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 16 MARCH 2020 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 565700, email townclerk@eveshamtowncouncil.gov.uk, or in person, prior to the meeting.

**Recording of Meetings**
Under the Openness of Local Government Bodies Regulations 2014 the council’s public meetings may be recorded, which includes filming, audio-recording as well as photography.

**AGENDA**

1. **Apologies for Absence**

2. **Declarations of pecuniary or other interest including requests for dispensation (if any)**

3. **Minutes of the last meeting 6 January 2020 (attached) for information and questions as to the progress of any item**

4. **Budget Balances**
   Report attached detailing the budget balances as of March 2020

5. **Festival/Event Application – Festival of Words**
   Report attached

6. **Festival/Event Application – Battle of Evesham Festival**
   Report attached

7. **Festival/Event Application – Medieval Festival**
   Report attached

8. **Festival/Event Application – River Festival**
   Covering report and application attached

9. **Report from the Almonry**
Almonry Manager’s report attached

10. Adoption of the latest Financial Regulations
Updated Financial Regulations attached

11. Audit report
Report attached

12. 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
Unit 6 (Ground Floor)
Abbey Lane Court
Abbey Road
Evesham
Worcestershire
WR11 4BY

Tel: 01386 565700
www.eveshamtowncouncil.gov.uk

Committee Circulation: Cllr Mrs S Amor (Deputy Mayor), Cllr G Bearcroft, Cllr A P Booth, Cllr P Boyd, Cllr A Dyke, Cllr M S Goodge (Town Mayor), Cllr Mrs E Nishigaki, Cllr R W Raphael, Cllr Mrs M Sale, Cllr Mrs F S Smith, Cllr N Tucker

Also circulated electronically to all other councillors for information
EVESHAM TOWN COUNCIL

Minutes of the Meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE held at 6.30 pm on MONDAY 6 JANUARY 2020 at the Council Chamber, Town Hall, Evesham

Those present:

Vice Chairman: Cllr N Tucker

Councillors: Cllr Mrs S Amor, Cllr A Dyke, Cllr G Bearcroft, Cllr A P Booth, Cllr P Boyd, Cllr M S Goodge (Town Mayor), Cllr Mrs E Nishigaki, Cllr Mrs M Sale, Cllr Mrs F S Smith

Officer: Mr S D Carter (Town Clerk)

Also present were Cllrs Mrs S Schaathun, Miss E Haynes, R Hale and one member of the public Mrs L Doddeswell who ran the Town Hall bar.

35. Apologies for Absence

Apologies were submitted by Councillor R W Raphael (Chairman).

36. Declarations of pecuniary or other interest (if any)

There were no declarations of interest.

37. Minutes of the last meeting including questions as to the progress of any item

The minutes of the meeting held on 18 November 2019 were circulated with the agenda.

It was commented that All Saints Church had written to say they would be responsible for the damage done in the churchyard and that they had confirmed that the Council was responsible for general maintenance but not for upgrades and repairs and therefore the £20,000 budget for resurfacing could be removed. The Clerk stated that this budget had already been reduced to £4,000 at the previous meeting and that the responsibilities would need to be looked into for clarification. In addition, Cllr Boyd and the Clerk had met to discuss All Saints Church and the Almonry and the legal obligations, it was noted that Cllr Boyd was a solicitor. Cllr Boyd asked to see a copy of the letter that had been referred to in relation to All Saints. Regarding the Almonry Cllr Boyd confirmed he had looked at the deeds with the Clerk and that they had confirmed that the building had to be used for the benefit of the public naming potential uses as library, town hall or museum. The idea of seeking charitable status for the Almonry was worth investigating in the near future.

In response to a question on the Christmas lights contract, the Clerk confirmed that the Mayor had drafted a report that would be presented at the next Council meeting.

It was RESOLVED to accept the minutes as a true and accurate record.

38. Draft Budget and Precept 2020-21
Circulated with the agenda was a draft budget which had been formulated following the last meeting of this committee in November with amendments made based on the recommendations. Since this meeting, WDC had informed the Town Council of the provisional tax base figure which meant that councillors now knew what any proposed increase would be in percentage terms.

It was explained that the budget circulated with the agenda would result in an increase of 4.89%, an increase of £2.91 per annum for the average band D home. The tax base had risen from 9,090.32 to 9,317.18 which was a considerable increase and meant that the percentage increase was less as there were quite a few more properties paying council tax in Evesham.

In response to a question it was explained that the figure referred to at 6.3 of the report for 2019/20 (£583,932) included the grant received from WDC when council tax rules changed. The figure referred to in the rest of the report with regards to precept (£581,872) excluded this grant which was worth £42,718.

It was agreed to **RECOMMEND** to Council a budget of £729,790 and a precept (excluding council tax grant) of £581,872. It was noted that the budget recommendation would be considered as an agenda item at the forthcoming Council meeting.

### 39. Review of Town Hall Fees

Circulated with the agenda was a report relating to the Town Hall fees structure. It was explained that these had been put forward for discussion to the committee following a meeting of a small working group.

In response to a question regarding the caretaking, it was explained that they received a set fee monthly that was paid on invoice regardless of how many bookings there were. The monthly fee had been reduced for the past 18 months following the loss of two regular bookings, though it was likely to rise in the near future as bookings had gone back up.

Concentrating on the fees, it was commented that the chamber fees were too expensive, being as they were the same to hire the main hall, and the lack of bookings for the chamber represented this. In response to this it was commented that the complicated access to the chamber made it hard to hire the chamber and the hall at the same time which had meant in the past that if the Chamber was hired, the main hall was not or visa versa due to noise, access to kitchen, disabled access if required having to come through the main hall. It was proposed but not seconded that the session fees for the Chamber be reduced to £45 per session and £80 for the whole day.

It was commented that there were many different aspects for discussion, this being the hire costs, and the suggestion that the introduction of a deposit and caretaker/supervision fee be considered for evening parties/weddings. It was stated that these should be considered separately to try and simplify matters.

In response to a question it was explained that it was usual that these fees would be for bookings for hire after the 1st April, though the Council could change that if it wanted. It was confirmed that the hall had a number of bookings already for the next financial year but that they would not be asked to pay more based on the new fees, bookings made for the new
financial year made once these fees had been agreed however would pay the increased amount.

Regarding the fees to hire the chamber and main hall, it was proposed, seconded and **RECOMMENDED** that the following fees be agreed:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chamber morning 8am – 1pm</td>
<td>£72</td>
</tr>
<tr>
<td>Chamber afternoon 1pm – 6pm</td>
<td>£72</td>
</tr>
<tr>
<td>Chamber evenings (6pm to midnight)</td>
<td>£111</td>
</tr>
<tr>
<td>Chamber all day</td>
<td>£121</td>
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<tr>
<td>Main Hall morning 8am – 1pm</td>
<td>£75</td>
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<tr>
<td>Main Hall afternoon 1pm – 6pm</td>
<td>£75</td>
</tr>
<tr>
<td>Main Hall evening 6pm – midnight</td>
<td>£94</td>
</tr>
<tr>
<td>Main Hall all day</td>
<td>£204</td>
</tr>
<tr>
<td>Weekend and Bank Holiday supplement</td>
<td>£20 per session, £55 for all day</td>
</tr>
<tr>
<td>Hire of kitchen including crockery</td>
<td>£44</td>
</tr>
<tr>
<td>Hire of bar</td>
<td>£33</td>
</tr>
</tbody>
</table>

Fee for setting up night before if hall not let £33

In response to a question about the fee for the bar it was explained that this was charged as the Council had to pay for equipment and utilities relating to the bar. **Clerk’s note:** Further to this the fee was brought in to ensure that those hiring the bar did so with the full intent of using it. When there was no charge for the bar it was often hired, stocked and staffed, but there was not enough trade to cover the costs.

Regarding the charity discount it was suggested that 20% was too low, the church and other places offered charities use for free and perhaps the Council should consider 50%. This was not supported. It was proposed, seconded and **RECOMMENDED** that the 20% discount for charities be continued.

The committee then moved onto the suggestion that a deposit for evening parties/weddings of £200 and a caretaking/supervision fee of £100 be introduced. Mrs Doddeswell who the Chairman permitted to address the committee in accordance with Standing Order 3(e) suggested that this would have a detrimental effect to bookings at the hall as it would be unaffordable to the majority and therefore should not be introduced.

The idea of taking credit card details to act as a security deposit was suggested though it was thought that the Council’s current card system would not have the facility to do this. It was commented that more information was needed in order to consider this fully.

It was therefore proposed, seconded and **RECOMMENDED** that a decision on whether to introduce a deposit and caretaking/supervision fee for evening parties and weddings be deferred pending further investigation by the working group.
40. **Matters of Urgency raised, for information only, at the discretion of the Chairman**

No matters were brought up under this item.

NOTED

There being no further business the meeting closed at 7.25 pm.

COUNCILLOR R W RAPHAEL
CHAIRMAN
Agenda Item No. 4

EVESHAM TOWN COUNCIL

COMMITTEE: FINANCE AND GENERAL PURPOSES

DATE: 16 MARCH 2020

SUBJECT: BUDGET UPDATE

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To inform Members of Budget balances as of the end of February 2020.

2.0 RECOMMENDATION

2.1 The members note this report.

3.0 BACKGROUND

3.1 Attached is the budget balances as of the end of February 2020.

3.2 You will see three columns, actual, and budget and variance. Actual is the spend or income to the end of February, budget is the amount the Council has budgeted to spend or receive by the end of March 2020, and budget left is the difference.

3.3 Points to highlight include:
   - 508103 Sponsorship from roundabouts. As was commented earlier in the year, sponsorship income has reduced and will not meet the budgeted amount
   - 51804 Town Hall Repairs and Maintenance overspend. This was the cost of the new chairs which was a condition of the NHB funding.
   - 801105 Almonry Security – The Almonry installed an enhanced security system this year to replace the previous system
   - 601110 Cemetery New Vehicle – We purchased a new vehicle this year. We budget every year for a new vehicle and accumulate it when not spent.
   - 601106 Cemetery Buildings and Repairs – The majority of the cost for new cemetery fencing has been taken from this budget heading
   - 901113 Elections – This year the Council had contested elections for every seat then a further election when one seat was not taken up hence the spend here. Like the new vehicle, we have budgeted £5,000 over the past 4 years and accumulated this to meet the cost.

3.4 The Clerk would request that any detailed questions are submitted before the meeting if possible.

4.0 FINANCIAL IMPLICATIONS

4.1 These are covered in the report.

5.0 LEGAL IMPLICATIONS

5.1 None.
**Budget Report 2020**

*From: Month 1, April 2019  
To: Month 11, February 2020*

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<tr>
<th>Income</th>
<th>Year to Date</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Actual</th>
<th>Budget</th>
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<td>Budget</td>
<td>Variance</td>
<td>Actual</td>
<td>Budget</td>
<td>Variance</td>
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<td><strong>541,214.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>541,214.00</strong></td>
<td><strong>541,214.00</strong></td>
<td><strong>0.00</strong></td>
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<td><strong>4,896.23</strong></td>
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<td><strong>4,896.23</strong></td>
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<td><strong>518001-Town Hall Hire of Town Hall/Lettings</strong></td>
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<td><strong>15,780.72</strong></td>
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<td><strong>280.72</strong></td>
<td><strong>15,780.72</strong></td>
<td><strong>15,500.00</strong></td>
<td><strong>280.72</strong></td>
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<td><strong>6,500.00</strong></td>
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<td><strong>(45.87)</strong></td>
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<td><strong>4,583.37</strong></td>
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<td><strong>4,583.37</strong></td>
<td><strong>(1,885.87)</strong></td>
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<td><strong>510001-Bonfire Ticket Sales</strong></td>
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<td><strong>(100.94)</strong></td>
<td><strong>0.00</strong></td>
<td><strong>(100.94)</strong></td>
<td><strong>(100.94)</strong></td>
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<tr>
<td><strong>510002-Bonfire Concessions</strong></td>
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<td><strong>(100.00)</strong></td>
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<td><strong>(100.00)</strong></td>
<td><strong>(100.00)</strong></td>
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<td><strong>601001-Cemetery Fees</strong></td>
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<td><strong>601003-Maintenance of Graves</strong></td>
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<td><strong>(969.89)</strong></td>
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<td><strong>801001-Admission Fees</strong></td>
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<td><strong>124.48</strong></td>
<td><strong>500.00</strong></td>
<td><strong>(375.52)</strong></td>
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<td><strong>(375.52)</strong></td>
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<td><strong>801110-Almonry Commission Received</strong></td>
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<td><strong>2,018.49</strong></td>
<td><strong>2,500.00</strong></td>
<td><strong>(481.51)</strong></td>
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<td><strong>801101-Almonry Miscellaneous Income</strong></td>
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<td><strong>(1,011.40)</strong></td>
<td><strong>229.13</strong></td>
<td><strong>(1,240.53)</strong></td>
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**Total: 681,510.50  686,215.00  (4,704.50)  681,510.5  686,215.0 (4,704.50)**
## Direct Services

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<th>Code</th>
<th>Description</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
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## Budget Report 2020

**From:** Month 1, April 2019  
**To:** Month 11, February 2020

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### Cemeteries & Almonry

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**Administration**

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**Net Profit/(Loss):**

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1.0 PURPOSE OF REPORT

1.1 To seek Members’ recommendation concerning a grant for the Evesham Festival of Words.

2.0 RECOMMENDATION

2.1 Members’ recommendation is requested.

3.0 BACKGROUND

3.1 Evesham Town Council has a budget of £18,500 in the ‘Tourism’ heading.

3.2 The Evesham Festival of Words previously received £1,000 in funding for last years’ event.

4.0 EVESHAM FESTIVAL OF WORDS

4.1 The main festival is on at the end of June, though other events are organised throughout the year.

4.2 Attached to this report is the application form, a covering letter, estimated income and expenditure and an outline programme. Also available should members want to view them are details of the Festival Steering Group and its constitution.

4.3 The Festival of Words has requested £1,000 from Evesham Town Council to support festival infrastructure costs.

5.0 FINANCIAL IMPLICATIONS

5.1 The Committee has a budget of £18,500.

6.0 LEGAL IMPLICATIONS

6.1 The Council may award a grant in accordance with the Local Government Act 1972, s 145 (d), Provision of entertainments – the development and improvement of the knowledge, understanding and practise of the arts.

6.2 It may also award it under the Power of General Competence.
Application for a grant
(please complete electronically)

1. ORGANISATION REPRESENTED BY THE APPLICANT

EVESHAM FESTIVAL OF WORDS

(NB: This will be the name the payment is made to should an award be agreed)

2. CONTACT DETAILS

NAME:........Dr Sue Ablett.................................................................

ADDRESS:.................................................................

.................................................................................................

POSTCODE:.................................................................

EMAIL:.........info@eveshamfestivalofwords.org.................................

3. PROJECT TITLE

Evesham Festival of Words 2020

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

Based on past attendance figures, and excluding our Short Story Competition which attracts national, and indeed international, entries, we estimate that there is capacity for around 1,500 people to attend the various events that make up the 2020 Festival programme, both those for which there is charged entry and the free events.

The Festival was launched in July 2016, and is now just entering its fifth year. It originally consisted of just one 3-day weekend at the end of June, and a small number of free events. Gradually we have extended the programme to include a number of fringe events, allowing us to accommodate the many contributors wanting to take part. It also increased our audience capacity. For 2019 we had a year-long festival, with events each month of the year, albeit still with a main weekend at the end of June. That is the format for 2020 with 40+ different events planned.

Approximately 75% of those attending events are from Evesham and the local area, but we are now also attracting others from quite a wide geographical area. For a number of these it may be their first visit to Evesham.
We continue to work with various local clubs and organisations, such as Holland House, Cropthorne; Birlingham Photography Club; Evesham Library and Almonry and last year, for the first time, planned a joint event with the new Evesham Walking Festival. These links help to ensure greater support for, and viability of, events. We continue to explore ways to extend those partnerships.

We continue to use a wide range of town venues for the various events, so improving access and also helping footfall to those venues.

Now that the Festival is more established we have been able to extend the range of activities away from purely focussing on ticket sales for events. We remain very committed to encouraging more people to read, to enjoy books, and to improve literacy in the town. To this end, our ‘Festival Book Fairy’ has deposited well over 400 books in cafes, farm shops, care homes, the Railway Station etc. These are provided free to encourage people to read and share. This has been viewed as a real success and we have had some wonderful feedback from recipients of the books. It is impossible to put a number on the people reached through this initiative.

We continue to work closely with De Montfort School, and through them the network of Evesham Schools. Book boxes have been supplied to seven local schools, one with books for children, and the other with books for parents. This is aimed at encouraging interest in books particularly in families where English may not be the first language, and in homes where there may be no books. This has proved a very popular initiative. In 2019 also the Festival supported a Spelling Bee organised between a number of local schools. Around 100 children were present at this event and we envisage it becoming an annual event.

We support a network of local writers, and in January 2020 launched our new Festival Book Club.

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

Through a professionally organised and widely accessible Festival, we aim to promote appreciation of words in all their forms, and of writing and literature within Evesham and surrounding area.

The specific aims of the Festival, as stated in the Constitution, are:

- To nurture and support reading and writing activities in Evesham and surrounding area through an event that is accessible to all.
- To create a positive and creative learning environment for those wishing to improve their writing skills, and those wishing to present their written material.
- To present a range of literary genres, including novel approaches to encourage participation by those who may not normally be attracted to traditional literary events.
As in previous years, the aim is for the Festival to be culturally stimulating though not overly highbrow, interesting, enjoyable and educational, and to provide something of interest for people of the town and surrounding area, as well as attracting visitors into the town.

In planning the Festival programme, we are totally committed to a varied programme which will appeal to people of all ages and interests, and we are now receiving ever more approaches from contributors wishing to take part. In a short time the Festival has gained a very good reputation, with both contributors and attendees.

We aim to promote Evesham and all that it has to offer, both to residents and visitors, hence the reasons for choosing a wide range of venues that showcase the town.

We are very committed to keeping costs to a minimum to ensure that individual events within the Festival are affordable, and seen as good value for money. In this way we aim to encourage attendance at multiple events, and also personal recommendations. All of the feedback from attendees confirm that we have achieved this aim.

The major priority for the Steering Group is that the Festival must break even across all events. We continue to work very hard to minimise costs while putting on a professional event, to bring in grants and sponsorship, and to market the Festival effectively in order to ensure good ticket sales. We have in the past sought corporate sponsorship to cover the most expensive events but that is becoming increasingly difficult. The Festival is run entirely on volunteer time, with probably in the region of 2,000 volunteer hours committed in 2019.

Each year after the main Festival weekend, we hold a debrief meeting where we review feedback, both written and verbal. Once again in 2019 this indicated a very positive response from contributors and attendees.

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

Approx. £ 12,000 (detailed breakdown of costs is available) ............... 

7. WHAT COSTS ARE YOU APPLYING FOR?

CAPITAL: £ ................................................. 

EXPENDITURE: £ 1,000 towards general Festival running expenses 

8. HOW WILL ANY SHORTFALL BE MET?
Our primary aim is always for the Festival overall to at least break even across all events.

Over the past four years, through prudent financial management, we have built up a small surplus, which could cover a shortfall, but we must continue to be cautious as to use of that surplus. A literary festival is relatively expensive to put on as we are fully committed to paying all contributing authors, something which does not happen with all literary festivals. We also have to commit up front to a high level of expenditure in order to secure performers and venues, even before any tickets are sold. We produce a budget for planning purposes and Festival finances are monitored very carefully as commitments are made. We are, for example, in 2020 now having to start paying for book-keeping services as we have been unable to recruit anyone to undertake on a voluntary basis.

In planning a varied and interesting programme we always have to balance content of the programme in terms of financially safe vs slightly higher risk events (the latter may have less wide appeal but widen the range of content of the programme). We are also keen to include some free events. Reduced fees are negotiated with contributors, where this is an option; venues are chosen partly bearing cost in mind; all the time spent by the Steering Group members (approx. 2,000 hours p.a.) is entirely voluntary. We also have a growing team of volunteers supporting the Festival in a variety of ways, including graphic design work, as well as support at events and with Brochure distribution.

The programme for 2020 is virtually complete, and we have precise costings for all the various elements. We continue to seek sponsorship and grants towards the Festival as a whole, as well as inviting donors to sponsor specific events/elements within the Festival. The attached breakdown of income and expenditure is as accurate as possible at this stage. However, while the budget predictions for expenditure are accurate, income predictions can only ever be speculative, and does include an assumption of successful grant and sponsorship applications, as well as maximum ticket sales.

VECTA and the Rooftop Community Fund have supported the Festival for the past four years. Both have been approached again in 2020.

Tickets go on sale early in the New Year and this gives us an early indication of likely take up for the various events. We are gradually increasing our network of contacts, and provide regular updates to them, so improving publicity about the Festival, and also enhancing our opportunities for ticket sales. We actively promote all the individual events through our Festival website (www.eveshamfestivalofwords.org), via local press and social media, as well as other outlets. 2019 saw more sell out events, and quicker ticket sales than previous years, and we are hopeful that that trend will continue.

9. OTHER SOURCES OF FUNDING APPLIED FOR/RECEIVED

DISTRICT: £1,000...........................................Confirmed (Y)

COUNTY: £.........................................................Confirmed (Y/N)
10. APPLICATION CHECK LIST

X A detailed description of what the Grant will support and identifying how this will benefit the residents of Evesham

X A chart showing the roles individuals take in the organisation as positions of responsibility

X Constitution or rules of the organisation

X The most recent income and expenditure account or in the case of a new venture/initiative a fully costed current plan with financial information

X Details of any additional funding secured or applied for, as well as any fundraising carried out

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: 5 February 2020

Name and Position in the Organisation:…Festival Chair……..
WHAT THE GRANT WILL SUPPORT

As stated in previous applications, a literary festival is an expensive event to put on, with all costs (author/contributor fees, venue hire etc) being committed prior to any income from ticket sales, and before all grant income or sponsorship can be confirmed. While, based on experience over the last four years, we can be optimistic about numbers of tickets likely to be sold, until an event takes place, it is impossible to be absolutely accurate. In the past we have had some success from local corporate businesses in sponsoring specific events, but that has become increasingly difficult to obtain. We have built up a small reserve now but, because of the uncertainty surrounding ticket sales, there is a need to continue to be cautious in us of those funds. It is vital, therefore, that we secure grant income to support the key infrastructure costs of putting on the Festival, ie event insurance; website maintenance and hosting; stationery; printing costs; postage; publicity materials, and other administrative costs. This enables us to meet one of our objectives of setting ticket prices at an affordable rate, and to offer some free events. This does mean that we work to quite a small profit margin on some of our smaller events. Costs of putting on the Festival are minimised by the fact that the huge amount of time put in by Steering Group members is entirely voluntary and unpaid. The same is true of the various volunteers who help in a number of ways. **Grant requested: £1,000.**

BENEFIT TO RESIDENTS OF EVESHAM

Secure grant funding will help us to continue the tradition that we have now established over the last four years of putting on a high class, professional literary festival, presented at a range of venues within the town, and thereby accessible to all residents, of all ages.

We have always been keen to be able to offer in Evesham and surrounding area a wide range of literary events (author talks, writing workshops, plays, exhibitions, short story competition, etc), comparable to those on offer in the larger towns such as Cheltenham, Worcester and Stratford. Not everyone has the means to travel to events in other towns and inevitably this can be expensive with higher ticket prices and travel costs. We are committed to ensuring that our ticket prices are affordable, and indeed we also offer a number of free events. We see a real social benefit, particularly to the elderly.

We have worked very hard to gain a good reputation as a Festival that is professionally run and well organised, while still being informal and friendly. This means that we are increasingly being approached by authors and other performers wishing to be part of the Festival. We now find that we are able to attract more and more ‘good names’, and this
means that we can offer the residents of Evesham a wonderful choice of events, on their doorstep. The outline programme for 2020 is attached as a separate document, but the content includes: plays, author talks, writers workshops, exhibitions (calligraphy, photography and textiles), quiz night, a concert, poetry readings, etc.

Local writers have benefited hugely from the Festival, in being part of a network, that meets monthly in a local café, shares experience and advice, and through opportunities for book promotions through the Festival, as well as the range of creative writing workshops on offer.

Parents and children in the local schools have benefitted through the provision of book boxes, and this is something we will continue to support. Our ‘Book Fairy’ activity in local cafés and other venues means that there is a good supply of books available to be borrowed free of charge.

We are committed to using a range of venues in the town, so increasing accessibility, and helping to showcase what Evesham can offer. We also use local companies for printing etc wherever possible.

Volunteers, who are not members of the Steering Group, are now helping at most of our events, whether making cakes, serving teas and other drinks, washing up, selling books, etc. That has proved a very enjoyable and positive experience for the volunteers and a great benefit to The Festival. All are keen to help again in 2020, and we continue to recruit others. We see our ability to offer volunteering opportunities as a positive effect from the Festival.

In 2019, our Workshops in particular, but also other events, such as the Housman Society lecture that has now become an annual fixture, attracted a good number of people from out of town, some of whom were visiting for the first time. Residents of the town may, therefore, also benefit potentially from these out of town visitors that the Festival attracts, who may stay locally, eat at local restaurants or cafés, visit local shops, recommend the Festival to others, etc. (From previous years we know that approximately a quarter of those attending were from out of town, many visiting for the first time).

We feel that in just the four years since we launched the Festival we have helped to put Evesham on the literary map with a Festival that, even in its infancy, can hold its head up alongside some of the more established literary festivals. Everyone linked to the Festival, whether organising, sponsoring or attending events, is helping to build on that reputation and is very proud of what has been achieved and what we continue to build. It is of note that the Festival has now firmly moved from just a long weekend at the end of June in year 1 to a truly year-long festival.

Dr Sue Ablett, Chair Evesham Festival of Words, January 2020
# Evesham Festival of Words: financial statements for the year ended 31 December 2019

## Statement of Financial Activity

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Grants / General festival sponsorship</strong></td>
<td><strong>Grants / General festival sponsorship</strong></td>
</tr>
<tr>
<td>Wychavon District Council</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Evesham Town Council</td>
<td>1,000.00</td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td><strong>Income</strong></td>
</tr>
<tr>
<td>Grants / general sponsorship</td>
<td>£3,470.00</td>
</tr>
<tr>
<td>Advertisers (brochure)</td>
<td>£300.00</td>
</tr>
<tr>
<td>Income from promotional pens</td>
<td>£ -</td>
</tr>
<tr>
<td>Donations to Festival</td>
<td>£87.40</td>
</tr>
<tr>
<td>Income from promotional bags</td>
<td>£ -</td>
</tr>
<tr>
<td>Sundry income</td>
<td>£50.40</td>
</tr>
<tr>
<td><strong>Total general income</strong></td>
<td><strong>3,470.00</strong></td>
</tr>
<tr>
<td><strong>Costs</strong></td>
<td><strong>Costs</strong></td>
</tr>
<tr>
<td>Promotion</td>
<td>(1,888.64)</td>
</tr>
<tr>
<td>Website</td>
<td>(330.00)</td>
</tr>
<tr>
<td>Cost of promotional pens</td>
<td>(239.40)</td>
</tr>
<tr>
<td>Insurance</td>
<td>(215.04)</td>
</tr>
<tr>
<td>Cost of printing tickets</td>
<td>(156.00)</td>
</tr>
<tr>
<td>Cost of promotional bags</td>
<td>(239.40)</td>
</tr>
<tr>
<td>Sundry (inc. subs)</td>
<td>(628.72)</td>
</tr>
<tr>
<td><strong>Total general costs</strong></td>
<td>(3,218.40)</td>
</tr>
<tr>
<td><strong>Net general income/(expense)</strong></td>
<td>£689.40</td>
</tr>
<tr>
<td><strong>£</strong></td>
<td>(360.42)</td>
</tr>
</tbody>
</table>

## Short Story Competition

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td><strong>Income</strong></td>
</tr>
<tr>
<td>Income (139 entries)</td>
<td>£575.00</td>
</tr>
<tr>
<td>Donations for prizes</td>
<td>£80.00</td>
</tr>
<tr>
<td>Expenditure</td>
<td>(748.01)</td>
</tr>
<tr>
<td><strong>Net short story expense/income</strong></td>
<td>(93.01)</td>
</tr>
<tr>
<td><strong>£</strong></td>
<td>254.14</td>
</tr>
</tbody>
</table>

## Anthology

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td><strong>Income</strong></td>
</tr>
<tr>
<td>Cost (0)</td>
<td>£3.31</td>
</tr>
<tr>
<td><strong>Net anthology income/(expense)</strong></td>
<td>£59.19</td>
</tr>
<tr>
<td><strong>£</strong></td>
<td>(222.18)</td>
</tr>
</tbody>
</table>

## Event Income

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td><strong>Income</strong></td>
</tr>
<tr>
<td>Ticket sales</td>
<td>£8,389.50</td>
</tr>
<tr>
<td>Raffles</td>
<td>£165.00</td>
</tr>
<tr>
<td>Sponsorship of events</td>
<td>£494.00</td>
</tr>
<tr>
<td><strong>Total event income</strong></td>
<td>£9,048.50</td>
</tr>
</tbody>
</table>

## Event Costs

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>Costs</strong></td>
<td><strong>Costs</strong></td>
</tr>
<tr>
<td>Speaker fees</td>
<td>(6,102.97)</td>
</tr>
<tr>
<td>Other costs (inc. comm)</td>
<td>(127.74)</td>
</tr>
<tr>
<td>Venue hire</td>
<td>(767.50)</td>
</tr>
<tr>
<td>PayPal fees</td>
<td>(159.27)</td>
</tr>
<tr>
<td><strong>Total event expense</strong></td>
<td>(7,157.48)</td>
</tr>
</tbody>
</table>

## Summary Financial Activity

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td>Total income (100%)</td>
<td>£13,673.80</td>
</tr>
<tr>
<td>Total expenditure (81%)</td>
<td>(11,127.20)</td>
</tr>
<tr>
<td>Net income (19%)</td>
<td>£2,546.60</td>
</tr>
</tbody>
</table>

## Statement of Financial Position

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td>£7,316.01</td>
</tr>
<tr>
<td>Debtors and prepayments</td>
<td>£522.80</td>
</tr>
<tr>
<td>Balance held by PayPal</td>
<td>-</td>
</tr>
<tr>
<td>Creditors due within one year</td>
<td>(32.16)</td>
</tr>
<tr>
<td><strong>Net current assets</strong></td>
<td>£7,806.65</td>
</tr>
</tbody>
</table>

## Reserves

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td>Brought forward</td>
<td>£5,260.05</td>
</tr>
<tr>
<td>Net income in year</td>
<td>£2,546.60</td>
</tr>
<tr>
<td><strong>Closing balance</strong></td>
<td>£7,806.65</td>
</tr>
</tbody>
</table>

## Accounting basis

Evesham Festival of Words is a not-for-profit association (not a registered charity).

Accounts prepared on an accrual basis.

## Stock valuation (anthologies/bags)

Stock has not been valued as it is considered to have nil net realisable value (FRS102).

Promotional items include bags, pens, notepads, and are not held for resale.

Accounts prepared by Stan Brotherton FCCA MSc
### OUTLINE PROGRAMME 2020: (Updated 24.1.20)

Full details of all events on Festival website. Festival Brochure out March 2020.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event (inc venue and ticket details)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Short Story Competition</strong>: launched 1st November. (For adults and juniors). Closing date midnight Friday 20th March 2020. Competition Rules on website.</td>
</tr>
<tr>
<td><strong>MONTHLY</strong></td>
<td></td>
<td><strong>Writers Meets, 1st Wednesday of each month, 10.30 am, JellyPickleJam Café. Festival Book Club, 2nd Tuesday of each month (starting Jan 2020), 7.15 pm, 117 High Street.</strong></td>
</tr>
<tr>
<td>Mon 13 Jan</td>
<td>12.30 for</td>
<td><strong>Lunch and Talk: Andrew Reekes ‘The Chamberlains and the Birmingham Civic Gospel’ (Holland House)</strong> (Tickets £18 direct from Holland House)</td>
</tr>
<tr>
<td>Feb</td>
<td>1.00 pm</td>
<td><strong>Workshop: ‘Stepping into Social Media – Marketing Your Book’ with Ellie Stevenson (Evesham Library)</strong> (Tickets £15, inc tea/coffee/home-made cake)</td>
</tr>
<tr>
<td>Mon 2 March</td>
<td>12.30 for</td>
<td><strong>Lunch and Talk: Tony Conder ‘Gloucestershire’s Chosen Trio’ (Poets Ivor Gurney, Herbert Howells and F.W. Harvey) (Holland House)</strong> (Tickets £18 direct from Holland House)</td>
</tr>
<tr>
<td>Sat 7 March</td>
<td>10.30 am –</td>
<td><strong>Workshop: ‘Developing Your Novel (2): Editing’ with Alison May (Almonry)</strong> (Tickets £25, inc tea/coffee/home-made cake)</td>
</tr>
<tr>
<td></td>
<td>4.30 pm</td>
<td></td>
</tr>
<tr>
<td>30 March – 30 April</td>
<td></td>
<td><strong>Exhibition: ‘Unfinished Threads’ (Sue Johnson and Amanda Davies)</strong> (Evesham Library)** FREE EVENT.**</td>
</tr>
<tr>
<td>Fri 10 April</td>
<td>2.30 pm</td>
<td><strong>‘An Afternoon with the Bard of Barntown’</strong> (Margaret Daniels aka Gloucestershire’s Pam Ayres) (Raphaels Restaurant) (Tickets £12.50, inc afternoon tea, from Raphaels)**</td>
</tr>
<tr>
<td>Mon 20 April</td>
<td>2 – 4pm</td>
<td><strong>‘Unfinished Threads: Piecing Together the Pieces’ (Sue Johnson and Amanda Davies)</strong> (Evesham Library)** FREE EVENT.**</td>
</tr>
<tr>
<td>Sat 25 April</td>
<td>6.30 for 7.00 pm</td>
<td><strong>Travel Talk and Meal: ‘Georgia: at the Crossroads of Europe and Asia’ with Sue Ablett (Raphaels Restaurant)</strong> (Tickets £18, inc 2 course-supper)**</td>
</tr>
<tr>
<td>Mon 27 April</td>
<td>7.30 pm</td>
<td><strong>Author talk: ‘The Mysterious Mrs Christie’ with Andrew Wilson (117 High Street, Evesham)</strong> (Tickets £8)**</td>
</tr>
<tr>
<td>Wed 6 May</td>
<td>6.30 for 7.00 pm</td>
<td><strong>‘Hitting the Headlines ... as a Newspaper Editor’ with John Butterworth (Ellenden Farm Shop/Café)</strong> (Tickets £18 inc 2-course supper)**</td>
</tr>
<tr>
<td>Sat 9 May</td>
<td>1.00 – 3.30 pm</td>
<td><strong>Workshop: ‘What’s Novel About the Novella?’ with Cath Barton (Evesham Library)</strong> (Tickets £15, inc tea/coffee/home-made cake)**</td>
</tr>
<tr>
<td>1 – 30 June</td>
<td></td>
<td><strong>Exhibition: Calligraphy ‘The Written Word’</strong> (Evesham Library)** FREE EVENT.**</td>
</tr>
<tr>
<td>2 – 30 June</td>
<td></td>
<td><strong>Photography Exhibition: ‘Music in Monochrome’ by Birlingham Photography Club</strong> (Circle Bar, Regal Cinema)** FREE EVENT.**</td>
</tr>
<tr>
<td>Wed 3 June</td>
<td>2.00 – 4.30 pm</td>
<td><strong>‘In the Footsteps of Laurie Lee’ with TV producer David Parker (Meet at Woolpack, Slad, Glos). (Tickets £12 – lifts available)</strong></td>
</tr>
<tr>
<td>Wed 24 June</td>
<td>7pm</td>
<td><strong>‘The Muck and Shovel Brigade’ with Heather Wastie (Unitarian Chapel, Oat Street).</strong> (Tickets £10, inc wine/nibbles)**</td>
</tr>
<tr>
<td>Thurs 25 June</td>
<td>7.30 pm</td>
<td><strong>‘Bookworms Quiz Night’ with Helen Yendall &amp; Chris Cherry (Raphaels Restaurant)</strong> (Teams of 4 – tickets £7.50/person, inc light supper)**</td>
</tr>
<tr>
<td><strong>MAIN FESTIVAL WEEKEND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 26 June</td>
<td>10.45 – 11.45 am</td>
<td><strong>Illustrated talk: ‘Libraries of the World - More Than Just Books’ with Sue Ablett (Wallace House)</strong> (Tickets £6, inc tea/coffee/home-made cake)**</td>
</tr>
<tr>
<td>Fri 26 June</td>
<td>10.30 am – 12 noon</td>
<td><strong>Workshop: ‘Writing Psychological Suspense’ with Amanda Reynolds (Evesham Hotel)</strong> (Tickets £15, inc tea/coffee)**</td>
</tr>
<tr>
<td>Fri 26 June</td>
<td>2 – 3 pm</td>
<td><strong>Author talk: ‘Wrestling with an Octopus’ with Susanna Beard (Evesham Hotel)</strong> (Tickets £6)**</td>
</tr>
<tr>
<td>Fri 26 June</td>
<td>3.30 – 4.30</td>
<td><strong>Author talk: ‘The Real Sherlock Holmes’ with Angela Buckley</strong></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Event Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------</td>
<td>------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>June 26</td>
<td>7pm</td>
<td>Festival Opening Night: ‘An evening with Vaseem Khan: Bad Day At the Vulture Club’ followed by Short Story Competition presentations (Northwick Hotel) (Tickets £8, inc wine and nibbles)</td>
</tr>
<tr>
<td>Sat 27 June</td>
<td>10.30 – 11.30am</td>
<td>Author Talk: ‘Something of His Art: Walking to Lubeck with JS Bach’ with Horatio Clare (Friends Meeting House) (Tickets £6, inc tea/coffee/home made-cake)</td>
</tr>
<tr>
<td>Sat 27 June</td>
<td>12.00 – 1.00pm</td>
<td>Author Talk: ‘Nine Pints – A Journey Through the Money, Medicine, and Mysteries of Blood with Rose George (Friends Meeting House) (Tickets £6, inc tea/coffee/home-made cake)</td>
</tr>
<tr>
<td>Sat 27 June</td>
<td>1.30 – 3.30pm</td>
<td>Workshop: ‘Crime Writing’ with Alice Castle (Friends Meeting House) (Tickets £15, incl tea/coffee/home-made cake)</td>
</tr>
<tr>
<td>Sat 27 June</td>
<td>1.30 – 2.30pm</td>
<td>‘Talk and Tour: Evesham Abbey Site – the Vision and the Reality’ with Barrie Baldelli (Meet The Almonry) FREE EVENT</td>
</tr>
<tr>
<td>Sat 27 June</td>
<td>3.00 – 4.00pm</td>
<td>Housman Society Lecture: ‘Bredon and Other Hills’ with Peter Parker (All Saints Church) (Tickets £6, inc tea/home-made cake) (Free to Housman Society members)</td>
</tr>
<tr>
<td>Sat 27 June</td>
<td>7.30 pm</td>
<td>‘Once Upon a Song’ with EODS (Bengeworth Church) (Tickets £10, inc wine/nibbles)</td>
</tr>
<tr>
<td>Sun 28 June</td>
<td>10.30am – 1.00pm</td>
<td>Workshop: ‘Travel Writing’ with Solange Hando (Hampton Community Hall) (Tickets £15 inc tea/coffee/home-made cake)</td>
</tr>
<tr>
<td>Sun 28 June</td>
<td>10.30am – 12.30pm</td>
<td>Workshop: ‘Writing Poetry’ with Anna Saunders (Council Chamber, Town Hall) (Tickets £15, inc tea/coffee/home-made cake)</td>
</tr>
<tr>
<td>Sun 28 June</td>
<td>1.00 – 2.30pm</td>
<td>‘Poetry Picnic’ with Suz Winspear (Friends Meeting House) FREE EVENT (Bring your own picnic)</td>
</tr>
<tr>
<td>Sun 28 June</td>
<td>10.00 – 4.00pm</td>
<td>‘The Reduced Literature Degree’ with Shirley Halse (Friends Meeting House) (Tickets £6, inc tea/coffee/home-made cake)</td>
</tr>
<tr>
<td>Sun 28 June</td>
<td>7.00 pm</td>
<td>Play: ‘Miss Potter’s Tailor’s Tale’ with Brandywine Theatre Company (Friends Meeting House) (Tickets £10 inc soft drinks/nibbles)</td>
</tr>
<tr>
<td>July 1 – 31</td>
<td></td>
<td>Textile Exhibition: ‘The Story Behind….’ (Evesham Library) FREE EVENT</td>
</tr>
<tr>
<td>Thurs 2 July</td>
<td>2.00 pm</td>
<td>‘Walking the River Isbourne’ with local author Mike Lovatt (Joint event with Evesham Walking Festival)</td>
</tr>
<tr>
<td>Thurs 2 July</td>
<td>7.00 pm</td>
<td>‘Beyond the Footpath: Mindful Adventures for Modern Pilgrims’ with Clare Gogerty (Joint event with Evesham Walking Festival) (Evesham Rowing Club) (Tickets £8)</td>
</tr>
<tr>
<td>Thurs 30 July</td>
<td>7.00 pm</td>
<td>Illustrated talk: ‘The Forgotten Films of WW2’ with David Parker (Evesham Rowing Club) (Tickets £8)</td>
</tr>
<tr>
<td>Fri 2 Oct</td>
<td>12.30 for 1.00 pm</td>
<td>Lunch and Talk: Juliet Dunmur ‘Architecture, Arts and Crafts in the creative lives of Edward and Prudence Maufe, 1910-1960’ (Holland House) (Tickets £18 direct from Holland House)</td>
</tr>
<tr>
<td>Sat 17 Oct</td>
<td>10.00 am – 4.00 pm</td>
<td>‘Your Writing Toolkit’ (The creative process from start to finish – and great networking opportunities). (Friends Meeting House) (Tickets £25 inc tea/coffee/home-made cake)</td>
</tr>
<tr>
<td>1 Nov</td>
<td></td>
<td>Launch of Evesham Festival of Words 2021 Short Story Competition</td>
</tr>
<tr>
<td>Fri 6 Nov</td>
<td>7.00 pm</td>
<td>One-woman play: ‘Mrs Churchill: My Life with Winston’ with Liz Grand (Bengeworth Church) (Tickets £10 inc wine/nibbles)</td>
</tr>
<tr>
<td>Sat 14 Nov</td>
<td>10.30 am – 12.30 pm</td>
<td>Workshop: ‘Short Story Competitions: Catching the Judge’s Eye’ with Helen Yendall (Evesham Library) (Tickets £15, inc tea/coffee and home-made cake)</td>
</tr>
<tr>
<td>Sat 5 Dec</td>
<td>10.00 am – 1.00 pm</td>
<td>Workshop: ‘Christmas Calligraphy’ with Josie Brown (Evesham Library) (Tickets £15, inc tea/coffee and home-made cake)</td>
</tr>
<tr>
<td>Fri 11 Dec</td>
<td>7.00 pm</td>
<td>One-man play: ‘Myself and Other Parts’ by Caroline Summerfield (Friends Meeting House) (Tickets £10 inc soft drinks/nibbles)</td>
</tr>
</tbody>
</table>

Further details of all these events are on the Festival website ([www.eveshamfestivalofwords.org](http://www.eveshamfestivalofwords.org)). For more information on any of the above, or for ticket enquiries, email: Festival Chair, Sue Ablett ([info@eveshamfestivalofwords.org](mailto:info@eveshamfestivalofwords.org)) or tel: 0787 1285606.
ADDITIONAL FUNDING SECURED, OR APPLIED FOR (as at 5.2.20):

1) Additional funding secured, or firm pledge:

*General Festival income:*

- Wychavon District Council £1,000
- Sponsorship Undervale Ltd. £200

*Specific Festival income:*

- Rotary Club of Evesham (Short Story Comp junior prizes) £80
- Housman Society (costs of speaker) £100
- VECTA Festival Brochure £250
- Local businesses (Festival Brochure) £275

**Total confirmed income:** £1,905

2) Funding applied for but not yet confirmed:

*Grant application (submitted January 2020):*

- Rooftop Community Fund (general expenses) £500

*Grant application (submitted February 2020)*

- John Martin’s Charity (contribution to Workshop costs) £500

**Total applied for (not confirmed)** £1,000
EVESHAM TOWN COUNCIL

Committee: Town Council

Date: 16 March 2020

Subject: Festival Funding Request – Battle of Evesham Festival

Report by: Town Clerk

1.0 Purpose of Report

1.1 To seek Members’ recommendation concerning a grant for the Battle of Evesham festival.

2.0 Recommendation

2.1 Members’ recommendation is requested.

3.0 Background

3.1 Evesham Town Council has a budget of £18,500 for the financial year 2020/21 allocated to tourism/events.

3.2 The Council uses the Tourism Budget primarily to aid the putting on of festivals and events. It is also sometimes used for publicity of Evesham and/or its attractions.

4.0 Battle of Evesham Festival

4.1 The Battle of Evesham festival is to take place on the 1 and 2 August. The Town Council supported this event with a grant of £5,000 in 2019.

4.2 Attached to this report is the application form. The organisers have been asked for a draft programme, and income and expenditure and they will be forwarded when provided.

4.3 The Battle of Evesham Festival has requested £5,000 from Evesham Town Council. The total event cost is estimated at £31,000.

5.0 Financial Implications

5.1 The Committee has a remaining budget of £18,500 minus what the committee allocates at this meeting.

6.0 Legal Implications

6.1 The Council may award a grant in accordance with the General Power of Competence.
Application for Festival/Event Funding
(Please complete electronically)

Evesham Town Council

1. ORGANISATION REPRESENTED BY THE APPLICANT
(NB: This will be the name the payment is made to should an award be agreed)
ReEvents – Historic Event Management CIC

2. CONTACT DETAILS
NAME: ReEvents – Historic Event Management CIC
ADDRESS: Battle of Evesham, [Redacted]
POSTCODE: WR11 4RW
EMAIL: mick@battleofevesham.co.uk

3. FESTIVAL/EVENT NAME
Battle of Evesham Festival

4. ARE YOU A REGISTERED CHARITY OR COMPANY? (If yes please detail the registration number)
Yes, please see title at 2 above
Company registration number: 11227871

5. NUMBER OF PEOPLE ESTIMATED TO ATTEND
Estimate: 20K to 25K (over 2 days of festival)
Ref: i). Est attendance 2019 = 17K
    II). Tewkesbury Festival benchmark = 75K (over weekend)

6. AIMS AND OBJECTIVES OF THE FESTIVAL/EVENT (Please continue on a separate page if necessary)
History: Promote Evesham’s role during an epic time in the history of the nation during the 13th century

Evesham: As an attractive market and riverside town set in beautiful countryside with easy access to London and the Midlands
Economy: For the initial and direct injection of commerce of the event to the economy and the longer term benefits of an ongoing compelling festival programme.

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

Visitors will establish a relationship with Evesham, returning for future events, holidays and perhaps to live and work.
A major contribution to the programme of visitor events during each year.
Increased trade for local shops, bars and restaurants

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

£31K

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

**CAPITAL:** £5K

**EXPENDITURE:** £

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

Event will be underwritten Areca Design, it is anticipated that the event is break-even regarding revenues and costs.

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

Anticipated as small, this would be held on account for use against future events, e.g. The Battle of Evesham in August 2020.

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

**DISTRICT:** £2K—Confirmed (N)

**COUNTY:** £5K—Confirmed (N)

**SALES:** £14K—Confirmed (N)

**SPONSORSHIP:** £3K—Confirmed (N)

**OTHER SOURCE:** £2K (Councillors)—Confirmed (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: Mick Hurst                                             Date: 14/01/2020

Name and Position in the Organisation: Director
EVESHAM TOWN COUNCIL

COMMITTEE: TOWN COUNCIL

DATE: 16 MARCH 2020

SUBJECT: FESTIVAL FUNDING REQUEST – BATTLE OF EVESHAM MEDIEVAL FESTIVAL

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To seek Members’ recommendation concerning a grant for the Battle of Evesham’ Medieval Festival.

2.0 RECOMMENDATION

2.1 Members’ recommendation is requested.

3.0 BACKGROUND

3.1 Evesham Town Council has a budget of £18,500 for the financial year 2020/21 allocated to tourism/events.

3.2 The Council uses the Tourism Budget primarily to aid the putting on of festivals and events. It is also sometimes used for publicity of Evesham and/or its attractions.

4.0 BATTLE OF EVESHAM FESTIVAL MEDIEVAL MARKET

4.1 The Battle of Evesham Medieval Market is to take place on the 16 and 17 May.

4.2 Details of the event can be found on https://www.battleofevesham.co.uk/MayMarket.html

4.3 They have requested £5,000 for this event.

5.0 FINANCIAL IMPLICATIONS

5.1 The Committee has a remaining budget of £18,500 minus what the committee allocates at this meeting.

6.0 LEGAL IMPLICATIONS

6.1 The Council may award a grant in accordance with the General Power of Competence.
1. **ORGANISATION REPRESENTED BY THE APPLICANT**
   (NB: This will be the name the payment is made to should an award be agreed)

   ReEvents – Historic Event Management CIC

2. **CONTACT DETAILS**

   **NAME:** ReEvents – Historic Event Management CIC

   **ADDRESS:** Battle of Evesham, [address]

   **POSTCODE:** WR11 4RW

   **EMAIL:** mick@battleofevesham.co.uk

3. **FESTIVAL/EVENT NAME**

   Evesham ‘May Medieval Market and Banquet’.

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

   Yes, please see title at 2 above

   Company registration number: 11227871

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

   New event without history, suggest est. 5,000 based on success of larger and established Battle of Evesham event.

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

   **To promote Evesham to Townspeople and Visitors:**

   History: Promote Evesham’s role during an epic time in the history of the nation during the 13th century

   Evesham: As an attractive market and riverside town set in beautiful countryside with easy access to London and the Midlands

   Economy: For the initial and direct injection of commerce of the event to the economy and the longer term benefits of an ongoing compelling festival programme.
7. HOW WILL YOUR FESTIVAL/EVENT BENEFIT EVESHAM? *(Please continue on a separate page if necessary)*

Visitors will establish a relationship with Evesham, returning for future events, holidays and perhaps to live and work. A major contribution to the programme of visitor events during each year. Increased trade for local shops, bars and restaurants.

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

c. £10,000

9. WHAT COSTS ARE YOU APPLYING FOR?

**CAPITAL:** £5000

**EXPENDITURE:**

10. HOW WILL ANY SHORTFALL BE MET?

Event will be underwritten Areca Design, it is anticipated that the event is break-even regarding revenues and costs.

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

Anticipated as small, this would be held on account for use against future events, e.g. The Battle of Evesham in August 2020.

12. OTHER SOURCES OF FUNDING/INCOME

**DISTRICT:** £2K………………………………………………………..Confirmed (N)

**COUNTY:** £application intended, no information to date Confirmed (N)

**SALES:** £………………………………………………………..Confirmed (N)

**SPONSORSHIP:** £ Unknown…………………………………..Confirmed (N)

**OTHER SOURCE:** £ unknown…………………………………..Confirmed (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: Mick Hurst ..............................  Date: 14/01/2020

Name and Position in the Organisation: Director
<table>
<thead>
<tr>
<th>Description</th>
<th>2019 costs</th>
<th>2020 costs</th>
<th>Income Source</th>
<th>Description</th>
<th>2019 income</th>
<th>2020 Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brochure Print / Misc purchases</td>
<td>£ 1,659.58</td>
<td>£ 2,500.00</td>
<td>• Brochure Sales</td>
<td>Part of cash taken (£7783.31)</td>
<td>£ 2,000.00</td>
<td></td>
</tr>
<tr>
<td>Toilet hire</td>
<td>£ 1,884.00</td>
<td>£ 1,992.00</td>
<td>• Bucket Collection</td>
<td>Part of cash taken (£7783.31)</td>
<td>£ 783.31</td>
<td></td>
</tr>
<tr>
<td>Performance Assistant</td>
<td>£ 250.00</td>
<td>£ 250.00</td>
<td>• Car park</td>
<td>Part of cash taken (£7783.31)</td>
<td>£ 4,430.00</td>
<td></td>
</tr>
<tr>
<td>Fire Buckets</td>
<td></td>
<td>£ 60.00</td>
<td>• Kids Colouring Packs</td>
<td>Part of cash taken (£7783.31)</td>
<td>£ 80.00</td>
<td></td>
</tr>
<tr>
<td>PA system Hire</td>
<td></td>
<td>£ 2,000.00</td>
<td>• T-shirts / Flags</td>
<td>Part of cash taken (£7783.31)</td>
<td>£ 490.00</td>
<td></td>
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<tr>
<td>Wood for re-enactors</td>
<td>£ 180.00</td>
<td>£ 200.00</td>
<td>Adverts in brochure</td>
<td></td>
<td>£ 1,650.00</td>
<td>£ 500.00</td>
</tr>
<tr>
<td>First Aid</td>
<td>£ 880.00</td>
<td>£ 924.00</td>
<td>Anthony Hopkins - councillor</td>
<td>Grants</td>
<td></td>
<td>£ 1,000.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>£ 815.00</td>
<td>£ 2,269.00</td>
<td>Areca Design</td>
<td>Brochure Print / Misc purchases</td>
<td>£ 1,659.58</td>
<td></td>
</tr>
<tr>
<td>Fire Safety</td>
<td>£ 30.00</td>
<td>£ 30.00</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wheelie Bins</td>
<td>£ 362.00</td>
<td>£ 463.00</td>
<td>Bob Banks - councillor</td>
<td>Grant</td>
<td>£ 500.00</td>
<td>£ 500.00</td>
</tr>
<tr>
<td>Security</td>
<td>£ 4,727.00</td>
<td>£ 6,654.00</td>
<td>BoE Trade stand/pitches</td>
<td>Fees from traders</td>
<td>£ 8,175.00</td>
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</tr>
<tr>
<td>Accountants</td>
<td>£ 133.00</td>
<td>£ 133.00</td>
<td>Childrens comp</td>
<td>Sponsorship</td>
<td>£ 150.00</td>
<td></td>
</tr>
<tr>
<td>Re-enactor Coordinator</td>
<td>£ 2,848.65</td>
<td>£ 3,000.00</td>
<td>Chris Brooks</td>
<td>Included in 2020 Wych/Shield</td>
<td>£ 500.00</td>
<td>included elsewhere</td>
</tr>
<tr>
<td>Beer/Cider/Mead Labels</td>
<td>£ 300.00</td>
<td>£ 180.00</td>
<td>Cotswold Panels</td>
<td>Donation</td>
<td>£ 50.00</td>
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</tr>
<tr>
<td>Performance Assistant</td>
<td>£ 54.00</td>
<td>£ 100.00</td>
<td>Evesham Town Council</td>
<td>Tourism Budget - Grant</td>
<td>£ 5,000.00</td>
<td></td>
</tr>
<tr>
<td>Hay for horses</td>
<td>£ 100.00</td>
<td>£ 100.00</td>
<td>John Smith - councillor</td>
<td>Grant</td>
<td>£ 250.00</td>
<td></td>
</tr>
<tr>
<td>Wreath for ceremony</td>
<td>£ 600.00</td>
<td>£ 600.00</td>
<td>Shields</td>
<td>Sponsorship</td>
<td>£ 900.00</td>
<td></td>
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<tr>
<td>PR releases</td>
<td>£ 17.94</td>
<td>£ 25.00</td>
<td>Simon DeMontfort Soc</td>
<td>Donation</td>
<td>£ 50.00</td>
<td></td>
</tr>
<tr>
<td>Wristbands (via Areca)</td>
<td>£ 300.00</td>
<td>£ 300.00</td>
<td>Wychavon District Council</td>
<td>Donation</td>
<td>£ 430.00</td>
<td></td>
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<tr>
<td>Performance Assistant</td>
<td>£ 3,467.99</td>
<td></td>
<td>Steve Knight</td>
<td></td>
<td>£ 1,500.00</td>
<td>£ 2,700.00</td>
</tr>
<tr>
<td>Paint etc. for shields (via Areca)</td>
<td>£ 450.00</td>
<td>£ 450.00</td>
<td>XX Banquet Tickets (EMMM)</td>
<td></td>
<td>£ 1,470.00</td>
<td></td>
</tr>
<tr>
<td>Water Bottles for volunteers</td>
<td>£ 56.65</td>
<td>£ 50.00</td>
<td>XX Bucket collection (EMMM)</td>
<td></td>
<td>£ 1,200.00</td>
<td></td>
</tr>
<tr>
<td>Incidents</td>
<td>£ 100.00</td>
<td>£ 150.00</td>
<td>XX Traders (EMMM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-enactors/trebuchet fees</td>
<td>£ 8,801.78</td>
<td>£ 11,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WDC Site Fees</td>
<td>£ 50.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barrier Tape (EMMM)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banquet Food (EMMM)</td>
<td></td>
<td>£ 1,800.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banquet Plates (EMMM)</td>
<td></td>
<td>£ 550.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banquet Catering (EMMM)</td>
<td></td>
<td>£ 750.00</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>£ 28,077.59</td>
<td>£ 36,940.00</td>
<td></td>
<td></td>
<td>£ 28,162.89</td>
<td>£ 16,845.00</td>
</tr>
</tbody>
</table>
Become part of the Success Story that is The Battle of Evesham

The Battle of Evesham Medieval Festival and Re-enactment 2019 was deemed a huge success with an est. 17,000 people visiting the event over the first weekend in August.

- The Battle of Evesham is officially the biggest Thirteenth Century Battle re-enactment in the UK – Overtaking the impressive Kenilworth Castle’s Festival in 2019.
- The Battle of Evesham is the largest 2-day event in Wychavon district.
- The Battle of Evesham is the biggest event to ever happen in Evesham (as far as we can tell).

2019 Facts and Figures…

- Worcestershires Event of the Year 2019  FINALIST (Runner up)
- Facebook Page – 515,000 people reached, 6,500 video views
- Facebook, Twitter, Instagram – over 2,000 pictures posted
- TV Slots – BBC Midland’s Today, ITV Central News
- 17,000 visitors (est.) 500+ performers and traders on-site
- 2,500 souvenir brochures sold, 15,000 leaflets distributed

The first annual Battle of Evesham Festival was held in 2018 and attracted an estimated 10,000 visitors over the two days. The event was such a great success that all the re-enactors and traders re-booked for 2019 – and was rewarded by an estimated 17,000 visitors enjoying a weekend of Medieval Mayhem. Re-enactor groups from Italy, France, Romania and Australia have been in touch to ask if they can take part in 2020.

Battle of Evesham 2020  1-2 August 2020
20,000 members of the public are anticipated – along with 700+ performers and traders on-site

It is predicted that the event will grow year-on-year, other established UK annual Battle Re-enactments attract 75,000+ people each year. Comments from some visitors, traders and re-enactors have said that the location, atmosphere and activities of The Battle of Evesham already surpass these long-standing events and ‘Evesham has become a must-do event on their calendars’.

The Battle of Evesham Festival is self-funded (not Council run) and can only happen if sponsors help finance the event. Opportunities include; Donations, Advertising, Covering Specific Costs (such as insurance or security), Childrens’ Competitions and Shield Sponsoring; through to becoming the Headline Event Partner.

You are invited to help support the event, help it grow year-on-year, and become part of the success story.
Sponsorship options are on the next page…

Committee members:
Mick Hurst – Director
Ashleigh Jaynes – Director
Sue Hurst – Finance/Trade Bookings

Committee members:
Bruce Taylor – Legal/Administration
Chris Bloomfield – Co-ordinator/Support
Vacant roles: PR/Fund-raising/etc.

www.BattleofEvesham.co.uk  Tel: 07887 621856  Email: takepart@BattleofEvesham.co.uk
Cherry Trees, Manor Park, Anchor Lane, Harvington, Evesham, Worcestershire WR11 6DH
Registered in England 1222857 at Britannia Court, Moor Street, Worcester, Worcestershire, WR1 3PB
Self-Funded, Supported by Sponsors and Volunteers

An Evesham based Community Interest Company – ReEvents Historic Events Management CIC was set up to provide a vehicle for insurances, legal and financial obligations. A CIC also allows donations from businesses to be allocated as advertising or Corporate Social Responsibility (CSR). The CIC also allows Grants to be allocated to help fund the event.

The Directors and committee volunteer their time and skills to make the event a success each year.
The cost to host the event in 2020 will be approximately £31,000.

Sponsorship Opportunities

Knight’s/Baron’s Shield – £100.00 each
Around 50 hand-painted shields belonging to the Knights or Barons who took part in the actual battle
These are displayed on lamp-post along Evesham High-Street, Bridge Street and Abbey Street along the route of the Exciting and Noisy Grand Parade.
On the footplate, we display the Knight’s name, Royal or Rebel Army, and on the back: Supported by Your details and logo
Using a mobile phone or tablet – people can scan each shield to see a 3D knight using Augmented Reality
Tap the ‘Profile Button’ and the website profile of that knight opens up – with your details on the page to show that you are supporting this Knight/Baron.

Souvenir Brochure Advert – 1/4pg = £50.00 – 1/2pg = £100 – Full-page = £200 (artwork extra if required)
2,500 souvenir brochures will be on sale for £1 each, the brochures detail the events that led up to the Battle of Evesham, the Battle; how it played out and the resulting change in English political history. You can also find out about the performers who travel from all over the UK to take part in the largest c13th Battle Re-enactment in the Country. The complete schedule of events. Plus, this year we will be focussing on the back-stories of one or two of the more interesting characters who took part.

Find the Knight, Children’s Competition – £50.00
Children and their families find the entry forms in the back of the souvenir brochures. All of the shields displayed around town are printed on the sheet. The competition is to find each shield, fill in the Knight’s name and if he was a Rebel or a Royal. In 2019 the prize was a unique 3D printed Simon de Montfort Shield (2020 prize to be confirmed)

Main Sponsor – £1,000.00
Feature in the sponsorship brochure, feature on the website (over 16,000 unique visitors)
Feature on Social Media (511,000 Facebook Reach) (6,500 video views on-line) (2,000+ pictures posted)

Headline Event Partner – £5,000.00
Every media touchpoint, will include: The Battle of Evesham 2020 supported by: Your Company Name.
Businesses or general public can apply for any of the above, and can opt for more than one option. However, there can only be one Headline Sponsor. Members of the general public are invited to donate any amount they feel that they can give.

Sponsorship options, please call Mick: 07887 6217856 or email: Mick@BattleofEvesham.co.uk

Evesham May Medieval Market & Medieval Banquet – raising funds for the Battle

Evesham Town Centre will be taken over by merry Medieval minstrels, dancers, knights in full armour, market traders and craftsmen. Gathering from all over the UK to entertain, educate, amuse, amaze, and tell the story of Medieval arms, armour and life eons ago. Then on Saturday Night a full Medieval Banquet will be held in Evesham Town Hall, with 4 courses, a drink on arrival and an evening of Medieval merriment, jovial japes, dancing demonstrations and a ‘Strictly Medieval’ competition.

Performances in Market Square/Church – all free I All sponsorship offers considered I Banquet tickets £35 each

Committee members:
Mick Hurst – Director
Ashleigh Jaynes – Director
Sue Hurst – Finance/Trade Bookings

Committee members:
Bruce Taylor – Legal/Administration
Chris Bloomfield – Co-ordinator/Support
Vacant roles: PR/Fund-raising/etc.

www.BattleofEvesham.co.uk • Tel: 07887 621785 • Email: takepart@BattleofEvesham.co.uk
Cherry Trees, Manor Park, Anchor Lane, Harvington, Evesham, Worcestershire WR11 6DH
Registered in England 11227781 at Britton Court, Moor Street, Worcester, Worcestershire, WR5 3RA
Evesham

May Medieval Market & Medieval Banquet

Knights and Weapons demos, Arts and crafts, Live Music in the Church

Food and Drink, Kids competitions

Tickets and Information: www.BattleofEvesham.co.uk
mick@battleofevesham.co.uk

In support and raising battle funds for The Battle of Evesham

Festival and re-enactment 1st-2nd August 2020
Saturday and Sunday 16th-17th May 2020

Evesham May Medieval Market
FREE ENTRY to a weekend of medieval fun, in support of and to raise funds for The Battle of Evesham Medieval Festival.

Evesham Church Grounds - 10am to 5pm both days
Medieval-themed Market with Authentic and High Quality Arts, Crafts, Gifts, Ironmongery and Ceramics etc.

Evesham Market Square - 10am to 5pm both days
Fully armoured knights fighting and demonstrating medieval warfare from the 11th century to the 15th century plus Medieval Dancing and Medieval-themed Food and Drink stalls.

Evesham St Lawrence's Church - 10am to 5pm both days
Live Medieval Music* in St Lawrence’s Church along with History and Community Stalls, Children’s competition’s, face painting plus much more.

*Performance times to be finalised

Lords and Ladies are invited to the impressive Evesham Town Hall to enjoy an evening of Medieval merriment to help raise funds to support of The Battle of Evesham.

- Four Course Medieval Meal
- Complimentary Mead or Juice on arrival
- Licenced Bar
- Live Medieval Band
- Jovial Jester Japes
- Medieval Dancing Demonstrations
- Strictly Medieval Dance Competition
- Medieval Games and Entertainment

Who knows if you will be sat with an heroic Knight or an evil Baron. Be careful as The Lord of Evesham will be dishing out Medieval forfeits to those who cross him during the evening.

£35 per person – Medieval costume only.

For tickets visit: www.BattleofEvesham.co.uk/MayMarket and click on the main image, or call into Evesham’s Almonry Museum and ask for Ashley. Discounted rooms at some Evesham hotels.

For details call Mick on: 07887 621856
www.BattleofEvesham.co.uk/MayMarket

Traders Info: Evesham Town Centre location, 24hr security, car parking within grounds, 24hr toilets, secure location for valuables. Non-food traders on grassed area – food traders in the Market Square hard standing, overlooking the Battle Arena.

To apply email: Mick@BattleofEvesham.co.uk / Call: 07887 621856
1.0 PURPOSE OF REPORT
1.1 To seek Members’ recommendation concerning a grant for the Evesham River Festival.

2.0 RECOMMENDATION
2.1 Members’ recommendation is requested.

3.0 BACKGROUND
3.1 Evesham Town Council has a budget of £18,500 for the financial year 2020/21 allocated to tourism/events.

3.2 The Council uses the Tourism Budget primarily to aid the putting on of festivals and events. It is also sometimes used for publicity of Evesham and/or its attractions.

4.0 EVESHAM RIVER FESTIVAL
4.1 The River Festival is to be held on 11 July 2020. The Town Council supported this event with a grant of £4,200 in 2019.

4.2 Attached to this report is the application form.

4.3 The River Festival has requested £4,200.

5.0 FINANCIAL IMPLICATIONS
5.1 The Committee has a remaining budget of £18,500 minus what the committee allocates at this meeting.

6.0 LEGAL IMPLICATIONS
6.1 The Council may award a grant in accordance with the General Power of Competence.
1. ORGANISATION REPRESENTED BY
THE APPLICANT
(NB: This will be the name the payment is made to should an award be agreed)

2. CONTACT DETAILS
NAME: Doug PAYNE
ADDRESS:

POSTCODE:

EMAIL:

3. FESTIVAL/EVENT NAME
Evesham River Festival

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

5. NUMBER OF PEOPLE ESTIMATED TO ATTEND
8,000 - 10,000

6. AIMS AND OBJECTIVES OF THE FESTIVAL/EVENT (Please continue on a separate page if necessary)
To promote local activities, music, food and tourism through displays and hands on participation. The festival is now known for its boat race participation and attracts from all over the Midlands.

7. HOW WILL YOUR FESTIVAL/EVENT BENEFIT EVE SHAM? (Please continue on a separate page if necessary)
Local shops, bars and hotels all benefit, as this is now a must go to event for many. Local bands can be showcased and promoted and the local facilities and riverside can show their potential
8. TOTAL COST OF THE FESTIVAL/EVENT (please include a breakdown of costs)

£ 9000

9. WHAT COSTS ARE YOU APPLYING FOR?

CAPITAL: .................................................................

EXPENDITURE: £ 4,200

10. HOW WILL ANY SHORTFALL BE MET?

Staff rental, sponsorship, donations, boat entries

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

To improve year on year.

12. OTHER SOURCES OF FUNDING/INCOME

DISTRICT: £ Venue, Portable toilets, Litter Picking, Confirmed (Y/N)

COUNTY: ................................................................. Confirmed (Y/N)

SALES: £ 3000

SPONSORSHIP: £ 3000 2018 £ 415 2019 £ 340 Confirmed (Y/N)

OTHER SOURCE: £ ................................................................. 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

☐ The most recent income and expenditure account or in the case of a new event/festival a fully costed current plan with financial information

☐ A business plan or explanation of how the event will work

☐ Details of any additional funding secured or applied for, as well as any fundraising carried out

☐ Constitution or rules of the organisation

☐ 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: ____________________________  Date: 7.8.20_7.0

Name and Position in the Organisation: Chairman........................................................
Evesham River Festival

Income and Expenditure Account

For the 12 Month Period ended 31 December 2019
Evesham River Festival

Accountants Report

In accordance with instructions given to us, we have prepared without carrying out an audit the attached Income and Expenditure Account from accounting records and from information and explanations supplied to us.

Clement Rabjohns Limited
Chartered Accountants

111/113 High Street
Evesham
Worcestershire WR11 4XP

20/05/10
Date
Evesham River Festival
Income and Expenditure Account
For the period ended 31 December 2019

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<th>2019</th>
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<tr>
<td>First Aid and water safety</td>
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<td>Other expenses</td>
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<td>371</td>
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<td><strong>Total Expenses</strong></td>
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<th>2018</th>
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<td></td>
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<td>£</td>
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<td>Cost</td>
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<td>Fireworks</td>
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£9300
Evesham River Festival 2020

The organization has stayed basically the same this year however we have added several members to the committee to deal with sponsorship and PR

Chair
Sec, Stalls
Health and Safety, Water activities
Music, Stage area
PR
Sponsorship, commercial
General
Accounts

Doug Payne
Caitlin Donnahan
Adrian Mayhew
Matt Bate
Alice Hall, Marnie Whelan
Emma Plant
Cath Donnahan
Clement Rabjohns

Full event insurance is provided

Security is provided by an outside security company and will provide cover overnight on Friday, all day Saturday and overnight on Saturday. After some issues last year we have decided to increase the overnight cover as the single guard was “stretched”. Police and Fire will be informed.

Stalls will predominantly be local traders as will the bands and entertainment.

The water entertainment is still being finalized but will consist of displays, demonstrations and team competitions. Safety cover and first aid will be provided by South Worcester Life Savers.

We are hopefully having a display of the history of the festival and river, so any old info or photos will be welcomed.

A real ale bar will be provided by the Fleece inn
The illuminated parade will precede the firework finale

We have looked at the fireworks issue and have talked to the contractor, who has said that there are no such things as quiet fireworks for a display such as ours. Many people specifically come to the festival for the fireworks. There will be notices in the local press preceding the event.
Report for Finance Meeting 16th March 2020

To update Members on the Almonry for 2019-20

**Museum Visitors**

Museum visitor figures 2019-2020 have seen an increase of around 3% based on the previous year, up to and including the 9th March we have received just under 4,000 visitors to the museum alone, this includes groups and school visits.

The rise in visitor figures is particularly reassuring when we had to endure a period of enforced closures due to short staffing during the latter part of 2019.

Since 2015 there has been an overall rise in visitor figures of 32%.

Based on the number of museum visitors alone and the income received from admissions, school and group visits, the average spend per head is just over £2.50 per head in 2019-20¹

**Museum and Collections**

A large number of objects have been returned to the VEHS but there is still a lot of objects to return, this is a time consuming activity and will take a while longer to complete. Progress is being made in the full cataloguing of the Almonry collection. The Military Room is being redisplayed following the return of the firearms collection to VEHS. The Huddy Room has been fitted out with museum quality storage shelves and units and will now become a decent storeroom for the Almonry collection.

**School visits**

The number of school visits has dropped in the last 6 months, partly due to the departure of a member of staff who led all school sessions. Since the New Year we’ve had an increase in the uptake of our loan boxes. Alex, one of our new staff members is developing a series of new school’s workshops that will utilise our collection more and will appeal to a broader range of schools, hopefully to include secondary schools.

**Group Visits**

Group visits have been steady but are an area of focus for the next 12 months. A key priority is to streamline the invoicing and billing for groups.

---

¹ Arts centre commission, Gallery commission sales, gift shop and ticket sales are not included in this calculation as some customers do come into the Almonry to just use other services apart from the museum.
Our Tripadvisor rating is 4.5 and we are listed as the #3 of 32 things to do in Evesham. Our score has remained consistent for over 2 years.

Google holds a rating of 4.6 which has increased since 2017 from 3.4

In 2019 we retained our accreditation with Visit England through their biennial Quality Assessment, increasing our score from 73% in 2017 to 82%

Marketing and promotions

During 2019 with the help of a local design company we developed and rolled out a new logo and sub logos for use on leaflets, web, social media and correspondence. New vinyl signs were commissioned that have been put up in the shop area and 10,000 new branded leaflets have been printed. The aim of the new logos is to give a more cohesive view of the Almonry and the services it offers. The main brand is ‘The Almonry, Evesham’ with sub brands of the ‘The Museum at the Almonry’, ‘The Tourist Information Centre at the Almonry’ and ‘The Little Gift Shop at the Almonry’.

In late 2019 we were approached by a company called Travelzoo. They are a company who create special offers and deals with business and service providers, which they then offer to their members.
at a discounted price. I decided to create a TravelZoo promotion to run during the winter months when we are traditionally very quiet (1st October - 29th February) the special offer was for a ‘2 for 1’ ticket, although it didn’t include the usual ‘free return visit’, restrictions were also placed on visiting during school holidays. Each TravelZoo voucher cost £5 of which 30% went to Travelzoo.

We redeemed 133 vouchers which is the equivalent of 266 visitors, all of which were first time visitors. We received 100% feedback, with 93% saying they would make a return visit. Comments were all positive, particularly regarding staff. Travelzoo provided a map of the locations where tickets were bought allowing us to get an idea of where our visitor base comes from. Of the 197 vouchers purchased through Travelzoo, it is clear that the majority of the visitors are from the region and in particular north Worcestershire and south Birmingham. This information will help us to inform our marketing plans for the next year.
Planning for 2020-2021

Events and Exhibitions

A full programme of events and exhibitions has been made including:

Easter – craft activity and trail and animal handling

May – VE Day event

May ½ term – craft activity and trail and carnivorous plants

Summer Holiday – Summer exhibition based around leisure in Evesham e.g. cinema, Marine ballroom etc, with complementary weekly themed crafts, trails and activities

October ½ term – craft activity and trail and Halloween themed event

Christmas – annual concert tbc

Schools and Groups

Alex, the new Senior Almonry Assistant is using his knowledge and experience of working with school groups to develop new and existing sessions to cater to a broader range of schools and to widen the appeal of our sessions added relevancy to the curriculum. A budget has been allocated to buy resources for the new sessions as well as for promotional events and activities.
The Almonry group visit offer has been reviewed and will be rolled out from April 2020. All group offers are for groups of 10 or more people.

**Package 1**

Primarily aimed a coach tour companies. Coach companies provide each passenger with a voucher which they redeem at the Almonry, the coach company are then invoiced based on the number of voucher handed in.

- Adult £4.50 per head
- Concession £2.70 per head

**Package 2**

Primarily aimed at groups such as Probus, WI, U3A

- Introduction to the Almonry, its history and the formation and history of Evesham
- 30-minute talk/demo/workshop led by a member of staff
- Tea/coffee & biscuits

- Adult £10 per head
- Concession £8.50 per head

We are looking at ways of further developing the offer and working with other organisations and business to create a full day offer that groups can tailor to suit their needs. We will follow this up with a direct marketing campaign to regional groups and coach tours.

**Museum and Collections**

Work planned for 2020/21 includes:

- Re-storing of Huddy Room, organising shelves and bays according to collection type, ensuring all documentation is up to date
- Repacking, labelling and marking Almonry collection objects, storing correctly
- Begin a programme of digitising and scanning collection objects for MODES records and preservation purposes
- Continued return of objects to VEHS: costume store, Henry Fowler store, museum room by room. Take on loans as deemed necessary to complement collection
- Organising and re-storing of costume store and Henry Fowler store
- Update policies and plans, incorporate EDI/accessibility recommendations to improve Almonry services (Audience Development Plan)
- Audit all areas of collection
- Ensure correct procedures for the documentation of collection are in place (Documentation Plan led) allow approx. 1 hour per object for full cataloguing
- Begin project proposal for NLHF, carry out surveys, research and meetings as necessary
- Undertake Collection Care Audit via AIM
**Marketing and promotion**

Over the last year couple of years, we have reduced the amount of print advertising we have taken out and increased our flow of Social Media traffic in an effort to increase value for money. For example, for our events day last October we relied purely on Facebook event posting to advertise it. As a result, we had 73 visitors compared to the 21 for the event day in the same holiday last year. The Travelzoo promotion has been useful in allowing us to see where a section of our visitors come from. For 2020-21 we would like to trial Facebook Boosts. This is process where you can promote your event to a target audience dependent on age, interest, geographic area etc. Facebook boosts are only available through paying by credit/debit card. We do not have a credit or debit card that we can use for this purpose unless staff use their personal bank accounts, this is not an appropriate solution.

**Recommendation** - That members allow the Almonry access to Town Council credit/debit card for Almonry purchase including Facebook posts.

**Retail**

Jayne Flaxman, Senior Assistant has taken over the management of the shop and has already streamlined processes and is looking at ways of maximising the appeal of the shop to our visitors. Jayne is developing a spending plan, looking at trends in sales and stock levels and creating a stock range that complements the museum and the TIC. The current budget for the shop is a fixed budget that has to spread out over the year. This often means that if we have a particular item that sells well we can often end up without enough budget to restock.

**Recommendation** – that Members agree to allow the income from the sale of retail items to be funnelled straight back into the retail expenditure cost code thereby negating any shortage of funds for new stock

**Spending plan 2020/21**

Attached is the Almonry spending plan for 2020-21. All spending is based on the companies we already purchase from who are not necessarily the cheapest. This year the Council will have repaid over £500 to Almonry staff members who have had to purchase items on their own credit/debit cards either because they are specialist items or to try and cut costs. Not all the codes have been fully costed out to allow for some flexibility in price changes and for any unforeseen expenses.
## Spending Plan 2020-2021

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<th>Repairs &amp; Maintenance</th>
<th>Projects</th>
<th>Events</th>
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**Total Payments**

- £3,000.00
- £2,000.00
- £3,500.00
- £25,000.00
- £3,000.00
- £1,500.00
- £2,000.00
- £1,953.00
- £0.00

**Cost Code**

- 801100: PHX - Monitoring fire & security
- 801105: CIA - Fire
- 801105: ADT - Intruder
- 801105: Chubb Fire
- 801105: Phone rentals
- 801106: ID badges
- 801106: Viking - toilet rolls
- 801106: Cleaning products
- 801106: Stationery
- 801106: Photocopier
- 801106: Carrier bags
- 801106: Office furniture
- 801106: Extinguisher service
- 801106: Exhibition equipment
- 801106: Tools and equipment
- 801107: Avon Pest Control
- 801107: Gecom - cloud storage
- 801107: Professional fees - Surveys etc
- 801108: Summer exhibition
- 801108: School/groups interpretation
- 801115: Easter - stall handling
- 801115: Easter - stall handling
- 801115: May Day/VE Day - afternoon tea, decorations
- 801115: Summer holiday event days (£100 per day)
- 801115: October 1/2 term
- 801115: Christmas event
- 801114: A4/- A3 paper
- 801114: PEL - Nitrile Gloves
- 801114: PEL - stainless steel
- 801114: PEL - Emergency Response and Salvage Wheel
- 801114: PEL - Disaster Kit top up
- 801114: Murray Andrews - coin cataloguing
- 801114: Really Useful boxes
- 801114: Stewart boxes
- 801114: Collection care sundries - polishes, brushes etc
- 801114: MODES licence
- 801114: Acid free boxes and files
- 801112: Web hosting
- 801112: PR & PPL
- 801112: Visit Wovcs guide
- 801112: Namesco
- 801112: Domain name registration renewal
- 801112: CDC yearbook
- 801112: Promos for groups
- 801112: Promos for Schools
- 801112: Facebook boosts for events
- 801112: Places to Go

**Total Payments**

- £0.00
- £2,835.00
- £3,270.00
- £10,746.00
- £2,250.00
- £1,393.00
- £2,000.00
- £1,953.00
- £0.00

**Total Payments**

- £3,000.00
- £483.00
- £230.00
- £14,255.00
- £750.00
- £110.00
- £0.00
- £47.00
- £5,000.00
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FINANCE AND GENERAL PURPOSES

DATE: 16 MARCH 2020

SUBJECT: UPDATED FINANCIAL REGULATIONS

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To advise the committee of the updated Financial Regulations (FR) as drafted by the National Association of Local Councils (NALC).

2.0 RECOMMENDATION

2.1 It is recommended that the updated FR are adopted.

3.0 BACKGROUND

3.1 Attached to this report are the updated FR as drafted by NALC. The FR act as a policy by which the Council and its officers should abide by in terms of reporting expenditure, monitoring expenditure and income, purchasing services and obtaining contracts.

3.2 The Council’s independent auditor referred to the fact that the Council had not adopted the latest model FR which were released in July 2019. It should be noted that Evesham Town Council is not a member of NALC and its local affiliate WALC and therefore does not get the latest updates.

4.0 UPDATED FR

4.1 There are very few differences between the updated FR and the previous versions. Any differences have been highlighted for your information.

5.0 LEGAL IMPLICATIONS

5.1 These, if adopted, will become council policy.

6.0 FINANCIAL IMPLICATIONS

6.1 There is no cost to the Council.
## [ENTER COUNCIL NAME] MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council’s three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council’s standing orders and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council’s functions, including arrangements for the management of risk.

1.3. The council’s accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;

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1 Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)
administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

determines on behalf of the council its accounting records and accounting control systems;

ensures the accounting control systems are observed;

maintains the accounting records of the council up to date in accordance with proper practices;

assists the council to secure economy, efficiency and effectiveness in the use of its resources; and

produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council’s transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council’s income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
• setting the final budget or the precept (council tax requirement);
• approving accounting statements;
• approving an annual governance statement;
• borrowing;
• writing off bad debts;
• declaring eligibility for the General Power of Competence; and
• addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

• determine and keep under regular review the bank mandate for all council bank accounts;
• approve any grant or a single commitment in excess of £10,000; and
• in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners’ Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member, the Chairman of the F&GP Committee shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the
accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning
3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [Finance and General Purposes Committee and then the council.

3.3. The council shall consider annual budget proposals in relation to the council’s three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over 10,000;
- a duly delegated committee of the council for items over 3,000 or
- the Clerk, in conjunction with Mayor of Council or Chairman of the appropriate committee, for any items below £3,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (‘virement’).

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Mayor of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council’s standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of [£100] or [15%] of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council’s banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

   a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];

   b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or

   c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct
payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made.
The approval of the use of a banker’s standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council’s records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member’s personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council’s financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking.
work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO] [a member]. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of £500] unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No non contractual changes shall be made to any employee’s pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

   a) by any councillor who can demonstrate a need to know;

   b) by the internal auditor;

   c) by the external auditor; or

   d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of
tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council’s banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.
9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:
a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;  

ii. for specialist services such as are provided by legal professionals acting in disputes;  

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;  

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;  

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and  

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £35,000 or more, the council shall comply with the relevant requirements of the Regulations.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be

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2 The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

3 Thresholds currently applicable are:
   a) For public supply and public service contracts 209,000 Euros (£181,302)
   b) For public works contracts 5,225,000 Euros (£4,551,413)
supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[ ], *[insert reference of the council’s relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £35,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. Charities

[6.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.
18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.
1.0 PURPOSE OF REPORT

1.1 To inform Members of the latest internal audit report (attached).

2.0 RECOMMENDATION

2.1 It is recommended that Members note the report.

3.0 BACKGROUND

3.1 Members will be aware that the Town Council has appointed an internal auditor to independently look at the internal controls and accounting of the Town Council. The auditor is tasked with testing the Council’s systems and protocols and making recommendations where appropriate in order to improve and enhance them. Typically, this will focus on accounting procedures, statutory requirements, contracts etcetera.

3.2 On the Auditors most recent visit we asked them to focus on the accounting of the income from the Almonry, primarily that of the Arts Centre, as it has proved complicated in terms of accounting for cash sales and card sales, accounting for VAT and passing over the difference.

3.3 The Council engaged the training services of our accountants Baldwin’s, to assist the finance officer and resolve the points raised.

4.0 COMMENTS

4.1 B1 - The latest model financial regulations have been presented at this committee.

4.2 B2 - The Council need to open a new dual authorisation account. So far only the Unity Bank have shown any interest in providing this to the Council. It is recommended that delegated authority be given to the Chair of the Committee, the Mayor and Town Clerk look into this issue and make a formal recommendation to Council.

4.3 C1 – This was done at the previous Council meeting.

4.4 D1 – This has been resolved and was due to the incorrect posting on the opening balances

4.5 E1 – This has been partly resolved. We use the same code for incoming and outgoing income to show the money coming in and then going out minus the commission as per previous advice. We are seeking further advice from the auditor on his next visit on how best to process this.
4.6 E2 – This has been taken up with the auditor. It is reported annually and the loan offset against any remaining grant to WH.

4.7 E3 – The Almonry till has been upgraded to allow us to do this and will be checked again on the next audit visit.

4.8 E4 & E5 – These have been resolved

4.9 I1 This has been resolved

4.10 The small cash float held in the Almonry is now included

5.0 GENERAL OBSERVATION

5.1 The introduction of our own credit card and the work involved with acting as a box office for the Arts Centre is becoming increasingly complicated, as can be seen in this report. The officer has to analyse the income, deduct commission, calculate VAT, deduct postage costs, then pay over the difference, then calculate VAT on the commission. The Almonry Manger is bringing forward a report on the Arts Centre and our role as a box office shortly.

6.0 FINANCIAL IMPLICATIONS

6.1 None.

7.0 LEGAL IMPLICATIONS

7.1 None.
**Evesham Town Council**

**Financial Year 2019-20**

**Interim Internal Audit Observations**

**Visit date:** 4 December 2019

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**B**  This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

<table>
<thead>
<tr>
<th>No.</th>
<th>Audit Conclusion</th>
<th>Observation</th>
<th>Recommendation</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Council is not using the latest Model Financial Regulations</td>
<td>The Council has not formally reviewed and adopted the latest model NALC Financial Regulations issued in July 2019.</td>
<td>The Council to review and update its Financial Regulations</td>
<td>Medium</td>
</tr>
<tr>
<td>2</td>
<td>Electronic bank payments may be made on a sole authorisation basis</td>
<td>The Council makes payments Online on a Sole Authoriser basis. It is understood that the Council has contacted various banks but has not yet selected an alternative bank.</td>
<td>The authority should develop specific control procedures for any payments by bank transfer. This should include a requirement for dual authorisation of online bank payments.</td>
<td>High</td>
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</table>

**C**  This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

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</thead>
<tbody>
<tr>
<td>1</td>
<td>The Council has not formally Minuted a review of Risk</td>
<td>Understood this will be done in February 2020</td>
<td>The Council must ensure that it has conducted a review of Risk prior to the end of the financial year.</td>
<td>High</td>
</tr>
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</table>

**D**  The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

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</thead>
<tbody>
<tr>
<td>1</td>
<td>The accounting system opening balances do not agree to the prior year Annual Return</td>
<td>There is a difference of £5,129 between the Opening Balance in Sage and previous years Accounting Statements Box 7.</td>
<td>The Council must review the accounting system opening balances and rectify any discrepancy between the accounting system opening balances and the prior year Annual Return.</td>
<td>High</td>
</tr>
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</table>

**E**  Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

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<tr>
<td>No.</td>
<td>Issue Description</td>
<td>Observation</td>
<td>Recommendation</td>
<td>Priority</td>
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<td>----------</td>
</tr>
<tr>
<td>1</td>
<td>The Council has not correctly recorded income</td>
<td>Income in respect of Arts Centre sales has been recorded as Council income - it is not, it is income of the Arts Centre.</td>
<td>The Council to review the transactions in respect of the Arts Centre and ensure that they are not included within Council income.</td>
<td>Medium</td>
</tr>
<tr>
<td>2</td>
<td>There is a significant outstanding debtor balance.</td>
<td>The Councils accounts record a balance of £28,451.42 due from Wallace House. It was not clear at the time of the audit visit what the arrangements are for recovery of this amount.</td>
<td>The Council to provide the auditor with details of the agreed repayment arrangements for the Wallace House advance.</td>
<td>High</td>
</tr>
<tr>
<td>3</td>
<td>Income arrangements for the Almonry were reviewed and discussed with staff members.</td>
<td>The current method of accounting for income is based on the analysis of funds deposited in the bank, rather than from the audit reports produced from the Till.</td>
<td>The Council should review its arrangements for the recording and reconciling and Credit Card income. (This was discussed and agreed with the Finance Officer and Clerk during the audit visit). The internal auditor will agree proposed changes in accounting arrangements for Almonry income with the Clerk.</td>
<td>High</td>
</tr>
<tr>
<td>4</td>
<td>Income has not been correctly treated for VAT purposes</td>
<td>The Council sells tickets on behalf of the Arts Centre, for which it receives a Commission (It acts as an Agent). The Council has accounted or VAT on these sales, however as this is not income of the Council the Council should not account for VAT on these transactions. The Council should only account for VAT on the Agency Fee it receives for the sale of the tickets. It is understood that the gross ticket proceeds, without deduction of VAT have been paid over to the Arts Centre.</td>
<td>The Council must review the VAT treatment of income and make the necessary amendments to its accounting records and VAT account.</td>
<td>High</td>
</tr>
<tr>
<td>5</td>
<td>The VAT control account has not been agreed and cleared</td>
<td>It was noted that VAT Liability Account in the balance sheet had not been cleared. This was due to the incorrected definition of the control account in Sage.</td>
<td>Council to ensure that the balance on the VAT control account is regularly reconciled and cleared.</td>
<td>High</td>
</tr>
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</table>

**I Periodic and year-end bank account reconciliations were properly carried out.**

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<tbody>
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<td>1</td>
<td>End of month bank statements have not been reconciled to accounts</td>
<td>It was noted that the format of the Council bank reconciliation does to clearly reconcile the balance stated in the Council’s cashbook with the balance recorded on the bank statement.</td>
<td>The Council to review and amend the format of its bank reconciliations.</td>
<td>High</td>
</tr>
<tr>
<td>2</td>
<td>Cash balances held do not agree to the Councils accounting records.</td>
<td>It was noted that a cash float held at the Almonry is not recorded in the Council’s accounts.</td>
<td>Council to ensure that the Almonry cash float is recorded in the Councils accounts.</td>
<td>High</td>
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</table>