

## APPENDIX 'B'

### Summary Sheet

#### Annual Civic Events – Expenditure Items

##### **Volunteers Reception and welcome to SBC Weekend - Friday**

- Flowers for Town Hall
- Flowers for weekend - 1 x wreath and two x handheld posies  
£155.00
- Canape refreshments £480.00 + Wine/soft drinks £260.00 and service £50.00
- Salver for the Mayors Award x 2 for 2019 & 2020 £70.00

Total £1015.00 previous

**Budget £1030.23**

##### **Shakespeare Birthday weekend - Saturday**

- Flagpole installation and removal £4520.00
- upgrading work to flagpole shields, flags and handheld shield notices £300
- Barriers £998.00(previously purchased)/Security£1650.00/Traffic Management£9220.70/First Aid £440.00
- Sound equipment - including inside the Town Hall for the receptions £3462.00
- Compere remuneration £800.00
- Ticker tape/confetti canons £877.00
- Coventry Corp of Drums (Saturday and Sunday) £1240.00
- West Midlands Fire Service band (Saturday only) £1700.00
- Air Training Corps band (Saturday only) £100.00
- Hatton Rock Storage of flag poles £10165.00

Total 37103.00 (including Friday and Sunday)

**Budget £41037.00**

##### **Virtual Shakespeare Birthday weekend**

- Flagpole installation central row Bridge Street £2120
- Sound and Filming £290.00
- Flowers £157.35
- Hatton Rock Storage

Budget £1977.35 (without Hatton)

##### **Shakespeare Sunday - Breakfast Civic Reception**

- Cooked breakfast £960.00 and service £50.00

Total £1010.00 previous

**Budget £1025.15**

### **Mayor Making**

- Sound equipment for Friday and Sunday activities £304.00
- Flowers – 1 pedestal and table decorations £215.00
- Nibbles and wine /soft drinks for lunchtime reception \* included
- Menu Cards £76.50
- Pre-dinner reception sparkling drink £100
- Engraving of past Mayor/Mayoress/Consort badges and replacement ribbons Badges 2020 £1954.00
- Gift for retiring Mayoress/Consort £20.00
- Mayors guest book £210.00
- Civic Dinner expenditure - top table guests/ FOC and Hon personnel £250.00
- Service for food and wine £500.00 \*including afternoon

Total £3629.50 Previous

**Budget £3683.94**

### **Civic Sunday**

- band - Coventry Corp of Drums £630.00
- Canapes £183.00
- Wine £150.00 and service £50.00
- Traffic Management £3945.00/security£150.00/First Aid £250.00

Total £5358.00 previous

**Budget £5438.37**

### **Mayor/Mayoress or Consort 'At Home'**

- Advert in Herald £80.00
- Flowers -1 x pedestal and table centre flowers £135.00
- Afternoon Tea £810.00

Total £1025 previous

**Budget £1040.38**

### **Armed Forces Day Commemoration**

- Sound system/service (not required every year) £144.00 (2017)

### **Mayors Annual Bowling Match**

- 2 x bottles of bubbly £20.00
- Ploughman's supper £300.00

Total £320.00 previous

**Budget £324.80**

## **Heritage Open Days**

printing of Heritage Trail leaflet

sundry other expenses

Refreshments? - unless provided and served by local charity volunteers

## **Shakespeare Schools Day**

Sundry printing

## **Mop Reception**

- Sherry £20.00

## **Budget £20.50**

## **Remembrance Sunday**

- Sound equipment / Garden of Remembrance £200.00
- Wreaths x 3 £60.00
- Printing Order of Service (in house printing)
- Stratford Wind Band (for the service) FOC
- ATC band (for the parades) £100.00
- Security £300.00/Traffic Management£4916.59/First Aid /£230.00

Total £5806.59 previous

## **Budget £5893.69**

## **Christmas Lights Switch-On**

- Traffic Management/First Aid £2758.80/£270.00
- Hire of snow machine/other attraction £525.00
- Presents for children visiting the Grotto £500.00
- Chocolate coins -Strat forward BID
- Sound system and additional lights £400.00
- Printing of carol sheets

Total £4453.80 previous

## **Budget £4520.61**

## **Special Receptions**

Flowers

Wine and service

Canapes

Sound equipment