

**Session and Annual costs****For 2022 - 2023****Project: The QUBE**

Youth club-Every other week, term time only, West Costessey Hall 6.30-8.30pm.

Service	Rate	Time	Total
Youth work services	£15.60 p/h	4 hours	£62.40
Management services	£15.90 p/h	2.5 hours	£39.75
		Session Total	£102.15
£102.15 per session	@ 18 sessions		
		Total annual cost	<b>£1,838.70</b>

Service	Rate	Time	Total
Administration resources	£6.25 fixed	Per month	£6.25
£6.25 per month	@ 11 months		
		Total annual cost	<b>£68.75</b>

**Additional report costs**

Service	Rate	Time	Total
Management committee report	£15.90	2 hours	£31.80
Consultancy services – attending meetings	£15.60	2 hours	£31.20
		Cost per term	£63.00
	3 per annum	Total annual cost	<b>£189.00</b>

<b>CYP</b>	<b>Annual Total</b>	<b>£2,096.45</b>
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**Project: CYP Club**

Youth club-Every other week, term time only, Costessey Centre 6.00-8.00pm.

<b>Service</b>	<b>Rate</b>	<b>Time</b>	<b>Total</b>
Youth work services	£15.60 p/h	4 hours	£62.40
Management services	£15.90 p/h	2.5 hours	£39.75
		Session Total	£102.15
£102.15 per session	@ 19 sessions		
		Terms cost	<b>£1,940.85</b>

<b>Service</b>	<b>Rate</b>	<b>Time</b>	<b>Total</b>
Administration resources	£6.25 fixed	Per month	£6.25
£6.25 per month	@ 11 months		
		Terms cost	<b>£68.75</b>

**Additional report costs**

<b>Service</b>	<b>Rate</b>	<b>Time</b>	<b>Total</b>
Management committee report	£15.90	2 hours	£31.80
Consultancy services – attending meetings	£15.60	2 hours	£31.20
		Cost per term	£63.00
	3 per annum	Total annual cost	<b>£189.00</b>

<b>QUBE</b>	<b>Annual Total</b>	<b>£2,189.60</b>
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<b>Cost of both projects</b>	<b>Grand Annual Total</b>	<b>£4,295.05</b>
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Please note: Reports and meetings included within an invoice reflect actual time.

K J Youth Work services ~~2022~~

**Session & Annual costs of the Co-Workers for  
CYP and The QUBE 2022-2023**

**Project: CYP**

<b>Service</b>	<b>Rate</b>	<b>Time</b>	<b>Total</b>
Youth Work services	£15.60 p/h	4 hours	£62.40
		Session Total	£62.40
£53.55 per session	@ 18 sessions		
		Total annual cost	<b>£1,123.20</b>

**Additional report costs**

<b>Service</b>	<b>Rate</b>	<b>Time</b>	<b>Total</b>
Management Committee report	£15.60	0.5 hours	£7.80
Consultancy services – attending meetings	£15.60	2 hours	£31.20
		Cost per term	£39.00
	3 per annum	Total annual cost	<b>£117.00</b>

<b>Costs for CYP Co-worker</b>	<b>Annual Total</b>	<b>£1240.20</b>
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**Project: The QUBE**

Service	Rate	Time	Total
Youth Work services	£15.60 p/h	4 hours	£62.40
		Session Total	£62.40
£53.55 per session	@ 19 sessions		
		Terms cost	<b>£1185.60</b>

**Additional report costs**

Service	Rate	Time	Total
Management Committee report	£15.60	0.5 hours	£7.80
Consultancy services – attending meetings	£15.60	2 hours	£31.20
		Cost per term	£39.00
	3 per annum	Total annual cost	<b>£117.00</b>

<b>Costs for The QUBE Co-Worker</b>	<b>Annual Total</b>	<b>£1302.60</b>
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<b>Costs for both projects</b>	<b>Grand Annual Total</b>	<b>£2542.80</b>
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TOTAL COSTS FOR 2 WORKERS AT 2 GROUPS:

£6,837-85

YOUTH WORK BUDGET £-6,885

7 x 8

**Finance Committee Friday 25<sup>th</sup> February 2022**

**Discussion Document Item 7**

Staffing large events, most commonly on a Friday evening or anytime on a Saturday (with or without a bar) at the Costessey Centre until midnight is a difficult task. Additionally, caretakers must check, lock and alarm the other two sites at the end of the hire.

To help relieve the pressure a second member of staff is required during peak periods as customers can be very demanding. This will increase the salaries & wages expenditure so members may wish to consider ways of mitigating this.

Currently the cost to hire the Stafford Hall from 6pm to midnight is £104. Rates were reduced from April 2019 to encourage use and a £100 special offer (1.30pm to midnight) was introduced. During this period to March 2020 (pre-covid) external caretakers were used which meant the number of bookings and staffing requirements had no impact on Town Council budget as it was a fixed price contract.

Consideration needs to be given to an additional hall hire charge for large events to help mitigate the staff costs. A six-hour shift is estimated to cost £100.

<b>Hire of the Stafford Hall</b>	<b>Charge for a Saturday evening</b>
2012/2013	£130
2013/2014	£150
2015/2016	£153
2016/2017	£156
2017/2018	£161
2018/2019	£166
2019/2020	£96
2020/2021	£96
2021/2022	£100 Special Offer
From April 2022	£104

**Purchase Ledger - Paying suppliers electronically Item 8**

Electronic hall hire deposit returns from the Unity Bank works well. This is more efficient, a better service for the customer and is saving time and postage.

Many of our regular suppliers accept direct debit (crossed off the supplier turnover list attached) and most of the remaining suppliers (over 50 businesses) prefer payment by electronic transfer.

A second Unity Bank Account can easily be set up with sole authority (New Town Clerk or Deputy Clerk) for payments up to £3,000 plus VAT (£3,600). Financial Regulations can be changed accordingly as a schedule of payments can be reported to members rather than a cheque and invoice to sign. This currently happens for deposit returns, direct debit, and card payments. Payments over £3,600 will still have to be pre-approved by Full Council and can be paid electronically with dual authority (Clerk/Deputy) or a cheque can be raised which must be signed by one officer and two authorised bank signatories. A process will be developed to reduce the likelihood of entering incorrect bank details, and banking systems already have processes in place to verify accounts names match account numbers.

N Bailey 18 February 2022

<u>A/c Code</u>	<u>Customer Name</u>	<u>Month 11 Total</u>	<u>Annual Total</u>
1STCLASS	1st Class Fire Protection Ltd	0.00	797.70
ACLEIGH	A C LEIGH	0.00	312.24
ADVANCEDPE	Norwich Pest Control & Washroom Services	510.00	3,510.00
<del>AFAFFINITY</del>	<del>Anglian Farmers Affinity Ltd</del>	<del>0.00</del>	<del>1,764.88</del>
<del>ANGCC</del>	<del>Anglian Water Ccs Centre A/C 2297006</del>	<del>0.00</del>	<del>846.79</del>
ANGLIADOOR	Anglia Door Systems Ltd	0.00	1,154.81
<del>ANGW</del>	<del>Anglia Water BH A/C 3453851</del>	<del>0.00</del>	<del>131.94</del>
AUDITING	AUDITING SOLUTIONS LTD	0.00	1,228.50
<del>AW</del>	<del>Anglian Water Cemetary A/C 3264194</del>	<del>0.00</del>	<del>29.66</del>
<del>AWAQHCC</del>	<del>AWA Queen's Hills Community Centre</del>	<del>0.00</del>	<del>159.54</del>
BEAR	BEAR & SONS	0.00	5,189.92
BENBURGESS	Ben Burgess Gardening Equipment	0.00	1,161.77
<del>BGAS</del>	<del>BRITISH GAS BH Elec A/c 603632499</del>	<del>0.00</del>	<del>977.49</del>
<del>BGASCC</del>	<del>BRITISH GAS COSTESSEY CENTRE</del>	<del>0.00</del>	<del>2,417.03</del>
BLOCKBUSTE	Blockbuster Drain Services	0.00	405.00
<del>BREAKWATER</del>	<del>Breakwater IT Limited</del>	<del>575.40</del>	<del>10,057.71</del>
<del>BRITISHGAS</del>	<del>British Gas ( Elec Account CG 602904343)</del>	<del>0.00</del>	<del>7,017.19</del>
CANARYGUTT	Canary Guttering	0.00	80.00
CAVALIERMA	Cavalier Mailing Services Ltd	0.00	8,389.10
<del>CCS</del>	<del>Corona Corporate Solutions Ltd</del>	<del>0.00</del>	<del>168.89</del>
CLOUDYIT	Cloudy IT Limited	0.00	11,409.96
COLLIER	COLLIER TURF CARE LTD	3,302.00	3,302.00
COLOURPRIN	Colour Print	0.00	327.00
DAG	Dag Civils	0.00	900.00
DARDAN	GSL Dardan Limited	0.00	10,113.00
DCKBEAVERS	DCK Accounting Solutions Ltd	0.00	2,168.26
DRAGON	DRAGON SECURITY	0.00	150.00
<del>DRAST</del>	<del>Drax Energy (Street lights)</del>	<del>0.00</del>	<del>840.38</del>
<del>DRAX</del>	<del>Drax Energy Solutions Ltd (QHGG)</del>	<del>1,057.69</del>	<del>4,317.50</del>
EASTANGLIA	East Anglian Service Engineers Limited	0.00	4,599.43
EASTERN	Eastern Play Services Ltd	0.00	720.00
<del>EDF</del>	<del>EDF Energy Account BH Gas 671144023121</del>	<del>0.00</del>	<del>1,303.75</del>
EFIRE	East Fire Extinguishers & Alarms UK Ltd	0.00	556.62
ESPO	Eastern Shires Purchasing Organisation	0.00	142.50
FLEETLINE	Fleet (Line Markers) Limited	0.00	1,120.00
FORCE	Force Fresh Limited	52.32	1,934.06
FRESHAIR	The Fresh Air Company	0.00	5,730.60
GLASDON	GLASDON UK LTD	0.00	546.06
<del>HAVENPOWER</del>	<del>Havenpower Ltd</del>	<del>0.00</del>	<del>3,072.74</del>
<del>HAVENSTLIG</del>	<del>Havenpower Ltd (Street Lights)</del>	<del>0.00</del>	<del>1,053.64</del>
IANSMITH	Ian Smith (Stationers) Ltd	0.00	1,300.41
ICCM	INSTITUTE OF CEMETERY & CREMATORIUM MAN	0.00	95.00
JRVINCENT	J R Vincent-Bunn	368.00	9,518.00
KJYOUTH	KJ Youth Work Services	0.00	2,516.05
MONSEY	Hannah Monsey	244.80	1,973.70
NALC	Norfolk Association of Local Councils	0.00	190.00

Balance C/Fwd

6,110.21

115,700.82

<u>A/c Code</u>	<u>Customer Name</u>	<u>Month 11 Total</u>	<u>Annual Total</u>
	Balance B/Fwrđ	<b>6,110.21</b>	<b>115,700.82</b>
NCHPRESSUR	Norwich Pressure Washing & Window Clean	0.00	1,725.00
NGF	NGF PLAY LTD	0.00	99.00
NORFOLKTRA	Norfolk Trailers	0.00	4,450.00
NORTON	Norton Legal Services	0.00	1,941.00
NORWICHGLA	Norwich Glass Company	0.00	1,077.22
NPTP	NORFOLK PARISH TRAINING & SUPPORT	0.00	726.67
OGILVIE	David Ogilvie Engineering Ltd	0.00	1,271.00
PJPLUMBING	PJ Plumbing, Heating & Maintenance Ltd	0.00	270.00
PKF	PKF Littlejohn LLP	0.00	1,600.00
<del>POWERGC</del>	<del>EON CEMETERY</del>	<del>39.64</del>	<del>122.33</del>
PROLUDIC	proludic limited	0.00	67,320.55
QUENTAL	Jose Quental	0.00	396.50
RBS	RIALTAS SOFTWARE SOLUTIONS LTD	0.00	1,138.00
ROBERTSON	Robertson's Mole Control	0.00	2,000.00
SAYLMER	SIMON AYLMER & ASSOCIATES	0.00	2,112.00
SLCC	SOCIETY OF LOCAL COUNCIL CLERKS	0.00	45.00
SMARTS	Smarts Load & Go	0.00	820.00
<del>SNDC</del>	<del>SOUTH NORFOLK DISTRICT COUNCIL</del>	<del>0.00</del>	<del>3,015.00</del>
SNELL	Snelling Business Systems	0.00	247.50
<del>SOLOPROTEC</del>	<del>Solo Protect Ltd</del>	<del>0.00</del>	<del>180.00</del>
SPIRE	Spire Cleaning Services Ltd	0.00	6,334.00
SPLATT	Splatt Design Ltd	0.00	1,350.00
TERRVASTA	Terravasta Farms Ltd	0.00	230.00
THEALARM	The Alarm Company	0.00	473.32
TTJONES	T T Jones Electrical Ltd	0.00	28,492.55
<del>VIRGINMED</del>	<del>Virgin Media Business</del>	<del>0.00</del>	<del>450.00</del>
<del>WAVENET</del>	<del>Wavenet Limited</del>	<del>0.00</del>	<del>2,524.60</del>
WESTCOTEC	Westcotec Limited	0.00	880.00
ZURICH	ZURICH MUNICIPAL	0.00	10,913.86
		<b>6,149.82</b>	<b>258,805.92</b>
	<b>Total Turnover</b>	<b>6,149.82</b>	<b>258,805.92</b>

FAO The Chairman  
Costessey Town Council  
Costessey Centre  
Longwater Lane  
Old Costessey  
Norwich  
NR8 5AH



1/000328

2 February 2022

Dear Chairman,

We are writing because you have buildings insured with us and depending on when they were last valued, there is a risk of under-insurance which can have serious consequences.

In common with most insurers, within your policy is the condition of Average, and we would like to explain what that means in practice. If an asset is under-insured (i.e. the sum insured is lower than the true value) the settlement that you receive in the event of a claim will be adjusted to reflect this.

As an example, if the Sum Insured declared to us was £500k but the actual reinstatement value was subsequently found to be £1m, the underinsurance is 50% so, if a £200,000 loss were to occur, the claim settlement would be £100,000, 50% of the total loss value.

It is therefore vital that those responsible for insuring buildings have a clear understanding of the reinstatement costs that may be required should a building suffer damage.

If you have a listed building in your portfolio, English Heritage recommend that you obtain a Professional reinstatement valuation every 5 years, and we strongly endorse this view. They have published a useful guide called **Insuring Historic Buildings and other Heritage Assets**, which you can download from their website [www.historicengland.org.uk](http://www.historicengland.org.uk)





## Costessey & District Branch

Chairman: Gp Capt S Blackburn MBE DL RAF Ret'd  
Vice Chairman: Mr P Smith  
Secretary: Mr T G Orford  
Treasurer: Mr D Stewart  
Poppy Appeal Organiser: Mr D Smith

10  
The Lodge  
26 Windmill Lane  
Old Costessey  
Norwich  
Norfolk  
NR8 5ED

Registered Charity No 219279

Tel 07905 411674

Mrs Hilary Elias  
Clerk to Costessey Town Council  
The Costessey Centre  
Longwater Lane  
Costessey  
Norwich  
Norfolk NR8 5AH

11 February 2022

*Dear Hilary,*

On behalf of the Costessey & District Branch of the Royal British Legion and the people of Costessey, I should like to make application to the Town Council for a grant of £1,000 towards the cost of erecting a new memorial as part of the development of the sensory garden area adjacent to the Costessey Centre. I attach the drawings of the proposed memorial which will cost in the region of £7,500 to produce and erect. The list of the names on the memorial will include all the war dead we can identify, including three names from the First World War that do not appear on the memorial at St Edmund's Church yard. In addition, we hope to use the first name of all the World War 2 dead to bring them in line with the World War 1 list, and we will include the USAAF crew that died in Carr's Hill Wood in 1945. I am also researching any other military casualties Costessey may have suffered since the end of World War 2 to provide an up to date memorial relevant to everyone in the town regardless of faith, race or gender.

The RBL has already started fund raising and, thanks to the generosity of the people of Costessey, we have already been able to pay an initial deposit of £3,565. This has been achieved following two District Councillor grants, each of £1,000, plus a £1,000 contribution from the Costessey Branch of the RBL from the 21/22 account which is currently active. In addition, several cash donations have been made directly to the Branch. At the same time we launched a Just Giving page and so far we have raised £320 through the page. However, there remains a shortfall of just over £3,000. Whilst I am confident the Branch will be able to raise a proportion of this from its 22/23 account, and in time I have no doubt we will manage to collect sufficient donations for the remainder, it would be enormously helpful to see a significant contribution from the Town Council.

I attach a copy of the most recent Costessey & District Branch RBL accounts for 20/21, which demonstrate that we enjoy healthy liquidity. However, the Benevolent Funds are earmarked funds for specific welfare activities and the general fund is predominantly used to support individual beneficiaries as need is identified. The donations toward the memorial have been placed in a separate ledger area within our 21/22 accounts to ensure that funds are available for the project. I stand ready to answer any questions the Town Council may have.

*Yours sincerely,*  
*Stewart*



# REMEMBER

ALL THOSE THAT HAVE SERVED,  
FOUGHT AND MADE THE ULTIMATE SACRIFICE



### WWI

CHARLES W. GUNTON  
EDWIN L. HANCOCK  
YEDERSON  
EDWARD DOUGLASS  
GEORGE E. PERKINS  
CHARLES H. GOTT  
JOSEPH W. GORDMAN  
WILLIAM I. BRAMANT  
PATRICK J. MALONE  
HUBERT MARICE

JOHN SHERN

DALE WILLIAMS  
RICHARD E. ANGERT  
ALBERT J. SACZMARSK

### WW2

FRYD. LINGER  
CLAY LARKER  
R. BUCK  
M. BURDITT  
E.A. CIPHERMAN  
E.J. COLE  
F. COHEN  
W. BARBANTS  
G. MATTHEWS  
C.J. NORMAN

C.J. NORMAN



### USAF BOMBER CREW

GEORGE E. BENSO  
HUBERT D. FEFFER  
JAMES V. BILL  
DYWANE H. HUISNER

GEORGE W. KESLERCKER  
JOHN A. LUTHER  
ALAN E. WINTERBURY