

CORRESPONDENCE FILE 1

Events Sub-Committee meeting

20th March 2023



The King's
CORONATION

MAY 6, 2023



The Mayor Cllr Alan Hunter invites all local businesses with visible public window displays to enter...

King's Coronation Window Display Competition

- Judging will take place by the Mayor & Mayoress on Monday 8th May
- Awards & Certificates for the best three windows - 1st, 2nd & 3rd



2022 Project Management Timetable

Task	Start Date	Action	Resource	Progress
TTRO	June - 20 day response time	Submitted to CCBC via email on 17/08/2022. Phone call to Street works on 16/09/2022 & they confirmed the application has arrived. CCBC anticipate TTRO will be processed in next week or so. Follow up email sent to Street works on 08/11/2022. CCBC failed to provide TTRO despite being contacted on regular basis.	RNP	In progress
Traffic Management Quotes	April - companies need 6 months notice	TM company failed to provide RAMS despite being contacted regularly.	RNP	Completed
Book Pipe and Drum Military Band Band		Request has been made by Iain Martin (RBL)	RBL	Completed
Arrange date for Pre-Meeting at St Michael's Church and send out invites to relevant parties.	25/10/2022, 4pm at St. Michael's Church		FT	Completed
Confirm Standard Bearers with RBL	x 1	Confirmed at meeting held on 25/10/2022.	RNP	Completed
Confirm NWP Roster (at meeting)		NWP attending pre-meeting on 25/10/2022	FT	Completed
Send letters of invitation to groups (Scouts & Cubs, Brownies, NWP, Fire Service, YGM, YGG, YSt E, Y Eapl, Rugby Club)	October	RNP emailed on 08/11/2022 - YEapl, YGM, YSE, YSG, Rugby club, Scouts, Brownies	FT	Completed
READERS		English - Ysgol Emerys ap Iwan student (agreed at 25/10/2022 meeting).	FT	Completed
READERS		Welsh - Cllr	FT	Completed
Create attendance register		Records who is attending on 13/11/2022	RNP	Completed
Book Beulah Brass	August	Email sent 17/08/2022. Beulah confirmed attendance via email 13/09/2022. Beulah liaising with Rev Kate.	RNP	Completed
Email Invitation to Councillors	October		FT	Completed
Letter to businesses re road closure	2 weeks in advance	RNP printed letter on 08/11/2022 - ready for distribution.	FT	Completed
Order wreaths x 2 from RBL		5 wreaths already in stock		Completed
Order wreath centre stickers ATC logo	2 stickers left	Email sent 23/09/2022 asking supplier for quote. Emailed PO to [supplier]. Wreath stickers delivered.	RNP	Completed

2023 Project Management Timetable

Task	Start Date	Action	Resource	Progress
TTRO	June - 20 day response time		ATC	Not started
Traffic Management Quotes	April - companies need 6 months notice		ATC	Not started
Book Pipe and Drum Military Band Band			RBL	Not started
Arrange date for Pre-Meeting at St Michael's Church and send out invites to relevant parties.			ATC	Not started
Confirm Standard Bearers with RBL	x 1		ATC	Not started
Confirm NWP Roster (at meeting)			ATC	Not started
Send letters of invitation to groups (Scouts & Cubs, Brownies, NWP, Fire Service, YGM, YGG, YSt E, Y Eapl, Rugby Club	April and reminder to follow closer to the event.		ATC	Not started
READERS			ATC	Not started
READERS			ATC	Not started
Create attendance register			ATC	Not started
Book Beulah Brass	August		Rev Kate	Not started
Email Invitation to Councillors	October		ATC	Not started
Letter to businesses re road closure	2 weeks in advance		ATC	Not started
Order wreaths x 2 from RBL		3 wreaths in stock		Not started
Order wreath centre stickers ATC logo		12 stickers in stock	RNP	Completed

Annual Budget - By Combined Account Code (Actual YTD Month 12)

		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	<u>Next Year</u>		
										Agreed	EMR	Carried Forward
<u>Overhead Expenditure</u>												
4087	Events	5,000	7,515	0	0	5,000	0	5,000	2,429	3,000	0	0
	Overhead Expenditure	<u>5,000</u>	<u>7,515</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>2,429</u>	<u>3,000</u>	<u>0</u>	<u>0</u>
	Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	5,000	7,515	0	0	5,000	0	5,000	2,429	3,000	0	0
	Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>(7,515)</u>			<u>(5,000)</u>		<u>(5,000)</u>	<u>(2,429)</u>	<u>(3,000)</u>		

Detailed Income & Expenditure by Account 15/03/2023

Month No: 12

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Expenditure Detail</u>							
4087 Events	0	2,429	5,000	2,571		2,571	48.6%
Total Overhead	0	2,429	5,000	2,571	0	2,571	48.6%
Total Income	0	0	0	0			0.0%
Total Expenditure	0	2,429	5,000	2,571	0	2,571	48.6%
Net Income over Expenditure	0	(2,429)	(5,000)	(2,571)			
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	0	(2,429)					

A/c Code		4087 Events			Annual Budget	5,000
Centre		106 Community Schemes			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
2	26/04/2022	01	Purchase Ledger	Jubilee Beacon	490.00	
2	06/05/2022	THORCB	Purchase Ledger	2 x gas cylinders	110.54	
2	13/05/2022	PIPER	Purchase Ledger	Piper-Jubilee Beacon Lighting	200.00	
2	27/05/2022	RBL01	Purchase Ledger	Remembrance Wreath	18.50	
3	13/05/2022	PIPER	Purchase Ledger	Bagpiper for Beacon Lighting	200.00	
3	17/06/2022	CCBC	Purchase Ledger	Locking of toilets after Jubil	50.00	
3	23/06/2022	FP	Cashbook	Gas Cylinder	36.17	
3	23/06/2022	FP	Cashbook	Headtorches	20.00	
3	23/06/2022	FP	Cashbook	Consumables	6.50	
5	13/05/2022	PIPER	Purchase Ledger	Duplicate Invoice		200.00
6	12/09/2022	AMAZ01	Purchase Ledger	BLACK ARM BANDS	19.99	
6	13/09/2022	POWL01	Purchase Ledger	50 x paper book of condolence	57.00	
7	03/10/2022	GWP01	Purchase Ledger	Town hall Lights for Queen	220.00	
7	03/10/2022	GWP01	Purchase Ledger	Castle lights Queen	55.00	
8	01/11/2022	POWL01	Purchase Ledger	24566/011100/Events	65.00	
8	22/11/2022	217	Journal	Queen Jubilee expenses	75.00	
9	24/11/2022	JTM01	Purchase Ledger	TM services Remembrance	960.00	
9	15/12/2022	FP	Cashbook	Vouchers	45.00	
		Account	Events	Account Totals	2,628.70	200.00
		Centre	Community Schemes	Net Balance Month 12	2,428.70	

Annual Budget - By Centre (Actual YTD Month 12)

		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	<u>Next Year</u>		Carried Forward
										Agreed	EMR	
110	Fireworks											
4129	Firwork purchase	0	0	0	0	0	0	0	0	2,500	0	0
4209	Barrier Hire	0	0	0	0	0	0	0	0	500	0	0
4217	Purchase of Fireworks	0	0	0	0	0	0	0	0	5,000	0	0
4218	Traffic Man/Security etc	0	0	0	0	0	0	0	0	4,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	12,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(12,000)		
	Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	12,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(12,000)		

Annual Budget - By Centre (Actual YTD Month 12)

	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Next Year		
									Agreed	EMR	Carried Forward
Total Budget Income	0	2,310	0	0	0	0	0	0	0	0	0
Expenditure	22,500	12,150	0	0	22,500	0	22,500	37,137	48,000	0	0
Net Income over Expenditure	<u>-22,500</u>	<u>-9,840</u>	<u>0</u>	<u>0</u>	<u>-22,500</u>	<u>0</u>	<u>-22,500</u>	<u>-37,137</u>	<u>-48,000</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	2,762	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(22,500)</u>	<u>(7,078)</u>			<u>(22,500)</u>		<u>(22,500)</u>	<u>(37,137)</u>	<u>(48,000)</u>		

Detailed Income & Expenditure by Budget Heading 15/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>108 Christmas Decorations</u>								
4200 Infrastructure Work(Columns)	0	1,715	0	(1,715)		(1,715)	0.0%	
4201 Purchase New Motifs	0	11,393	0	(11,393)		(11,393)	0.0%	
4202 Timers & Basic Infrastructure	0	2,049	3,000	951		951	68.3%	
4204 Purchase of Trees	0	6,650	4,000	(2,650)		(2,650)	166.3%	
4206 Infrastructure Work(Trees)	0	4,599	500	(4,099)		(4,099)	919.8%	
4207 Installation	0	10,670	10,000	(670)		(670)	106.7%	
4208 Electricity	0	0	5,000	5,000		5,000	0.0%	
4212 Signs,Tags & Engraving	0	61	0	(61)		(61)	0.0%	
Christmas Decorations :- Indirect Expenditure	<u>0</u>	<u>37,137</u>	<u>22,500</u>	<u>(14,637)</u>	<u>0</u>	<u>(14,637)</u>	<u>165.1%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(37,137)</u>	<u>(22,500)</u>	<u>14,637</u>				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	0	37,137	22,500	(14,637)	0	(14,637)	165.1%	
Net Income over Expenditure	<u>0</u>	<u>(37,137)</u>	<u>(22,500)</u>	<u>14,637</u>				
Movement to/(from) Gen Reserve	<u>0</u>	<u>(37,137)</u>						

Annual Budget - By Centre (Actual YTD Month 12)

		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	<u>Next Year</u>		
										Agreed	EMR	Carried Forward
108	<u>Christmas Decorations</u>											
1009	Income - Misc	0	2,310	0	0	0	0	0	0	0	0	0
	Total Income	0	2,310	0	0	0	0	0	0	0	0	0
4035	General Maintenance	0	0	0	0	0	0	0	0	3,000	0	0
4200	Infrastructure Work(Columns)	0	0	0	0	0	0	0	1,715	2,000	0	0
4201	Purchase New Motifs	0	0	0	0	0	0	0	11,393	12,000	0	0
4202	Timers & Basic Infrastructure	4,150	125	0	0	3,000	0	3,000	2,049	2,850	0	0
4204	Purchase of Trees	5,000	2,992	0	0	4,000	0	4,000	6,650	7,000	0	0
4205	New Tree Lights	1,500	335	0	0	0	0	0	0	0	0	0
4206	Infrastructure Work(Trees)	500	0	0	0	500	0	500	4,599	5,000	0	0
4207	Installation	10,000	6,898	0	0	10,000	0	10,000	10,670	11,000	0	0
4208	Electricity	700	958	0	0	5,000	0	5,000	0	5,000	0	0
4209	Barrier Hire	0	-60	0	0	0	0	0	0	0	0	0
4211	Donations/Contributions	500	750	0	0	0	0	0	0	0	0	0
4212	Signs,Tags & Engraving	100	11	0	0	0	0	0	61	150	0	0
4213	Competition Prizes	50	85	0	0	0	0	0	0	0	0	0
4214	Printing	0	55	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	22,500	12,150	0	0	22,500	0	22,500	37,137	48,000	0	0
	108 Net Income over Expenditure	-22,500	-9,840	0	0	-22,500	0	-22,500	-37,137	-48,000	0	0
6000	plus Transfer from EMR	0	2,762	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(22,500)	(7,078)			(22,500)		(22,500)	(37,137)	(48,000)		