



# EVESHAM TOWN COUNCIL



## FINANCE AND GENERAL PURPOSES COMMITTEE

Notice is hereby given that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held in the Council Chamber, Town Hall, Evesham, on **MONDAY 15 JUNE 2015** at 6.30 pm to which you are hereby summoned for the transaction of the business specified below

### **Admission of the Public and Media**

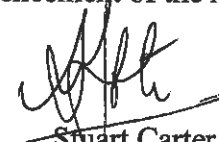
Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1.

### **Public Participation**

Public Participation is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Committee. It would be helpful if anyone wishing to participate would contact the Town Council on 01386 443322, email [townclerk@eveshamtowncouncil.gov.uk](mailto:townclerk@eveshamtowncouncil.gov.uk), or in person, prior to the meeting.

### **AGENDA**

- 1. Election of Committee Chairman**
- 2. Election of Committee Vice-Chairman**
- 3. Apologies for Absence**
- 4. Declarations of pecuniary or other interest including requests for dispensation (if any)**
- 5. To consider and note the Budget Balances as at 5 June 2015 – report attached.**  
Report attached
- 6. Investment Update**  
Town Clerk's report attached
- 7. Grants for Organisations – timetable**  
Town Clerk's report attached.
- 8. Event grant application –**
  - (a) Evesham Santa Run**
  - (b) Evesham River Festival**Town Clerk's covering report and supporting documents attached
- 9. Matters of urgency raised, for information only, at the discretion of the Chairman**  
notice of which is to be given prior to the commencement of the meeting.

  
Stuart Carter  
Town Clerk

Evesham Town Council  
Community Contact Centre  
Abbey Road  
Evesham  
Worcestershire  
WR11 4SB

Tel: 01386 443322  
Fax: 01386 444523  
[www.eveshamtowncouncil.gov.uk](http://www.eveshamtowncouncil.gov.uk)

Committee Circulation: Cllr James Bulman, Cllr Michael Elliman, Cllr Mark Goodge, Cllr Charlie Homer, Cllr Robert Raphael, Cllr John Smith OBE, Cllr Frances Smith, Cllr Rebecca Whiting, Town Mayor Cllr Fred Kaler, Deputy Town Mayor Cllr Alan Booth

Also circulated electronically to all other councillors for information

**EVESHAM TOWN COUNCIL**

**COMMITTEE: FINANCE AND GENERAL PURPOSES**

**DATE: 15 JUNE 2015**

**SUBJECT: TO CONSIDER AND NOTE THE BUDGET BALANCES AS OF 5 JUNE 2015**

**REPORT BY: TOWN CLERK**

**1.0 PURPOSE OF REPORT**

1.1 To inform Members of the current budget balances.

**2.0 RECOMMENDATION**

2.1 It is recommended that Members note this report.

**3.0 BACKGROUND**

3.1 Attached for information is a summary of the cost centres and code of the Town Council as of 5 June.

3.2 The left column of both receipts and payments (estimated) illustrates the budget as agreed for the year; the next budget shows the current standing of that budget (actual). The net position gives the overall position. For example, for precept, we have budgeted to receive £431,600 and have had £194,441. As the precept is paid in two instalments, a further £237,159 will come later in the year.

3.3 It is still relatively early in the year and therefore the vast majority are as planned. Members will however note that the open spaces budget is spent due to the large amount of tree work that the Town Council has undertaken in the early part of the year. Members will also note the anomalies with the grants budget which the Clerk is in the process of clarifying with the Finance Officer.

**4.0 FINANCIAL IMPLICATIONS**

4.1 These are illustrated in the budget report.

**5.0 LEGAL IMPLICATIONS**

5.1 None.

## Evesham Town Council

### Summary of Receipts and Payments

#### All Cost Centres and Codes

#### Cost Centre Precept

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
1	Precept	431,600.00	194,441.00	-237,159				-237,159
<b>SUB TOTAL</b>		<b>431,600.00</b>	<b>194,441.00</b>	<b>-237,159</b>				<b>-237,159</b>

#### Cost Centre Interest on Investment

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
2	Interest	4,000.00		-4,000				-4,000
<b>SUB TOTAL</b>		<b>4,000.00</b>		<b>-4,000</b>				<b>-4,000</b>

#### Cost Centre Town Hall

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
50	Hire of Town Hall/Lettings	13,800.00	2,307.80	-11,492				-11,492
51	Lease/Nelson Bakewell	2,700.00		-2,700				-2,700
54	Cleaning & Caretaking				10,000.00	1,805.84	8,194	8,194
55	Utilities				8,000.00	2,157.77	5,842	5,842
56	Equipment				750.00		750	750
57	Repairs & Maintenance				2,500.00	154.96	2,345	2,345
58	Misc							
59	PR				500.00		500	500
<b>SUB TOTAL</b>		<b>16,500.00</b>	<b>2,307.80</b>	<b>-14,192</b>	<b>21,750.00</b>	<b>4,118.57</b>	<b>17,631</b>	<b>3,439</b>

#### Cost Centre Cemeteries

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
80	Wages	4,500.00		-4,500	95,000.00	14,352.49	80,648	76,148
81	Fees	45,500.00	8,134.00	-37,366		1,776.17	-1,776	-39,142
82	Cemetery Lodge Rent	5,015.00	852.00	-4,163				-4,163
83	Grounds Maintenance				12,000.00	1,401.28	10,599	10,599
84	Vehicle & Van Repairs				2,200.00	279.15	1,921	1,921
85	Utilities				3,700.00	524.86	3,175	3,175
86	New Equipment				1,000.00		1,000	1,000
87	Buildings Maint & Repairs				1,000.00		1,000	1,000
88	Cemetery Lodge Maintenance				3,500.00	2,100.00	1,400	1,400
89	Lodge Sewage Plant				750.00		750	750
90	Maintenance of Graves	450.00	671.00	221				221
91	New Cemetery Vehicle				2,400.00		2,400	2,400
92	Lengthsmen Scheme							
<b>SUB TOTAL</b>		<b>55,465.00</b>	<b>9,657.00</b>	<b>-45,808</b>	<b>121,550.00</b>	<b>20,433.95</b>	<b>101,116</b>	<b>55,308</b>

#### Cost Centre Public Lighting

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
110	Energy				2,400.00	939.99	1,460	1,460
111	Repairs & Replacements				1,450.00		1,450	1,450
<b>SUB TOTAL</b>					<b>3,850.00</b>	<b>939.99</b>	<b>2,910</b>	<b>2,910</b>

#### Cost Centre Allotments

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
130	Rents	4,900.00		-4,900				-4,900
131	Maintenance & Repairs				3,400.00	1,276.00	2,124	2,124
132	Utilities				1,000.00		1,000	1,000

## Evesham Town Council

### Summary of Receipts and Payments

#### All Cost Centres and Codes

133	Land Lease Rental				40.00		40	40
134	Deposits	52.00	52					52
<b>SUB TOTAL</b>		<b>4,900.00</b>	<b>52.00</b>	<b>-4,848</b>	<b>4,440.00</b>	<b>1,276.00</b>	<b>3,164</b>	<b>-1,684</b>

#### Cost Centre Markets

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
150	Tolls	6,600.00	550.00	-6,050					-6,050
151	Business Rates				1,125.00	240.00	885		885
<b>SUB TOTAL</b>		<b>6,600.00</b>	<b>550.00</b>	<b>-6,050</b>	<b>1,125.00</b>	<b>240.00</b>	<b>885</b>		<b>-5,165</b>

#### Cost Centre Mop Fair

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
170	Licence Fee	2,800.00		-2,800					-2,800
<b>SUB TOTAL</b>		<b>2,800.00</b>		<b>-2,800</b>					<b>-2,800</b>

#### Cost Centre Open Spaces

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
190	Leases (wayleaves)	50.00		-50					-50
191	General Maintenance				2,000.00	2,370.00	-370		-370
192	Contract Cutting				2,400.00	200.00	2,200		2,200
193	Churchyards				1,500.00	4,310.00	-2,810		-2,810
<b>SUB TOTAL</b>		<b>50.00</b>		<b>-50</b>	<b>5,900.00</b>	<b>6,880.00</b>	<b>-980</b>		<b>-1,030</b>

#### Cost Centre Shelters, Seats & Signs

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
210	New Shelters								
211	Seats & Signs				600.00		600		600
212	Contract Cleaning								
<b>SUB TOTAL</b>					<b>600.00</b>		<b>600</b>		<b>600</b>

#### Cost Centre Parish Games

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
230	Entry Fees								
<b>SUB TOTAL</b>									

#### Cost Centre Enhancement

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
250	Planting Beds & Tubs etc		250.00	250	10,000.00		10,000		10,250
251	Roundabouts/Rates					108.00	-108		-108
252	Sponsorship/Britain In Bloom	1,000.00		-1,000					-1,000
<b>SUB TOTAL</b>		<b>1,000.00</b>	<b>250.00</b>	<b>-750</b>	<b>10,000.00</b>	<b>108.00</b>	<b>9,892</b>		<b>9,142</b>

#### Cost Centre War Memorials

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
270	Maintenance				1,000.00		1,000		1,000
271	WW 1								
<b>SUB TOTAL</b>					<b>1,000.00</b>		<b>1,000</b>		<b>1,000</b>

#### Cost Centre Bonfire

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend

## Evesham Town Council

### Summary of Receipts and Payments

#### All Cost Centres and Codes

310	Tickets Sales						
311	Concessions	225.00	225				225
312	Donations						
313	Expenditure			2,750.00	2,750		2,750
<b>SUB TOTAL</b>		<b>225.00</b>	<b>225</b>	<b>2,750.00</b>	<b>2,750</b>		<b>2,975</b>

#### Cost Centre Almonry - TIC

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
330	Admission Fees	6,000.00	1,251.43	-4,749				-4,749
331	BABA	100.00	5.00	-95				-95
332	Sale of Retail Items	5,000.00	1,755.32	-3,245	2,500.00	1,178.63	1,321	-1,923
333	Vale & Group Visits	2,500.00		-2,500				-2,500
334	Misc	250.00		-250		74.94	-75	-325
336	Salaries & PAYE/NI				66,000.00	12,838.30	53,162	53,162
337	Historical Society/Almonry Wc				1,600.00	144.00	1,456	1,456
338	Utilities				18,000.00	1,960.75	16,039	16,039
339	Security				1,500.00	739.71	760	760
340	Printing/Stationery & Equipme				1,800.00	43.00	1,757	1,757
341	Repairs & Maintenance				3,800.00	1,497.29	2,303	2,303
342	Postage							
343	Uniforms/Cleaning				400.00	132.00	268	268
344	Commission	3,000.00	1,731.70	-1,268		199.98	-200	-1,468
345	Lottery Fund Application							
346	PR/Communications				2,000.00	535.00	1,465	1,465
347	Almonry Project GBAP					792.10	-792	-792
<b>SUB TOTAL</b>		<b>16,850.00</b>	<b>4,743.45</b>	<b>-12,107</b>	<b>97,600.00</b>	<b>20,135.70</b>	<b>77,464</b>	<b>65,358</b>

#### Cost Centre Christmas Decorations

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
360	Christmas Lights	1,000.00		-1,000	16,500.00		16,500	15,500
<b>SUB TOTAL</b>		<b>1,000.00</b>		<b>-1,000</b>	<b>16,500.00</b>		<b>16,500</b>	<b>15,500</b>

#### Cost Centre Administration

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
380	Salaries & PAYE & NI				147,000.00	22,157.90	124,842	124,842
381	Printing & Copier				1,700.00	795.77	904	904
382	Stationery				1,800.00	248.31	1,552	1,552
383	Equipment				3,200.00	155.50	3,045	3,045
384	Postage				2,800.00	720.45	2,080	2,080
385	Advertising				700.00	250.00	450	450
386	Misc				500.00	14.97	485	485
390	Mayoral Allowance				5,000.00	416.67	4,583	4,583
392	Mayoral Hospitality				500.00	2.89	497	497
393	Civic Hospitality				3,000.00	404.90	2,595	2,595
394	Subscriptions				1,700.00	293.70	1,406	1,406
397	Staff Training				2,000.00	838.20	1,162	1,162
398	Elections				11,000.00		11,000	11,000
399	Regalia				600.00	543.62	56	56
401	Members Travel & Subsistenc				100.00		100	100
402	Officers Travel & Subsistence				400.00		400	400
403	TIC Travel & Subsistence				100.00		100	100
404	VAT							
405	Childcare Vouchers					248.00	-248	-248

## Evesham Town Council

### Summary of Receipts and Payments

#### All Cost Centres and Codes

406	HR		2,000.00	250.00	1,750	1,750
<b>SUB TOTAL</b>			<b>184,100.00</b>	<b>27,340.88</b>	<b>156,759</b>	<b>156,759</b>

**Cost Centre Insurance**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
450	Insurance				8,600.00	8,392.75	207	207
<b>SUB TOTAL</b>					<b>8,600.00</b>	<b>8,392.75</b>	<b>207</b>	<b>207</b>

**Cost Centre Sale of Assets**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
490	Sale of Assets							
<b>SUB TOTAL</b>								

**Cost Centre Audit Fee**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
530	Audit Fee				2,200.00		2,200	2,200
<b>SUB TOTAL</b>					<b>2,200.00</b>		<b>2,200</b>	<b>2,200</b>

**Cost Centre Public Clocks**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
550	Maintenance and Winding				2,000.00	86.00	1,914	1,914
<b>SUB TOTAL</b>					<b>2,000.00</b>	<b>86.00</b>	<b>1,914</b>	<b>1,914</b>

**Cost Centre Grants & Donations**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
570	Local Organisations				16,170.00	3,800.00	12,370	12,370
571	Specific Organisations		1,080.00	1,080		19,050.00	-19,050	-17,970
572	Donations				500.00		500	500
573	New Homes Bonus Funding							
<b>SUB TOTAL</b>			<b>1,080.00</b>	<b>1,080</b>	<b>16,670.00</b>	<b>22,850.00</b>	<b>-6,180</b>	<b>-5,100</b>

**Cost Centre Community Contact Centre**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
590	Running Cost Contribution				5,630.00	3,650.35	1,980	1,980
<b>SUB TOTAL</b>					<b>5,630.00</b>	<b>3,650.35</b>	<b>1,980</b>	<b>1,980</b>

**Cost Centre Tourism**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
660	Publicity/Events & Tourism				19,500.00	97.98	19,402	19,402
662	Vale Visits							
<b>SUB TOTAL</b>					<b>19,500.00</b>	<b>97.98</b>	<b>19,402</b>	<b>19,402</b>

**Cost Centre Boat Festival Fireworks**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
680	Fireworks							
<b>SUB TOTAL</b>								

**Cost Centre Market Towns Initiative**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend

**Evesham Town Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

740	Market Town Initiative				15,000.00	15,000.00		
	<b>SUB TOTAL</b>				<b>15,000.00</b>	<b>15,000.00</b>		
<b>Cost Centre Council Tax Support Grant</b>								
<b>Code</b>	<b>Title</b>	<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
		<b>Estimated</b>	<b>Actual</b>	<b>Var</b>	<b>Estimated</b>	<b>Actual</b>	<b>Var</b>	<b>+/- under/over spend</b>
741	Council Tax Support Grant		21,359.00	21,359				21,359
	<b>SUB TOTAL</b>		<b>21,359.00</b>	<b>21,359</b>				<b>21,359</b>
<b>Cost Centre New Homes Bonus Funding</b>								
<b>Code</b>	<b>Title</b>	<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
		<b>Estimated</b>	<b>Actual</b>	<b>Var</b>	<b>Estimated</b>	<b>Actual</b>	<b>Var</b>	<b>+/- under/over spend</b>
743	New Homes Bonus							
	<b>SUB TOTAL</b>							
<b>NET TOTAL</b>		<b>540,765.00</b>	<b>234,665.25</b>	<b>-306,100</b>	<b>540,765.00</b>	<b>131,550.17</b>	<b>409,215</b>	<b>103,115</b>
<b>V.A.T.</b>			<b>3,946.21</b>			<b>4,710.02</b>		
<b>GROSS TOTAL</b>			<b>238,611.46</b>			<b>136,260.19</b>		



**EVESHAM TOWN COUNCIL**

**COMMITTEE: FINANCE AND GENERAL PURPOSES**

**DATE: 15 JUNE 2015**

**SUBJECT: INVESTMENT UPDATE**

**REPORT BY: TOWN CLERK**

**1.0 PURPOSE OF REPORT**

1.1 To inform Members of the current balances regarding the CCLA investment.

**2.0 RECOMMENDATION**

2.1 It is recommended that Members note this report.

**3.0 BACKGROUND**

3.1 Attached for information is the latest information regarding the investment with the CCLA Property Fund. The Council agreed to invest £100,00 earlier this year.

3.2 The value of the Councils investment is £95,907, this is because a bid/offer charge is deducted when the first investment is made.

3.3 On 31<sup>st</sup> March the Council bought 34,223 units for £100,000, at 292.20p per unit. The value of the investment on 1<sup>st</sup> April was £94,562 at the NAV (net asset value) figure of 276.31p per unit. At the end of May the value has risen to £95,907 at the NAV of 280.24p per unit, so the Council is starting to recover the bid/offer spread.

3.4 Interest earned on the investment is the equivalent of 4.81% in April and 4.79% in May and the first dividend payment is due on 30<sup>th</sup> June and will be paid on Friday 31<sup>st</sup> July. It is also worth noting that the size of the fund has increased considerably over the past couple of months.

**4.0 FINANCIAL IMPLICATIONS**

4.1 The Town Council has budgeted to receive £4,000 in interest this year.

**5.0 LEGAL IMPLICATIONS**

5.1 The Town Council has an investment policy. Any investment should be reviewed in accordance to this policy and with the guidance set out in the Practitioners Guide, specifically that security and liquidity should take precedence over return.



## The Local Authorities' Property Fund Prices and Dividend Yields

End of	May-15	Apr-15	Mar-15	Feb-15	Jan-15	Dec-14	Nov-14	Oct-14	Sep-14	Aug-14	Jul-14	Jun-14
Offer Price p	296.35	295.14	292.20	290.82	288.35	285.56	276.73	276.44	277.36	266.64	267.80	268.87
Net Asset Value p	280.24	279.09	276.31	275.01	272.67	270.03	261.68	261.41	262.28	252.14	253.24	254.25
Bid Price p	275.90	274.76	272.03	270.75	268.44	265.84	257.62	257.36	258.21	248.23	249.31	250.31
Dividend* on XD Date p			3.41			3.43			3.58			3.00
Dividend* - Last 12 Months p	13.42	13.42	13.42	12.74	12.74	12.74	11.90	11.90	11.90	11.32	11.32	11.32
Dividend Yield on NAV %	4.79	4.81	4.86	4.63	4.67	4.72	4.55	4.55	4.54	4.49	4.47	4.45
Fund Size £m	385.4	355.2	325.8	319.0	294.4	291.5	244.1	217.2	212.3	188.4	179.7	173.1

\* The Dividend is paid gross and is after all charges

### Risk Warning

Please remember that the value of units and the income from them can fall as well as rise and an investor may not get back the full amount invested. Past performance is no guarantee of future returns. The Property Fund's unit value will reflect fluctuations in property values and rents. The units are intended only for long-term investment and are not suitable for money liable to be required to be spent in the near term. They are realisable only on each month end valuation date and a period of notice may be imposed for the redemption of units.

### CCLA FUND MANAGERS LTD

Senator House  
85 Queen Victoria Street  
London EC4V 4ET  
Telephone: 0800 022 3505  
[www.ccla.co.uk](http://www.ccla.co.uk)

CCLA Fund Managers Ltd is Authorised & Regulated by the Financial Conduct Authority.

**EVESHAM TOWN COUNCIL**

**COMMITTEE: FINANCE AND GENERAL PURPOSES**

**DATE: 15 JUNE 2015**

**SUBJECT: GRANTS FOR ORGANISATIONS – TIMETABLE**

**REPORT BY: TOWN CLERK**

**1.0 PURPOSE OF REPORT**

1.1 To seek Members views on a timetable for making the grants to local organisations..

**2.0 RECOMMENDATION**

2.1 Members recommendations are requested.

**3.0 BACKGROUND**

3.1 The Finance and General Purposes Committee (F&GP) has taken on the remit of grant giving to local charities and organisations.

3.2 Previously, a deadline for applications was set, usually late July to early September, and the committee would sit once and deliberate on all the applications.

3.3 The committee are asked to consider whether their preference is to set a deadline for applications, or receive applications when they come in, with no deadline. If it is the former, Members are asked to determine when they would like to consider applications, upcoming meetings include 21 September, 14 December (Budget).

**4.0 FINANCIAL IMPLICATIONS**

4.1 None

**5.0 LEGAL IMPLICATIONS**

5.1 None.

**EVESHAM TOWN COUNCIL**

**COMMITTEE: FINANCE AND GENERAL PURPOSES**

**DATE: 15 JUNE 2015**

**SUBJECT: EVENT GRANT APPLICATIONS**

**REPORT BY: TOWN CLERK**

**1.0 PURPOSE OF REPORT**

1.1 To seek Members' recommendation concerning a grant to for Santa Fun Run and Evesham River Festival 2015.

**2.0 RECOMMENDATION**

2.1 Members' recommendation is requested.

**3.0 BACKGROUND**

3.1 Evesham Town Council has a budget of £19,500 formally allocated to the Promotions Committee. £2,250 has been granted to the Vintage Festival, £2,500 to Evesham Festival of Music, £1,000 to the AsparaWrting Festival and £300 to Evesham Carnival.

**4.0 SANTA RUN**

4.1 The Santa Run organised by members of South Worcestershire College, have requested £425 to pay for the hire and insurance of the field.

4.2 Attached is their application for information.

**5.0 EVESHAM RIVER FESTIVAL**

5.1 The River Festival has requested funding of £4,100.

5.2 Attached is their application and the organiser has been asked to attend the meeting.

**6.0 FINANCIAL IMPLICATIONS**

6.1 The Committee has a budget of £19,500. The expenditure so far is detailed 3.1.

6.2 The Committee should expect a further application from the Festival of Brass and the will be making a £2000 contribution to bands in the park.

**7.0 LEGAL IMPLICATIONS**

7.1 The Council may award a grant to both these applicants in accordance with the Local Government Act 1972, s137, on the basis that the benefit to the Evesham community is commensurate with the expenditure.



# **Application for Festival/Event Funding**

*(Please complete electronically)*

**1. ORGANISATION REPRESENTED BY THE APPLICANT**

Nicola Jones

**2. CONTACT DETAILS**

**NAME:**.....Nicola Jones.....

**ADDRESS:**.....C/O South Worcestershire College...

Davies Road, Evesham, Worcestershire.....

**POSTCODE:**.....WR 11 1LP.....

**EMAIL:**.....njones@sworcs.ac.uk.....

**3. FESTIVAL/EVENT NAME**

SANTA DASH

**4. ARE YOU A REGISTERED CHARITY OR COMPANY? (If yes please detail the registration number)**

South Worcestershire college has charitable status under the further and higher education act 1992

**5. NUMBER OF PEOPLE ESTIMATED TO ATTEND**

500 +

**6. AIMS AND OBJECTIVES OF THE FESTIVAL/EVENT (Please continue on a separate page if necessary)**

To attract visitors to the town.

To provide a Christmas activity for the town to participate in.

To get the whole community working together.

To raise money for the Evesham Bell Tower – especially now as the funding has run out.

To allow business to promote themselves at the event.

To raise money for a Charity.

To give the residents a chance to come together at Christmas time and participate in an event to raise money for the local town.

To involve all the local children in this event.

**7. HOW WILL YOUR FESTIVAL/EVENT BENEFIT EVESHAM?** *(Please continue on a separate page if necessary)*

Raise money for Outside youth Centre and Evesham Adventure Playground – which are both facilities for youth groups.

Allow business to promote themselves, though funding and banners

Give students of Evesham college (Public Services) the opportunity to host the event and promote the college.

**8. TOTAL COST OF THE FESTIVAL/EVENT** *(please include a breakdown of costs)*

£.....2000.00

**9. WHAT COSTS ARE YOU APPLYING FOR?**

**CAPITAL:** £.....

**EXPENDITURE:** £.....Hire of the Field & Insurance.....425.00.....

**10. HOW WILL ANY SHORTFALL BE MET?**

There should be no shortfall of money as there will be entrance fees – should the entrance fees not meet the total needed we will not include a goodie bag at the end or decide what is important to race goers.

**11. IF THERE IS A SURPLUS, WHAT WILL HAPPEN TO IT?**

25% to Outside Youth Centre and 25 % to Evesham adventure playground, 50% to a charity. (Cancer)

**12. OTHER SOURCES OF FUNDING/INCOME**

**DISTRICT:** £.....Confirmed (Y/N)

**COUNTY:** £.....Confirmed (Y/N)

**SALES:** £.....Confirmed (Y/N)

**SPONSORSHIP:** £.....Confirmed (Y/N)

**OTHER SOURCE:** £...Race Entry (10.00 adult / 2.50 child)...we have secured an event at rooftop which will have a raffle, and proceeds will go towards the event.

Evesham running club are willing to assist by providing the equipment (Markers).

Sports development officer (Mark Williams ) has been contacted with a breakdown of the even to see if they can help in any way.

**Confirmed (Y/N)**

13. PLEASE PROVIDE THE FOLLOWING SUPPORTING INFORMATION. IF YOU ARE UNABLE TO PROVIDE ANY OF THE INFORMATION, PLEASE EXPLAIN WHY.

- 6 months bank statements. If no specific account for event, please explain where funds will be paid and how monitored
- A business plan or explanation of how the event will work
- Constitution or rules of the organisation
- The most recent income and expenditure account or in the case of a new event/festival a fully costed current plan with financial information
- Details of any additional funding secured or applied for, as well as any fundraising carried out
- Profit and loss details of the previous event/festival

All organisations that receive a grant are asked to provide a written report to the Town Council within 4 months of the award date. It is also a requirement that the Town Council is acknowledged on any publicity (programmes, websites, reports, posters etc) produced to promote your event. By signing below you confirm that you will comply with this.

Signed: *[Signature]* Date: *18/5/15*  
Name and Position in the Organisation: *Course Manager for UPS @ Evesham (South Worcestershire College)*





DATE	ACCOUNT	DESCRIPTION	HOTEL	TRANSPORT	MEALS	PHONE	Amount	Sub Total	VAT	TOTAL
							1605			
<b>TOTALS</b>										

Hire Equipment (Capital)

£

Purchase equipmer (Expenditure)

£ 2,000.00

### Other Sources of Funding / Income.

TOTAL

Letters sent to the following companies to ask for additional items.

DATE	Company	DESCRIPTION	written to	replied	offered	accepted	stored	posters/ flyers sent	Column7	handyou write
23/02/2015	SWORCS		SOUTH WORCESTERSHIRE COLLEGE...	Students						
23/02/2015		Consumables end of race & During (hoping to get through sponsorship from companies - so I could take this away from the total cost)								£ 184.65
23/02/2015	SWORCS	Advertising								
23/02/2015	Evesham running	Poles and tape								
23/02/2015	In work cloth	HI Viz Vests								
23/02/2015	just 4 pets	Water Money								
23/02/2015	Morrisons	Bananas / High energy food								
23/02/2015	Sub way	Vouchers for goodie bag								
23/02/2015	Photo evesham	Evesham Journal								
23/02/2015	Tesco	Water								
23/02/2015	Aztec & others	Assist with costs.								
23/02/2015	Eve fabric shop	Ribbons for medals								
23/02/2015	Birds eye sport	Advice / guidance								

DATE	ACCOUNT	DESCRIPTION	HOTEL	TRANSPORT	MEALS	PHONE	Amount	Sub Total	VAT	TOTAL
23/02/2015	Tempo events	Chips & inflatables								
23/02/2015	tower trophies	Medals (discount )								
<b>23/02/2015</b>										
23/02/2015	A Plan Insurance &	cheaper insurance								
TOTALS							0			

£  
ADVANCES  
TOTAL





This is a new activity which has never taken place before, therefore there are no income or expenditure amounts, the expense report / costing sheet has been put together with all the financial information.

No other funding is currently applied for - however i have approached the work place challenge to see if they can assist in any way.

As the funds will be paid into the college account - finance will keep clear records on how the money is being spent, and monitor it.

The Event will be a 5 K santa run as well as a santa dash for children around the park of evesham (Crown meadow) - Evesham running club will be involved and the event will be marshalled by Evesham college students. It will be paced with markers around the course, and marshalled at each station.

Water station will be placed half way, incase anybody requires it. I am hoping to get an inflatable start / finish line, and chips so the race participants can be timed and placed on a computer so we can see winners.

Rules will form part and parcel of the event - i.e no foul play..... no cheating....

no pushing other runners.

These will be formulated and runners told when given their numbers at the start of the race.

Health and Safety is imperative and Risk assessments will be formed before the race and also before securing insurance.

# **Application for a grant**

*(please complete electronically)*

1. **ORGANISATION REPRESENTED BY  
THE APPLICANT**                    **Evesham River Festival**  
(NB: This will be the name the payment is made to should an award be agreed)

2. **CONTACT DETAILS**  
   **Doug Payne**  
**NAME:**.....  
   **Sankey Marine, Worcester Rd, Evesham**  
**ADDRESS:**.....  
.....  
   **WR11 4TA**  
**POSTCODE:**.....  
   **dugwash@hotmail.com**  
**EMAIL:**.....

3. **PROJECT TITLE**  
   **Evesham River Festival 2015**

4. **NUMBER OF MEMBERS AND/OR EVESHAM RESIDENTS HELPED OR  
SUPPORTED**  
  
   **Thousands**

5. **AIMS AND OBJECTIVES OF THE PROJECT** *(Please continue on a seprate page if necessary)*

**To provide a celebration of Eveshams river heritage for the public to enjoy and participate in. It will promote local organisation, music and business. The festival draws people from afar to watch the displays and activities on offer.**

6. **TOTAL COST OF THE PROJECT** *(please include a breakdown of costs including individual items if appropriate)*

**£10,000**

£.....

**7. WHAT COSTS ARE YOU APPLYING FOR?**

**CAPITAL:** £.....

**4,100**

**EXPENDITURE:** £.....

**8. HOW WILL ANY SHORTFALL BE MET?**

**Sponsorship, entries, stalls.**

**9. OTHER SOURCES OF FUNDING APPLIED FOR/RECEIVED**

**1429**

**DISTRICT:** £.....Confirmed (Y)

**COUNTY:** £.....Confirmed (Y/N)

**CHARITABLE:** £.....Confirmed (Y/N)

**FUNDRAISING:** £.....Confirmed (Y/N)

**OTHER SOURCE:** £.....Confirmed (Y/N)

**10. APPLICATION CHECK LIST**

	<b>A detailed description of what the Grant will support and identifying how this will benefit the residents of Evesham</b>		<b>The most recent income and expenditure account or in the case of a new venture/initiative a fully costed current plan with financial information</b>
	<b>A chart showing the roles individuals take in the organisation as positions of responsibility</b>		<b>Details of any additional funding secured or applied for, as well as any fundraising carried out</b>
	<b>Constitution or rules of the organisation</b>		

All organisations that receive a grant are asked to provide a written report to the Town Council within 4 months of the award date. It is also a requirement that the Town Council is acknowledged on any publicity (programmes, websites, reports, posters etc) produced

by your organisation. By signing below you confirm that you will comply with this.

**Signed:**..... **Date:**.....3/6/15.....

**Doug Payne/ Chair**

**Name and Position in the Organisation:**.....



EXPENSES	2012	2013	2014	
Public liability insurance	492	-		
Public address	548	650	200	
Fireworks	-	-	3,120	
Prize and trophies	414	535	228	
Entertainers	450	1,420	1,480	
Staging	-	-	800	
Postage, printing and advertising	252	649	696	
Security	98	1,070	720	
Internet web expenses	40	42	-	
General expenses	177	211	286	
Marquees	-	-	450	
Donations from event	-	-	-	
	(2,471)	(4,576)	(7,980)	
<b>PROFIT / (LOSS)</b>	<b>4,789</b>	<b>(2,549)</b>	<b>(125)</b>	
<b>Bank account</b>				
Opening bank	6,850			7503
Net movement	4,789			670
Closing bank	11,639			8,173
<b>Petty cash</b>				
Opening bank	-			1,587
Net movement	-			(995)
Closing bank	-			592

3240

	2017	2018	2019	2014
<b>SALES</b>				
Council grant	-			
Entry fees	1,220		-	5,650
Trade and craft stands	2,890		850	730
Sponsorship	3,150		845	1,350
Advertising receipts	-		-	-
(Loss) on breakfasts	-		-	-
Bucket collection - Net	-		-	-
Sundry income	-		332	125
	7,260		2,027	7,855

Evesham River Festival  
Committee

Doug Payne                      Chairman, overall organisation and river activities

Terry Smith                      Insurance, fly past, general river activities.

Nigel Smith                      Beer tent, acts, marquees, staging.

Kim Carter                      Stands and Land side

Oliver Schofield                Bands and PA

John James                      Accounts

The grant will be put towards the infrastructure of the festival to enable the acts and attractions to be presented to the best effect such as Staging and the firework finale. Toilets and bins are aided by Wychavon with help from town council.