

BROADCLYST PARISH COUNCIL

CLERK'S REPORT TO FULL COUNCIL

Subject: Community Events Budget 2026: Expenditure Allocation and Shortfall Meeting

Date: 01/06/2026

Minute reference: 26/079iii

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1. Purpose

This report presents a proposed expenditure allocation for the three community events planned for 2026, advises Council of a projected budget shortfall, and seeks formal resolution to enable Officers to proceed with deposits and bookings.

2. Background

2.1 The Council has set a community events budget of £7,500 for the 2026 financial year.

2.2 The Events Committee met in January 2026 and considered a range of variables affecting event planning, including compliance with Martyn's Law, the availability of the Westclyst pitch (which may be subject to reseeded), and the resourcing of event delivery. No decisions were taken at that meeting pending resolution of those variables.

2.3 The Events Committee has not subsequently convened and has accordingly made no formal recommendations to Full Council regarding expenditure allocation. This is noted as a governance gap for the purposes of this report. Under clause 6.4.1 of the Terms of Reference for Committees, the Events Committee holds delegation to plan and organise community events including the hiring and booking of equipment and entertainment, with delegated spend to the Clerk up to the budget allocation. However, clause 3.1.4 of the Terms of Reference provides that committees shall not incur expenditure outside delegated spends without prior authority from Full Council, and Financial Regulation 5.17 requires a resolution of the Council or a duly delegated committee for any expenditure exceeding budget. In the absence of a committee recommendation, Full Council is therefore the appropriate decision-making body.

2.4 Officers have been progressing event planning in parallel, including liaison with the Tithebarn Residents Association in respect of a summer community event in the village of Tithebarn, and obtaining quotes for services required for the Broadclyst Fun Day. Deposits are required to secure certain bookings and a decision is accordingly time-critical.

2.5 Given the operational urgency and in the absence of an Events Committee recommendation, the Chairman and Finance Chairman, in consultation with the RFO, met informally to discuss a proposed spend allocation across the three events. Their proposed allocation is set out in section 3 below and is brought to Full Council for formal consideration and resolution.

3. Proposed Expenditure

3.1 The proposed expenditure allocation across the three events is as follows:

Summer event budget breakdown 2026			
	Event		
Item	Fun Day	Westclyst	Tithebarn
Toilets	£400	£150	£150
Handwash unit	£100		
PA	£250	HJM	?
Circus skills*	£450	£450	£450
Face painter*	£350	£350	£350
Bouncy castle	£0	£500	£500
Table/chair hire	£1,300	£0	£0
First Aid	£350	£350	£350
Refuse disposal	£300	£100	£100
Kids medals	£100	N/A	N/A
Dog show rosettes & trophy	£350	£100	£100
Sundries (flowers for judge, eggs, etc)	£50	£100	£100
	£4,000	£2,100	£2,100
Total	£8,200		
Budget	£7,500		
Shortfall	£700		

**HJM denotes a contribution in kind.*

3.2 The aggregate projected spend is £8,200, against an approved budget of £7,500, representing a shortfall of £700.

3.3 It should be noted that the budget figures for the Westclyst event include some provisional or indicative items, and that the PA arrangement for the Tithebarn event remains to be confirmed. Should costs increase as further quotes are obtained, Officers will report back to Council accordingly.

3.4 The proposed allocation does not allow for any additional events or unplanned expenditure during the remainder of 2026.

4. Tithebarn Residents Association: Arrangements for the Tithebarn Event

4.1 Officers have been working with the Tithebarn Residents Association on the planning of the Tithebarn summer community event. As this is the first occasion on which the Council and the Residents Association will have collaborated in this way, it is recommended that formal arrangements be established at the earliest opportunity to clarify respective responsibilities, including the financial arrangements and the basis on which the Council will procure services on behalf of the event.

4.2 For the 2026 event, it is recommended that all bookings be made by the Council in the Council's name, with invoices addressed to and paid directly by the Council. This approach

provides the appropriate level of financial control and audit trail consistent with the Council's Financial Regulations and ensures that public funds are managed with proper accountability. This arrangement should be reviewed ahead of any future events.

5. Legal and Governance Considerations

5.1 Financial Regulation 5.17 provides that no expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated committee acting within its Terms of Reference, except in an emergency. Full Council is accordingly required to resolve to meet the shortfall of £700 from General Reserves.

5.2 Financial Regulation 4.11 provides that any withdrawal from a reserve shall be agreed by the Council or relevant committee. The recommendation to draw £700 from General Reserves is therefore brought to Full Council for resolution.

5.3 The RFO confirms that General Reserves are sufficient to accommodate the proposed withdrawal without prejudice to the Council's financial resilience.

5.4 Officers draw Council's attention to Martyn's Law (the Terrorism (Protection of Premises) Act 2025), which received Royal Assent in April 2025. Events held by the Council at public venues may be subject to its requirements once the operative provisions come into force. Officers are monitoring the implementation timetable and will advise the Events Committee and Full Council in due course. Planning for all three events should have regard to this legislative context as it develops.

6. Recommendations

Council is invited to resolve as follows:

R1. To note that the projected overhead costs of the three community events planned for 2026, as set out in section 3 of this report, total £8,200 against an approved budget of £7,500, representing a shortfall of £700.

R2. To resolve to authorise a supplementary allocation of £700 from General Reserves to meet the shortfall in the 2026 community events budget, in accordance with Financial Regulation 5.17 and Financial Regulation 4.11.

R3. To note that the approved budget, including the supplementary allocation, does not accommodate any further events expenditure in 2026.

R4. To resolve to invite representatives of the Tithebarn Residents Association Community Event team to attend the Full Council meeting on 1 June 2026 to establish the detail of responsibilities and financial arrangements for the Tithebarn summer community event.

R5. To resolve that, for the 2026 Tithebarn community event, all bookings shall be made by the Council in the Council's name and all invoices shall be addressed to and paid directly by the Council; that orders for goods or services not procured in this way will not be paid by the Council; and that the Council will not reimburse any individual for event-associated expenditure that has not been agreed in advance by the Clerk. This arrangement shall be reviewed ahead of any future events.