



Committee	Finance & Establishment
Month	September 2024
Report Title	Partnership working with Saffron Hall Trust (SHT), Saffron Screen (SS) and Uttlesford District Council (UDC)
Report Author	Colette Kerr – Events & Activities Officer Claire Haddock - Weddings, Venues & Market Co-Ordinator
Attachments	NA

Agenda item: 12

Summary

This report provides a financial and factual update on partnership working under SWTC's Priority no.19 – namely, to engage much more closely with cultural providers in Saffron Walden including providing support and partnership working.

A&S committee will be provided with an update relating to the service provided and community engagement derived from the formation of the partnership working arrangements, documented below.

SWTC is supportive of, and appreciates the work delivered by Saffron Hall Trust (SHT) and Saffron Screen (SS). In recognising this value to the local economy, society and culture, the Town Council agreed a formal grant funding process to support these organisations. The purpose of formalising this process was to offer comfort and firm support to each organisation - so they were informed and aware of what and how working together, and what the Council's commitment to that looks like.

Earlier this year, the Council's support for SHT and SS, and additionally for UDC was discussed as part of SWTC's budget setting process and was latterly formed and agreed at the Full Council meeting on 11th March 2024.

Situation (summary of historic details and current situation)

- **Saffron Hall:**

It was agreed that (extract from agreed corporate priorities):

Saffron Hall grant funding of £10,000 be an integral part of the 2024/25 budget:

(i) That this funding is provided unconditionally to Saffron Hall, save for the usual obligations as imposed upon any grant recipient (ie, to acknowledge SWTC funding and for Saffron Hall to provide a post-funding evaluation form to SWTC, noting the benefit(s) derived from the Town Council's funding)

(ii) That SWTC will pay the sum of £10,000 to Saffron Hall being a grant in furtherance of their arts and culture activities in Saffron Walden

(iii) That SWTC additionally offers Saffron Hall free of charge venue hire for 2024/25 and that Officers are authorised to progress directly with Saffron Hall regarding specific arrangements, dates and requirements.

(iv) That any free of charge venue hire is subject to availability of SWTC facilities and that it does not adversely impact on the ordinary bookings/hirings of Council owned facilities

(v) That SWTC would seek to recover from Saffron Hall any direct staffing costs arising from any free of charge venue hire (i.e. to seek direct staff cost-recovery from Saffron Hall).

- **Saffron Screen:**

It was agreed that (extract from agreed corporate priorities):

Saffron Screen grant funding of £2,500 being an integral part of the 2024/25 budget and that this money be used in drawing down any direct costs incurred by SWTC in the provision of free of charge hire (for clarity, Saffron Screen is not awarded a sum of money, but the sum is instead set aside and drawn down internally as per (iv) below).

(i) That this funding is provided unconditionally to Saffron Screen, save for the usual obligations as imposed upon any grant recipient (ie, to acknowledge SWTC funding and for Saffron Screen to provide a post-funding evaluation form to SWTC, noting the benefit(s) derived from the Town Council's funding)

(ii) That SWTC offers Saffron Screen free of charge venue hire for 2024/25 and that Officers are authorised to progress directly with Saffron Screen regarding specific arrangements, dates and requirements

(iii) That any free of charge venue hire is subject to availability of SWTC facilities and that it does not adversely impact on the ordinary bookings/hirings of Council owned facilities

(iv) That SWTC would seek to draw down a payment in kind of £2,500 from any direct staffing costs arising from any free of charge venue hire (ie to seek direct staff cost-recovery from Saffron Screen, drawing down on the 'in kind' payment of £2,500)

(v) That once (and if) the 'in kind' payment of £2,500 is reached, any additional costs would be subject to further review and approval by the F & E Committee as part of the ordinary grants process

- **Uttlesford District Council (UDC):**

It was agreed:

(i) That in the spirit of partnership and shared working, SWTC offers UDC free of charge venue hire for 2024/25 and that Officers are authorised to progress directly with UDC regarding specific arrangements, dates and requirements

(ii) That SWTC would seek to recover from UDC any direct staffing costs arising from any free of charge venue hire (ie to seek direct staff cost-recovery from UDC).

(iii) That this funding is provided unconditionally to UDC, save for the usual obligations as imposed upon any grant recipient (ie, to acknowledge SWTC funding and for UDC to provide a post-funding evaluation form to SWTC, noting the benefit(s) derived from the Town Council's funding)

Financial Implications

Payment of £10k has been made to SHT, in accordance with the budget and grant application (Agenda item 11 refers). In addition, free of charge hire has been provided to all partners referenced in this report.

Cost to date in provision of free of charge hire and rechargeable direct costs 2024 / 25

- **Saffron Hall Trust**
 - **Cost to date in provision of free of charge hire**

On Friday 16 and Saturday 17 August, SHT hosted Treasure Island in Bridge End Garden. The free of charge venue hire over two days was equivalent to **£1440.00**

- **Rechargeable direct costs**

Event Type	Date	Item	Action	Detail	Charge	Cost
Treasure Island at Bridge End Garden	Friday 16 and Saturday 17 August 2024	Staffing for Bridge End Garden	1 x ops staff for each day	12.5 hours	£25.00	£312.50

- **Opportunities to date for Partnership Working**

On Friday 24 July, SH's cast members from Treasure Island attended the Grand Opening of The Beach on The Common. In full costume, they provided entertainment by way of a counted down to the beach opening to a mass of excited children! They also provided fun and games and a sing-along as well as photo opportunities.

On Friday 09 August, SH's cast members from Treasure Island attended the Treasure Island themes summer activities event in The Market Square. In full costume, they added to the free to attend event by providing a treasure hunt adventure around the Market Square to find the hidden treasure. The 30 minute activity sessions included songs, storytelling, games and plenty of adventure.

- **Any bookings and opportunities in the future**

On Tuesday 29 October, SH's cast members from Jack and the Beanstalk will attend a half term activities event in The Town Hall or Market Square, weather permitting. In full costume, they will attend and provide songs, storytelling, games and plenty of fun.

On Friday 22 November, SH's cast members from Jack and the Beanstalk will attend The Christmas Light Switch on in The Market Square. From the stage, in full costume, they will provide audience participation and songs – as well as photo opportunities whilst mingling within the crowd!

On Saturday 28 December, SH will make available a limited number of VIP experience tickets for the 11am showing at Saffron Hall of Jack and the Beanstalk. These tickets will be in aid of the Mayor's charities and available from SH box office in the usual way.

- **Saffron Screen**
 - **Cost to date in provision of free of charge hire**

On Friday 07 Sunday 09 June, SS hosted a Pop up Cinema in The Town Hall. The free of charge venue hire amounting to 28 hours, over the three days was equivalent to **£1764.00**

Rechargeable Direct Costs 2024 / 25

Event Type	Date	Item	Action	Detail	Charge	Cost
Town Hall Pop Up Cinema	Friday 07 - Sunday 09 June 2024	Staffing for Town Hall	1 x Ops staff for each screening	14 hours	£25.00	£350.00 to be drawn down from £2,500.00 in kind resourcing

- **Opportunities to date for Partnership Working**

On Thursday 06 June, as part of SWTC 80th Anniversary commemoration events and preceding SS's Pop up Cinema in The Town Hall, SS facilitated the showing of a lunch time film; The Great Escaper. SS provided the whole cinema experience, including set up, technical crew and stewards.

- **Any bookings and opportunities in the future**

On Saturday 21 December, as part of SWTC's Christmas Events and preceding the Pop up Cinema in The Town Hall, SS will facilitated the showing of Christmas film aimed at families. These tickets will be in aid of the Mayor's charities which will include a visit from Father Christmas! SS will provide the whole cinema experience, including set up, technical crew and stewards.

- **Uttlesford District Council**
 - **Cost to date in provision of free of charge hire**

On Sunday 09 June, UDC hosted a Community Bike Ride and picnic on The Common. The free of charge venue hire for the whole day was equivalent to **£300.00**

○ **Rechargeable Direct Costs 2024 / 25**

Event Type	Date	Item	Action	Detail	Charge	Cost
Tuesday Market	Tuesday 09 April 2024	Market pitch set up / pack down	1 x Ops staff to set up 2 x gazebo with 4 x trestle tables	2 hours	£25.00	£50.00
Community Bike Ride & Picnic on The Common	Sunday 09 June 2024	Event set up / pack down	2 x ops staff to set up SWTC / BID gazebos, install event power and pack down	12 hours	£25.00	£300.00
						£350.00

○ **Opportunities to date for Partnership Working**

As part of the Saffron Walden Clean Air Project, UDC launched their bike hire scheme across Saffron Walden earlier in the year. UDC is offering SWTC Councillors and Officers free of charge use of the bikes during the workday for any business use, for a 6 month trial period. There are a mixture of conventional and e-bikes available for hire.

Key Considerations

Council to consider any limitations on the frequency or cost of free of charge hiring to 3rd parties as per above, recognising that the Council's annual budget is predicated on an income from hiring of the Town Hall, Bridge End Gardens and other facilities. The projected income for 2024/25 from these activities is budgeted at £91,000 and is an integral part of the 2024/25 budget and all endeavours must be made to reach this target; the Council's budget may run to a deficit if this income is not achieved. Notably the first draft 2025 /26 budget anticipates income of £101,000 for venue hire. An appropriate balance must therefore continue to be struck regarding the provision of free of charge hire against achieving the required budgeted income.

Officer Recommendation

- (a) For Council to receive and note the contents of this report;
- (b) In accordance with all three agreements, direct labour costs incurred to be charged back to each organisation (although note the caveat within the SS agreement);
- (c) For Council to consider future partnership grant funding support as part of SWTC's budget setting process against the projected income derived from budgeted venue hire for 2025/26; and
- (d) To continue supporting collaborative partnership opportunities and engage with community events / fundraising occasions throughout the year.