

Appendix 1 - Communication budget – request to top-up the budget

At the end of the 2012/13 financial year the communications budget was analysed and allocating £1,000 for the budget in the forthcoming year seemed realistic. As this year has progressed, with some unforeseen spending requirements, we have approached the time where we need to allocate some additional funding to the budget.

The table below details the spend to date:

Communications budget (OE/13/02/L)	£
Refreshments - Cross Gates & Whinmoor ward forums - April 2013	97.70
Room hire for villages tasking meetings in 2013	98.00
Room hire for K&M Forum 1 May 2013	30.00
Room hire - Christ Church 4 April 2013	40.00
Petty cash - stamps 2012	13.77
Petty cash – milk for meetings 2012	8.40
Refreshments for welfare reform session (OE portion)	7.41
Room hire of Tenants Hall (SE Area event)	110.00
Room hire - Halton Library 3 June 2013 for Halton traders meeting	7.50
Room hire - Cross Gates Forums in 2013/14	80.00
Refreshments for Whinmoor and Cross Gates forums in July 2013	59.50
Contribution to Welfare Reform Session 26 Nov 2012	11.04
Contribution to NEET Reduction Event - 17 July	27.50
Room hire for Halton Forums in 2013/14	160.00
Refreshments for Outer East Area Committee Meeting in July 2013	39.00
Refreshments for Swarcliffe Forum 04/07/2013 (£100) & 02/10/2013 (£30)	130.00
Working lunch for Area Lead Meeting 4/9/2013	47.50
Petty cash - stamps for Cross Gates Forum mailout July 2013	14.40
Petty cash - forum milk 15/07/13	0.49
	982.21