

LOOE TOWN COUNCIL

KONSEL TRE LOGH

Event Management and Disbursements Policy



Re-Adopted by Council:
15th May 2023

Next Review due: 31st May 2024



EVENT MANAGEMENT: DISBURSEMENTS & REIMBURSEMENTS POLICY

In situations where the Town Council is an Event Manager or has Event Management Responsibilities, related event costs, including high value invoices and disbursements which exceed the financial authority of staff and Committees, and which would normally be referred to Full Council for authorisation may be paid without such Council authorisation providing that:

- a. the Council's participation in, or management of the event is authorised by Full Council
- b. all expenses and costs relating to the event are covered by funds raised by the event
- c. the Town Council is confident that the event can be staged within budget and that public funds will not be used for the final settlement of event costs
- d. the Town Council is able to demonstrate that payments made for, and on behalf of the event are fully recovered from the proceeds of the event

When event disbursements are made by the Town Council such payments shall be authorised by the Event Committee whose membership shall include at least two Councillors or by at least two appointed Event Directors who are authorised representatives of the Council.

In making event disbursements, which may of necessity be at short notice, the Town Council's General Power of Competence shall be exercised

When event disbursements are made by the Town Council such payments and the associated recovered costs shall be shown separately in the Council's accounts.