

DISCUSSION PAPER Board meeting – Monday 5th March 2018

Subject: Decision Paper 7 - Delivery and Management Costs

Points to be note:

The delivery and management costs cover the following area:

- **The day-to-day running of the BID office** – this covers the following: salary of the town centre manager; the rent and utility bills for the BID office; the cost of telephones; broadband connection; cost of photocopier; cost of e-mail hosting; business rates for car park space;
- **Professional costs** – this covers the following: Accountancy fees; legal fee; membership of any professional bodies; insurance
- **Contingency** – setting aside of monies for use in emergency

The finances for this theme were:

2018 - 2019 - £45,400

2019 – 2020 - £45,300

2020 – 2021 - £45,300

2021 – 2022 - £45,300

2022 - 2023 - £45,300

Current status

- **The day-to-day running of the BID office**

A discussion paper has been produced for the future use of the photocopier/scanner in the office.

a much cheaper source for office paper has been found

investigations are on-going to get a better deal for our land line and mobile telephone, plus broadband connection.

- **Professional costs** – no action
- **Contingency** – no action