

Forest Row Parish Council

Clerk: Mr D O'Driscoll
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

To: All members of THE PROPERTY & ASSETS COMMITTEE:

Cllrs. Williams (Chairman), Davies, Farrar, Hill, Hindler, Josephson, R Lewin, Summers and Wogan.

Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ
Tel: 01342 822661
Fax: 01342 825739
Email: info@forestrow.gov.uk
Website: www.forestrow.gov.uk

Tel:
Fax:
Email:
Website:

Dear Sir/Madam,

Your attendance is required at a meeting of the PROPERTY & ASSETS COMMITTEE to be held on TUESDAY 30th OCTOBER 2018 in the Rose Room of

Date: 23 October, 2018

the Community Centre at **7.30pm**

A handwritten signature in black ink, appearing to be 'D O'Driscoll'.

Mr D O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST TEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

AGENDA

1. PUBLIC QUESTIONS – the meeting will start no later than 7.45pm
2. APOLOGIES FOR ABSENCE
3. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
4. RECORDS OF THE MEETING OF THE PROPERTY AND ASSETS COMMITTEE MEETING HELD ON 10th JULY 2018
 - 4.1 To approve the minutes of the meeting of 10th July 2018
 - 4.2 To consider any objections to deletion of the digital transcript of that meeting
5. CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION – not elsewhere on the agenda:

To note the following:

 - 5.1 War Memorial repairs
 - 5.2 Drainage repairs
 - 5.3 Community Centre pointing repairs
 - 5.4 Weirwood car park repairs
6. CLARIFICATION OF ACTIONS FROM LAST MEETING
7. FINANCIAL REPORT (and also see below @ item 5)

To note financial position at mid-month 7
8. COMMUNITY CENTRE: CURRENT ITEMS FOR CONSIDERATION/RESOLUTION (and see Also below @ item 5)
 - 8.1 To consider further representations from the pre-school re damaged equipment
 - 8.2 To note quote received for refurbishment of the current Venu building
 - 8.3 To (re)consider the proposal for a cycle stand in the light of new information
 - 8.4 To consider and resolve upon a proposal for a drainage maintenance contract
 - 8.5 To consider whether any further 'major item' expenditure on the Community Centre is needed/desirable in the forthcoming financial year.
9. OTHER PROPERTY & ASSETS: ITEMS FOR CONSIDERATION/RESOLUTION
 - 9.1 To resolve the issue of new litter bins
 - 9.2 To resolve the issue of the cigarette stubber on Newlands Place

- 9.3 To consider whether to bid for CIL monies
- 9.4 To consider and resolve upon expenditure on grit bins
- 10. TO CONSIDER & ADOPT A DRAFT COMMITTEE BUDGET FOR 2019-2020

If relevant: Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believes that the public and press to be excluded from the meeting on the grounds of the confidential nature of the business transacted

- 11. To consider a confidential property matter for recommendation to Finance & Policy
- 12. CORRESPONDENCE
- 13. TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

PROPERTY & ASSETS COMMITTEE

BACKING PAPERS FOR MEETING 30th OCTOBER 2018

Agenda item	Description	Page nos
	Clerk's briefing note	1-3
7	Financial report to mid-month 7	4-5
8.1	Correspondence from F/R pre-school	6-8
8.2	Quote for refurbishment of the 'old Venu'	9
8.4	Quote for drainage maintenance contract	10
9.1	Specimen litter bins	11-15
9.4	Location FRPC grit bins	16
10	Draft budget for Property & Assets 2019-2020 v.1	17

COUNCILLORS' BRIEFING FOR THE MEETING OF PROPERTY & ASSETS COMMITTEE TO BE HELD ON 30th OCTOBER 2018

- 1-4. This is the first meeting under the new arrangement of starting at 7:30 pm. Fifteen minutes will be allowed for public interventions (if any). Meetings must finish by 10:00 pm. No public questions or Members' apologies have been notified in advance.
5. **CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION** – not elsewhere on the agenda
- 5.1 The war memorial repairs (including the surrounding paving) have been completed and have already attracted favourable comment.
- 5.2 The subsidiary drainage repairs have been completed. Please see item 8 for the issue of ongoing maintenance.
- 5.3 Provisional approval has been received from the Conservation Officer to proceed with the pointing work.
- 5.4 Committee voted to proceed with pothole repair in the Weirwood car park: there has been some difficulty in finding a contractor willing to take on such a small job.
ACTION: to note
6. **CLARIFICATION OF ACTIONS FROM LAST MEETING**
- A complaint was made that there was currently nowhere in the agenda to raise queries on issues outstanding from the previous meeting. My view is that if Members wish to rehearse such issues, they should contact the Clerk on receipt of the minutes to request the issue be placed on the next agenda: it is not appropriate to use a vague 'matters arising' category to re-open questions that have, or should have been settled. However, there may be brief points of information arising from a previous meeting that can be answered in a few words. So for a trial period I am including the above item in the template agenda, and I will review its use after a cycle of meetings.
ACTION: to discharge as appropriate
7. **FINANCIAL REPORT**
- Current financial report to mid-month 7 attached to the backing papers. This is corrected to exclude income & expenditure on the Venu construction. Income is running at 55.3% and expenditure at 61.1% against a forecast of 54.1%, but the expenditure figure includes the non-domestic rates for the whole year and the 'public seating' costs have been reimbursed by donations. A virement from the nominated reserve will be required to cover the pointing.
ACTION: to note
8. **COMMUNITY CENTRE: CURRENT ITEMS FOR CONSIDERATION/ DECISION**
- 8.1 Damage to pre-school equipment. On 10th July Committee resolved not to make any payment in respect of the pre-school claim that equipment had been damaged by vermin because of insufficient precautions by the Council. A further letter (attached to the papers) has been received from the pre-school. For Committee to decide if this changes their view.
ACTION: to resolve as appropriate

8.2 The future of the old 'Venu' building. To assist the Committee's consideration of the future of the present 'Venu' building, a quote has been obtained for basic insulation and refurbishment and is attached. Committee may wish to consider the matter further in the light of that quote, although a final decision would need to be referred to Full Council.

ACTION: to consider and formulate recommendations if appropriate

8.3 Cycle stand. This point has been aired before, but is now brought back to at the request of Localism, specifically the cycle hire service, which would like to relocate to the community centre, both for security and to promote a simplified operating scheme, while freeing up the old toilet block for other services. The proposed site is as before: planning permission (but not LBC) would be required, but it could be financed at no cost to P&A.

ACTION: to resolve as appropriate

8.4 Drainage maintenance contract. During recent repair work, the contractors said that our major problem is the build-up of silt and other small debris coming off the car park and eventually blocking the outflows. They suggested a regular 'flush-through' would save us money and the risk of flooding. A quote is attached. For Committee to decide.

ACTION: to resolve as appropriate

8.5 Other major expenditure. Committee may wish to reflect in advance and propose any other major works which may be needed or desirable in the Community Centre in the forthcoming financial year.

ACTION: to consider and note proposals

9. **OTHER PROPERTY & ASSETS: ITEMS FOR CONSIDERATION/ RESOLUTION**

9.1 New litter bins. The suggestion was adopted last meeting of installing three replacement lidded litter bins (financed from CIL monies) in Upper Close, Rush Green & Foresters Green. The exact design remains unresolved. Appropriate designs are attached for Committee to make a choice.

ACTION: to resolve as appropriate

9.2 Cigarette stubber. The cigarette stubber in Newlands Place has been off its mounting for some time. Our options are: a) to remount it; b) to replace it; c) to remove it (on the basis that the Coop will shortly no longer be there).

ACTION: to resolve as appropriate

9.3 Bid for CIL monies. We now have just over £4,500 in CIL receipts. These have to be applied to 'infrastructure projects'. Does Committee have any other proposals?

ACTION: to consider and note proposals

9.4 Grit bins. The Parish Council owns 19 grit bins. The contents of many if not most of these are in poor condition. Refilling costs between £60 & £70 for each bin.

ACTION: to resolve as appropriate

10. **TO CONSIDER & ADOPT A DRAFT COMMITTEE BUDGET FOR 2019-2020**

The Chairman and the Clerk have discussed the draft departmental budget for next year. A spreadsheet is attached which shows: last complete year / current YTD with year-end projections / first draft figures for next year. **Please consider these figures carefully.** This is the point at which to raise queries and make alternative suggestions. Please also consider if you think any additions should be made to nominated reserves under the P&A 'umbrella'.

ACTION: to consider & adopt draft budget

11. *A confidential briefing note will be supplied direct to Members*
12. **CORRESPONDENCE** – none not already available via Councillors Reading.
13. **TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Property & Assets						
201 Bus Shelters						
2136 BS-Bus Shelters	6	500	494		494	1.2 %
Bus Shelters :- Expenditure	<u>6</u>	<u>500</u>	<u>494</u>	<u>0</u>	<u>494</u>	<u>1.2 %</u>
Net Expenditure over Income	<u>6</u>	<u>500</u>	<u>494</u>			
205 Miscellaneous Assets						
1439 Public Seats	826	250	-576		-576	330.4 %
1442 Litter Bins	0	500	500		500	0.0 %
2551 Offsite Car Parks	0	500	500		500	0.0 %
6139 BU - War Memorial	0	2,000	2,000		2,000	0.0 %
7108 PR-Notice Boards	48	500	453		453	9.5 %
Miscellaneous Assets :- Expenditure	<u>874</u>	<u>3,750</u>	<u>2,877</u>	<u>0</u>	<u>2,877</u>	<u>23.3 %</u>
Net Expenditure over Income	<u>874</u>	<u>3,750</u>	<u>2,877</u>			
301 Community Centre						
3111 CC-Rates & Services	8,957	20,000	11,043		11,043	44.8 %
3116 CC-Upkeep/Cleaning	7,086	10,000	2,914		2,914	70.9 %
3127 CC - Drinks Machine	510	900	390		390	56.7 %
3136 CC-Enhancement	11,074	11,500	426		426	96.3 %
Community Centre :- Expenditure	<u>27,627</u>	<u>42,400</u>	<u>14,773</u>	<u>0</u>	<u>14,773</u>	<u>65.2 %</u>
3180 CC-Lettings	13,225	23,000	-9,775			57.5 %
3181 CC-Equipment Hire	451	900	-449			50.2 %
3182 CC-Rents	10,091	20,000	-9,909			50.5 %
3185 MISC - incl books/copying)	352	300	52			117.4 %
3187 CC Drinks Machine Income	295	500	-205			59.0 %
3188 CC Grants & Donations	278	0	278			0.0 %
3190 No longer in use	10	0	10			0.0 %
Community Centre :- Income	<u>24,703</u>	<u>44,700</u>	<u>-19,997</u>			<u>55.3 %</u>
Net Expenditure over Income	<u>2,925</u>	<u>-2,300</u>	<u>-5,225</u>			
303 Venue on the Green						
3301 VOTG Capital Costs	67,335	0	67,335		67,335	0.0 %
Venue on the Green :- Expenditure	67,335	0	67,335	0	67,335	
3306 VOTG Income	300,000	0	300,000			0.0 %
Venue on the Green :- Income	300,000	0	300,000			
Net Expenditure over Income	-232,665	0	232,665			

19/10/2018

Forest Row Parish Council

09:38

Detailed Income & Expenditure by Budget Heading 18/10/2018

Page No 2

Month No : 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Property & Assets :- Expenditure	28,507	95,842	46,650	-49,192	61.1%	49,192 205.4%
Income	24,703	324,793	44,700	280,003	55.3%	726.4%
Net Expenditure over Income		228,864	1,950	230,811		



16th October 2018

Dear Property & Assets Committee,

Thank you for discussing the Forest Row Community Pre-School's damaged equipment and safety mats in your meeting on 10 July 2018. We are however writing to you again as we are not satisfied with the conclusion in that meeting that there was *insufficient evidence that the Council encouraged a rat infestation as there was a robust pest control policy in force for many months.*

The destruction to our equipment could have been avoided and was directly due to the mess that was left outside in the Parish Council's garden adjacent to the back of our shed. We saw the mess in the garden as well as the size of the skip required to remove it. The rats gnawed through a perfectly strong shed wall and damaged numerous wooden equipment.

We are well aware of the findings of Balcombe Pest Control Ltd, who came to deal with the rats in March/April 2018 as their employee, Mr Shepherd, personally informed us of the findings. He explained that the rats had spread out into our shed not in search of food, but as there was no more space in the Parish Council's garden. We took a photo of the damage (See attached) but Mr Shepherd advised us not to try and clean it as the risk of infection was too high and the equipment and mats should immediately be destroyed. Had there been a robust pest control policy and proper waste management in force, he said the damage could have been entirely avoided.

The equipment damaged, and the cost to replace it is as follows:

- Community Playthings Wooden Push carts x2 @ £162.00 + VAT (each)
- Community Playthings Push Me Pull Me @ 127.00 + VAT
- Community Playthings Kiddy Car @ £106.00 + VAT
- Community Playthings Large Arctic Truck @ £122.00 + VAT

The six mats from www.ypo.co.uk were:

- The safety mat set (4 x 1640 x 600 x 50mm) £423.30 + VAT and
- Accessory/slide Run out mat (2 x 1500 x 1000 x 50mm) £245.90 + VAT

Forest Row Community Pre-School
Hambro Hall, Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ
Tel: 01342 826625 Email: forestrowpreschool@hotmail.co.uk Visit our Web site at forestrowpreschool.co.uk
Forest Row Community Pre-School is a limited liability company registered in England & Wales. Company registration No: 07003790. Forest Row Community Pre-school is a registered charity no. 1133515

The equipment in question were all early years' products which were purchased through fundraising.

Unfortunately early years' equipment is expensive and these particular items were bought through Community playthings, a highly reputable company which was chosen by the staff and committee for the long-life product guarantee and well as its lasting nature. The shed referred to above was locked and within a locked garden. All similarly expensive equipment for outdoor use is generally stored outside by similar businesses.

As we work hard to keep the garden clean and free of rubbish, as well as limit anything that may prove an attraction to pests and we expect the same care and consideration from the Parish Council.

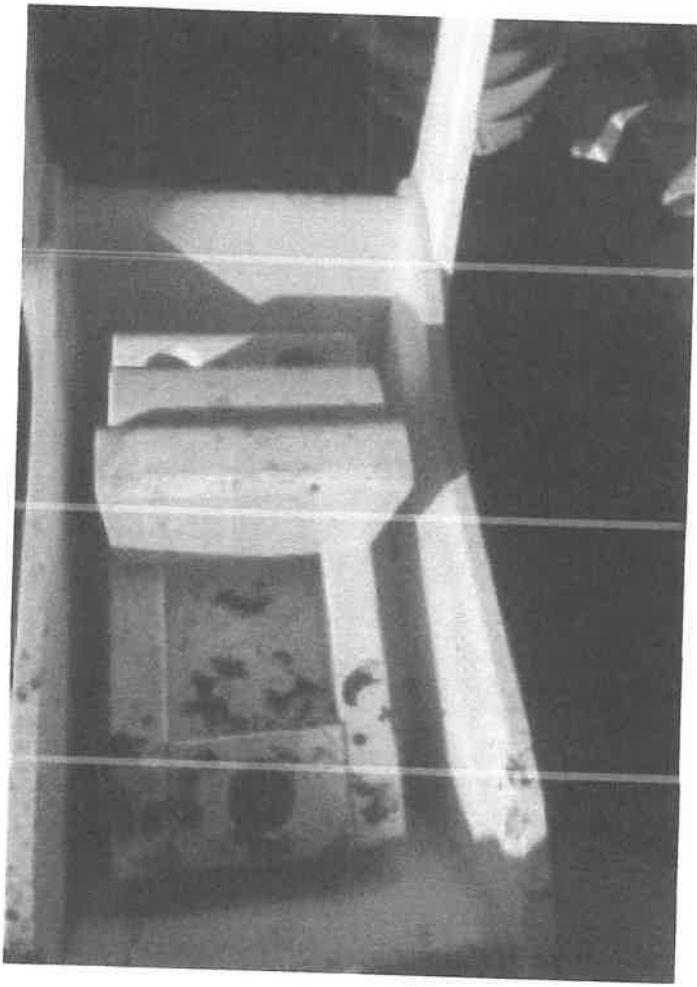
We are insured up to £20,000 for loss of equipment by Royal & Sun Alliance, however there is an exclusion for any damage due to pests.

We would like compensation for this equipment and safety mats and appreciate your time and consideration once again.

Yours faithfully,

The Committee & Staff

Forest Row Community Pre-School



Our Ref.: PAD/EJD/18-5029

26th September 2018

FAO: Mr O'Driscoll
Forest Row Parish Council
Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Dear Mr O'Driscoll

Re.: Forest Row Community Centre, Youth Club Prefab Refurb, Forest Row

Further to your recent valued enquiry, we now have pleasure in submitting our budget quotation for the works to increase the 'U' values to the Youth Club building at the above address, all as discussed at my recent meeting. I have provided two options; firstly, tackling the work internally. Secondly, to increase insulation, tackling the works externally.

Increasing the 'U' values internally by carrying out the following works:

£28,000.00

- Set up security fencing, site compound and appropriate welfare facilities.
- Carefully strip out all fixtures and fittings, setting aside for reuse.
- Remove existing ceiling boards and cart away all arising to licenced tip. Friction fit foil backed close cell insulation between ceiling joist. Supply and install 32mm insulated plasterboard. Tap all joint and plaster ceiling.
- Remove existing wall skirting boards, overboard walls with 32mm insulated plasterboard, Tap all joints and plaster walls. Fit new skirting boards.
- Clear all debris in void below timber floors. Supply and adhere new 100mm foil backed close cell insulation to timber floorboards.
- Supply and install new door linings and hand existing doors.
- Decorate all affected areas.
- Adapting all services to accepted new positions, refit all salvaged fixtures and fittings.
- Supply and install new 7kw electric boiler central heating system.
- Include £1,000.00 Provisional Sum for adaptations to existing electrical system.
- Clean and clear site.

Increasing the 'U' values externally by carrying out the following works:

£25,000.00

- Set up security fencing, site compound and appropriate welfare facilities.
- Supply and install new insulated roof coverings and fit new deeper upvc fascia's.
- Remove existing timber cladding and cart away all arising to licenced tip. Batten out timber studs, friction fit 100mm foil backed close cell insulation. Supply and fit new timber cladding and decorate.
- Clear all debris in void below timber floors, supply and adhere new 100mm foil backed close cell insulation to timber floorboards.
- Supply and install new 7kw electric boiler central heating system.
- Clean and clear site.

All priced are subject to the addition of VAT at the standard rate.

Forest Row Community Centre
Community Centre
Hartfield Road
Forest Row
RH18 5DZ
United Kingdom

Quotation

Quote Number: 895
Quote Date: 29/08/2018
Valid for: 30 days
Site Address: Community Centre, Hartfield Road, Forest Row

Description	Total
MAINTENANCE CONTRACT 6-monthly maintenance cleaning of surface and foul water drainage via high-pressure water jetting with 'Look-See' CCTV survey. Removal of all silt and debris from surface water gullies and Aco channels.	325.00

Total Net Amount: £325.00
VAT: £65.00
Quote Total: £390.00

Topsy Royale™ Litter Bin



£156.91

excluding VAT



Price includes delivery
*within mainland UK and Northern
Ireland



Product Warranty



Enevo Ready
click to find out more

Jubilee™ 110 Litter Bin



£350.48

excluding VAT



Price includes delivery
*within mainland UK and Northern
Ireland



Made in the UK



Product Warranty



Enevo Ready
click to find out more

Topsy Jubilee™ Litter Bin



£267.36

excluding VAT



Price includes delivery
*within mainland UK and Northern
Ireland



Made in the UK



Product Warranty



Enevo Ready
click to find out more



Futuro™ Litter Bin



£309.04

excluding VAT



Price includes delivery
*within mainland UK and Northern
Ireland



Made in the UK



Product Warranty



Enevo Ready
click to find out more



Metal Guppy™ Litter Bin



£300.54
excluding VAT



Price includes delivery
*within mainland UK and Northern
Ireland



Made in the UK



Product Warranty



Metal Chieftain™ Litter Bin



£409.94
excluding VAT



Price includes delivery
*within mainland UK and Northern
Ireland



Product Warranty



Enevo Ready
click to find out more



Sort By:



BXMT/444/G
Maelor Trafflex Round High Security Litter Bin - 90 Litre
From **£125.00** ex vat



BXMT/444/L/G
Maelor Trafflex High Security Litter Bin - 120 Litre
From **£155.00** ex vat



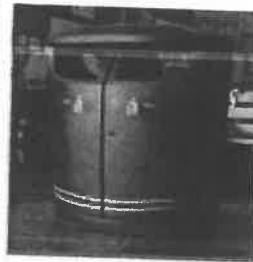
BXMT/444LL/G
Maelor Trafflex High Security Litter Bin - 180 Litre
From **£199.00** ex vat



BXMT/444/T
Maelor Trafflex Turvy High Security Litter Bin
From **£139.00** ex vat



BXMT/445/G
Maelor Open Top Plastic High Security Litter Bin
From **£119.00** ex vat



BX45 200
Synergy™ Litter Bin
From **£349.00** ex vat



BXMT-DINBIN-50
Post Mounted Litter Bin
From **£49.00** ex vat



BXMT/444/G/DL
Maelor Plastic High Security Dog Waste Bin
From **£139.00** ex vat

[.more](#)

Sort By: ▾



BX45 2550-S
Derby Standard Litter Bin
From
£259.00 per unit



BX45 2561
Eco Steel Litter Bin
From
£215.00 per unit



BX45 2550-HI-VIS
Derby Hi-Vis Security Litter Bin
From
£299.00 per unit



BX45G 2550-CMP
Derby Compact Litter Bin
From
£174.00 per unit



BX45 2550-E-120
Derby E Litter Bin
From
£195.00 per unit



BX45 2596
Derby Slimline Litter Bin
From
£239.00 per unit



BX45 2596-E-90
Derby E Slimline Litter Bin
From
£185.00 per unit



BX45 2550-DD
Derby Double Litter Bin
From
£459.00 per unit

ASSET NUMBER	ASSET TYPE	CONDITION	LOCATION	MORE LOCATION DETAILS
GB01	Grit Bin	Good	Freshfield Bank, by Kidbrooke Rise	
GB02	Grit Bin	Good	Freshfield Bank, adjacent Gage Ridge	
GB03	Grit Bin	Good	Highgate Green	
GB04	Grit Bin	Good	Upper Close	
GB05	Grit Bin	Good	Chapel Lane, corner Park Road	
GB06	Grit Bin	moderate	Park Crescent	
GB07	Grit Bin	Good	Medway Drive	
GB08	Grit Bin	Good	Park Crescent	
GB09	Grit Bin	MISSING	Swans Ghyll	
GB10	Grit Bin	Moderate	Hatch End	
GB11	Grit Bin		Hammerwood Lane junction A264	
GB12	Grit Bin	Good	Anna's Hill	
GB13	Grit Bin	Good Condition	Newlands Place	
GB14	Grit Bin		Shovelstrode Lane	
GB15	Grit Bin	Good Condition	Community Centre Car Park	
GB16	Grit Bin	Good	Junction Highgate Road - Inkpen Lane	
GB17	Grit Bin		Shepherds Grove/A264	
GB18	Grit Bin		Shepherds Grove/A264	
GB19	Grit Bin	Good	Highgate Road	Top of Highgate Road next to Dog Bin

PROPERTY & ASSETS BUDGET

	2017-18				2018-19				2019-20					
	Budget	Actual to yr end	% of forecast	comments	Budget	Actual to 6 mth	% of forecast	forecast to yr end	comments	Budget	Actual to 6 mth	% of forecast	forecast to yr end	comments
INCOME BUDGETS														
3180 CC lettings	22000	24233	110.2		23000	13112	57	25000		24000	13112	57	25000	
3181 CC equipment hire	800	1506	188.2		900	451	50.2	900		900	451	50.2	900	24000 ± 4.3% Increase
3182 CC rents	20000	16447	82.2	preschool 'holiday'	20000	9991	50	20000		20000	9991	50	20000	held steady
3185 Misc office income	350	389	111.1	incl books/copies	300	337	109.1	600		600	337	109.1	600	
3187 Drinks machine	500	579	115.8		500	248	49.5	500		500	248	49.5	500	
3188 Grants & donations	0	0	0		0	278	0	0		0	278	0	0	
3189 CC services refund	50	0	0		0	0	0	0		0	0	0	0	
TOTAL	43700	43154	98.8		44700	24417	54.6	47000	predicted 105.1%	46000	24417	54.6	47000	
EXPENDITURE BUDGETS														
2136 Bus shelter upkeep	500	260	52		500	6	1.2	250	composite code	500	6	1.2	250	composite code
2137 Bus shelter new	0	3229	0	one-off expense	0	0	0	0		0	0	0	0	
1439 Benches new	0	0	0		250	826	330.4	250	donations cover	250	826	330.4	250	donations cover
1440 Benches upkeep	500	0	0		0	0	0	0		0	0	0	0	
1442 Litter bin repairs	200	0	0		500	0	0	0	composite code	500	0	0	0	composite code
1443 Litter bins new	300	0	0		0	0	0	0		0	0	0	0	
2550 Contingency	0	0	0		0	0	0	0		0	0	0	0	
2551 Offsite car park	250	75	30		500	0	0	0		500	0	0	0	
2552 Signage	0	0	0		0	0	0	0		0	0	0	0	
2553 Grit bins	0	89	0		0	0	0	0		0	0	0	0	
6139 War memorial	2000	0	0		0	0	0	0		0	0	0	0	
7108 Notice boards	0	119	0		2000	0	0	2000		2000	0	0	2000	
3111 CC rates & services	20000	18940	94.7		500	48	9.5	100		1000	48	9.5	100	
3116 CC upkeep/cleaning	10000	9228	92.3		20000	8359	41.8	16000		16000	8359	41.8	16000	
3120 CC postage	800	401	50.1	4 codes now in F&P	10000	6067	60.7	10000		10000	6067	60.7	10000	
3121 CC telephone	750	688	91.9		0	0	0	0		0	0	0	0	
3123 CC stationery	800	216	27		0	0	0	0		0	0	0	0	
3126 CC copies	1200	333	27.8		0	0	0	0		0	0	0	0	
3127 CC drinks machine	900	932	103.6		900	510	56.7	900		900	510	56.7	900	
3136 CC enhancement	17000	20285	119.3	incl Virement	11500	11074	96.3	11500	incl refurb costs	25500	11074	96.3	11500	incl refurb costs
3150 CC contingency	0	0	0		0	0	0	0		0	0	0	0	
3253 CC loan charges	26000	26077	100	last year	0	0	0	0		0	0	0	0	
3261 CCC - maintenance	0	0	0		0	0	0	0		0	0	0	0	
TOTAL	81200	80872	99.6		46650	26890	57.6	41500	predicted 89%	25500	26890	57.6	41500	predicted 89%