

Dorking Community Bandstand Management Plan

April 2026

Version 1.0



Dorking Community Bandstand Management Plan

Table of contents

Introduction	4
Purpose and contents of this management plan	4
Overview of the bandstand and the charity	4
The Pandemic Community Bandstand charity.....	5
Trustees (as of April 2026).....	5
Other experts	5
The Bandstand Management Committee	5
Types of bandstand usage.....	6
Music in Meadowbank.....	6
Weekday Usage.....	6
Larger Events	7
Music in Meadowbank – scheduling and communications	8
Arrangements for concert days and immediately after	9
Weekday Usage activities	10
Larger Events activities	10
Routine / ad hoc bandstand management activities.....	11
Reporting and consultation.....	11
Managing the bandstand as an asset	12
Ongoing upkeep – planned and reactive maintenance	12
Security and Anti-Social Behaviour (ASB).....	12
Health, safety and environment, and safeguarding	13

Volunteers 14

Stakeholder management / community relations..... 14

Complaints recording and corrective action 15

Data and systems - social media, website maintenance 15

Financial Policy 15

Insurance..... 16

Annexes 17

Annex 1: Bandstand Operations Manual..... 18

Annex 2: Safeguarding Policy 23

Annex 3: Health and Safety risk assessment 27

Annex 4: Operational Procedure for Event Marshall team 30

Annex 5: Heads of Agreement between BMC and Performers 33

Annex 6: Financial Policy 36

Acronyms

ASB	Antisocial Behaviour
BID	Business Improvement District
BMC	Bandstand Management Committee
BMP	Bandstand Management Plan (this document)
CIO	Charitable Incorporated Organisation
EO	Events Officer
MVDC	Mole Valley District Council
PCB	Pandemic Community Bandstand
PRS	Performing Rights Society
PSPO	Public Space Protection Order
YFS	Your Fund Surrey

Introduction

Purpose and contents of this management plan

This Management Plan sets out how the Dorking Community Bandstand is managed, specifying the roles and responsibilities of the Bandstand Management Committee including the Chairman, and the Events Officer. It includes details of how event bookings are made, the details recorded for each event and specifies how complaints, and any corrective action that has been taken, are recorded.

This plan also covers additional operational issues and is a guide to both:

- The cycle of bandstand activities, from planning events to managing performances
- Managing the bandstand as an asset – maintenance, repair, insurance etc

Overview of the bandstand and the charity

The Pandemic Community Bandstand CIO was established in July 2021 as a registered Charity (number 1194786). The Pandemic Community Bandstand (PCB) charity's purpose is to build, maintain and operate a Bandstand in Meadowbank Park, Dorking, for the benefit of the public, and as a fitting memorial to lives lost, sacrifices made and the role of the NHS, volunteers and Key Workers during the Covid Pandemic.

The bandstand is located, under a lease arrangement, on Mole Valley District Council (MVDC) land in Meadowbank Park, Dorking and provides for outdoor musical and other performances and activities in the park; in particular, a regular season of free, Sunday afternoon "Music in Meadowbank" concerts during the summer months.

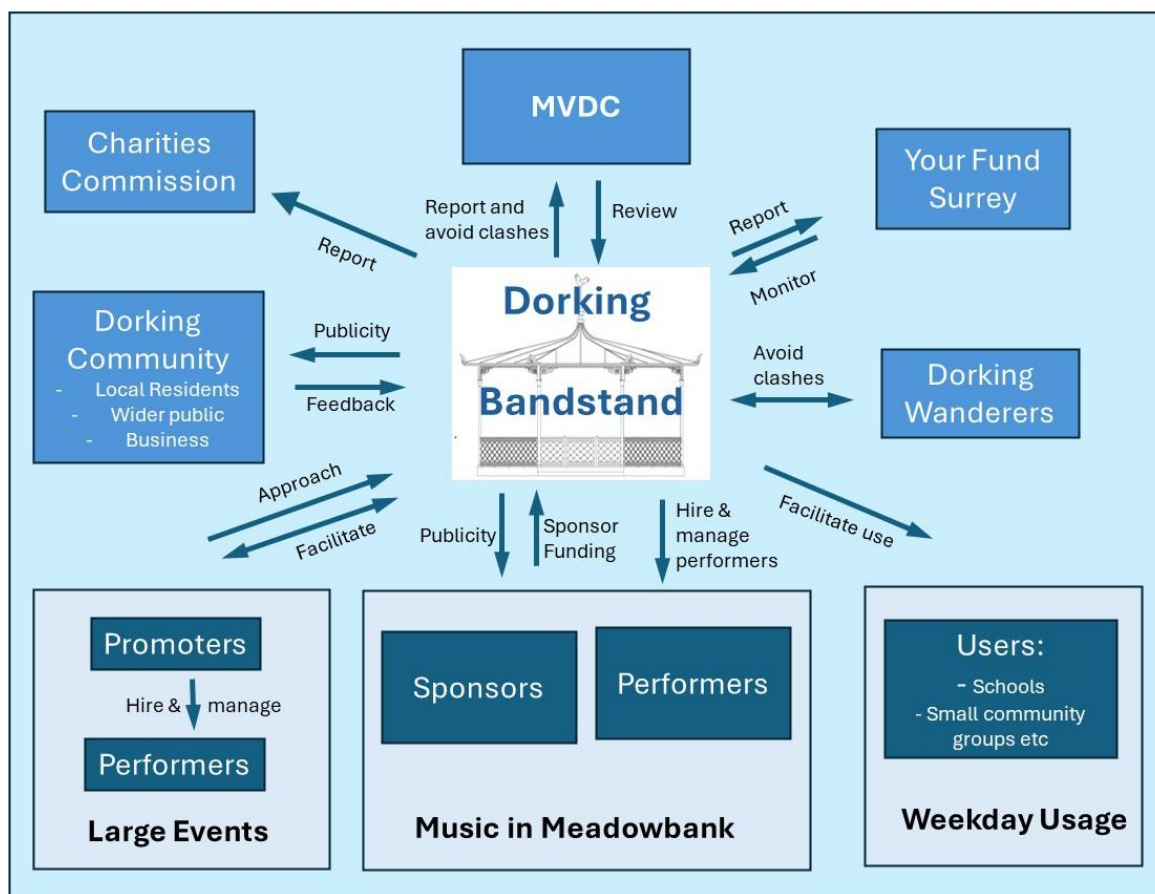
(Note: MVDC will be replaced by a Unitary Authority in May 2027. Reference to MVDC in this document should be taken to mean MVDC and any successor authority).

The bandstand location and a summary diagram of its activities and stakeholder relationships are shown below.

Bandstand location in Meadowbank Park, and detailed position



Pandemic Community Bandstand CIO: Summary activities and relationships



The Pandemic Community Bandstand charity

The Pandemic Community Bandstand CIO (the PCB) manages the maintenance and operation of the bandstand, including the booking of performers, publicity etc.

Trustees (as of April 2026)

- Stephen Williams (Chair)
- Andrew Alcock - financial
- Nick Wright
- Neil Crumbie
- Michael Coughlin

Other experts

- David Ward – Events Officer
- Ian Mason – fundraising
- Alan Moore – engineering
- Iain MacLeod – legal

The Bandstand Management Committee

The Bandstand Management Committee (BCM) comprises the above Trustees, David Ward and Ian Mason. Alan Moore and Iain MacLeod are available on an ad hoc basis for technical and legal advice respectively. All the staff mentioned above are volunteers.

Key operational roles are identified below.

- **Chairman** – co-ordinating activity, calling and chairing meetings, casting vote, main point of contact for high level issues and stakeholder and resident engagement, ensuring sufficient numbers of Trustees and BMC members with the required skillsets are maintained, lead safeguarding officer, signatory to legal agreements, receiving and managing and where possible resolving complaints and keeping a record thereof.
- **Events Officer** – (EO) responsible for identifying musical acts for the ‘Music in Meadowbank’ Sunday concerts, setting out a schedule and providing information to invited acts to ensure that performances take place safely and in accordance with the Bandstand Operations Manual (Annex 1). Maintain a record of the dates, names and genres of the invited acts, expenses incurred, an estimate of attendance (+/- 25 persons) and general comments on each performance. Invites organisations who wish to make use of the Bandstand for Weekday Usage and keeps a record of any fees received or costs incurred.
- **Event Representative** – the BMC member responsible for the setting up and closing down of the bandstand at each event, including coordination of volunteers.
- **Accountant** – Responsible for the financial standing of the charity, overseeing ongoing financial issues, and financial reporting.

Types of bandstand usage

The bandstand facilitates three types of usage, as summarised below.

Music in Meadowbank

- A series of Sunday “Music in Meadowbank” concerts held each summer
- These concerts are largely acoustic and take place between 10:00 am and 5:00 pm with performances generally between 1:00 pm and 5:00 pm
- Free to attend, audiences of between 50 – 200 are anticipated (based on experience of other bandstands in Surrey)
- Most attendees are expected to bring their own lawn chairs, rugs and picnics, while some chairs may be provided by the charity

Weekday Usage

- The Bandstand is available to hire, at a low cost or without charge, by other community groups, orchestras, bands, choirs, schools etc during the rest of the week, throughout the year.
- Weekday use of the Bandstand is limited to:
 - Informal daytime use, by small groups (less than 12 people), with no generators or use of lights, and with expected “audiences” of no more than 50
 - Usage only between 9:00 am and 5:00 pm Monday to Friday, and the booking approved and recorded by the Events Officer.
 - A small, nominal charge of around £50 is usually levied, although this is discretionary. school groups and charities, for example, are not charged.

Larger Events

- More formal, afternoon or evening performances by larger groups, where it is planned that amplification, lighting and generators may be used, and audiences may exceed 200 are limited to:
 - No more than 8 events in any calendar year
 - No more than 6 of these to be held between May and September
 - Performances to start no earlier than 2:00 pm and finish by 10:00 pm
 - All events to be subject to the normal licensing restrictions.
- For Larger Events, the event promoter shall submit to MVDC (copy to the Bandstand Management Committee) a specific management plan detailing the scope and scale of the event and the activities involved. This plan is due at least four weeks prior to the commencement of each event, or series of events.

Operational overview and responsibilities

This section lists the activities required for bandstand management and the responsibility for each. It comprises several tables:

- Music in Meadowbank – scheduling and communications
- Music in Meadowbank - arrangements for concert days and immediately after
- Weekday Usage
- Larger Events
- Routine/ad hoc bandstand management activities
- Reporting and consultation

The following activities and allocations of responsibilities draw upon Trustees, supporters' and other bandstands' experience e.g. Guildford, Godalming and Horsham.

Music in Meadowbank – scheduling and communications

Activity	Explanation / ref for further detail	Responsibility
Develop an annual performance schedule	This involves engagement with: <ul style="list-style-type: none"> ● potential Music in Meadowbank performers ● potential weekday bandstand users ● potential promoters of larger concerts ● sponsors, both new and repeat ● MVDC ● Dorking BID ● Dorking Wanderers FC 	Events Officer to coordinate. BMC to support, and to lead on sponsorship.
Scheduling each concert	Done in line with the annual performance schedule, taking account of sponsor preferences, and mindful of other events at Meadowbank, notably football and MVDC events there	Events Officer
Publicity for individual Music in Meadowbank concerts	Leaflets / online / email contacts	Venue users BMC
Liaison with sponsors	E.g. re payment / advertising / any activity / announcements	BMC
Communication to performers	Logistics, performer protocol and constraints etc. See Bandstand Operations Manual (Annex 1)	Events Officer
Contingencies for bad weather	Investigate and confirm the availability of alternative venues across the season.	BMC to plan

Arrangements for concert days and immediately after

Activity	Explanation / ref for further detail	Responsibility
Appoint a BMC Event Representative for each event	Committee member responsible for the setting up and closing down of the bandstand, including coordination of volunteers	BMC
Making bad weather contingency arrangements	Communication to performers about alternative venue, as appropriate	Events Officer and BMC Event Representative
Activities at each event	To include: <ul style="list-style-type: none"> ● transporting equipment to and from the site as required ● facilitating access to the power supply and lighting ● health and safety arrangements ● setting up “Bandstand In Use” sign on event day ● setting up any BMC information e.g. banners ● overseeing sponsor publicity ● installing seating for performers and/or audience ● greeting performers ● making announcements as appropriate ● marshalling ● noting any complaints ● clearing litter ● ensuring site is clear afterwards 	BMC Event Representative
Donations on concert day	Collecting voluntary donations (cash or digital payment)	Coordination by BMC Event Representative
Post-event finalising: addressing any issues arising	Any complaints, accidents, breakages etc on an event day	BMC Event Representative to report, BMC to follow up.
Payment of fees to performers	Post event payment by agreed method	Charity accountant

Weekday Usage activities

Activity	Explanation / ref for further detail	Responsibility
Booking & Recording	A log of Weekday Usage is kept	Events Officer
Checking bandstand after usage	Walk-past to ensure bandstand and immediate areas is left in good condition	BMC to have a rota of local charity members / volunteers
Receiving payment	Taking payment, where appropriate – free for some groups e.g. schools	Charity accountant

Larger Events activities

Activity	Explanation / ref for further detail	Responsibility
Event booking	Booking by external parties for large entertainment events, with MVDC, via the BMC	The external promoter
Submit a Management Plan within 4 weeks of the event	A plan for Larger Events. To cover all aspects of the event, including how it complies with constraints on usage of generators and artificial lighting etc	External promoter. BMC to respond to questions
Plan review and approval	To ensure plan meets planning conditions and other requirements	MVDC as Local Planning Authority
Event logistics – planning and manning	Fencing of event area, collection of entry fees, seating, marshalling, cleaning etc	The external promoter
BMC facilitation	BMC respond to questions about bandstand usage and facilitate access to power and lighting, as appropriate	BMC to appoint Event Representative, but responsibility lies with the promoter
Checking bandstand after usage	Visit to ensure bandstand and surrounding areas are left in good condition. Raise any issues as appropriate	BMC rota of local charity members / volunteers

Routine / ad hoc bandstand management activities

Activity	Explanation / ref for further detail	Responsibility
Bandstand checking for damage, graffiti etc	Closer inspection than the post event litter check	Regular visit by charity member, BMC to coordinate
Minor work	Cleaning, removing graffiti, repairs	BMC to organise as required
Recording complaints – and corrective actions	By the complaints register, with BMC to decide on response according to severity / urgency of issue. (Note the annual meeting with residents – see below)	BMC
Recording and managing expenses, donations and other income	These may be in various formats: supplier invoices, cash donations at events, ad hoc donations, grants etc.	Coordinated by the charity accountant
Updating website / social media posting / printing publicity	This ranges from routine website / social media updates to event schedules / photos of interest / leaflet printing	BMC to coordinate: website specialist and printers (paid). BMC members to post on social media.

Reporting and consultation

Activity	Explanation / ref for further detail	Responsibility
Meeting local residents	Annual opportunity to hear residents' feedback in person	BMC Chair to organise and manage
Review with the Local Authority	To discuss progress and future plans with Local Authority	Chair to organise and manage
Regular reporting cycle	Reporting to: <ul style="list-style-type: none"> ● Charities Commission ● Local Authority MVDC ● Your Fund Surrey (Quarterly & Annual) 	BMC Compliance Officer
External financial audit	Independent review of the charity's finances	Charity Accountant to organise
Reporting and paying royalties	Where these are due, royalties are reported and payable to the rights holders for the performance of live music in a public space. The royalties are collected annually and distributed by the Performing Rights Society, PRS	Events Officer / Accountant

Managing the bandstand as an asset

This section covers the supporting and background activities needed to successfully manage the bandstand, including:

- Ongoing upkeep – planned and reactive maintenance
- Security and Anti-Social Behaviour
- Health, safety and environment and safeguarding
- Volunteers
- Stakeholder management and community relations
- Reporting (to MVDC, YFS, Charities Commission)
- Complaints – management and recording
- Data and systems - social media, website maintenance
- Financial policy
- Insurance
- Review

Ongoing upkeep – planned and reactive maintenance

- The Bandstand is a simple built structure, with virtually no moving parts, and routine maintenance is relatively straightforward. It does, however, have a services box to control power and lighting, which needs periodic inspection.
- The bandstand superstructure (balustrades, supporting pillars, roof framework) is made of cast aluminium, painted with a highly durable multi-layer paint system, giving an anticipated life of up to 10 years.
- Annual cleaning, graffiti removal, hand touch-up of paint chips etc. is done, as a minimum, annually. Any minor repairs and/or graffiti is dealt with as and when needed, as swiftly as possible.
- The polished concrete plinth, apron and paths do not require maintenance other than occasional cleaning.

Security and Anti-Social Behaviour (ASB)

- The trustees are mindful of the potential for the bandstand to become a focus for ASB, particularly in warmer but wet summer evenings when shelter from the rain is an attraction.
- The bandstand location is open and visible from some distance, which is anticipated to reduce its attractiveness as a “hang-out” for anti-social behaviour.
- Meadowbank Park is covered by an active Public Space Protection Order (PSPO) which seeks to control abusive behaviour, misuse of drugs and intoxicating substances, and gives authorised officers the power to curtail the consumption of alcohol.
- Public notices relating to the PSPO state: “The PSPO will be enforced through a combination of CCTV monitoring, Council enforcement and Police patrols” (MVDC Website). There is a pole for a mounted CCTV camera close to the proposed bandstand site, which may act as a deterrent (currently not in use, with no active camera) but MVDC is currently obtaining funding to re-instate CCTV cameras, but their locations are not yet fully determined.
- In the event of incidences of anti-social behaviour (including during performances, and by audience members or performers) their reporting will be encouraged, and liaison with the relevant authorities put in place to ensure that remedial, mitigation and preventative measures can be considered in partnership and swiftly put into place. In particular, we

will encourage reporting of ASB, graffiti etc to MVDC via <https://www.molevalley.gov.uk/crime-safety-emergencies/anti-social-behaviour-and-our-joint-enforcement-team/> . We can then ensure information is forwarded on to us.

Health, safety and environment, and safeguarding

Health and safety

The BMC and its trustees recognise that though run by volunteers, and therefore that much of the Health and Safety at Work Act 1974 as amended does not apply, they wish to adopt fully the spirit of the Act and ensure the bandstand can be used safely by performers. They also recognise that they have duties as owners of premises to maintain a safe environment.

Accordingly, a health and safety risk assessment is included at Annex 2.

In preparing the risk assessment, and detailing the mitigation measure to be put in place, the BMC and trustees believe the main risks to arise from:

- use of electricity
- slips, trips and falls at the same level
- falls from height
- use of chemicals associated with cleaning activities and graffiti removal
- coming into contact with sharps, broken glass and similar materials arising from improper use of the site by trespassers

None of these risks presents more of a challenge than those arising from normal day to day activities which will be familiar to all concerned. It is a simple structure with no machinery and few services.

The BMC and trustees also recognise that arrangements for first aid need to be considered.

The risk assessment also considers the issue of potential hearing damage from amplified performances.

The risk assessment will be reviewed in the light of experience and in any event, at least once a year.

Environment

Recognising that the bandstand sits near a watercourse, millpond and wildlife, the Trustees and charity members are conscious to ensure the locality is protected from any environmental damage, such as spills and litter. Charity staff and volunteers will do their best to ensure no adverse environmental events occur, for example with any litter removed immediately following concerts.

Safeguarding

The PCB Charity has adopted a Safeguarding Policy, a copy of which is made available to all Trustees, experts, supporters and venue users (Annex 3).

Volunteers

The management and operation of the bandstand rely on the support of volunteers, including Trustees, expert advisors, supporters and volunteers for on-the-day event duties. A number of individuals from local music groups have pledged to help run the concerts for the Music in Meadowbank series.

Volunteers are recruited for each event to undertake a number of event-related tasks at the Bandstand (e.g. putting out chairs, marshalling, clean up). If there are deemed to be insufficient volunteers, consideration is given to offering small payments as and when required. See Annex 4.

Central Surrey Voluntary Action and REACH are supportive of the bandstand and have agreed to help find volunteers for key roles and events.

Stakeholder management / community relations

Contact and so far as is possible positive relationships have been or will be established and maintained with the following stakeholders:

Mole Valley District Council – The Local Authority has been a key stakeholder during the construction period, from initial discussions and achieving planning permissions, applying for CIL funding, negotiating leases, obtaining Building Control approvals etc. An ongoing partnership approach is enabled by:

- Annual reporting to the Council
- Discussion over any material issues that arise
- Liaison with MVDC including Dorking Halls
- Playing a facilitating role in introducing promoters to MVDC for Larger Events

Charities Commission

- Annual reporting
- Advising of any changes in the charity, e.g. changes in membership

Your Fund Surrey

- Reporting quarterly and annually, as required in our funding agreement, during construction and subsequently and at any other time as required.

Dorking Community

- Local residents – annual meeting to hear views. Responding to issues typically voiced either via the website or in person at performances
- The wider local public - publicise events, and respond to issues
- Supporters – by sending periodic newsletters, also social media updates
- Local businesses / potential donors – ongoing engagement in pursuit of repeat sponsorship. This can be directly and via other channels such as the Business Improvement District (BID).

Dorking Wanderers

- Liaison, especially during scheduling events, to avoid overlap with major football matches, as far as is reasonably practicable

Bandstand users

- Music in Meadowbank performers – as well as booking each slot, discussion and written agreement that they conform to the bandstand usage constraints and protocol (Annex 5)
- Working with them on event days to ensure events run smoothly.
- Weekday Usage – raise/maintain awareness of potential for use. Booking system and fee collection as appropriate.
- Promoters of Larger Events – the BMC has a facilitation role. Requests for such usage are responded to as and when they arise and promoters directed to the relevant protocols, policies and MVDC contacts. This includes confirming the need to submit a management plan 4 weeks before events.

Other

- HMRC – we are registered with HMRC and were accorded a zero percentage VAT rate during construction. However, our formal financial reporting is to the Charities Commission and we do not expect regular interaction with HMRC
- Performing Rights Society, PRS – annual payment of royalties
- Local schools

Complaints recording and corrective action

Complaints may be received by various means including:

- At events, directly to the BMC representative, volunteers or performers
- Through the section for comment on our website – these go direct to all Trustees
- Comments on social media
- At the annual meeting with residents
- In writing to the Chair

In each case the BMC logs these electronically and agrees an appropriate response, taking any remedial, corrective or redress action as necessary. This may for example be a direct written explanation, a meeting, or a review of our protocol or how we manage events.

A consolidated report of any complaints received is produced annually for discussion with Mole Valley District Council. Any serious or frequently repeated complaints are escalated for discussion with the Council immediately.

Data and systems - social media, website maintenance

Bandstand information is almost exclusively held digitally, principally saved on Google Drive and accessible to all BMC members. This includes technical, legal and financial information as well as the concert schedule, booking information, performer database, Operations Manual etc. Key public documents and our charity policies are available on our website.

Financial Policy

Being a registered charity, the PCB meets the requirements of the Charity Commission in terms of its finances. The management of the finances are governed by a Finance Policy, approved and adopted by the BMC in January 2026. (Annex 6)

Insurance

The Charity maintains insurance covering its operations and the structure of the bandstand. Performers are responsible for making their own insurance arrangements. The Accountant is responsible for arranging insurance for the Charity.

Review

This Management Plan is reviewed after 6 months of operations commence and thereafter on an annual basis. Reviews are conducted by the Trustees, having regard to performers', audiences', residents' and experts' feedback and contributions. Any amendments to the Management Plan are made accordingly. The result of the review and the revised Management Plan is shared with Mole Valley District Council.

Annexes

These comprise:

	Annex
1	Bandstand Operations Manual
2	Health and Safety risk assessment
3	Safeguarding Policy
4	Operational Procedure for Event Marshall team
5	Heads of Agreement between BMC and Performers
6	Financial Policy

Annex 1: Bandstand Operations Manual

This document is for use by the Bandstand Management Committee and defines the purpose, conditions of use and operations of the Dorking Bandstand.

Part 1: Permitted Dates, Times and Types of Use

1. “Music in Meadowbank” - Promoted by the BMC

These events take place on Sundays from May 1st to 30th Sept between 14:00 and 17:00 with music being played for about 120 mins in total. The expected audience will be around 200.

These events are promoted by the Bandstand Management Committee (BMC) as a part of the “Music in Meadowbank” series. The music will be “largely acoustic” that is, the principal sound will be produced by acoustic instruments, although some additional amplification for instruments that serve as accompaniment, or to support vocal performances and announcements are permitted. For example:

- a piano or organ to accompany a choir
- guitar to accompany a vocalist.
- guitar, piano and bass providing a *rhythm* section to a brass/wind/string ensemble.
- harpsichord *continuo* for a period music ensemble.
- vocal performances.

The playback of recorded music is not permitted before, during or after the performance.

2. Larger Events - Facilitated by the BMC

Six events may be allowed that run between 14:00 and 22:00 from May 1st to 30th Sept with a further two at other times of the year. Typically, the events will be festivals, shows, spectacles that attract an audience of between 200 and 1000, and may require amplification and lighting.

These events are promoted by third parties. The Bandstand Management Committee (BMC) welcomes applications from Promoters and permits events based on the terms under which it has been granted permission to operate the Bandstand by MVDC. A modest fee is charged by the BMC to the Promoter.

It is the responsibility of the Promoter to obtain necessary (safety and operational) permissions directly from MVDC.

A generator for electrical power of up to 5kW, lights and amplification are permitted.

3. Midweek Events - Organisations Hiring the Bandstand

Organisations such as schools, drama societies, small musical groups and other community groups may hire the bandstand for small-scale informal use on weekdays all year round between 09:00 and 17:00, of max. performance duration 120 minutes. The expected audience is approx 50. No amplification of music or stage lighting is allowed. A modest fee may be charged by the BMC to the Organisation hiring the Bandstand.

Part 2 Bandstand - Conditions of Use

- The organiser of any event must ensure that the advice given in the section below “Risk Mitigation” is read and observed by all users.
- The Bandstand shall be left in a clean and tidy state with all rubbish removed by the user.
- The promoter of Larger Events is responsible for all compliances required by MVDC including liaison with the Safety Advisory Group and submission of a Site Management Plan.

Electrical Power

Mains Electrical Power (Single Phase 240V) will be provided.

Sound Levels

- Sound levels should be limited to avoid nuisance and disturbance to nearby residents
- Amplification to a total level of 300 Watts from the installed mains power source for announcements, vocal reinforcement and the amplification of electrical or quiet acoustic instruments is permitted for Music in Meadowbank events.
- Amplification to a maximum of 5kW Watts from a portable generator, or 3kW from the installed mains power source may be used for Larger Events.
- No amplification is permitted for weekday Usage.
- The playback of recorded music is not permitted before, during or after the performance.

Bandstand Seating

- Up to 40 chairs (folding, armless) will be available for use by the performers.

Access

- Parking is available at all times in the St Martin’s Walk car park (Postcode RH4 1DX).
- The bandstand is a 250 metre walk from the car park along a laid pathway which is suitable for trolleys transporting heavy equipment. The charity representatives and other volunteers will assist performers in moving equipment.

Performance Times

- Music In Meadowbank: Sundays between May – Sept: 1400 - 1700.
- Larger Events: promoted independently up to 8 times per year: 1400 - 2200.
- Weekday Usage: small-scale year-round events on weekdays between 09:00 and 18:00.

Risk Mitigation: To be Observed by All Bandstand Users

- Remind Bandstand Users to use the hand rail when going up the steps on to the bandstand, or if they are carrying their instruments or other equipment, not to take too much at once or obscure their view of the steps as they walk.
- Secure cables and remind Bandstand Users to remove extraneous cases/bags etc. to reduce clutter on the Bandstand
- Take care if the surface is wet.

- If significant rain (or strong winds) is forecast or occurs unexpectedly, then be prepared to cancel, delay or abandon the event.
- Where mains supply is necessary, check cables are in good condition before switching on and investigate and remedy any suspicious circumstances promptly if a fault is suspected.
- Portable small scale electrical equipment brought eg by performers will need be PATT tested before being used.
Protect power sockets (e.g. unused 3-pin plug sockets in multi-socket extension cables) from rain or liquids.
- The BMC provides public liability insurance of £5 million for all events.

Part 3 - Conditions for Acts and Sponsors.

Governing Principles of Operation.

The Bandstand is a Charitable trust, run by the Bandstand Management Committee (BMC) and is staffed by volunteers. The Bandstand building commemorates the effort and sacrifices of the NHS Staff and many community volunteers during the 2019 Covid Pandemic.

The purpose of the Bandstand is to provide an opportunity for local community groups to entertain, inform and educate visitors to the Meadowbank Recreational facility in Dorking.

The Bandstand is not a commercial enterprise, and the terms and conditions of engagement by those using and supporting the Bandstand reflect this fact. Funds may be made available to pay for limited expenses, as a contribution to the running costs of performers.

Performers

Performers may apply, or may be invited to use the bandstand for public presentation of their music as part of the Music In Meadowbank series of events. The BMC is the promoter and will pay for electricity, PRL fees and will make a contribution to performers expenses.

Events may be cancelled with 24 hours notice due to adverse weather or other acts of *force majeure*. In such circumstances, the Bandstand Management Committee will offer a re-scheduled date. No cancellation fees will be paid.

Sponsors

Commercial organisations are invited to apply as Sponsors of the date of an event at a negotiated rate. This will afford the Sponsors visibility of their name, brand images and details of their services, linked to a date of an event.

The names of Sponsors may appear on any Bandstand publicity, and banners, signage and other publicity material etc may be attached to the Bandstand structure up to 24 hours prior to the performance, and must be removed within 24 hours after the event.

Note that the sponsorship applies to the date of the event not the particular performers that may be appearing on that date.

Events may be cancelled with 24 hours notice due to adverse weather or other acts of *force majeure*. In such circumstances, the Bandstand Management Committee will offer a re-scheduled date to the Sponsors or refund their sponsorship money as appropriate.

Part 4 - Live Music Licensing

Performing Rights Royalties - our Liability. Royalties are payable by the Venue (BMC) to the rights holders for the performance of live music in a public space. The royalties are collected and distributed by PRS (phone 08082534707, <https://www.prsformusic.com/>)

The duty of the BMC is to submit a retrospective report on the genre of music (Classical or non-Classical) and an estimate of the number of persons attending for each event and pay the resulting license fee.

The licenses take form of tariffs that are applied as follows (2025 rates quoted, all plus VAT)

Classical Music: up to 50 people £20.28 thereafter £10.50 per additional 25 persons.

Non-Classical Music of up to 100 people: £14.76, thereafter £3.73 per additional 25 persons.

Non-Classical Music means popular, jazz, world, folk, blues and so on. The term *Classical Music* this means *Classical Music that is within copyright*. The genre specialist team at PRS can determine which pieces fall under this category if provided with a set list and will decide on an appropriate Tariff.

Budgetary Estimate for PRS Licensing

Number of Events	Genre	Estimated Attendance	Unit Cost	Total	Inc Vat
15	Non-Classical	99	14.76	£221.40	£265.68
5	Classical	49	28.28	£101.40	£121.68
				Total	£387.36

Part 5 Operational Procedures

Record-keeping

For **each event** the following shall be recorded by the Events Booking Officer

- Estimate the number of persons attending in quanta of 25 persons.
- The Genre of music (Classical/Non-Classical) and, if Classical, a set list.

- The Category, Name and Contact details of the Bandstand User or Act and monies dispensed or received.

At the **end of the accounting period**, (typically once per year at the close of the Season), a submission of the above information will be made to the PRS which will result in an invoice being raised, payable by the BMC.

Bandstand Event Marshall Team (EMT)

The EMT are responsible for actions to taken leading up to and on the day of the performance that will lead to a successful “Music in Meadowbank” event.

The duties of the EMT are detailed in the document “**Operational Procedures for the Event Marshall Team**”

Communication with the Acts

A form of agreement between the Bandstand Management Committee and the Acts is provided in the document “**Heads of Agreement between the BMC and Performers**”. This document is to be sent to the person(s) representing the Act by the Events Officer who will receive a signed copy.

Annex 2: Safeguarding Policy

1. Policy Statement

PCB is committed to safeguarding and promoting the welfare of children, young people and adults at risk who attend or are involved in our bandstand events. We recognise our responsibility to take reasonable steps to protect people from harm, abuse or neglect.

As a small charity running open, public events, we aim to create a safe and welcoming environment while recognising that parents, carers and guardians remain responsible for children and adults at risk attending our events unless we state otherwise.

2. Scope

This policy applies to:

- Trustees
- Volunteers and helpers
- Anyone acting on behalf of the charity

It covers all activities organised by PCB including public bandstand performances and related events but does not cover activities organised by others hiring the bandstand whether paying a fee or when the fee has been waived by the Trustees.

3. Our Activities and Safeguarding Context

- Events are held on the bandstand on land leased from Mole Valley District Council (MVDC) in the **open, public space known as Meadowbank**.
- It is anticipated that children and vulnerable adults will ordinarily be accompanied by **parents or carers**
- The charity does **not normally provide regulated activities** for children or adults at risk
- Volunteers are present to support events, not to supervise children and adults at risk in the audience or performing

Despite this, we recognise that safeguarding responsibilities still apply.

4. Safeguarding Principles

We follow these principles:

- Safeguarding is everyone's responsibility
- The welfare of children and adults at risk comes first
- We encourage and provide for the reporting and escalation of any concerns or issues
- Concerns will be taken seriously and acted upon
- We will work with local authorities and emergency services where required

5. Roles and Responsibilities

Trustees

The trustees are responsible for:

- Ensuring this policy is implemented and reviewed annually
- Appointing a Safeguarding Lead
- Promoting a culture of safeguarding

Safeguarding Lead

Name/Role: Stephen Williams

The Safeguarding Lead is responsible for:

- Receiving safeguarding concerns
- Deciding when concerns should be referred to local safeguarding services
- Keeping records of concerns securely

Volunteers

Volunteers must:

- Be familiar with this policy
- Act in a way that promotes safety
- Report any safeguarding concerns promptly

6. Code of Conduct

All representatives of PCB must:

- Treat everyone with respect and courtesy
- Avoid being alone with a child or adult at risk
- Not engage in physical contact unless necessary for safety
- Not take photographs of children unless agreed event arrangements are in place
- Not use inappropriate or discriminatory language

7. Safeguarding at Bandstand Events

To reduce safeguarding risks, we will:

- Make clear that parents/carers are responsible for supervising children and adults at risk
- Avoid organising activities that require unsupervised contact with children
- Ensure volunteers are visible and identifiable
- Respond promptly to any safety or welfare concerns

If a child or adult at risk appears lost or distressed, volunteers will:

- Attempt to locate the parent/carer
- Contact event organisers or emergency services if necessary

8. Recognising and Responding to Concerns

If you have a concern:

1. Stay calm and listen
2. Do not promise confidentiality
3. Record what you have seen or been told
4. Report it immediately to the Safeguarding Lead, Stephen Williams at:

martineaubrass@gmail.com

Or telephone: 07916 140612

In an emergency:

- Call **999**
- Then inform the Safeguarding Lead as soon as possible

9. Allegations Against Volunteers or Trustees

Any allegation or concern about a volunteer or trustee will be:

- Taken seriously
- Reported to the Safeguarding Lead
- Managed appropriately, including referral to statutory agencies if required

The Local Authority designated Officer (LADO) at Surrey County Council, or any successor authority, will be notified of any serious incidents, which require reporting in accordance with the County Councils Safeguarding Policy.

10. Confidentiality and Records

- Safeguarding information will be shared only on a need-to-know basis
- Records will be kept securely
- Data protection laws will be followed

11. Training and Awareness

- Trustees and key volunteers will be made aware of safeguarding responsibilities
- This policy will be available to all volunteers

12. Review

This policy will be reviewed:

- Annually
- After any safeguarding concern or incident
- If activities, guidance or statutory provisions change

Date adopted: 5th February 2026

Next review: 5th February 2027

Annex 3: Health and Safety risk assessment

Health and Safety Risk Assessment

Use of electricity

Background

In the first instance, the electrical supply to power the bandstand will be provided by temporary batteries.

Legislation

HSW Act; Electricity at Work Regs; Current edition of the IEE Regs.

Risk

Fatal electric shock

Mitigation

The fixed installations in the bandstand conform to current standards and will be regularly checked by a trained electrician. This will include ensuring full earth continuity of the metal structure.

Portable small scale electrical equipment brought eg by performers will need be PATT tested before being used.

Where substantial generators are bought in for events licenced by MVDC, these will need to have been approved by a competent authorised electrician before use.

Residual risk

Minimal

Transport across Meadowbank Park

Background

Whilst minimal, it is foreseeable that performers may wish to use vehicles to bring in instruments and equipment. Th BMC may need to use vehicles to move the chairs provided for performers.

Legislation

Transport at Work Regs; MVDC bye laws (*?? Need to check with parks department*)

Mitigation

Vehicles to observe strict speed limits and be under the control of bandsmen and Marshalls - themselves wearing HI VIS.

Residual risk

Minimal

Slips, Trips and falls at the same level

Background

The park itself presents no more than normal risks.

The bandstand structure is low rise with good surfaces, similarly presenting no more than normal risks

Legislation

HSW Act

Mitigation

The members of the BMC will undertake a “sweep” odyssey the bandstand and its surrounds before each event.

Residual risk

Minimal.

Cleaning Chemicals

Background

Only minimal use of chemicals will be undertaken by members of the BMC. Graffiti removal will be undertaken by specialist companies

Legislation

HSWA and COSHH

Mitigation

Where BMC personnel undertake cleaning activities, the materials will used in accordance with the instructions and relevant ppe will be provided.

Residual risk

Minimal

Contact with sharps etc

Background

Being an open structure with no routine security it is foreseeable that trespassers may gather and cause glass to be broken and needles to be dropped.

Legislation

HSWA

Mitigation

As part of the sweep before each event to protect performers and users, particular attention will be paid to the removal of dangerous materials. If found, they will be carefully removed to specialist purpose made containers.

Residual risk

Small

Falls from Height

Background

Operation of the structure itself should not routinely require WAH. It will be necessary to change the lights in the ceiling.

Legislation

HSWA and WAH regs

Mitigation

Specialist contractors will be used to change the lights. If it is found that other operations require WAH the activity itself will be the subject of a specific, task related RA.

Residual risk

Minimal

Exposure to harmful noise levels

Background

Normal acoustic performances over the time periods anticipated are very unlikely to generate harmful sound levels to the audience or members of the BMC.

Legislation

HSWA and Noise at Work Regulations

Mitigation

During the early stages, sound level readings will be taken to ensure noise levels to which the audience are exposed are below harmful levels.

Larger events will be licenced by MVDC and subject to their controls.

Most at risk are the performers themselves who should have their own policies in place to minimise hearing damage to their members eg by the use of ppe and sound baffling screens.

Residual risk

Minimal to audience; for performers, outside the remit of the BMC.

First Aid

Although not strictly within its remit, the BMC will ensure a fully stocked first aid `KIT is available at each event. The arrangements for first aid at larger events will be the subject of separate discussions between the promoter, the BMC and MVDC.

Annex 4: Operational Procedure for Event Marshall team

Materials Required:

- Key to unlock the barrier at Meadowbank Park for vehicular access. (In Keybox at 12 Wheelers Lane)
Chairs, from storage
- Powerbank (charged), from storage
- Signs to advise on “Bandstand in Use” from storage
- Signs to advise “Today’s Concert has been cancelled/relocated” from storage
- High-vis clothing marked “Dorking Bandstand Marshall” from storage

Midweek:

- Confirm weather status (see Bad Weather Contingency Plan, below)
- Confirm requirements for number performers, power requirements for lighting and chairs with Events Officer.

Sunday @ 12:00 : 2 persons.

- Collect Chairs and Powerbank from Storage.
- Unlock Meadowbank gate, drive/Marshall to bandstand, unload Band Chairs and Powerbank.
- Place signs
Check site, sweep/clean, set out Band Chairs and Powerbank
- Remove towing vehicle and trailer /car from site.

This assumes that the Band Chairs and Powerbank are being transported in a trailer and that the EMT will have a car with a tow hitch.

Sunday @ 13:00 : 2 persons

- Meet band at Meadowbank gate, assist with moving equipment to Bandstand.
If necessary marshal band cars to Bandstand. Cars can be parked behind the Bandstand for the duration of the performance.
- Demonstrate Powerbank use.
- Communicate between gate and bandstand to ensure control and safe passage of cars

Sunday @ End of Performance : 2 persons

- Marshal cars back onto site individually or in convoy.
- Check site is clear.
- Load chairs, signs and Powerbank, and exit Meadowbank,
- Lock Gate.
- Return materials to storage.

Sunday 18:30 : All stand down.

End activity and make any required report to BMC

Pre-requisite Items

- Risk Assessment to be in place for Marshalling of Band Cars between Meadowbank Gate and Bandstand
- Permission from MVDC to move cars across Meadowbank obtained.

Bad Weather Contingency Plan

In the event of bad weather, the EMT and EO will attempt to secure an alternative, prearranged venue. In the event of an alternative venue not being available, the event will be cancelled.

Wednesday Prior to the Event at Midday

EO to decide if the day is at risk from Weather. Considerations are if any two of the following are true during the Sunday Afternoon of the concert, the performance is a risk.

1. Temp below 15c
2. Continuous Precipitation.
3. Wind > 20mph

Action: Contact Alternative Venue, secure if available.

- Advise BMC.
- Advise Act of possible relocation/cancellation. (Cancellation will be Act decision, not ours)
- Send details of access/parking at Alternative Venue to Act.

On Friday Prior to Event by 3pm

Review Weather forecast using parameters above, the **decide** on consequence:

- Cancellation (no Alternative Venue available)
- Relocation (Alternative Venue available)
- Normal Bandstand performance.
- Inform Act of decision (Cancellation/Relocation/Normal Bandstand performance)
- Inform BMC.

If Relocation then:

- Contact Alternative Venue and confirm use of their site.
- Contact Sponsors to Advise.
- Place notice on Bandstand

If Cancellation then:

- Contact Sponsors to Advise.
- Place notice on Bandstand

On Concert Day in the Morning

If Relocation then:

- Place notice on Bandstand
- Place Notice at Alternative Venue
- Marshalls deploy at Alternative Venue.
- Inform Publicity Officer.

If Cancellation then:

- Contact Sponsors to Advise.

Pandemic Community Bandstand CIO

- Place notice on Bandstand
- Inform Publicity Officer.

At 5PM, remove all notices from Bandstand/Alternative Venue.

Annex 5: Heads of Agreement between BMC and Performers

The Dorking Bandstand is a venue created for public performance, run by the Dorking Bandstand Management Committee (BMC), a volunteer Charitable organisation. It is funded by donations, sponsorships and public collections. The Bandstand is located in Meadowbank Park, Dorking Surrey RH4 1DX. It is marked with a red dot on the map, below.

Public Parking is available in St Martins Walk Carpark, Mill Lane, Dorking RH4 1DX, about 250 metres from bandstand. *If carrying heavy equipment please be aware that you will need a trolley.* Parking is free on Sundays and the lowest level offers the shortest access to the Park.

The route from the Car Park along public footpaths to the Bandstand is marked on the map.

Public toilets, baby changing facilities and a disabled WC operated by a RADAR key are located close to the Car Park, at the ground level of St Martin's Walk marked by a yellow dot on the map. Additional Public toilets are also available by the Cafe opposite the Bandstand, marked by a yellow dot on the map.

The BMC undertakes to provide the following:

- a defined, covered space for you to make a public performance.
- a 13A electrical supply.
- up to 40 armless chairs for your use on the Bandstand.
- public liability insurance to a limit of £5,000,000.

We will advertise your performance in local media under the heading "Music in Meadowbank".

Adverse Weather

The Bandstand is an outdoor venue with open sides. We will check the local weather forecast mid-week prior to the performance, and advise you by Friday Lunchtime of any need to cancel or relocate the performance to a nearby covered site.

You, the performers agree to abide by the following conditions:

- To present your act between 14:00 and 17:00 on the agreed date.
- To give at least 24 hours' notice of any decision to not to perform due to unforeseen circumstances or adverse weather.
- To constrain your performances to within the space of the bandstand.
- To maintain sound levels at a volume that does not present a nuisance to residents.
- To leave the bandstand clear and tidy after your performance.
- To ensure that all electrical equipment meets statutory safety regulations.
- To take steps to ensure that anything brought onto the Bandstand does not represent risk to the performers or public and that all equipment is arranged so as to reasonably minimise physical and electrical risk.
- To provide entertainment suitable for an audience of all ages and to comply within all laws relating to conduct in a public space.

Date of Performance : _____

Name of Act: _____

Contact Name: _____

Signed: _____ Date: _____

We understand the above and agree to abide by the stated conditions.

Please return the signed form to the Events Officer by e-mail at events@dorkingbandstand.com

Precautions to Minimise Risk

- Use the hand rail when going up the steps or ramp on to the bandstand.
- If carrying instruments or other equipment, take precautions to ensure safe movement on and off the Bandstand.
- Secure cables and remove extraneous cases/bags etc. from the performance area.
- Take care if the surface is wet.
- If significant rain (or strong winds) is forecast or occurs unexpectedly, then cease use of electrical power and take steps to ensure your personal safety, abandoning the performance if necessary.
- Where mains supply is used, check that cables are in good condition before switching on and investigate and remedy any suspicious circumstances promptly if a fault is suspected.
Protect power sockets (e.g. unused 3-pin plug sockets in multi-socket extension cables) from rain or liquids.
- The BMC provides public liability insurance of £5 million for all events.

Directions

By car:

From Dorking High Street travelling west, turn right into Mill Lane. The road descends to a right fork which leads to the Meadowbank Park where heavy equipment can be dropped off.

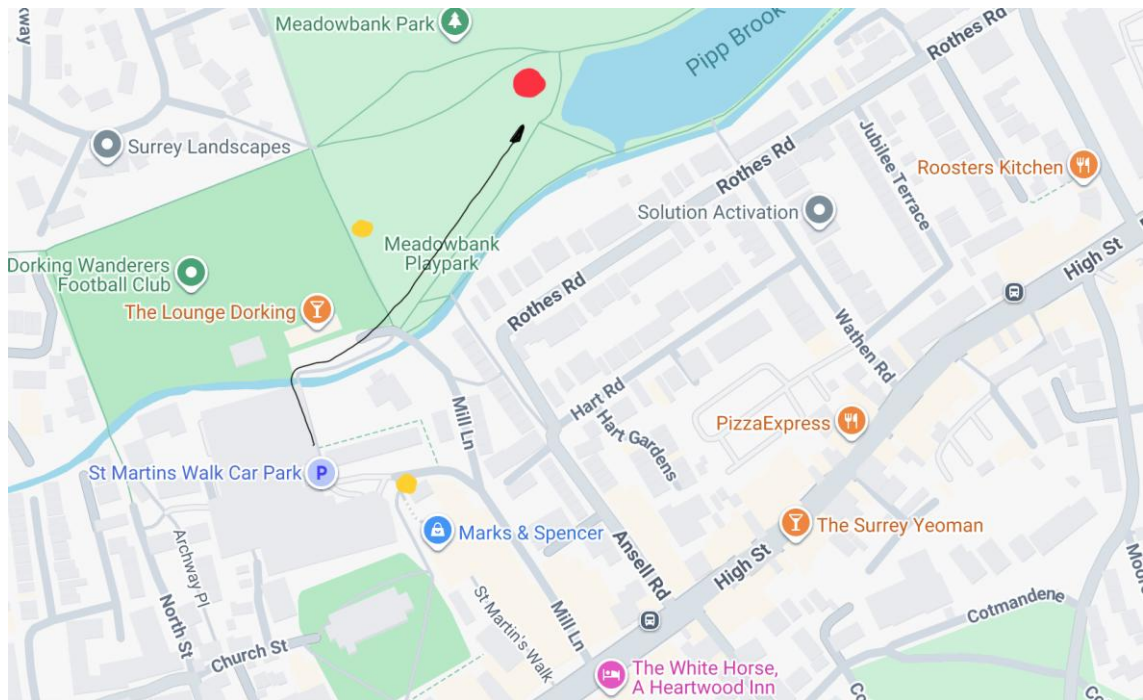
Parking is located by continuing left along the Road which rises up into the Car Park. Spaces on the lower levels on the right hand side are nearest to the Bandstand. Parking on Sundays is free.

On foot:

Enter St Martin's Walk Shopping Centre from the High Street and make your way down to the lower courtyard area of the centre then and down the steps. With M&S behind you, the pathway to Meadowbank Park is located diagonally to the left, between some flats and the lower end of the car park. Follow this pathway downwards beside the car park (you will see Dorking Wanderers Football Stadium ahead). Turn right and continue to walk alongside the stream.

The Bandstand location is marked in by a red dot and public toilets are marked with yellow dots.

Pandemic Community Bandstand CIO



Dorking Bandstand Events Officer, David Ward, phone: 07710 667157

Annex 6: Financial Policy

Financial Policy and Procedures

It is the duty of the charity trustees to ensure the charity's resources are protected in order that it can fulfil its aims. It is important that all those involved with the charity; whether trustees, members or volunteers take the issues on internal financial control seriously.

The Financial Policy and Procedures set out below includes internal controls which are the essential checks and procedures that enable those involved with the charity to:

- protect the charity's assets
- identify and manage the risk of conflict of interest, loss, wastage, bribery, theft or fraud.
- ensure that financial reporting is robust and of sufficient quality
- ensure that the Trustees comply with charity law and regulation relating to finance.

The Financial Policy

- 1) Trustees have a legal duty that must be met in relation to accounting and financial reporting. These include.
 - Keeping sufficient accounting records to explain all transactions and show the charities financial position.
 - Preparing an annual report and statutory account that meet legal requirements.
 - Considering the need for a reserve policy in the Trustees Annual Report
 - Formally approving the Trustees Annual Report and accounts
 - Ensuring the accounts are subjected to any external scrutiny required by law or by the charities governing document
 - Ensuring the Trustees Annual Report, accounts and the annual report are filed on time with the Charity Commission.
 - Meeting requests from the public for copies of the charities most recent trustees annual Report and accounts
 - Safeguarding the assets of the charity and ensuring proper application of resources
 - Taking steps for the prevention and detection of bribery, fraud, financial abuse and other irregularities.
- 2) It is strongly recommended that every Trustee on taking up office should read the following publications: Charities Commission Internal Financial Control for Charities (CC8) and Charities and Risk Management (CC 26).
- 3) To enable the Trustees to discharge their responsibilities, the Financial Procedures detailed below must be followed at all times by all Trustees, members and volunteers.
- 4) A copy of this Financial Policy and Procedures is to be given to all Trustee's on their election/appointment, and to all relevant members and volunteers.
- 5) The Financial Policy and Procedures is to be reviewed annually by the Board of Trustees, revised as necessary and ratified at the Annual General Meeting.

Financial Procedures

1. Organisational Information

- a) The charity's Financial Year runs from 1st January – 31 December
- b) Name of Bankers – Lloyds Bank plc
- c) Name of Independent Examiner – as determined from time to time by the Board of Trustees

2. Approval of Expenditure

- a) All orders for goods and services in excess of £100 procured on behalf of the charity must be agreed in advance by the Board of Trustees. This approval may take the form of email exchanges, telephone calls or meetings (in-person or on-line).
- b) All approved purchases must be recorded in the minutes of the next Trustee meeting.
- c) Any orders placed with suppliers without prior approval by the Board of Trustees may not be approved for payment. In this case the individual placing the order may be held personally liable for the expenditure.
- d) Invoices and/or receipts must be obtained for every purchase and forwarded to the Treasurer for record keeping

3. Payments for Approved Orders

- a) Whenever possible payments for approved orders should be made from the charity bank account, by electronic bank transfer, internet banking or debit card in accordance with the bank mandate.
- b) In circumstances where payment for an approved order cannot be made from the charity bank account eg: credit card payment required, then one of the Trustee's may make the payment on behalf of the charity. Authorisation of reimbursement to that Trustee from the charity bank account must be made by Trustees other than the Trustee who made the payment to the supplier.
- c) The Trustees recognise that it is impractical for electronic payments to have dual signature under the Trust's internet banking arrangements. All expenditure however must be authorised before payment is made by the Finance Trustee.
- d) If the Finance Trustee is unavailable, then an alternative Trustee nominated by the Trustee Board may act as a payment signatory.
- e) Bank signatories are responsible for ensuring each payment is for an approved order for goods or services by examining the payment documentation and for ensuring the payment is being made to the correct payee for the correct amount.
- f) Bank signatories must **not** authorise any payment if they are in any doubt about the validity of the payment and should immediately refer the payment to the Chair and the Trustees for review.
- g) Blank cheques must **never** be signed.

4. Bank Accounts

- a) All bank accounts used to receive monies and make payments on behalf of the charity must be in the name of the charity.
- b) No account may ever be opened in the name of an individual or individuals.
- c) New accounts may only be opened by a decision of the Board of Trustees. Any decisions must be minuted.
- d) The bank mandate for any account must be approved by the Board of Trustees. Approval must be minuted.
- e) Any changes to the bank mandate for any bank account must be approved by the Board of Trustees. Approval must be minuted.
- f) The Treasurer is responsible for reconciling the bank statements prior to each Trustee meeting.

5. Signatories to the accounts:

- Trustees as per the bank mandate

6. Accounting Records

- a) The Finance Trustee shall be responsible for keeping adequate accounting records for the charity.
- b) Every transaction will be recorded to include:
 - The date of the transaction.
 - The name of the person money was received from or paid to and the full amount.
 - A brief description of why the money was received or paid
 - An analysis of each amount under its relevant heading, where applicable
- c) All documents relating to receipts and payments will be filed in the order of the date they are received or paid.
- d) A list of all physical assets owned by the charity will be maintained.
- e) If the accounting records are maintained in electronic format, a backup copy must be retained and kept up to date.

7. Financial Reports

- a) The Finance Trustee is responsible for producing a Finance Report, which is to be circulated to every Trustee on a quarterly basis.
- b) The Finance Report will comprise:
 - An Income and Expenditure Statement detailing all monies received by and paid out by the charity
 - A Balance Sheet showing the charity's assets and liabilities
 - A bank statement produced as at the date of the Income & Expenditure Statement reconciled to the Balance Sheet
 - Details of any monies committed to specific projects

- c) The Finance Trustee is responsible for preparing an Annual Report and Accounts that comply with the Charities Commission requirements.
- d) The Finance Trustee is responsible for ensuring the Annual Report and Accounts are approved by the Board of Trustees and filed on time with the Charities Commission.

8. Insurance

- a) The Trustees are responsible for ensuring appropriate and adequate insurance policies are in place at all time to cover:
 - Public Liability
 - Buildings, Contents & Equipment
 - Trustee Indemnity
- b) An inventory of all physical assets of the organisation will be kept and reconciled to the Balance Sheet
- c) A copy of the Insurance Policies will be maintained electronically and made available to the public on request.

This Financial Policy and Procedures document was agreed and minuted at a meeting of the Board of Trustees on:

Finance Trustee: Andrew Alcock

Date: 5 February 2026