

**BROMSGROVE DISTRICT COUNCIL**

**AUDIT BOARD**

**15<sup>TH</sup> DECEMBER 2008**

**CIVIC BONFIRE AND FIREWORKS EVENT -FEEDBACK**

Responsible Portfolio Holder	Councillor Roger Hollingworth
Responsible Head of Service	John Godwin

**1. SUMMARY**

1.1 The report relates to the process undertaken at the Bromsgrove District Council bonfire event in November 2008

**2. RECOMMENDATION**

2.1 Members are recommended to note the revised procedures implemented for the 2008 event.

**3. BACKGROUND**

3.1 Members will be aware that the 2007 Bonfire event was organised for the first time as a chargeable event to the public. This presented a number of additional organisational challenges to the officers responsible for delivering a successful event.

3.2 The report presented to this Board on 17<sup>th</sup> March 2008 addressed in detail a number of issues in relation to security, access and probity.

3.3 The concerns were discussed in full and a number of new procedures were put in place for the 2008 event to ensure a robust system was in place for the collection and security of cash and safety of the public.

**4.0 EVENT NOVEMBER 2008**

4.1 A number of press and communication releases were sent out in the weeks preceding the bonfire to raise awareness by the public of the revised process for purchasing tickets together with the advertising for the bonfire being held on the Saturday rather than the Sunday.

4.2 Tickets were sold prior to the event at the Customer Service Centre and the Tourist Information Centre and on the night at Sanders Park. The tickets were colour coded based on the price to enable accurate reconciliation.

4.3 A number of revised processes were put in place as detailed below , these were agreed by the Internal Audit section as the most appropriate way to manage the control of the cash effectively.

- VIP needs provided the Council with a float of cash and insured this cash from the point of delivery to the point of collection
- The float was placed in a locked store room. Access to the Information Office will restricted to only key named staff that require access or are based in the office during the event.
- The tickets and float were distributed by LMS Events and Security to the 5 pay points situated in Sanders Park.
- The monies being handled during the event, from 2pm until 9pm, were insured by LMS Events and Security Company.
- When a ticket was purchased and the individual who paid for needed to leave the event with the intention to return that individual had their hand stamped to allow this to take place. The ticket was not used as proof of purchase to gain re-entry. This is to stop people duplicating the ticket.
- The tickets sold acted as a receipt of purchase.
- Total cash collected was transported from each pay point by LMS Events and Security Company to the Information Office and counted by 2 members of their staff. This year we have increased the number of cashiers and redesigned the layout at the pay points to allow us to process the public paying quicker.
- The tickets were managed as controlled stationery.
- The takings were banked on behalf of the Council by VIPS needs

4.4 The revised procedures have improved the robustness of the security of the cash and the use of tickets and increase in pay points and cashiers improved the access for the public.

## **5. FINANCIAL IMPLICATIONS**

5.1 None arising from this report.

## **6. LEGAL IMPLICATIONS**

6.1 None

## **7. COUNCIL OBJECTIVES**

7.1 Council Objective 2 Improvement and Council Objective 3 Sense of Community and Well Being

## **8. RISK MANAGEMENT**

8.1 The delivery of the bonfire is included in the risk register for street scene and community to mitigate any risks arising from the provision of the bonfire.

**9. CUSTOMER IMPLICATIONS**

9.1 The public will be made aware of the paid ticket system for the annual bonfire event through external communications throughout the year leading up to the event.

**10. EQUALITIES AND DIVERSITY IMPLICATIONS**

10.1 No implications

**11. VALUE FOR MONEY IMPLICATIONS**

11.1 A robust system ensures that the Council can demonstrate we have protected the funds associated with the bonfire.

**11. OTHER IMPLICATIONS**

Procurement Issues None
Personnel Implications None
Governance/Performance Management None
Community Safety including Section 17 of Crime and Disorder Act 1998 Community Safety support the improvements to the event
Policy None
Environmental None

**12. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	Yes
Chief Executive	No
Executive Director (Partnerships and Projects)	No
Executive Director (Services)	No
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	Yes

Head of Legal, Equalities & Democratic Services	No
Head of Organisational Development & HR	No
Corporate Procurement Team	No

**13. WARDS AFFECTED**

All Wards

**14. APPENDICES**

None

**15. BACKGROUND PAPERS**

None

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