

DISCUSSION PAPER Board meeting – Monday 14th May 2018

Subject: Discussion Paper 8 - 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 report recommending the purchase of software to manage our databases is in the 'reserved' section.

- **Professional costs**

no action

- **Contingency**

no action