**NORTH LUFFENHAM PARISH COUNCIL – REQUEST FOR AUTHORISATION OF EXPENDITURE**

Proposal to be considered by the Parish Council at its meeting on Monday 16th May 2016

**FROM:** PBG CUMMMINGS – Chair Village Day Sub Committee

**SUBJECT: VILLAGE DAY EXPENDITURE**

**PROPOSAL AND RATIONALE:**

In setting the 2016/17 Budget the Parish Council agreed to include within the overall budget provision the sum of £1,000 towards the cost of running village day, which is scheduled for Saturday 11th June 2016. Whilst not yet all costs have been identified, the key costs have been and have subject to Best Value review. The following costs (Excluding VAT) have been confirmed and authority is sought to make this expenditure:

**Printing: 400 x A4 -Double Sided trifold leaflet – £79**

Quote 1 – £119.08

Quote 2 - £73 + £6 Carriage

**PA System - £112.30**

Quote 1 (Pearce Hire) - £112.30

Quote 2: 2G Audivisual: £768

**Band** – Estimate (Travel Costs Only) £100

**Chairs** – Transport and Labour only - £35

**Prizes**: - £85 (Maximum expenditure)

Children’s Races: Medals/Ribbon - £20 (Amazon)

Additional Prizes: - £20

Dog Show: Rosettes for Dog Show – £35 (Total of 32 Rosettes)

Dog Biscuits: £10

**INSURANCE**: Awaiting confirmation through our insurers

**CONTINGENCY - £150**

**TOTAL: £561.30**

**ADDITIONAL LONGER TERM CONSIDERATIONS (eg Training / Maintenance/ Replacement Costs): None**

**POTENTIAL RISKS: NIL**

**Financial implications:**

 **Funds required £ 561.30**

 **Budget provision £ 1000**

 **Funding to be provided from PC**

**OUTCOME required from PC: Authority to spend up to £561.30 plus potential insurance costs not yet known**

**Signature: PBG CUMMINGS**