

REPORT TO THE EVENTS COMMITTEE



Report Author	Nathan Cutler Events & Facilities Officer Deputy Clerk
Tel No	01282 861888
Email	admin@colnetowncouncil.org.uk
Date	11th March 2025
Subject	Events Budget

PURPOSE:

1. To review the estimated event costs for 2025/26 and decide on any actions to be taken.

BACKGROUND:

2. The Town Council organise 7 events each year. This includes Easter, Colne Gala, Family Fun Day, Colne Grand Prix, Halloween, Remembrance & Christmas.
3. The Town Council have recently added the Colne Gala to the event schedule.
4. The cost of events has increased over the last few years including traffic management, first aid, security, entertainment, event staff and licenses.
5. The increase in national insurance has resulted in event service providers increasing their cost to cover this.
6. Entertainment for each event has been reduced in comparison to last year.

FINANCIAL CONSIDERATIONS:

7. The events budget for the 2025/26 financial year is £42,650 (this includes £4,800 from the Alkincoates budget towards the cost of the Family Fun Day.)
8. The estimated net event costs for the 2025/26 financial year is almost using the whole of the budget.
9. As it stands, there is no money available in the events budget in the event of the Town Council not receiving as much income as estimated or for repairs and maintenance of events equipment.
10. The Halloween event is the smallest event that the Town Council organise with the estimated expenditure for the event to be £6500.00. (This includes first aid, portable toilet hire, event licenses, entertainment, marketing, event casual staff).

11. The estimated income for the Halloween event is £2250.00. (This is made up of trader fees, fairground income, bar income and sponsorship).
12. Cancelling the Halloween event would make approximately £4000 become available in the events budget as a contingency for repairs and maintenance and reduction of income. The event sponsorship wouldn't be lost as this would be reallocated to another event.

OPTIONS:

13. Option 1 – The Halloween event is cancelled/replaced with the Colne Gala
14. Option 2 – An increase in the events budget is requested from the Finance, Employment and Services Committee.

RECOMMENDATION:

15. Members consider information provided and agree on any future actions to be taken.

REASONS FOR RECOMMENDATION

16. The estimated events costs for the 2025/26 has already taken most of the events budget.

SUMMARY OF KEY POINTS:

17. The events budget has almost been fully allocated based on estimated event costs meaning that the Town Council have no available events budget for repairs or maintenance of equipment or as a back up in the event that the estimated income isn't received.

POLICY IMPLICATIONS:

18. None

DETAILS OF CONSULTATION:

19. Town Clerk

FURTHER INFORMATION, PLEASE CONTACT: Nathan Cutler