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 QUOTATION

Prepared for Costessey Town Council

Dated: 29<sup>th</sup> June 2021

**1a. Purchase of Additional Phased Budgets Module**

Purchase Installation of the following:

Phased Budgets Module	£ 295
25% Discount if ordered by 31.8.21	-£ 73.25
Online set up/training of software	£ 100
<b>Outright Purchase of Software</b>	<b>£ 321.25</b>
1 <sup>st</sup> Year Annual Support and Maintenance 5 User Licence	£ 143**
<b>Total Costs 1<sup>st</sup> Year for Outright Purchase of Software</b>	<b>£ 464.25</b>

**1b. Ongoing costs for Outright Purchase**

Annual Support and Maintenance Multi 5 User Licence	£143** per annum
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\*\* this is in addition to your current Omega support fee.

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name: .....

Position (Clerk/RFO): .....

Signature: .....



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### **Software Purchase Terms and Conditions**

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.

## Hall Hire Fees Report

### 1 Background

1.1 The Council is very proud of its halls and uses a substantial amount of its income from the precept to maintain them to a high standard, plus pay for the rates and utilities etc.

1.2 All expenditure is provided to Councillors at the end of each month and all payments made are available to the public with over £500 payments published on our website. Additionally, a large part of staff time is dedicated to bookings admin/managing maintenance contracts/payment of invoices/refunds of deposits, caretaking and cleaning etc.

1.3 For many of our residents and visitors their only interaction with the Town Council is attending a class/function/group meeting at our halls or booking a venue themselves. It's therefore important we have clean and safe facilities which give a good impression.

1.4 All Costessey Taxpayers are paying for our facilities via the precept, whether they use them or not. It should also be noted that the excellent facilities we offer attract hirers and users from outside of Costessey, who also benefit from paying the same low-cost rates.

1.5 Regular hirers receive a discount and community groups/wellbeing classes are given priority, with gaps in the diary filled with corporate hire who pay the highest rate. Covid meant that many regular groups folded but there are some new activities which have sustained membership. Most of the income is from regular hirers and private hire is now on the incline.

Regular hirers (excluding corporate hire) of our larger rooms pay between £34 and £56 for a four-hour session. (Stafford Hall £56, Dinneen Hall £46 & Breckland Hall/Owen Barnes Room both £34) Once a regular hirer is established, administration is minimal compared to one-off hirers who require more assistance and support. Patterns form for regular hires which helps with cleaning and caretaking.

1.6 A £60.00 to £100.00 damage deposit is taken for all bookings and held on account for regular hirers until they terminate their hire. It's very rare for a deposit to be retained given the number of hires facilitated. Further refinements have been made to the Hall Hire T&Cs now CTC staff manage all bookings.

1.7 A bar is provided by the Licensee Mike Urry at no additional charge to the hirer (apart from a returnable deposit when sales reach the deposit amount), and he subsequently gives the Council 20% of his profits (after staff wages) as commission with the remainder donated to the Reepham & Whitwell Preservation Trust.

1.8 A month's notice is required to cancel a booking without a charge (two months for large events) except if there were severe weather conditions. Annually regular hirers are given the opportunity to provisionally book rooms in advance as their hires usually form a pattern.

### 2 Income from Hall Hire

	2014/15	2015/16	2016/17	2017/18	2018/19	***2019/20
Costessey Centre	44,769	46,285	50,183	49,320	51,042	51,324
Breckland Hall*	**23,661	24,461	25,572	24,964	24,179	23,596
Queen's Hills**	**5,143	15,781	23,330	20,814	21,292	21,685
Bar Commission	981	1,061	647	1,148	493	428

\*Closed for one month for refurbishment in August 2014

\*\*Queen's Hills Community Centre formerly West Costessey Hall did not open until October 2014 and initially had low-cost hire charges to encourage use.

\*\*\* Last few weeks closed for lockdown

## **6 Recommendations**

**6.1 Approve changes to hall hire fees from 1st April 2022 as set out in schedule attached.**

**Summary of increases:**

**i) No increases for Regular Hirers/Community Groups.**

**ii) 50p per hour increase for Private Hire and £2 increase for use of a Changing Room**

**iii) £2 per hour increase for Corporate Hirers with a discount still available for Regular Corporate Hirers.**

**6.2 Removal of the £100 Special Offer with the re-introduction of an option to extend the booking on a Friday to 11.30pm or Saturday to Midnight**

**Private Hire Rates per hour**

<b>Per hour for illustrative purposes 9.00am 10.30pm</b>	<b>Stafford Hall</b>	<b>Jerningham Room</b>	<b>Breckland or Owen Barnes</b>	<b>Dinneen Hall</b>
	<b>£16.50</b>	<b>£14</b>	<b>£10.50</b>	<b>£14.50</b>
<b>Extension 10:30pm to 11.30pm Friday and 10.30pm to midnight Saturday – Equivalent of two hours</b>	<b>£33</b>	<b>£28</b>	<b>£21</b>	<b>£29</b>

**6.5 (See 4.2 above) re Bank Holidays**

**Consider whether or not to open on Bank Holidays and then consider fees if our premises are still available to hire.**

All rates include VAT.

N Bailey  
October 2021

**COSTESSEY TOWN COUNCIL HALL HIRE FEES**

PROPOSED 1st April 2022 to 31st March 2023

**THE COSTESSEY CENTRE, Longwater Lane, NR8 5AH**

**STAFFORD HALL - Max 200 persons standing**

Morning Session	9.00 am - 1pm
Afternoon session	1.30 pm - 5.30pm
Evening session	6.30 pm - 10:30pm
Extension 10:30pm to 11:30pm Friday / Midnight Saturday	

PRIVATE RATE	REGULAR HIRER/CHARITY
£66.00	£56.00
£66.00	£56.00
£66.00	£56.00
£33.00	

CORPORATE	CORPORATE REGULAR
£100.00	£88.00
£100.00	£88.00
£100.00	£88.00
£33.00	

**JERNINGHAM ROOM - Max 60 persons standing**

Morning Session	9.00 am - 1pm
Afternoon session	1.30 pm - 5.30pm
Evening session	6.30 pm - 10.30pm
Extension 10:30pm to 11:30pm Friday / Midnight Saturday	

£56.00	£46.00
£56.00	£46.00
£56.00	£46.00
£28.00	

£87.00	£77.00
£87.00	£77.00
£87.00	£77.00
£28.00	

**LIONS ROOM - Max 20 persons standing**

Morning session	9.00 am - 1pm
Afternoon session	1.30 pm - 5.30pm
Evening session	6.30 pm - 10.30pm

£32.00	£27.00
£32.00	£27.00
£32.00	£27.00

£54.00	£47.00
£54.00	£47.00
£54.00	£47.00

**COLLISON ROOM - Max 10 persons standing**

Morning session	9.00 am - 1pm
Afternoon session	1.30 pm - 5.30pm
Evening session	6.30 pm - 10.30pm

£20.00	£16.00
£20.00	£16.00
£20.00	£16.00

£39.00	£34.00
£39.00	£34.00
£39.00	£34.00

**BRECKLAND HALL & OWEN BARNES ROOM, Breckland Rd, NR5 0RW**

**BRECKLAND HALL - Max 150 standing**

**OWEN BARNES ROOM - Max 100 standing**

Morning session	9.00 am - 1pm
Afternoon session	1.30 pm - 5.30pm
Evening session	6.30 pm - 10:30pm
Extension 10:30pm to 11:30pm Friday / Midnight Saturday	

£42.00	£34.00
£42.00	£34.00
£42.00	£34.00
£21.00	

£68.00	£59.00
£68.00	£59.00
£68.00	£59.00
£21.00	

**QUEEN'S HILLS COMMUNITY CENTRE, Poethlyn Drive, Queens Hills NR8 5BP**

**DINNEEN HALL Max 160 Standing**

Morning session	9.00am - 1pm
Afternoon session	1.30pm - 5.30pm
Evening session	6.30pm - 10.30pm
Extension 10:30pm to 11:30pm Friday / Midnight Saturday	

£58.00	£45.00
£58.00	£45.00
£58.00	£45.00
£29.00	

£93.00	£83.00
£93.00	£83.00
£93.00	£83.00
£29.00	

**DENBY ROOM Max 25 Standing**

Morning session	9.00 am - 1pm
Afternoon session	1.30 pm - 5.30pm
Evening session	6.30 pm - 10.30pm

£32.00	£27.00
£32.00	£27.00
£32.00	£27.00

£54.00	£47.00
£54.00	£47.00
£54.00	£47.00

Hire of Changing Rooms £12.00 per room per use

## Pitch hire costs elsewhere

Area	Pitch Care included	Line Marking included	Changing Rooms included	Cost per team per season - includes training	Costs per use (match or training)
Hellesdon	Yes	Yes	Yes	£155 youth £795 adult	
Drayton	Yes	Yes	Yes	£270 youth £2,000 adults	
Thorpe St Andrew Note: Lights included	Yes	Yes	Yes		£82.50 adult £41.50 junior £29.50 mini £21 training
Cringleford	Yes	Yes	Yes		£50 adult
Diss *	Yes with £392 contribution to Norse	No			£63.74 Over 16 * £31.97 Under 16 * £16.95 Mini pitch* £13.96 per hour lights then £8.22 per hour thereafter
Sprowston **	Yes	Yes	Yes	£1,076 senior £446 youth	
Catton	Yes	Yes	Yes		£58
<p>*Diss offer 50% reduction for 6 months bookings. ** Sprowston fees are for one session per week (Sept to April) and halved for alternate use on alternate weeks</p>					
Costessey at either site Season 2020/21	Yes	Yes	Yes, but only used for Senior & Vets matches	£560 Senior £275 Vets £275 Youth £220 Mini £220 Ladies £220 Girls  2 Day Tournament £110 per day	

As at September 2019 except Thorpe & Diss as April 2021

**Football**

<b>All charges per season per team</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<b>Breckland Park</b>				£1,627.50
<b>Longwater Lane</b>				£2,970.84
<b>Total NET Income Received</b>	<b>£2,512.50</b>	<b>£1,900.00</b>	<b>£2,975.00</b>	<b>£4,598.34</b>
Total of both sites entered onto accounts				
	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<b>Breckland Park</b>	£2,451.00	£2,548.07	£2,064.29	£2,141.37
<b>Longwater Lane</b>	£2,576.18	£2,592.70	£1,271.89	£2,294.38
<b>Total NET Expenditure</b>	<b>£5,027.18</b>	<b>£5,140.77</b>	<b>£3,336.18</b>	<b>£4,435.75</b>
<b>Income - Expenditure</b>	<b>-£2,514.68</b>	<b>-£3,240.77</b>	<b>-£361.18</b>	<b>£162.59</b>

A/c Code		4701 Grants - Permitted Powers			Annual Budget	1,250
Centre		102 Civic Activities			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
4	13/12/2019	112201	Cashbook	QH School Trip - Cq Lost		290.00
4	10/07/2020	112449	Cashbook	QH SchTrip - Replaces Lost Chq	290.00	
8	19/11/2020	112569	Cashbook	The Poppy Appeal Donation	25.00	
8	19/11/2020	112570	Cashbook	Costessey RBL Donation	50.00	
8	19/11/2020	CIMP452	Cashbook	Christmas Hampers	547.67	
8	19/11/2020	VCH1151	Cashbook	Ribbon for Hampers	4.46	
8	19/11/2020	VCH1150	Cashbook	Cellophane for Hampers	8.99	
8	24/11/2020	CIMP454	Cashbook	Donation Christmas Heroes	300.00	
8	26/11/2020	VCH1148	Cashbook	Pasta sauce & giftwrap hampers	16.79	
8	30/11/2020	685	Journal	Christmas Heroes Donation		300.00
11	24/02/2021	112676	Cashbook	Donation Norfolk CAB	150.00	
12	31/03/2021	112718	Cashbook	QH Community Pk Donation	300.00	
12	31/03/2021	112729	Cashbook	Costessey Sports Grant	300.00	
Account Grants - Permitted Powers					Account Totals	1,992.91
Centre Civic Activities					Net Balance Month 12	1,402.91

CURRENT YEAR 2021-22 BUDGET £1,250

NO GRANTS MADE AS YET



## Budgeting for Capital

### A different approach

#### Introduction

A council's budget consists of two distinct elements, namely:

- a. A Revenue element, incorporating the necessary funds to run the ongoing services to which the council is committed, and
- b. A capital element, including non-reoccurring expenses, which must be sufficient to provide the level of resources necessary to maintain, and where necessary enhance, the council's Capital Asset stock.

The first element is, by definition, relatively constant, being affected only by inflation and agreed changes in the level of service provision. It is likely however that this element will see significant increases in the future as Principal Authorities devolve (i.e. threaten closure of!) services to Local Councils. Where sizeable increases in budgets (and therefore precept) are necessary these can be justified quite easily as the unavoidable consequence of the actions of others.

Capital budgeting, by contrast, can be subject to large movements in requirements as projects are identified and approved. Additionally, if projects are individually identified and budgeted for in a particular year, this can lead to protracted, and sometimes acrimonious, discussions as to which projects to include and which to leave out. The inherent fluctuations in Precept are regrettable, and to be avoided if at all possible.

#### Smoothing the affect of Capital

An increasingly common process for eliminating these Precept movements is for Local Councils to take a much longer view of their capital requirements, say over a five year rolling cycle.

This is achieved by budgeting on a Rolling Capital Fund basis. The medium term requirement is equalised over the same medium term and included annually in the Precept calculation. No individual projects are actually included in the initial annual estimates, only the Rolling Fund requirement. On a continuous basis council then considers, approves and/or rejects individual projects as they are identified, justified and costed. The approval and timing of such projects can then be made based on priorities at the time of consideration, and also the availability of funds from the (known) source of capital funds flowing from the precept.

It follows from this concept that projects are only included in the council's budget **once approved** and, since the source of funds is identified and agreed at the time of project approval, the use of such (previously earmarked) funds, together with any external funding that may be available, is also reflected as a credit budget and thus any effect on the council's General Reserve (i.e. the Annual Surplus/Deficit) is entirely eliminated.

#### Conclusion

The adoption of a Rolling Capital Fund approach to budgeting has the following beneficial affects:

1. Fluctuations in Precept are eliminated,
2. The need to take decisions well in advance of a project commencing are avoided and
3. The council is enabled to take a balanced view of alternative/competing projects insulated from the time constraints inherent in the Precept setting timetable.

As such the process is wholly recommended, and becoming increasingly the "norm" amongst Local Councils.

Derek R Kemp  
DCK Accounting Solutions Ltd

Cost Centre	Project type	Considerations	Minute	Prior 2021-22	22-23	23-24	24-25	25-26
<b>Admin</b>	Office Equipment	Complete IT upgrade every 4 year period	H		1,000.00	25,000		
	Staffing	Additional P/T Cleaner Recruitment						
	Staffing	Replacement Accounts Clerk Recruitment			1,000			
	Staffing	Replacement Town Clerk / RFO Recruitment			1,000.00			
<b>BH / OBR Room</b>								
	BOTH Rooms	Replacement lights with LED system	H					
	Owen Barnes Rm	Replacement blinds on Public Health Grounds	Clerk	U	2,083.33			
	Upgrade electric to 3 phase		A					
	Changing Rooms	Complete Refurbishment					40,000	
<b>Breckland Park</b>	Trim trail Pre-teen Play area	Trim Trail replacement play equipment		U	40,000.00			
	Boundary fencing	Ongoing replacement programme @ £3k pa			3,000.00	3,000	3,000	3,000
	Railing along walkway				3,000.00			
	Frosted Brickwork repair				1,000.00			
<b>Cemetery</b>	10m strip	Pathway			22,000.00			
	Grassed Square	Autumn landscape planting						
	Grassed Square	Pathway around planting & to Roundwell site		H	22,000.00			
	Grassed Square	Relocation of gate						
	hogging on new drive							
	Woodland area	Extension paths						
	Woodland area	Tree survey						
	Woodland area	Ecology survey						
	Near Entrance	Compound for sand bags						
	Cemetery Building	Cemetery toilet upgrade						
	Cemetery Building	Outside tap						
	Cemetery Building	Additional water butts						
<b>Civic Projects</b>								
	LWL Rec Xmas Lights							
	Xmas trees & safety measures x3 @ £800							
	Flags							
		Reinforcement Coxtaceau flag						150.00

Collision Rm						
Kitchens	Replacement zip boilers etc					
Changing Rooms	GB request to create external doors for direct access	N				
Plant room equipment etc						
ALL ROOMS	Repair / Replacement of door and window seals	H				
Gunton Lane	River banks		22,000			
	Application fee		1,000.00			
	Re-instatement of river banks					
	River bank		2,000.00			
	Replacement Picnic tables					
<b>Highways / Parish Ptnrshps</b>						
	Norwich Road / Sunny Grove left turn	A				5,000
	Speed cameras					
LF Hall	Appointed Professional (Design to Build)		10,000.00			
	Appointed Professional (Snagging)					1,000.00
	AV & IT					12,000.00
	Connections					500.00
	Secure by design (Locks, CCTV, Barriers, signs, bins, compound)					4,000.00
	Oversized Car Park					8,000.00
	Steel allotment shed					4,000.00
	Legal Conveyancing					2,500.00
	Opening event					500.00
	Contingency					2,500.00
	Fit out all rooms					5,000.00
	Furniture					
	Blinds & curtains					
	Kitchen wares					
LWL Rec	Play Equipment					8,000
	Sona Arch part funding					
	Replacement swings	H	6,000.00			
	RE-installation of yellow tub	H	1,000.00			
	More safety surfacing under existing swings		2,500.00			
	Additional play equipment	A				
	Safe Pedestrian Entrance	A				
	Raised beds near path					5,000.00

<b>QHCC</b>								
ALL ROOMS	Replacement lights with LED system	H						
Changing Room / Corridor	Conversion of alcove to storage for large equipment	H		5,000.00				
Dinneen Hall	Curtains	H		6,000.00				
	Blinds	H		2,400.00				
	Privacy Film	H						
	Replace bollard lighting	H						
<b>QHCC Grassed area</b>	2 picnic tables	L			3,000			
<b>QH Play areas</b>								
The Denes	Equipment				20,000.00			
	Sensory garden - WITHDRAWN		F114/21	N				
Cavalry Court	Fencing, play equipment, gates					50,000.00		
Eastern - Poethlyn Drive	All-inclusive play bus/ bin lorry?				40,000.00			
Western - Kestrel Avenue / Wilderness Rd						30,000.00		
<b>QH Woodland</b>								
Tree maintenance						2,000.00		
<b>TOTAL</b>								
				<b>219,413.33</b>	<b>85,000</b>	<b>130,000</b>	<b>90,500</b>	<b>26,5</b>