

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO



The Town Hall
High Street
Normanton
WF6 2DZ

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To members of the Events
Committee

Our ref: DJ/hs
Date: 8th May 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to be held on **Monday 13th May 2024** at **1.00pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna Johnston', written in a cursive style.

Mrs Donna Johnston FdA
Town Clerk & RFO.

EVENTS COMMITTEE

Monday 13th May 2024 at 1.00pm at Normanton Town Hall

AGENDA

063.	Apologies for Absence To receive apologies for absence.	
064.	Declarations of Interest To receive declarations of interest.	
065.	Minutes To receive and sign the minutes of a meeting of the Events Committee held on Monday 8 th April 2024 (Minute Numbers 056-062; Pages 35-39).	ENC A
066.	Events in 2024 To discuss arrangements for events to be held in 2024 and consider quotes for services.	TO FOLLOW
067.	Events Committee Budget To review the Events Budget for the 2024/25 financial year.	TO FOLLOW

NORMANTON TOWN COUNCIL**MINUTES OF THE EVENTS COMMITTEE**

Held on Monday 8th April 2024 at 1.00pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard - Chairman
Councillor M Jennings
Councillor H Jones – Vice Chairman
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor P Sampson

Donna Johnston – Town Clerk
Helen Senior – Admin Officer
Councillor A Bones – Observer

Absent: Councillor D Appleyard
Councillor S Hudson
Councillor F Marchant
Councillor J Medford
Councillor D South
Councillor K Wilson, JP

056. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor D Appleyard, Councillor S Hudson, Councillor F Marchant, Councillor J Medford, Councillor D South and Councillor K Wilson, JP.

057. Declarations of Interest

There were no declarations of interest recorded.

058. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 4th March 2024 (Minute Numbers 048-055; Pages 32-34) be received as a true record and signed by the Chairman.

059. Events in 2024Security

- TD Events to be booked for Party @ Haw Hill Park at a cost of £1,206.00 + VAT.
- TD Events to be booked for Gala Day at a cost of £864.00 + VAT.
- TD Events to be booked for the Christmas Lights Switch On at a cost of £168.00 + VAT.

Litter Collection

- Streetscene to be booked for Party @ Haw Hill Park at a cost of £1,385.79 + VAT plus tipping costs at £222.05/tonne.
- Streetscene to be booked for Gala Weekend at a cost of £1,921.75 + VAT plus tipping costs at £222.05/tonne.
- Streetscene to be booked for the Christmas Lights Switch On at a cost of £332.10 + VAT plus tipping costs at £222.05/tonne.
- A meeting with Streetscene to be arranged to discuss Gala Weekend requirements.

Traffic Management

- Think TM to be booked for Gala Weekend at a cost of £2,864.00 + VAT.
- Think TM approved for Remembrance Sunday at a cost of £996.00 + VAT.
- Think TM to be booked for the loan of 3 road closed signs for the Christmas Lights Switch On at no cost.
- Following a competitive testing of the market, a three-year agreement with Think TM for traffic management was approved.

First Aid

- Mediquas to be booked for Party @ Haw Hill Park at a cost of £468.00 + VAT.
- Mediquas to be booked for Gala Weekend at a total cost of £1,209.00 + VAT.
- Mediquas to be booked for Halloween in Normanton at a cost of £157.00 + VAT.
- Mediquas to be booked for Remembrance Sunday at no cost.
- Mediquas to be booked for the Christmas Lights Switch On at a cost of £263.25 + VAT.

Free Parking

The following free parking dates would be requested from Wakefield Council via the District Councillors:

- Saturday 14th September 2024 for Gala Day.
- Saturday 21st September 2024 for the Flower Show.
- Saturday 21st December 2024 for Christmas Shopping.

Mayor Making

- Long Service Awards are to be presented to serving Town Councillors from 10 years of service, and every 5 years thereafter.
- Awards will be purchased at a maximum cost of £50.00 each out of the Mayors Allowance. The Town Clerk is delegated authority to purchase the required gifts.
- Those receiving the awards will be given a choice from a limited selection of commemorative gifts.
- Flowers to be purchased from Calli-Fleur at a cost of £35.00 each for the outgoing Mayor and Mayoress, incoming Mayor, and incoming Deputy Mayor and Deputy Mayoress.
- A small gift is to be purchased for the incoming Consort at a cost of up to £35.00.

Party @ Haw Hill Park

- A three-year agreement with MB Audio Visual for the stage hire was approved at a cost of £3620.00 + VAT for 2024, £3801.00 + VAT for 2025 and £3991.05 + VAT for 2026.

Summer Band Concerts

- The Town Clerk was delegated authority to book the concert dates with Altofts and Normanton Brass Band based on the band's availability at a cost of £250.00 per concert.

Gala Weekend

- Fuse Fireworks to be booked at a cost of £6,250.00 + VAT for a twenty-minute display.
- A three-year fixed price agreement with Fuse Fireworks for the evening fireworks display including the addition of 50 x 2" shells in the finale, free of charge, was approved.
- It was agreed that there was no budget for commemorative t-shirts and those taking part in the Gala will be asked to wear something appropriately themed instead.

- Local rugby teams will be contacted regarding the involvement of their mascots either in the parade or at the Gala.

Talk & Slide Show

- The Talk and Slide Show will take place on Tuesday 24th September at 7:00pm at All Saints Church.
- A donation of £100.00 will be given to the presenter towards costs.
- The Town Clerk was delegated authority to purchase refreshments including tea, coffee, juice, and biscuits.

Christmas Lights Switch On

- Altofts & Normanton Brass Band to perform at a cost of £75.00.

Flower & Vegetable Show

- National Chrysanthemum Society membership to be renewed and medals purchased at a total cost of £74.00.
- National Dahlia Society membership to be renewed and medals purchased at a total cost of £57.00.
- National Vegetable Society membership to be renewed and medals purchased at a total cost of £33.60.

060. Gala Entertainment 2025

Members reviewed the Gala entertainment booked for 2025 and gave consideration to the proposed arena schedule.

RESOLVED that the draft running order be agreed, and no further arena entertainment be booked.

061. Events Committee Budget 2023/24

Members reviewed the Events Committee budget for the 2023/24 financial year which showed:

Total Income £ 4,533.22

Total Expenditure £ 56,572.23

RESOLVED that the Events Committee budget be received.

062. Draft Events Committee Budget 2024/25

Members reviewed the draft Events budget for the 2024/25 financial year which showed budgeted expenditure of £67,920.00 and committed expenditure of £26,975.50.

RESOLVED that the draft Events Committee budget be received.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

NORMANTON TOWN COUNCIL



EVENTS COMMITTEE – 13.05.2024

'TO FOLLOW' ENCLOSURES

NORMANTON TOWN COUNCIL

EVENTS COMMITTEE

Monday 13th May 2024

EVENTS IN 2024

EVENT	DATE	START/FINISH
Mayor Making	Friday, 17 th May	7.00pm – 10.00pm.
D Day 80	Thursday, 6 th June	7.30pm – 9.30pm.
Summer Band Concerts	TBC	
Civic Sunday	Sunday, 23 rd June	10.30am – 12.30pm.
Party @ Haw Hill Park	Saturday, 13 th July	4.00pm – 9.30pm.
Schools Fun Fair	Friday, 13 th September	1.00pm – 3.00pm
Gala Day	Saturday, 14 th September	11.00am – 9.00pm.
Gala Sunday	Sunday, 15 th September	8.00am – 4.00pm.
Flower & Vegetable Show	Saturday, 21 st September	2.00pm – 5.00pm.
Halloween	Tuesday, 29 th October	10.00am – 1.00pm.
Remembrance Sunday	Sunday, 10 th November	10.15am – 2.00pm.
Christmas Lights Switch On	Friday, 29 th November	4.00pm – 7.00pm.
Children’s Christmas Party	Wednesday, 4 th December	10.00am – 3.00pm.
Christmas Celebration	Thursday, 12 th December	7.00pm – 9.00pm.

Please note that the times indicated above are START TIMES and Councillors may be required earlier than the start time if they are assisting with the event. Finish times are approximate.

Members are asked to consider arrangements for the events to be held in 2024 and consider quotes for services where available.

MAYOR MAKING

- **Transportation Boxes**
To ratify the purchase of boxes purchased to transport crockery and glassware to the event.

Nisbets	Glass Carry Boxes x 10	£155.98 + VAT
Caterbox	Plate Carry Boxes x 6	£209.14 + VAT
Total Cost		£365.12 + VAT

These items were ordered under Clerks Authority in consultation with the Chairman of the Events Committee in order to protect Council assets whilst in transit to the venue.

The cost to hire the glassware and crockery is around £350.00 per year so this will provide a cost saving in future years.

TO FOLLOW

- To ratify the purchase of flowers.
5 boxes at £35.00 from Calli-Fleur
- To ratify the purchase of a long service award from Keep It Personal at a cost of £38.98.
- To review the risk assessment.

D DAY 80

- To review the risk assessment
- To give delegated authority to the Town Clerk to purchase gas for the beacon.
- To give delegated authority to the Town Clerk to have the orders of service printed at the Normanton Advertiser.

CIVIC SUNDAY

- To review the risk assessment
- To give delegated authority to the Town Clerk to have the orders of service printed at the Normanton Advertiser.

PARTY @ HAW HILL PARK

- To give delegated authority to the Town Clerk to purchase refreshments and sundry items required for the smooth running of the event.
- To consider quotes for barriers
 - Company 1 £199.50 + VAT (Fri to Mon hire)
 - Company 2 £150.00 + VAT (Fri to Mon hire)
 - Company 3 £380.00 + VAT (Deliver & Collect Saturday)Company 3 have offered a fixed agreement for three years.

GALA

- To consider options for Pre-Fireworks Entertainment
- To consider quotes for the hire of Marquees, Tables & Chairs
(2 x large marquee, 1 x small marquee, 50 x chairs, 20 x tables)
 - Company 1 £1,200.00 + VAT
 - Company 2 TBC
 - Company 3 TBC
- To receive an update on the fairground.

FLOWER & VEGETABLE SHOW

- To consider quotes for table hire (40 x 6ft tables)
 - Company 1 £364.35 + VAT plus £500 refundable deposit
 - Company 2 £348.80 + VAT* Lightweight Go-Pak Tables
 - Company 3 £333.60 + VAT

REMEMBRANCE SUNDAY

- To consider quotes for coach hire (2 x 53 seater, plus 1 x 16 seater minibus)
 - Company 1 £1,200.00
 - Company 2 £700.00 without a minibus
 - Company 3 £850.00

CHRISTMAS LIGHTS SWITCH ON

- To receive an update on the fairground.

RISK ASSESSMENT

Normanton Town Council

Mayor Making Dinner

All Saints Church, High Street, Normanton

Friday 17th May 2024

This Risk Assessment was initially carried out on 11th April 2024 and will be reviewed as arrangements are made and if conditions change during the planning of the event.

A post event review will also be carried out at the next Committee Meeting.

Each section of the event has been broken down and assessed individually.

Risk is identified using the HSE Risk Matrix below:

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Organisational Risk:

The Town Council and its employees are insured by Gallagher Insurance. The policy is up to date and covers the events undertaken by the Town Council.

AREA: Civic Dinner

HAZARD	SEVERITY	LIKELIHOOD	RISK	CONTROLS IN PLACE	REVIEWED
Slips, Trips and Falls	1	1	1	The event space is checked on a regular basis by the venue and staff.	11.04.24
Toilets	1	1	1	Toilets are available in the event venue.	11.04.24
Minor Accidents	2	2	4	The staff will have a first aid box and will be able to contact the emergency services.	11.04.24
Entertainment	2	1	2	Any performer is responsible for their own Public Liability Insurance.	11.04.24
Sound System Electrical Faults	3	1	3	The sound system is being provided by the venue and is pat tested in accordance with their own risk assessment.	11.04.24
Food Allergies	2	2	4	All guests are asked for their allergies in advance of the event so that special food can be ordered.	11.04.24

AREA: Emergency Situations

HAZARD	SEVERITY	LIKELIHOOD	RISK	CONTROLS IN PLACE	REVIEWED
Fire	3	1	3	Members of staff to contact emergency services if required.	11.04.24
Public Order Offences	2	1	2	Members of staff to contact emergency services if required.	11.04.24
Cancellation	0	1	1	Prior to the event the Events Committee may make the decision to cancel the event in the event of serious weather conditions or emergency situations. The Events Committee may make the decision to abort the event during the day of the event in the event of similar or other occurrences.	11.04.24

AREA: Set Up and Take Down

Manual Handling	1	1	1	All staff and volunteers advised on correct lifting procedures. Tables to be handled as a two-person lift. Chairs to be carried no more than 2 at a time.	11.04.24
Slips, trips and falls	1	1	1	Floor surface to be checked prior to works commencing.	11.04.24
Accidents	1	1	1	The Town Clerk will carry the event first aid kit and accident book.	11.04.24
Broken Glass/Crockery	2	1	2	Glassware and crockery to be handled carefully and remain in boxes until ready for table setting.	11.04.24
General Public	1	1	1	Take down to commence once general public have left the building to avoid unnecessary volunteer 'helpers'.	11.04.24

RISK ASSESSMENT

Normanton Town Council

D-Day 80 Service And Beacon Lighting

All Saints Parish Church

Thursday 6th June 2024

This Risk Assessment was initially carried out on 9th May 2024 and will be reviewed as arrangements are made and if conditions change during the planning of the event.

A post event review will also be carried out at the next Committee Meeting.

Each section of the event has been broken down and assessed individually.

Risk is identified using the HSE Risk Matrix below:

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Organisational Risk:

The Town Council and its employees are insured by Gallagher Insurance. The policy is up to date and covers the events undertaken by the Town Council.

AREA: Church

HAZARD	SEVERITY	LIKELIHOOD	RISK	CONTROLS IN PLACE	REVIEWED
Slips, Trips and Falls	1	1	1	The venue is to be checked by the Church staff.	09.05.24
Minor Accidents	2	2	4	First aid is not required due to the number of participants being less than 200 and no parade taking place. In the event of an accident or emergency 999 will be called for an ambulance.	09.05.24

AREA: Emergency Situations

HAZARD	SEVERITY	LIKELIHOOD	RISK	CONTROLS IN PLACE	REVIEWED
Fire	3	1	3	Fire Service will have been notified of the event in writing. Members of the Town Council, Events Committee, Town Clerk or other members of the Town Council to contact emergency services if required.	09.05.24
Public Order Offences	2	1	2	The Police have been notified of the event in writing. If required a member of the Events Committee, Town Clerk or other members of the Town Council will telephone for the emergency services.	09.05.24
Emergency Evacuation Terrorist Attack	3	1	3	The Town Council has an Emergency Evacuation procedure in place. This has been made available to the Police and members of the Events Committee.	09.05.24

TO FOLLOW

Lost Children	2	2	4	Lost children will be looked after by a member of staff until parents identified. Police will be informed if parents or child cannot be located.	09.05.24
Cancellation	0	1	1	Prior to the event the Events Committee may make the decision to cancel the event in the event of serious weather conditions or emergency situations. This will then be announced via local radio. The Events Committee may make the decision to abort the event during the day of the event in the event of similar or other occurrences.	09.05.24

AREA: Refreshments

HAZARD	SEVERITY	LIKELIHOOD	RISK	CONTROLS IN PLACE	REVIEWED
Refreshments Food Poisoning	2	1	2	Food provided is low risk and purchased from a reputable supplier with good best before dates. Any items requiring refrigeration such as milk, butter or cream will be stored in a fridge and only put out for service.	09.05.24
Allergies	4	1	4	All packaging retained for an allergen queries.	09.05.24
Minor Accidents	2	2	4	First aid cover is not required due to the number of participants being less than 200 but a first aid kit and defibrillator is available at the Town Hall. In the event of an accident or emergency 999 will be called for an ambulance.	09.05.24

AREA: Beacon Lighting

HAZARD	SEVERITY	LIKELIHOOD	RISK	CONTROLS IN PLACE	REVIEWED
Gas Leakage	3	2	6	<p>Ensure gas bottle is securely stored and transported.</p> <p>Conduct regular checks for leaks and ensure proper fittings are used.</p> <p>Volunteers to be trained on safe handling procedures for bottled gas.</p>	09.05.24
Transportation of Equipment	2	2	4	<p>Assess the physical capability of volunteers and provide assistance or alternative methods of transportation if needed.</p> <p>Ensure proper lifting techniques are used.</p> <p>Secure the equipment properly to prevent accidents during transport.</p>	09.05.24
Fire Safety	3	2	6	<p>Have fire extinguishers available on the church roof and base of the staircase.</p> <p>Keep flammable materials away from the equipment during operation.</p>	09.05.24
Weather Conditions	1	3	3	<p>Monitor weather conditions such as strong winds or rain posing safety risks on the roof.</p> <p>Ensure that the roof surface is dry and free from hazards before the event begins.</p>	09.05.24

TO FOLLOW

				<p>Have a contingency place in place in case of sudden weather changes – In the event of the roof being unsafe, the beacon will be lit at ground level.</p>	
Falls	3	2	6	<p>Ensure that volunteers wear appropriate footwear to prevent falls.</p> <p>Prohibit access to anyone but official church volunteers.</p>	09.05.24
Emergencies	2	2	4	<p>Ensure that volunteers can communicate with staff on the ground in case of an emergency.</p> <p>Ensure that a first Aid kit is available on the church roof.</p> <p>Make the fire service aware of the event to prevent any unnecessary fire calls.</p>	09.05.24

RISK ASSESSMENT

Normanton Town Council

Civic Sunday Service

All Saints Parish Church

Sunday 23rd June 2024

This Risk Assessment was initially carried out on 11th April 2024 and will be reviewed as arrangements are made and if conditions change during the planning of the event.

A post event review will also be carried out at the next Committee Meeting.

Each section of the event has been broken down and assessed individually.

Risk is identified using the HSE Risk Matrix below:

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Organisational Risk:

The Town Council and its employees are insured by Gallagher Insurance. The policy is up to date and covers the events undertaken by the Town Council.

AREA: Church

HAZARD	SEVERITY	LIKELIHOOD	RISK	CONTROLS IN PLACE	REVIEWED
Slips, Trips and Falls	1	1	1	The venue is to be checked by the Church staff.	11.04.24
Minor Accidents	2	2	4	First aid is not required due to the number of participants being less than 200 and no parade taking place. In the event of an accident or emergency 999 will be called for an ambulance.	11.04.24

AREA: Emergency Situations

HAZARD	SEVERITY	LIKELIHOOD	RISK	CONTROLS IN PLACE	REVIEWED
Fire	3	1	3	Fire Service will have been notified of the event in writing. Members of the Town Council, Events Committee, Town Clerk or other members of the Town Council to contact emergency services if required.	11.04.24
Public Order Offences	2	1	2	The Police have been notified of the event in writing. If required a member of the Events Committee, Town Clerk or other members of the Town Council will telephone for the emergency services.	11.04.24
Emergency Evacuation Terrorist Attack	3	1	3	In the event of a terrorist attack, the church will be evacuated and appropriate authorities informed.	11.04.24
Lost Children	2	2	4	Lost children will be looked after by a member of staff until parents identified. Police will be informed if parents or child cannot be located.	11.04.24

TO FOLLOW

Cancellation	0	1	1	Prior to the event the Events Committee may make the decision to cancel the event in the event of serious weather conditions or emergency situations. This will then be announced via local radio. The Events Committee may make the decision to abort the event during the day of the event in the event of similar or other occurrences.	11.04.24
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AREA: Refreshments

HAZARD	SEVERITY	LIKELIHOOD	RISK	CONTROLS IN PLACE	REVIEWED
Refreshments Food Poisoning	2	1	2	Food provided is low risk and purchased from a reputable supplier with good best before dates. Any items requiring refrigeration such as milk, butter or cream will be stored in a fridge and only put out for service.	11.04.24
Allergies	4	1	4	All packaging retained for an allergen queries.	11.04.24
Minor Accidents	2	2	4	First aid cover is not required due to the number of participants being less than 200 but a first aid kit and defibrillator is available at the Town Hall and Parish Rooms. In the event of an accident or emergency 999 will be called for an ambulance.	11.04.24

Events Committee Budget 2024/25

EVENT SUMMARY	BUDGET	EXPENDITURE
Mayor Making	£3,000.00	£1,235.00
Civic Sunday	£500.00	£450.00
Party @ Haw Hill Park	£16,000.00	£13,687.29
Summer Band Concerts	£800.00	£250.00
Gala	£32,000.00	£27,194.75
Flower Show	£2,600.00	£644.60
Halloween	£1,500.00	£357.00
Remembrance Sunday	£3,700.00	£2,451.00
Christmas Lights	£5,000.00	£3,533.35
Christmas Party	£1,500.00	£275.00
Christmas Celebration	£200.00	£0.00
Information Events	£120.00	£0.00
General	£1,000.00	£450.00
	£67,920.00	£50,527.99

MAYOR MAKING	Budget	Actual	Variance
Refreshments	£2,000.00	£975.00	£1,025.00
Drinks	£500.00		£500.00
Cleaning	£100.00		£100.00
Catering Equipment	£400.00		£400.00
Gifts / Flowers	£0.00	£260.00	-£260.00
	£3,000.00	£1,235.00	£1,765.00

CIVIC SUNDAY	Budget	Actual	Variance
Refreshments	£400.00	£450.00	-£50.00
Organist	£100.00		£100.00
	£500.00	£450.00	£50.00

TO FOLLOW

PARTY AT HAW HILL PARK	Budget	Actual	Variance
Stage Hire	£3,500.00	£3,620.00	-£120.00
Presenters	£400.00	£400.00	£0.00
Performers	£5,600.00	£4,650.00	£950.00
Fencing	£300.00		£300.00
Security	£1,750.00	£1,206.00	£544.00
Refreshments	£100.00		£100.00
Posters / Flyers	£350.00		£350.00
Toilets	£1,800.00	£1,957.50	-£157.50
Park Hire	£43.00		£43.00
First Aid	£400.00	£468.00	-£68.00
Litter Collection	£1,400.00	£1,385.79	£14.21
Minibus	£270.00		£270.00
Misc	£87.00		£87.00
	£16,000.00	£13,687.29	£2,312.71

BAND CONCERTS	Budget	Actual	Variance
Band	£250.00	£250.00	£0.00
Park Licence	£50.00		£50.00
Chair Hire	£100.00		£100.00
Band	£250.00		£250.00
Park Licence	£50.00		£50.00
Chair Hire	£100.00		£100.00
	£800.00	£250.00	£550.00

TO FOLLOW

GALA	Budget	Gala	Variance
Legal Fees	£50.00		£50.00
Fireworks	£6,000.00	£6,250.00	-£250.00
Prize Money	£100.00		£100.00
Presenters	£600.00	£600.00	£0.00
Litter Collection	£2,200.00	£1,921.75	£278.25
Traffic Management	£3,700.00	£2,864.00	£836.00
Policing	£1,500.00		£1,500.00
Parade Entrants	£1,000.00		£1,000.00
Stewards	£1,000.00	£864.00	£136.00
Dance Displays	£1,000.00		£1,000.00
Entertainment	£3,250.00	£6,215.00	-£2,965.00
Band	£2,500.00	£2,200.00	£300.00
Toilets	£2,700.00	£2,691.00	£9.00
Marquees, Tables, Chairs	£2,000.00		£2,000.00
First Aid	£1,100.00	£1,209.00	-£109.00
Programme & Posters	£700.00		£700.00
Stage	£1,800.00	£1,800.00	£0.00
Other	£300.00	£100.00	£200.00
Refreshments	£500.00	£480.00	£20.00
	£32,000.00	£27,194.75	£4,805.25

SHOW	Budget	Actual	Variance
Memberships /Medals	£120.00	£164.60	-£44.60
Prize Money	£850.00		£850.00
Judges	£30.00		£30.00
Table Hire	£1,000.00		£1,000.00
Prize Cards	£100.00		£100.00
Catering	£500.00	£480.00	£20.00
	£2,600.00	£644.60	£1,955.40

HALLOWEEN	Budget	Actual	Variance
Licence	£50.00		£50.00
Presenter / Sound System	£200.00	£200.00	£0.00
First Aid	£150.00	£157.00	-£7.00
Entertainment	£900.00		£900.00
Sweets	£100.00		£100.00
Fancy Dress	£100.00		£100.00
	£1,500.00	£357.00	£1,143.00

TO FOLLOW

REMEMBRANCE	Budget	Actual	Variance
Band	£550.00	£550.00	£0.00
PA System	£230.00	£275.00	-£45.00
Wreaths	£120.00		£120.00
Coaches	£800.00		£800.00
Misc	£80.00		£80.00
Traffic Management	£1,100.00	£996.00	£104.00
Refreshments	£190.00		£190.00
Catering (70x£9.00)	£630.00	£630.00	£0.00
	£3,700.00	£2,451.00	£1,249.00

SWITCH ON	Budget	Actual	Variance
Grotto Gifts & Paper	£400.00		£400.00
PA System	£2,070.00	£2,070.00	£0.00
Presenter	£270.00	£300.00	-£30.00
Entertainment	£1,000.00		£1,000.00
Decorations	£350.00		£350.00
Sweets	£150.00		£150.00
First Aid	£180.00	£263.25	-£83.25
Misc	£50.00		£50.00
Refreshments	£180.00	£400.00	-£220.00
Cleansing	£150.00	£332.10	-£182.10
Security Stewards	£200.00	£168.00	£32.00
	£5,000.00	£3,533.35	£1,466.65

CHRISTMAS PARTY	Budget	Actual	Variance
Gifts	£400.00		£400.00
Magician	£300.00	£275.00	£25.00
Hall Hire	£100.00		£100.00
Drinks	£10.00		£10.00
Selection Boxes	£500.00		£500.00
Bags	£45.00		£45.00
Refreshments	£60.00		£60.00
Misc	£85.00		£85.00
	£1,500.00	£275.00	£1,225.00

TO FOLLOW**CHRISTMAS CELEBRATION**

	Budget	Actual	Variance
Entertainment	£50.00		£50.00
Church	£50.00		£50.00
Refreshments	£55.00		£55.00
Prizes	£20.00		£20.00
Misc	£25.00		£25.00
	£200.00		£200.00

OTHER EVENTS

	Budget	Actual	Variance
Local Democracy	£120.00		£120.00
General Events (D Day / Yorkshire Day etc)	£1,000.00	£450.00	£550.00
	£1,120.00	£450.00	£670.00