

Community, Leisure & Recreation Committee

Date:	7 October 2014
Title:	Carnival
Contact Officer:	Cassie Pinnells, Community Services Manager

Purpose of the Report

1. To receive a progress report on who will take on the responsibilities for organising future Carnivals and agree the transfer of any balances for the event to the Carnival Committee.

Action

2. To approve the transfer of Carnival funds via a grant to 21st Century Thame Limited (C21) for the exclusive organisation of this event.

Background

3. On the 3 December 2013 it was agreed by this committee that the Town Council would help facilitate community groups/individuals to independently organise community events such as the Carnival.
4. This year the Carnival event management was undertaken by Sue Martin Downhill in conjunction with C21 and community volunteers who each undertook different responsibilities to ensure the continuation of the town event.
5. Difficulties were found when managing the finances through the Town Council because of the requirements for the Local Council Audit and Accountability regulations.
6. Carnival Accounts:-

Ear marked Reserves held on April 2014	£2,182
Expenditure	- £2,385
Income	<u>£4,818</u>
Monies held	£4,615

Proposal

7. Written confirmation has been received from the Chairman of C21 that the Steering Group are willing to take on future responsibility for the event financial requirements, which includes the distribution of charitable funds chosen by the Carnival Committee and overseeing event organisation.
8. The Royal British Legion, Lighthouse Thame and Cancer Research will receive £700 each from C21, on behalf of the Carnival Committee. The remaining balance of £2,515 will be ring fenced for event preparations.
9. C21 will be required to denote the grant receipt of £4615 for the organisation of the Carnival from Thame Town Council within their financial statements.

Risk Assessment

10.

Risk	Action Taken to Mitigate the Risk
Loss of event	C21 have agreed to undertake the event management and financial controls.
Transferred public funds not used for intended purpose of organising the Town Carnival	<p>Receipt of Grant funding will be formally identified within C21 accounts.</p> <p>C21 Annual statement of accounts will be made available to the Town Council.</p> <p>Budget will be set by the Carnival Committee.</p> <p>Verbal reports to Community, Leisure and Recreation Committee via the Town Council nominated Carnival Committee representative.</p>
Financial impact on Town Council budgets for event support.	<p>The Carnival Committee will formally request and list tasks if additional support is required.</p> <p>Any financial impact on budgets would require approval from the CLR Committee.</p>

Resource Appraisal

11. The total allocated within the Carnival ear marked reserves budget £4,615 is held.

Legal Powers: Local Government Act 1972, s144 and s145

Recommendation:

The Committee is asked:

- i) To approve the transfer of £4,615 Carnival funds via a grant to 21st Century Thame Limited for the exclusive organisation of the Town Carnival.***