Other	£ -	£ -	n/a	£ -	£ -	£ 433.11	£ 176.04	£ 257.07	£ -	£ 433.11	£ 176.04	£ 257.07
<b>TOTALS FOR JUNE</b>	£ 3,469.20	£ 10,730.00		£ 5,692.93	£ 5,037.07	£ 7,603.58	£ 3,067.56	£ 4,536.02	£ 829.97	£ 21,802.78	£ 9,590.46	£ 12,212.32
<b>July</b>												
Film Club x 1	£ 100.00	£ -	n/a	£ -	£ -	£ 108.25	£ 43.30	£ 64.95	£ -	£ 208.25	£ 43.30	£ 164.95
Starburst	£ 4,125.76	£ -	76%	£ -	£ -	£ 2,518.12	£ 1,097.92	£ 1,420.20	£ 659.40	£ 6,643.88	£ 1,757.32	£ 4,886.56
Jazz Club	£ -	£ 2,040.00	100%	£ 1,402.61	£ 637.39	£ 705.70	£ 284.73	£ 420.97	£ 69.00	£ 2,745.70	£ 1,756.34	£ 989.36
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 285.78	£ 122.59	£ 163.19	£ 59.46	£ 530.78	£ 182.05	£ 348.73

LT Dance Show	£	1,168.46	£	-	n/a	£	-	£	-	£	364.20	£	154.52	£	209.68	£	68.80	£	1,532.66	£	223.32	£	1,309.34	
M & M Academy	£	1,703.50	£	-	n/a	£	-	£	-	£	1,722.57	£	698.69	£	1,023.88	£	195.38	£	3,426.07	£	894.07	£	2,532.00	
Rock Choir x 1	£	100.00	£	-	n/a	£	-	£	-	£	55.25	£	22.10	£	33.15	£	-	£	155.25	£	22.10	£	133.15	
Ceroc x 3	£	854.40	£	-	n/a	£	-	£	-	£	315.57	£	126.50	£	189.07	£	142.24	£	1,169.97	£	268.74	£	901.23	
Other	£	-	£	-	n/a	£	-	£	-	£	71.29	£	29.51	£	41.78	£	-	£	71.29	£	29.51	£	41.78	
<b>TOTALS FOR JULY</b>	£	8,297.12	£	2,040.00		£	1,402.61	£	637.39	£	6,146.73	£	2,579.86	£	3,566.87	£	1,194.28	£	16,483.85	£	5,176.75	£	11,307.10	
<b>August</b>		<b>Hall Hire Income</b>		<b>Ticket sales</b>		<b>% of capacity</b>		<b>Perf costs</b>		<b>Contribution</b>		<b>Ancillary sales</b>		<b>Cost of stock</b>		<b>Contribution</b>		<b>Casual Staffing</b>		<b>Total performance income</b>		<b>Total performance costs</b>		<b>Total performance contribution</b>
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	718.70	£	287.76	£	430.94	£	110.44	£	2,142.70	£	398.20	£	1,744.50	
Black Magic	£	-	£	2,620.00	64%	£	1,806.86	£	813.14	£	832.08	£	357.81	£	474.27	£	155.17	£	3,452.08	£	2,319.84	£	1,132.24	
Other	£	-	£	-	n/a	£	-	£	-	£	108.53	£	45.08	£	63.45	£	-	£	108.53	£	45.08	£	63.45	
<b>TOTALS FOR AUGUST</b>	£	1,424.00	£	2,620.00		£	1,806.86	£	813.14	£	1,659.31	£	690.65	£	968.66	£	265.61	£	5,703.31	£	2,763.12	£	2,940.19	
<b>September</b>		<b>Hall Hire Income</b>		<b>Ticket sales</b>		<b>% of capacity</b>		<b>Perf costs</b>		<b>Contribution</b>		<b>Ancillary sales</b>		<b>Cost of stock</b>		<b>Contribution</b>		<b>Casual Staffing</b>		<b>Total performance income</b>		<b>Total performance costs</b>		<b>Total performance contribution</b>
Jersey Guys	£	-	£	4,685.42	85%	£	3,061.18	£	1,624.24	£	1,071.78	£	433.89	£	637.89	£	161.19	£	5,757.20	£	3,656.26	£	2,100.94	
Film Club x 2	£	200.00	£	-	n/a	£	-	£	-	£	241.08	£	96.94	£	144.14	£	-	£	441.08	£	96.94	£	344.14	
Oasish	£	-	£	3,116.67	62%	£	1,750.00	£	1,366.67	£	2,426.40	£	972.03	£	1,454.37	£	203.12	£	5,543.07	£	2,925.15	£	2,617.92	
Comedy Club	£	-	£	1,865.00	73%	£	1,164.31	£	700.69	£	1,263.24	£	509.35	£	753.89	£	221.23	£	3,128.24	£	1,894.89	£	1,233.35	
Jazz Club	£	-	£	1,026.67	59%	£	646.91	£	379.76	£	353.03	£	141.96	£	211.07	£	69.36	£	1,379.70	£	858.23	£	521.47	
Martin Kemp	£	1,129.48	£	-	100%	£	-	£	-	£	4,664.15	£	1,843.89	£	2,820.26	£	464.95	£	5,793.63	£	2,308.84	£	3,484.79	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	543.16	£	229.99	£	313.17	£	29.90	£	788.16	£	259.89	£	528.27	
Rock Choir x 3	£	300.00	£	-	n/a	£	-	£	-	£	83.04	£	33.21	£	49.83	£	-	£	383.04	£	33.21	£	349.83	
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	600.69	£	241.26	£	359.43	£	110.08	£	1,739.89	£	351.34	£	1,388.55	
Tudor Rose	£	1,450.00	£	-	n/a	£	-	£	-	£	392.23	£	190.88	£	201.35	£	-	£	1,842.23	£	190.88	£	1,651.35	
Other	£	-	£	-	n/a	£	-	£	-	£	51.87	£	8.01	£	43.86	£	-	£	51.87	£	8.01	£	43.86	
<b>TOTALS FOR SEPTEMBER</b>	£	4,463.68	£	10,693.76		£	6,622.40	£	4,071.36	£	11,690.67	£	4,701.41	£	6,989.26	£	1,259.83	£	26,848.11	£	12,583.64	£	14,264.47	
<b>October</b>		<b>Hall Hire Income</b>		<b>Ticket sales</b>		<b>% of capacity</b>		<b>Perf costs</b>		<b>Contribution</b>		<b>Ancillary sales</b>		<b>Cost of stock</b>		<b>Contribution</b>		<b>Casual Staffing</b>		<b>Total performance income</b>		<b>Total performance costs</b>		<b>Total performance contribution</b>
The Alarm	£	-	£	3,850.00	100%	£	2,405.80	£	1,444.20	£	1,722.16	£	692.31	£	1,029.85	£	234.87	£	5,572.16	£	3,332.98	£	2,239.18	
Voodoo Room	£	-	£	2,266.67	75%	£	1,363.97	£	902.70	£	1,185.57	£	477.13	£	708.44	£	297.69	£	3,452.24	£	2,138.79	£	1,313.45	
Film Club X 2	£	200.00	£	-	n/a	£	-	£	-	£	272.91	£	110.65	£	162.26	£	17.08	£	472.91	£	127.73	£	345.18	
Jazz Club	£	-	£	1,505.00	86%	£	782.31	£	722.69	£	566.28	£	228.07	£	338.21	£	27.60	£	2,071.28	£	1,037.98	£	1,033.30	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	491.41	£	203.32	£	288.09	£	32.20	£	736.41	£	235.52	£	500.89	
Comedy Club	£	-	£	2,518.33	100%	£	1,529.01	£	989.32	£	1,984.73	£	801.66	£	1,183.07	£	222.29	£	4,503.06	£	2,552.96	£	1,950.10	
Vox School	£	687.75	£	-	n/a	£	-	£	-	£	255.41	£	102.84	£	152.57	£	25.30	£	943.16	£	128.14	£	815.02	
Los Pacaminos	£	-	£	4,257.50	67%	£	2,576.28	£	1,681.22	£	1,928.57	£	772.86	£	1,155.71	£	267.97	£	6,186.07	£	3,617.11	£	2,568.96	
Floyd Effect	£	-	£	3,900.00	100%	£	2,709.26	£	1,190.74	£	1,652.77	£	665.53	£	987.24	£	249.38	£	5,552.77	£	3,624.17	£	1,928.60	
Roller Disco drop-in	£	158.33	£	-	n/a	£	-	£	-	£	165.15	£	69.77	£	95.38	£	41.48	£	323.48	£	111.25	£	212.23	
Rock Choir x 4	£	400.00	£	-	n/a	£	-	£	-	£	143.82	£	57.63	£	86.19	£	-	£	543.82	£	57.63	£	486.19	
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	475.57	£	191.52	£	284.05	£	36.60	£	1,899.57	£	228.12	£	1,671.45	
Tudor Rose	£	3,515.75	£	-	n/a	£	-	£	-	£	563.61	£	265.57	£	298.04	£	-	£	4,079.36	£	265.57	£	3,813.79	
Other	£	-	£	-	n/a	£	-	£	-	£	11.03	£	5.08	£	5.95	£	-	£	11.03	£	5.08	£	5.95	
<b>TOTALS FOR OCTOBER</b>	£	6,630.83	£	18,297.50		£	11,366.63	£	6,930.87	£	11,418.99	£	4,643.94	£	6,775.05	£	1,452.46	£	36,347.32	£	17,463.03	£	18,884.29	
<b>November</b>		<b>Hall Hire Income</b>		<b>Ticket sales</b>		<b>% of capacity</b>		<b>Perf costs</b>		<b>Contribution</b>		<b>Ancillary sales</b>		<b>Cost of stock</b>		<b>Contribution</b>		<b>Casual Staffing</b>		<b>Total performance income</b>		<b>Total performance costs</b>		<b>Total performance contribution</b>
Wrestleforce	£	600.00	£	-	n/a	£	-	£	-	£	259.45	£	106.98	£	152.47	£	80.58	£	859.45	£	187.56	£	671.89	
Buble meets Sinatra	£	-	£	3,685.00	86%	£	2,550.00	£	1,135.00	£	1,144.03	£	460.07	£	683.96	£	194.30	£	4,829.03	£	3,204.37	£	1,624.66	
Film Club X 2	£	200.00	£	-	n/a	£	-	£	-	£	238.95	£	96.21	£	142.74	£	-	£	438.95	£	96.21	£	342.74	
Jazz Club	£	-	£	945.00	54%	£	626.70	£	318.30	£	330.78	£	133.87	£	196.91	£	74.69	£	1,275.78	£	835.26	£	440.52	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	624.57	£	265.03	£	359.54	£	27.60	£	869.57	£	292.63	£	576.94	
Comedy Club	£	-	£	2,385.00	94%	£	1,453.17	£	931.83	£	1,876.00	£	753.92	£	1,122.08	£	240.97	£	4,261.00	£	2,448.06	£	1,812.94	
Hits of Motown	£	-	£	3,171.67	76%	£	3,500.00	£	328.33	£	1,269.78	£	510.78	£	759.00	£	200.22	£	4,441.45	£	4,211.00	£	230.45	

Bad Manners	£	1,150.00	£	-	100%	£	-	£	-	£	4,988.97	£	1,998.33	£	2,990.64	£	351.30	£	6,138.97	£	2,349.63	£	3,789.34
Christmas Festival	£	-	£	-	n/a	£	-	£	-	£	168.83	£	68.52	£	100.31	£	46.00	£	168.83	£	114.52	£	54.31
80's Rewind	£	-	£	6,750.00	100%	£	2,450.00	£	4,300.00	£	4,843.32	£	1,939.48	£	2,903.84	£	421.25	£	11,593.32	£	4,810.73	£	6,782.59
Celebrate	£	-	£	3,585.00	60%	£	2,400.00	£	1,185.00	£	2,281.99	£	922.11	£	1,359.88	£	359.10	£	5,866.99	£	3,681.21	£	2,185.78
Rock Choir x 3	£	300.00	£	-	n/a	£	-	£	-	£	85.08	£	34.18	£	50.90	£	-	£	385.08	£	34.18	£	350.90
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	394.44	£	158.69	£	235.75	£	110.64	£	1,533.64	£	269.33	£	1,264.31
Other	£	-	£	-	n/a	£	-	£	-	£	13.16	£	5.26	£	7.90	£	-	£	13.16	£	5.26	£	7.90
<b>TOTALS FOR NOVEMBER</b>	£	3,634.20	£	20,521.67		£	12,979.87	£	7,541.80	£	18,519.35	£	7,453.43	£	11,065.92	£	2,106.65	£	42,675.22	£	22,539.95	£	20,135.27
<b>TOTALS</b>	£	33,571.91	£	86,844.59		£	54,181.20	£	32,663.39	£	75,980.36	£	30,724.67	£	45,255.69	£	9,082.92	£	196,396.86	£	93,988.79	£	102,408.07



# Event Application Form

<b>Name of event Fleet Open Air Cinema &amp; Live Music</b>	
<b>Event location The Views</b>	
<b>Event date 26<sup>th</sup> June</b>	

For Official use only	
<b>Event Reference Number</b>	
<b>Booking Reference:</b>	
<b>Date processed</b>	

**Section 1 – Organiser Details**

Name of organisation	Driftin Dreamers		
Name of applicant <sup>(1)</sup>	Andrew Morris <sup>(1)</sup> Over 18 years		
Position <i>(if applicable)</i>	Company Director		
Contract Address	1		
Is the above address to be used for invoices? YES/NO – if NO please provide details on a separate sheet			
Personal Contact Details	Home		
	Work		
	Mobile		
	Email Address		
Event Public Tel. Enquiry No.	+447874842386		
Event Web Site Address	www.silentsummerscreenings.com		

## Section 2 – Event Details

### Description of Proposed Event

Open air cinema and live music community event with no amplified sound (all achieved through wireless headphones)

For this event we intend to run 2 screenings. One beginning at 19:30 and one late night screening starting at around 23:00

Please indicate the type of Event

Charity Event <sup>(1)</sup>	<input type="checkbox"/>	Fund Raising	<input type="checkbox"/>
Non-commercial	<input type="checkbox"/>	Community Event	X
Commercial	X		

<sup>(1)</sup> Name of Charity N/A

Charity Registration Number N/A

Will all proceeds from the Event go to the Charity concerned? YES  NO

If NO please give details:

N/A

### Timings

Date/time to enter site for preparation 29<sup>th</sup> August 15:30

Date/time to vacate the site after the Event 27<sup>th</sup> June 3:00

If event is for more than one day, please give details of the Start and Finish times each day

N/A

### Charges

Is the Event free? YES  NO

If NO what are the approximate admission price?

Adults £13.95

Children (include any age ranged) 12 and under: £6.89

Concessions

Will programmes be available? YES  NO

If YES, what is the proposed price?

Approximate number of people expected to attend?

If over 500 people are expected please give details of security / stewarding.

499

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites):-

Fireworks/pyrotechnics	<input type="checkbox"/>	Live Music <sup>(1)</sup>	X
Carnival procession <sup>(1)</sup>	<input type="checkbox"/>	Live Entertainment <sup>(1)</sup>	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Lost children point	X
Aircraft	<input type="checkbox"/>	Barrier/Fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees	X
Balloon launch	<input type="checkbox"/>	Portable generator <sup>(2)</sup>	X
Hot Air Balloons	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Horses/donkeys/other animals	<input type="checkbox"/>	Toilets	X
Motorcycles	<input type="checkbox"/>	Alcohol <sup>(3)</sup>	X
Other motor vehicles	<input type="checkbox"/>	Food/drink concessions	X
Coconut shy	<input type="checkbox"/>	On site communications	X
Inflatables (e.g bouncy castle)	X	Market stalls	<input type="checkbox"/>

Portable staging	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
P.A. System		Living history or other	<input type="checkbox"/>
Stewarding/Security	X	Other	<input type="checkbox"/>

**NOTES:**

- (a) Please supply as much information as possible on all the items above
- (b) Following submission of this application, no additional items may be included without the express consent of the appropriate department.
- <sup>(1)</sup>A Temporary Event Notice (TEN) may be required if the Event involves, music, dancing, singing or similar.
- <sup>(2)</sup>Generators are not permitted on the highway and must be diesel only.
- <sup>(3)</sup>A Temporary Event Notice (TEN) will be required for the sale of alcohol.
- <sup>(4)</sup>If a TEN application is submitted to Hart District Council, permission will be obtained from FTC before the TEN will be granted.

**CAR PARKING**

Will vehicles require access to the venue? YES X NO

If yes, when and for how long? For the duration of the event

NOTE: Parking is NOT allowed on footpaths or the grassed areas of the Council's Parks and Open Spaces. Access to council buildings & Facilities must be left accessible to vehicles at all times unless otherwise arranged with FTC.

If you have ticked yes above, please provide more details

**We have one car and one small van required to run the event which will need access to the site**

Will you require Car Park space for Event Staff YES X NO

And/or the general public YES X NO



If you have replied YES to either option, please indicate below the proposed car parking arrangements (including any stewarding), the approximate number of vehicles attending the event and how you intend to manage the parking of those vehicles. Please note that parking is not permitted on grassed areas or footpaths.

We encourage attendees to find alternative methods of transport to and from the event, so as not to congest the local area. We also provide alternative parking locations in the surrounding area for this reason. Our stewards will be conscious of where people are parking and whether they are doing so unlawfully.

## Facilities

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company.

We will provide 3 standard units and one disabled unit from Site Equip (The Avenue, Alton GU34 5SU)

Please identify the method to be used in order to maintain the area free of litter and refuse:

We conduct a thorough litter sweep pre and post event and provide plenty of bins for attendee's to use. Unless there is appropriate place on site for us to leave refuse & recycling, we take everything with us and consciously dispose of it at a refuse and recycling centre.

**Notes:**

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each. In the event that the organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on-site skip/litter bins or any bins in the vicinity of the site, etc for disposal.
3. Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

**UTILITIES**

If available, do you require the use of on-site electricity and water?

**Note:** In parks such as The Views, Standpipe meters can be obtained from Aquam Water Services Ltd  
0844 984 1589  
southeastwater@waterservicesltd.com

Electricity     Water

Please take meter readings before and after the event.

Please explain your requirements ie, when will this be required and for how long?

**Bad Weather Plan**

Will unexpected rain or high winds affect the event?    YES X    NO

Will the event be; Cancelled     Postponed X    Continue

Please give details if Cancelled or Postponed:

We will only postpone if wind conditions are higher than 21MPH or the rain is exceptionally heavy. We will then work with you to find a more another date. Guests will have the option to transfer their tickets or obtain a full refund.

If the event will continue, please give details of what plans are in place to deal with bad weather situations and please provide details on the Risk Assessment.

### **Section 3 - Insurance**

Event Organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party risks (including products' liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Head of Finance. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover, and may be requested to produce copies of insurance for any of the exhibitors, band/dance group, Fairground, sub-contractor, caterer, etc. whom they have instructed/authorised to appear at the Event.

NOTE: All documentation must be produced at least 28 days before the Event. Failure to comply may result in the Council refusing to grant final permission for holding the Event.

### **Section 4 – Emergency Services**

Please supply details of the first aid cover to be provided

There will be 1 Red Cross trained first aiders onsite

## SECTION 5 – BOND

When hiring one of the parks or Open Spaces, a bond /cheque is required to be held in case of any damage to park, facilities etc. The amount required will depend on the type and duration of the event. Please confirm details below

Name of person / organisation supplying the bond /cheque

Name Andrew Morris

Address 15 Beaufort Road, Reigate, Surrey, RH2 9DQ

Tel No +447874842386

Email Address: Andrew@driftindreamers.com

**Fleet Town Council will refund the value of the cheque within 7 days of the event. However, if any damage has been caused to the Open Space / Park then an amount will be deducted to cover the cost of repairs.**

**Please note that loss or damage to keys, locks or padlocks may be deducted to cover costs.**

**Keys - £15 each**

**Padlocks - £65 Each**

**Locks - £45 each**

## SECTION 6 – ADDITIONAL REQUIREMENTS

1. Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking, etc. and a list of programme items should be attached to the Event Application Form.
2. In respect of races, etc. a detailed route plan showing the location of route marshals must be provided.

**NB:** The application must be submitted to the Council at least 10 weeks prior to the Event.

I hereby agree to comply with the conditions set out in this form, including any terms and conditions of hire and all reasonable instructions given by any authorised Officer of the Council should this event be granted approval.

Signed:

Please send the completed form, together with the required supporting documentation to:-

**The Town Clerk  
Fleet Town Council  
The Harlington  
236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY**

**I have enclosed, where necessary, the following:-**

Please note that new / first time applications need to be approved by the Fleet Town Council, Recreational, Leisure & Amenities Committee before an application will be accepted.

Please check dates of the next meeting and ensure that all documentation is handed in no less than 10 days prior to the meeting date.

(\* these documents are required for all applications)

<b>Documentation</b>	<b>YES</b>	<b>NO</b>	<b>Evidence of Insurance</b>	<b>YES</b>	<b>NO</b>
Site Plan/Route Plan *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser *	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk Assessment *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Individual participants	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stewards Briefing Pack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Addition Information if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you have answered NO to any of the above, please explain why?

**Additional**

Any additional information:

## Main Events User Agreement

### Conditions of Use

The hirer agrees to abide by the following terms and conditions:

- All relevant paperwork is to be submitted prior to the event. This includes risk assessments, site plans, insurance and bond.
- Noise levels will be kept to a minimum.
- The hours the event takes place will only be those set within the event application.
- Music will be turned off at times specified in the event application.
- Appropriate parking arrangements will be made.
- Appropriate toilet facilities will be managed and maintained as specified in the event application.
- Anything that becomes of nuisance or annoyance to local residents will be dealt with as soon as possible.
- No litter is to be left behind and the site is to be left in a clean state.
- The Council reserves the right to cancel an event in the absence of the applicant's wet weather plan.

<b>Name (Authorised Signatory from Organisation)</b>	ANDREW MORRIS
<b>Signature</b>	ANDREW MORRIS
<b>Date</b>	19.11.19
<b>Event and Date</b>	FLEET OPEN AIR CINEMA & LIVE MUSIC 29.08.2020
<b>Organisation Name</b>	DRIFTIN DREAMERS LTD

## OFFICER REPORT

### Recreation, Leisure and Amenity Committee

Wednesday 18 December, 2019

**Officer:** Janet Stanton/Ben Crane

**Date:** 12 December, 2019

**Subject:** TABLE TENNIS - BASINGBOURNE PARK PAVILION

#### Background

Further to the June RLA Meeting, Members were asked to consider a request from the Friends of Basingbourne Park to use the Basingbourne pavilion for Table Tennis as follows:

1. Table Tennis and Coaching Sessions
2. General access to table tennis at Basingbourne Park Pavilion
3. FoBP Members usage of Table Tennis Facility at Basingbourne Park Pavilion

It was Resolved at the meeting:

“To approve the use of Basingbourne Pavilion for table tennis by members of the Friends of Basingbourne Park with a review after 6 months and completion of a risk assessment.”

#### Outcome

The six month trial has now been completed and the findings are as follows:

- there have been three main users - 2 family groups and one FoBP member with one or two friends
- The risk assessment has shown that Table Tennis, as a sport, can be operated safely within the Pavilion.
- The pavilion has been used approximately 8 times during 4 months (August to November)
- Usage ranged from between 30minutes and 2 hours. The FoBP feel the usage could potentially be increased with improved publicity but there is unlikely to be a significant increase unless groups of users encouraged.
- Users were given the key to the Pavilion by a member of FoBP to access the pavilion and then returned after use.
- The FoBP table tennis users used the pavilion free of charge. However, FoBP have accepted voluntary donations/commitments of £38.00 which are held in a table tennis fund (and will be used for table tennis related activities, like replacing the current table or nets when they are damaged; securing racquets & balls, rules posters, etc)

The Friends of Basingbourne Park are now asking for this arrangement to be made permanent and to promote it as a Benefit of becoming a “Friend” of Basingbourne Park.

Officers' Recommendation for Members consideration:

That table tennis be allowed within the pavilion subject to:

1. All bookings for Pavilion use should be made through FTC.
2. An adult FoBP member must be present in the pavilion for the duration of the hire
3. A hire Charge to be paid to FTC to cover costs of electricity, water, cleaning etc. The hourly fee including VAT to be £7.48 per hour or part hour.
4. The Friends of Basingbourne Park must have public liability insurance to cover their Members whilst in the pavilion
5. A deposit for keys to be charged.
6. The pavilion cannot be booked more than one month ahead for table tennis
7. No coaching to take place without specific approval of Fleet Town Council

In addition, Friends of Basingbourne Park may use the pavilion for FoBP meetings & FoBP related activities but not for parties/get togethers or to facilitate the activities/events of other organizations. Fleet Town Council must be informed whenever the pavilion is used for one of these activities.

**BASINGBOURNE PARK PAVILION – TABLE TENNIS**

The Friends of Basingbourne have requested that members consider the use of Basingbourne Pavilion for Table Tennis.

Members are asked at the RLA meeting on the 19<sup>th</sup> June, to consider allowing The Friends of Basingbourne to:

- 1) Table Tennis Taster & Coaching Sessions
- 2) General Public Access to Table Tennis at Basingbourne Park Pavilion
- 3) FoBP Members Usage of Table Tennis Facility at Basingbourne Park Pavilion

Members requested that a risk assessment be carried out by Officers and that a review will take place after a 6 month trial.

- The results of that risk assessment have shown that Table Tennis can be operated safely and securely.
- During the 6 month trial, there have been three main sets of users, the Friend of Basingbourne Member who donated the table, and two families.
- Frequency of use to be updated during RLA meeting.

At the last Meeting of the RLA Committee, Members considered a request from the Friends of Basingbourne park **RESOLVED**

To approve the use of Basingbourne Pavilion for table tennis by members of the Friends of Basingbourne with a review after 6 months and completion of a risk assessment carried out by FTC