

**RAUNDS TOWN COUNCIL**

**EVENTS COMMITTEE**

**Minutes: 15 November 2022: Start Time 7.45pm**

**PRESENT**

Cllr M Levell (Chairman), Cllr P Byrne, Cllr O Curtis, Cllr A Fernley, Cllr R Levell and Cllr L Wilkes

**IN ATTENDANCE**

Nicola Barker, Administrative Officer (Minutes)  
Simon Smart, Operations Manager  
Steve Tucker, Interim Town Clerk

**ALSO PRESENT:**

Cllr H Howell  
Mrs M Newton

**380.22 To Receive Apologies for Absence.**

Apologies were received from Cllr T Swailes.

**381.22 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received.

**382.22 Notification of members questions in compliance with the councils standing orders.**

None received.

**383.22 Declarations of Interest.**

COMMITTEE MEMBERS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

None.

**384.22 Minutes: To confirm the minutes of the Events Committee meeting held 18<sup>th</sup> October 2022. (Copy via link)**

**RESOLVED to confirm the minutes of the Events Committee meeting held on Tuesday 18<sup>th</sup> September 2022 as a true record.**

- 385.22 Christmas Market & Lights Switch On:** To update members on plans for the Christmas Market & Lights Switch-on on Sunday 27th November 2022.

The Committee reviewed the project plan and noted the map detailing the proposed event layout. The programme of publicity had been delivered on schedule, with flyers due to be distributed imminently.

Reassurances were provided in relation to the sufficiency of staffing and volunteer numbers, and it was confirmed that the event is expected to meet budget forecasts, with strong performance in particular on stall income and sponsorship.

**RESOLVED that the project update be noted.**

- 386.22 Christmas Lights Infrastructure:** To update members on Christmas Lights infrastructure.

The Committee received a verbal update from the Operations Manager on the progress achieved to date in the rollout of the Christmas Lights infrastructure.

The Christmas trees had now been put up and dressing was planned to take place over the coming days, subject to favourable weather conditions. The testing and repairs programme remained on track, however the estimated delivery date for new lights for the Methodist Church had fallen behind schedule. It was noted that a welding repair to a child's tree light was required, the cost of which would need to be met through contingency funding.

**RESOLVED to note the verbal update.**

- 387.22 Budget for 2023/24:** To set the Events Committee budget for the next financial year.

The Committee were informed the Finance and Policy committee had advised all committees to assume budgetary increases in line with inflation at 10%, but with a view to identifying potential efficiencies that could mitigate this to a 5% increase.

Members received the budget forecast then discussed budget lines and future events.

After a discussion it was

**RESOLVED:**

- a) to request a 5% uplift on the overall budget.
- b) to reduce budget line 4932 Christmas Lights – extra works/repairs by £1430.00.
- c) to remove budget line 4929 Nene Valley Festival saving £1738.00.
- d) to set a draft budget of £68,932.00 as per appendix 1.

There being no further business the meeting closed at 8:25pm.

Approved: ..... (Chairman)

Meeting: .....29<sup>th</sup> November 2022..... (Committee)

## Appendix 1

Raunds Town Council - Events Committee Budget 2023/2024				
280 Tourism & Entertainment	Actual 2022/23 (includes some estimates)	Base figures for 2023/24 budget	Increase by 10%	Basis
4405 Sundry equipment	520	520	572	Budget 2022/23
4905 Christmas: Trees (Square/TH)	2,250	2,250	2,475	Cost 2022/23
4910 Christmas Lights - contractor base fee	15,243	21,804	21,804	Contractor's quote for 2023/24
4932 Christmas Lights - extra works/repairs	8,319	7,019	7,721	Cost 2022/23
4915 Christmas Lights Switch On event	7,350	7,350	8,085	Budget 2022/23
4917 Halloween	596	600	660	Cost 2022/23
4922 Remembrance Sunday	976	1,000	1,100	Cost 2022/23
4923 Other events (currently unknown)	0	5,425	5,968	Budget 2022/23
4924 Events contingency	1,050	1,000	1,100	Budget 2022/23
4925 Platinum Jubilee	15,341	0	0	
4926 Mayors Show	2,563	7,000	7,700	Budget 2022/23
4927 Summer Picnic	0	5,670	6,237	Budget 2022/23
4929 Nene Valley Festival-	0	0	0	
4931 Santa's Grotto	5,010	5,010	5,511	Cost 2022/23
<b>Total Expenditure</b>	<b>£59,218</b>	<b>£64,648</b>	<b>£68,932</b>	
<b>Income</b>				
Nene Valley Festival grant	500			
Grotto ticket sales	990			
Christmas Lights sponsorship	669			
Other income (mainly pitch fees)	2,235			
Empowerment funding for Grotto presents	510			
<b>Total Income</b>	<b>£4,904</b>	<b>£0</b>	<b>£0</b>	
<b>Expenditure minus Income</b>	<b>£54,314</b>	<b>£64,648</b>	<b>£68,932</b>	
Nett budgetted cost			£68,932	
Budget 2022/23			£65,650	
Percentage increase			5.00%	