

## Report No. 1

### Report to Community and Town Promotion Committee 14<sup>th</sup> May 2015

#### St Aldhelm's Day – Flower Festival

##### 1. Purpose of the report

- 1.1 To invite the committee to consider making a payment towards the costs associated with a flower festival to be held in St Aldhelm's Church as part of the St Aldhelm's Day celebration.

##### 2. Background

- 2.1 The committee previously agreed to fund the St Aldhelm's Day event this year to a total cost of £1,500.
- 2.2 A working group was formed and tasked with making the event different from previous years.
- 2.3 At an extraordinary meeting held on the 5<sup>th</sup> February 2015 the committee agreed a breakdown of costs associated with the event which did not include any reference to a flower festival.

##### 3. Proposal

- 3.1 Churches Together in Malmesbury have agreed to undertake the work necessary to ensure the flower festival takes place in St Aldhelm's Church but an indication has been received that they would need financial support towards the cost of the flowers to be used.
- 3.2 The suggested level of financial support is £200.
- 3.3 The original budget breakdown is shown on appendix 1 to this report with known committed or actual expenditure identified. It was subsequently agreed that no rental fee would be charged against the event.
- 3.4 The Local Youth Network has agreed to provide a grant of £250 towards the cost of the Bowmen.
- 3.5 The original anticipated income and expenditure included a figure of £750 income to be derived from the sales of alcohol and other refreshments which will no longer be taking place.

##### 4. Financial Implications

- 4.1 The space rental fee and anticipated income should be disregarded and the grant from the Local Youth Network taking into account when determining any further expenditure.
- 4.2 No allowance was made in the original budget for prizes for the various classes of fancy dress and riddles and this will need to be added to the total cost of the event.

- 4.3 The areas of proposed expenditure originally identified but no longer required are identified in Appendix 1.
- 4.4 If the table in Appendix 1 correctly shows the new anticipated level of expenditure then there is scope for setting aside funding for prizes and a contribution of £200 to Churches Together in Malmesbury for the flower festival within the total budget figure of £1,500 set by the committee.
- .5. Recommendation
- 5.1 The Committee is requested to note the report and consider if the request may be accommodated

J Penfold  
Town Clerk  
11<sup>th</sup> May 2015

Appendix 1

St Aldhelm's Day Fayre – Schedule of Expenditure

<b>Description of Service/Activity</b>	<b>Agreed</b>	<b>Committed</b>	<b>Spent</b>
<b>Expenditure</b>			
Publicity Materials	£450	£432	£432
Advertising and promotion including programmes of events	£300	£0	Not required
Performance fees	£600	£800	£0
Equipment rental	£100	£20	
Costume hire	£100	£0	Not required
Materials for children's' crafts	£100	£30	
Postage and other expenses	£50	£0	Not required
Refreshments and volunteer performers	£50		
Space rental fees	£150	Not required	Not required
<b>Income</b>			
Grant for Bowmen	£250		
Income from Sales	£750	Not available	Not available