

# Midsomer Norton Town Council

## Event Commissioning and Sponsorship Process

### Background

On occasion, the Town Council resolves to support or sponsor events in and around the town and approves a Commissioning Grant for the purposes of providing the agreed and budgeted funding. At present, the Clerk writes to the recipients of the Grants and requests that receipts are sent to him and funds are then released.

### Issues

Some of the organisations have insufficient funds to pay for early expenses associated with the events. This can lead to requests for funding to be advanced in order to pay the bills which have to be processed and ideally referred to Full Council.

The Finance Working Party recognised the issues and proposed that a process be developed to enable funding to be made available to organisations as and when they incurred costs but which maintains suitably rigorous financial management.

### Process

The following process will be applied when the Town Council resolves to support an event, be it a new one or a repeat of previous one.

- Stage One

After a lawful resolution at a Full Council meeting to fund an event, the Clerk will write to the organisation running the event requesting an outline spending profile, detailing what costs will be incurred and when. The organisation will need to confirm in writing that it will provide receipts for all costs incurred at the end of the process to enable the Clerk to ensure that approved funds are correctly accounted for. A draft letter is attached at Appendix A.

- Stage 2

On receipt of the proposed spending profile, the Clerk will submit a funding profile to the FWP to enable the organisation to meet its costs as and when they arise. The FWP will amend or approve profiles and authorise the Clerk to release funds.

- Stage 3

Funds will be released by the Clerk using the approved profile as his authority.

- Stage 4

Receipts for actual invoices paid will be requested once the event has taken place and the Clerk will produce a final spend analysis supported by receipts which will be submitted to the FWP.

Appendix A – Template for initial letter to be sent to the Community Group organising the event

Midsomer Norton Town Council – Support for Community Events

At its ..... meeting, Midsomer Norton Town Council resolved to support [insert the name of the event and the date if known]

The Council has adopted a simple process in order that those organising events can be provided with the agreed financial support at the right time. The first stage of the process is to agree the dates that you will require funds to be made available.

In order to assist this, I would be grateful if you could let me know the stages that you expect to require funds from the Council and the broad purpose for them. For example you may need to pay a deposit or secure a booking of a location or venue, an agency or individual or for anything that will enable you to run the event.

Once I have these details I can arrange for funds to be released at the right time.

Later, when the event has taken place, the Council will require you to provide receipts (photocopies will be accepted) in order that it can account for the public funds that it is using to support you. This should not be an onerous task but it is an important one for the accountability of the Town Council. Please bear this in mind when settling invoices. I do need you to confirm your agreement to this condition in writing along with your requirement for funding at particular dates.

I look forward to hearing from you and hope that all goes well for the event.

Yours etc

Clive Stilwell MILCM

Town Clerk