

ANNEX A

Estimates for future Community Meeting Place

INCOME

User Groups (Regular)	£15,000.00	<i>£15 per hour, average 3 hours per day, 48 weeks per year</i>
Hall Hire (one off)	£4,000.00	<i>childrens parties etc - average 2 events per month</i>

TOTAL INCOME **£19,000.00**

EXPENDITURE

Maintenance / Service Costs	£3,000.00	<i>To include service contract for fire equipment, alarms, heating pump, appliances, PAT Testing etc</i>
Utilities	£10,000.00	<i>Estimated costs - Electricity and Water - savings to be made on utility agreements to stay with a provider for so many years (usually 3 to 5)</i>
Cleaning	£5,000.00	<i>Cleaning Contract</i>
Security / Key Holder Services	£5,000.00	<i>Checks and Closing</i>
Waste Management	£2,000.00	<i>Estimate</i>
Sanitary Waste	£2,000.00	<i>Estimate</i>
Business Rates	£8,000.00	<i>Estimated cost</i>
Broadband	£500.00	<i>Estimated costs</i>
Emergency Repairs	£1,000.00	<i>As new building, shouldn't be too many extra costs that wont be covered in snagging</i>
Building Insurance	£2,000.00	<i>Zurich</i>
Increased Public Liability	£1,500.00	<i>Zurich</i>
IT Software	£750.00	<i>Based on Smartlog Software Costs</i>
Cleaning Products	£250.00	

TOTAL EXPENDITURE **£41,000.00**

From November 2025, landscaping costs will need to be added and a portion of the landscape maintenace contract will need to be apportioned to community meeting place costs. This should be in the regioh of £1,500 per year.

Office and Administration costs are not included as they are already in the Parish Council's budget, but will be apportioned in future budgets
The Working Group may want to consider employing a local caretaker / key holder / weekend greeter - this would be for approx 12 hours per week and would cost approximately £10,000 (inc. employer costs). This would save the council cleaning contract costs and some security/key holding costs.
Additional service costs may apply if the Council acquires CCTV