

KILSBY PARISH COUNCIL

**Income & Expenditure Report for the period
1st April 2020 to 31st March, 2022**

01-Apr-21	Balance brought forward	Unity Trust Deposit Account	£	66,460.63
		Unity Trust Current Account	£	7,913.64
		Total		£74,374.27
	Add Income during period			
	Precept			
	Grass Cutting NCC Contribution			
	Litter Picking DDC Contribution			
	Cemetery - fees & plot sales		£	985.00
	KK - advertising income		£	105.00
	Village grants			
	Bank Interest			
	VAT Return 2019/2020			
	NDP Groundwork Grant			
	Other (Wayleave, Youth Club and returned bank fee)			
				£1,090.00
		TOTAL		£75,464.27
	Deduct Payments during period			
	VAT		£	120.05
	Grass cutting			
	Cemetery		£	221.72
	Street lighting		£	20.25
	Village maintenance work		£	320.00
	Youth work			
	Community projects			
	Kilsby Kronickle		£	481.98
	Village grants		£	150.00
	Staff Costs		£	2,221.79
	Clerks Expenses		£	39.09
	Administration expenses		£	742.85
	S137			
	Other expenditure -			
				£4,317.73
30.04.21	Balance carried forward			£71,146.54

Bank Reconciliation at 30.04.21

Bank account balances		
Unity Trust Deposit Account		£66,460.63
Unity Trust Current Account		4,685.91
Total Bank balance		£71,146.54
Less Unpresented payments		£71,146.54
Balance per accounting records		£71,146.54
<i>Diff</i>		£0.00

Catherine M Camp

Catherine Camp Locum Clerk and R.F.O

Compiled: 10.05.21

Kilsby Village Summer Fete: Breaking free of COVID-19

A proposal to Kilsby Parish Council

A group of residents / volunteers have come together to organise and deliver Kilsby Village Summer Fete (KVSF) on Sunday 29 August 2021. The intention is to bring our community together following 18 months of lockdown and coping with the pressures of Covid-19, and welcome them into the (fingers crossed) sunshine for a few hours. Throughout the crisis people have struggled to remain connected and we believe KVSF can contribute significantly to community cohesion in our village.

Location, date and time

Kilsby Recreation Ground on Sunday 29 August 2021 (Bank Holiday Weekend)

0800 park closed for set up

1200 gates open

1300 countdown and event launch

1800 event close

2200 site cleared, cleaned and vacated

Entry

Free of charge (budget permitting), but with donations requested to our supported charities. There will be no age restrictions (apart from inside the beer tent).

Format

Traditional village fete alongside live music from local musicians (villages, Rugby and Daventry).

- Lorry stage for entertainment, compere, announcements and focus
- Stalls from local community groups and businesses
- Catering (ice cream, burgers, hot drinks van)
- Cake stall
- Beer tent (in partnership with The Red Lion)
- Bouncy castles
- Dog Show and Pony Petting (subject to insurances and space)
- Tug of War and Beat The Goalie competitions
- Games, tombolas and similar to be arranged by local community groups. Via social media several groups including KSA and WI have already expressed support for this
- Grand Fete Raffle

Technical

Entertainment and AV equipment will be provided / co-ordinated by local charity Rugby Area Talent Trust (RATT). This should be free of charge; if there are any costs they will be nominal

Finance

The event is not intended as a fundraiser per se, however we aspire to generate a surplus if we can. This will be distributed to RATT, Kilsby charities yet to be chosen by the team, and (possibly) a kitty to fund future village events. Profits from the beer tent will be kindly donated by The Red Lion to the charities we support (i.e. not used for event costs).

Kilsby Summer Fete Anticipated budget

Income	
Kilsby Parish Council	£ 1,000
Gate donations	
Raffle profits	£ 1,000
Stall pitches	
Bouncy castle	
Ice cream van pitch	
Burger van pitch	
Coffee van pitch	
Beer tent percentage or fee	To charity
Other grant income 1	
Other grant income 2	
Other grant income 3	

Total income £ 2,000

Expenditure	
Insurance	£ 200
Toilet hire	£ 340
Cones, barriers, ropes	£ 250
Lorry stage hire	£ 500
Equipment hire	£ 200
Fuel	£ 50
Acts	£ 700
Buckets, gaffer tape, and other miscellany	£ 250
Payment to householder for power	£ 60
First aid cover	£ 180
Prizes and trophies	£ 200
Food and drink for team and volunteers	£ 100
TEN fee	£ 21
Raffle license	£ 40
Carry forward to future events	£ -
Donation to RATT	£ -
Donation to second chosen charity	£ -

Total expenditure £ 3,091

Assumptions
The organisers tent is free of charge
The tech tent is free of charge
We do not have to pay for any stewards or security

e.g. <https://www.event-insurance-online.com/quote>
 4 unisex, 1 disabled
 arbitrary
 7.5 tonner (we are seeking for this to be donated)
 RATT equipment is free of charge, this is a contingency only
 For hired or loaned lorry
 Likely to be less based on enquiries made so far
 arbitrary
 suggest we offer £20 to 3 households to draw power
 typical St John's cost with vehicle and 2 first aiders
 Dog Show, Tug of War, Beat the Goalie,
 20 people at £5 each
 For events up to 500 people
 Local authority lottery license

We intend to open a bank account in the name of the event. If this is not possible, finances will be channelled through RATT which is a registered charity. In either case, a volunteer unconnected with RATT will act as Treasurer so independent accounts will be kept and available for funders.

The preliminary estimated budget for the event is just over £3,000 (see separate spreadsheet)

Kilsby Parish Council have offered a grant of £1,000 provided the event is labelled as supporting our community emerging from Covid-19, which it is. The raffle, we are confident, will also raise £1,000.

We have applied to Danetre Wind Farm for a grant, although it is uncertain whether we will be considered as the deadline has technically passed.

There are other potential sources of income (for example, a share of bouncy castle takings) but ideally we would also secure a further grant of £1,000 from either KPC or another funder. We would prefer this very simple approach because:

- Our group has a lot of work to do to organise and deliver the event, and fundraising from sponsors, charitable trusts etc. will take time we can ill afford
- If we secure the additional £1,000, we will not have to charge any community groups to have stalls, making the event more accessible for them and enhancing the event itself
- If we know all our costs are covered, we will be able to press ahead without an entry fee, making the event open to everyone in Kilsby at no charge. We have started organising on this basis, but obviously we will have to charge if there is a budget shortfall.

Statutory

Liability insurances, COVID-19 measures if applicable, and permissions will all be secured as required. Provision will be made for toilets, First Aid, H&S Risk Assessment, and Safeguarding.

Team

There are nine organising volunteers, plus Samantha at The Red Lion has already agreed in principle to deliver the beer tent. The team includes several people with event organisation experience, a treasurer, a H&S officer, and is made up of people well known to villagers. The team is led by David Head who is also a trustee at RATT. We will seek volunteers for on the day as event plans unfold.

Documents that can be supplied to KPC in due course

H&S risk assessment, insurance schedule, entertainment programme, site plan, accounts, licenses.

Summary of request

- KVSF will welcome Kilsby back from C-19 and give us all something to look forward to
- An event organising team is in place
- We have all that is necessary to deliver the event, subject to funding
- KPC has already offered to contribute £1,000
- We respectfully request that this is increased to £2,000 for the reasons outlined above

We are also aware that KPC permission for the event to run on the recreation ground is formally required and so request that this is granted. We ask that KPC ensure that the recreation ground is mowed late in the week before the event and that extra facilities for the disposal of litter (including recycling bins) are made available. We commit to leaving the site clean and clear after the event.

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