



## BRIDGNORTH TOWN COUNCIL

RCW

The Treasurer  
Bridgnorth Town Carnival

31<sup>st</sup> March 2022

Dear Mr Gough

### **Re: Carnival Grant Funding**

We hope that things are progressing well with the planning and organisation of the Carnival and wish you well in the lead up to and for the day of the event.

Please find enclosed a cheque for £5,000 in respect of grant funding from Bridgnorth Town Council for the Bridgnorth Town Carnival Committee.

As part of the condition of any grant funding that the Town Council provides, we require some evidence that the funding is spent consistently with that for which the funding was provided. In this case, evidence will partially be provided by the fact that the Carnival takes place. However, we will also require further documented evidence after the event. Suitable evidence might be copies of bank statements and invoices for some of the major items (e.g. insurance, barrier provision and booked entertainment, stage hire etc). Or a summary of expenditure for those items paid for with petty cash, as we appreciate this is likely to be the case for many of the smaller expenses.

It is expected that you should be left with some working funds that can be used to begin planning the 2023 event. Therefore, it is not necessary to account all of the £5,000 this year. Although should the Carnival be cancelled or incur very little expenditure then we would expect a proportion, if not all, of the funding to be returned to the Town Council.

We hope you understand that we are not looking to make your task more onerous than it already is. However, we do need some form of oversight into spending of public money.

College House, St Leonard's Close, Bridgnorth, Shropshire WV16 4EJ  
Telephone: (01746) 762231 Email: [townclerk@bridgnorthtowncouncil.gov.uk](mailto:townclerk@bridgnorthtowncouncil.gov.uk)  
Website: [www.bridgnorthtowncouncil.gov.uk](http://www.bridgnorthtowncouncil.gov.uk)  
Town Clerk: Lee Jakeman PSLCC



## BRIDGNORTH TOWN COUNCIL

Finally, and again, thank you for your efforts in putting on a whole town community event, and good luck.

Yours sincerely

Roslyn Williams  
Deputy Town Clerk/Responsible Financial Officer