

# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson



18<sup>th</sup> December 2014

Notice is hereby given that a meeting of the **LEIGH COMMUNITY CENTRE COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Wednesday 7<sup>th</sup> January 2015** in Room 6, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. TO APPROVE THE MINUTES OF THE MEETING OF 3<sup>rd</sup> DECEMBER 2014
4. DECLARATION OF MEMBERS' INTERESTS
5. COMMUNITY CENTRE MANAGER'S REPORT – This report will be on those items, where relevant, as previously identified by the Committee. Report 2456/RC (Appendix 1)
6. APPLICATION FOR BURSARY FUNDING FROM SABUG

The Bus Users Group wish to apply for a bursary of £61.67 to cover 3 meetings in the first three months of 2015

7. ELSIE'S PLACE CIC FINANCIAL STATEMENT – 17<sup>th</sup> December 2014 - Report 2460/PB (Appendix 2)
8. BUDGET REPORT – Report 2459/LCC – 17<sup>th</sup> December 2014 – (Appendix 3)
9. RECONSIDERATION OF BUDGET 2015/16 (Appendix 4)
10. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted in item 11 the public and press be temporarily excluded and they are instructed to withdraw (SO.3(d)) - (contractual)

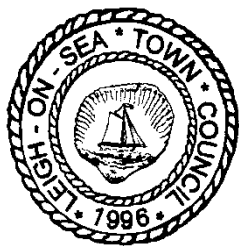
11. REPORT BACK FROM CAFETERIA WORKING PARTY – Confidential Appendix 1 – Working Party Convenor

The Committee is **requested** to note the report and agree the recommendations..

Paul Beckerson  
Town Clerk

18<sup>th</sup> December 2014

Please Note: Any member who is unable to attend the meeting should send their apologies before the meeting.



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Report 2456/RC

## COMMUNITY CENTRE MANAGER'S REPORT

### 1. Marketing and promotion

Work has started on the web-site and this will be ready for re-launch in January 2015. Press releases relating to the Christmas Farmer's Market have been published in Leigh Times, together with other reports relating to the Community Centre.

### 2. Staffing

We will be interviewing for the part-time post in early January – deadline for applications is 19 December.

### 3. Volunteers

Volunteers have helped out with White Bus Cinema and have been very helpful with our appeal for china to top up our supplies.

### 4. Liaison with other organisations and partners

On Friday 12 December, we held the first of our quarterly user group meeting with representatives from 12 of the groups who use the Community Centre. This was a broad cross section of users, ranging from the oldest to the newest, across each of the sectors that we cover and all of the time slots (am, pm and evening).

At this inaugural meeting members were asked what we did well – level of service from the caretakers and the office, cleanliness of the building and a flexible, yet pragmatic approach. The building is always welcoming, accessible and is improving all the time.

On what we need to improve – there is an issue with the toilets on a Thursday morning, when the building is at its busiest, so a new check system has been set up with the caretakers and will be implemented from w/c 15 December. Access to the café from earlier in the day and in the evenings, I explained that this was being reviewed and would let them know what would be happening.

Concerns – Assurance was given to the group with regard to the extension of the lease and how this would allow the Community Centre to apply for grants to improve the building. Members expressed concerns about the qualifications of people hiring rooms and teaching particular classes, whilst they all understood that the Community Centre held no responsibility for what happened within the rooms there was a perception by some members of the general public that we were responsible. Obviously, we do a number of checks but it was agreed that when new bookings are taken a soft approach to confirm that hirers held the appropriate expertise/qualifications would be taken. This led on to a discussion of DBS and the changes that this meant following the change from CRB; it was agreed that as an extra layer of comfort for the Centre, all users who regularly have access to children / vulnerable adults within the Centre would be asked for sight of their DBS and a note taken of this and kept on a central register by the Community Centre Manager.

The group was asked at the end of the meeting if they found the discussions helpful, all agreed that they had done so and would like to continue. Accordingly, members agreed to meet again in March 2015 and will come back to the group with at least one idea about changes / improvements to the Centre.

The Centre was used for the Leigh Lights by the Events Officer and this was a really successful use of the building with activities for all age groups, the through put of people was constant from 4:30pm until just after 8:30pm. The Craft Fair were particularly pleased with the results of their Friday night booking. We now look forward to the Easter activities on 28 March 2015.

Cinderelleigh, the pantomime has been a sell-out, in no small part due to so many of the hirers appearing in the production

#### **5. Building maintenance**

As I write this work on the ramp is in progress and will be finished in time for the first performance of the panto on 19 December.

The condition survey took place on 5 December, we await the written report but the surveyor complimented the caretakers on the work that they were doing to maintain and improve the building.

#### **6. Health and Safety**

Nothing to report

#### **7. Business development**

We are receiving a number of enquiries and bookings from former hirers of the Kursaal, many of whom are being recommended by current users.

#### **8. Matters arising**

Please see under relevant headings

#### **10. Feedback and Impact on the Community**

Nothing further to report.

#### **11. Bookings and budget (this to be based on invoiced bookings)**

Please see the separate sheet with the current year on year comparison of invoiced bookings. It is good to note that invoiced amounts are increasing year on year by month and even in spite of booking changes around the Christmas period which we had anticipated, there has not been a substantial change in the amount invoiced which was less than £5 for the month of December.

Ros Coffey  
16 December 2014

### Elsie's Place C.I.C. Account's Summary 2014

|           |      | Takings           | Expenditure       | Surplus / Deficit | Food Supplies    | Coffee Machine Rental | Coffee Machine Supplies | Cleaning       | Repairs & Renewals | Fixtures & Fittings | Salaries          | Equipment      | Clothing      | Printing, Stationery & Packaging | First Aid    | Insurance      | Company Set-up & Loan Payments | Advertising    |
|-----------|------|-------------------|-------------------|-------------------|------------------|-----------------------|-------------------------|----------------|--------------------|---------------------|-------------------|----------------|---------------|----------------------------------|--------------|----------------|--------------------------------|----------------|
| January   | Bank |                   | £1,752.92         |                   | £0.00            | £94.80                | £68.87                  |                |                    |                     | £1,300.75         |                |               |                                  |              | £288.50        |                                |                |
|           | Cash | £2,270.47         | £673.89           | -£156.34          | £510.84          |                       |                         | £24.07         | £15.57             | £0.00               |                   | £58.86         | £23.96        | £36.59                           | £4.00        |                |                                |                |
| February  | Bank |                   | £2,419.47         |                   | £0.00            | £94.80                | £31.09                  |                |                    |                     | £2,155.98         | £97.60         |               |                                  |              |                | £40.00                         |                |
|           | Cash | £2,827.28         | £768.58           | -£360.77          | £713.36          |                       |                         | £13.77         | £0.00              | £12.58              |                   | £13.77         | £0.00         | £15.10                           | £0.00        |                |                                |                |
| March     | Bank |                   | £2,666.83         |                   | £0.00            | £94.80                | £85.51                  |                |                    |                     | £2,410.97         | £75.55         |               |                                  |              |                |                                |                |
|           | Cash | £3,246.62         | £883.91           | -£304.12          | £769.80          |                       |                         | £24.76         | £4.94              | £3.97               |                   | £58.95         | £2.00         | £19.49                           | £0.00        |                |                                |                |
| April     | Bank |                   | £2,764.79         |                   | £51.57           | £94.80                | £96.82                  |                |                    |                     | £2,380.00         | £0.00          |               |                                  |              |                |                                | £141.60        |
|           | Cash | £3,693.76         | £957.68           | -£28.71           | £912.15          |                       |                         | £14.25         | £0.00              | £1.50               |                   | £14.56         | £9.98         | £5.24                            | £0.00        |                |                                |                |
| May       | Bank |                   | £2,767.34         |                   | £0.00            | £94.80                | £0.00                   |                |                    | £271.48             | £2,330.60         | £16.78         | £33.68        |                                  |              |                |                                | £20.00         |
|           | Cash | £4,209.05         | £876.57           | £565.14           | £649.15          |                       |                         | £27.64         | £0.00              | £134.75             |                   | £55.04         | £4.99         | £5.00                            | £0.00        |                |                                |                |
| June      | Bank |                   | £2,982.35         |                   | £32.84           | £94.80                | £61.83                  |                |                    | £85.02              | £2,684.04         | £0.00          | £0.00         | £23.82                           |              |                |                                | £0.00          |
|           | Cash | £3,230.89         | £1,017.05         | -£768.51          | £910.33          |                       |                         | £14.74         | £0.00              | £6.00               |                   | £0.00          | £0.00         | £85.98                           | £0.00        |                |                                |                |
| July      | Bank |                   | £2,579.11         |                   | £67.00           | £94.80                | £60.82                  |                |                    |                     | £2,356.49         | £0.00          | £0.00         |                                  |              |                |                                |                |
|           | Cash | £3,925.12         | £983.93           | £362.08           | £939.97          |                       |                         | £15.10         | £0.00              | £0.00               |                   | £5.00          | £10.00        | £13.86                           | £0.00        |                |                                |                |
| August    | Bank |                   | £2,427.09         |                   | £0.00            | £94.80                | £102.40                 |                |                    |                     | £2,229.89         |                |               |                                  |              |                |                                |                |
|           | Cash | £2,250.10         | £889.07           | -£1,066.06        | £885.57          |                       |                         | £0.00          | £3.50              | £0.00               |                   | £0.00          | £0.00         | £0.00                            | £0.00        |                |                                |                |
| September | Bank |                   | £2,058.68         |                   | £0.00            | £94.80                | £0.00                   |                |                    |                     | £1,963.88         |                |               |                                  |              |                |                                |                |
|           | Cash | £2,804.65         | £790.11           | -£44.14           | £767.11          |                       |                         | £1.00          | £0.00              | £0.00               |                   | £13.00         | £0.00         | £9.00                            | £0.00        |                |                                |                |
| October   | Bank |                   | £2,631.18         |                   | £0.00            | £94.80                | £50.88                  |                |                    |                     | £2,435.50         |                |               |                                  |              |                |                                | £50.00         |
|           | Cash | £5,352.00         | £1,089.57         | £1,631.25         | £1,079.05        |                       |                         | £10.52         | £0.00              | £0.00               |                   | £0.00          | £0.00         | £0.00                            | £0.00        |                |                                |                |
| November  | Bank |                   | £2,869.38         |                   | £23.73           | £94.80                | £20.89                  |                |                    |                     | £2,612.97         | £24.99         |               |                                  |              |                |                                | £92.00         |
|           | Cash | £4,334.07         | £1,384.52         | £80.17            | £1,363.43        |                       |                         | £0.00          | £0.00              | £0.00               |                   | £18.99         | £0.00         | £2.10                            | £0.00        |                |                                |                |
| December  | Bank |                   | £340.05           |                   | £0.00            | £94.80                | £125.43                 |                |                    |                     | £69.82            | £0.00          |               |                                  |              |                |                                | £50.00         |
|           | Cash | £2,524.63         | £76.11            | £2,108.47         | £76.11           |                       |                         | £0.00          | £0.00              | £0.00               |                   | £0.00          | £0.00         | £0.00                            | £0.00        |                |                                |                |
|           |      | <b>£40,668.64</b> | <b>£38,650.18</b> | <b>£2,018.46</b>  | <b>£9,752.01</b> | <b>£1,137.60</b>      | <b>£704.54</b>          | <b>£145.85</b> | <b>£24.01</b>      | <b>£515.30</b>      | <b>£24,930.89</b> | <b>£453.09</b> | <b>£84.61</b> | <b>£216.18</b>                   | <b>£4.00</b> | <b>£288.50</b> | <b>£232.00</b>                 | <b>£161.60</b> |

|                           |            |        |   |
|---------------------------|------------|--------|---|
| Opening Stock 14/01/14    |            | £0.00  |   |
| Gross Profit/Loss to Date | £29,074.49 | 71.49% |   |
| Closing Stock 31/12/14    |            |        |   |
| Net Profit/Loss to Date   | £2,018.46  | 4.96%  | £1,650.49                                     |
|                           |            |        | £3,668.95 Profit & Loss without One Off Costs |

| Budget 2014/15               | B/F 2013/14       | Income Budget      | Income to Date    | Expenditure Budget | Spent to Date           | Committed    | Balance           | % Spent |
|------------------------------|-------------------|--------------------|-------------------|--------------------|-------------------------|--------------|-------------------|---------|
| Hiring Income                |                   | £77,000.00         | £57,356.73        |                    |                         |              | £19,643.27        | 74.49   |
| LTC Contribution             |                   | £23,500.00         | £23,500.00        |                    |                         |              | £0.00             | 100.00  |
| Bursary Fund                 |                   | £1,000.00          | £1,151.30         |                    |                         |              | -£151.30          | 115.13  |
|                              | £0.00             | £101,500.00        | £82,008.03        | £0.00              | £0.00                   | £0.00        | £19,491.97        | 80.80   |
| Friends Fund Raising*        | £1.62             |                    | £1,396.60         |                    | £80.00                  |              | £1,318.22         | 5.72    |
| Elsie's Place C.I.C.         | £1,700.00         |                    | £150.00           | £0.00              |                         |              | £1,550.00         |         |
| Rates                        |                   |                    |                   | £7,800.00          | £6,994.50               |              | £805.50           | 89.67   |
| Gas                          |                   |                    |                   | £7,500.00          | £1,467.90               |              | £6,032.10         | 19.57   |
| Electric                     |                   |                    |                   | £5,500.00          | £4,181.96               |              | £1,318.04         | 76.04   |
| Water                        |                   |                    |                   | £1,200.00          | £820.08                 |              | £379.92           | 68.34   |
| Catering                     |                   |                    | £1,135.15         | £600.00            | £1,126.77               |              | £608.38           |         |
| Communications               |                   |                    |                   | £2,000.00          | £1,068.22               |              | £931.78           | 53.41   |
| Cleaning                     |                   |                    |                   | £900.00            | £1,127.57               |              | -£227.57          | 125.29  |
| Waste Removal Washroom Serv. |                   |                    |                   | £3,000.00          | £2,850.03               |              | £149.97           | 95.00   |
| Janitorial Costs             |                   |                    |                   | £0.00              | £337.50                 |              | -£337.50          |         |
| Insurance                    |                   |                    |                   | £2,800.00          | £2,702.34               |              | £97.66            | 96.51   |
| Advertising                  |                   |                    |                   | £2,500.00          | £0.00                   |              | £2,500.00         | 0.00    |
| Security / Alarms            |                   |                    |                   | £1,000.00          | £1,121.58               |              | -£121.58          | 112.16  |
| Internal Maintenance         |                   |                    |                   | £9,000.00          | £3,784.25               |              | £5,215.75         | 42.05   |
| External Maintenance         |                   |                    |                   | £6,500.00          | £420.78                 |              | £6,079.22         | 6.47    |
| Miscellaneous                |                   |                    |                   | £2,000.00          | £763.42                 |              | £1,236.58         | 38.17   |
| Licences                     |                   |                    |                   | £1,000.00          | £446.58                 |              | £553.42           | 44.66   |
| IT                           |                   |                    |                   | £1,600.00          | £412.35                 |              | £1,187.65         | 25.77   |
| Contingencies                |                   |                    |                   | £2,000.00          | £0.00                   |              | £2,000.00         | 0.00    |
| Salaries / Payroll           |                   |                    |                   | £109,494.52        | £70,779.05              |              | £38,715.47        | 64.64   |
| Community Centre EMR         | £13,063.60        |                    |                   | £0.00              | £12,423.00              |              | £640.60           | 0.95    |
| Equipment & Fittings         | £2,100.68         |                    |                   | £2,500.00          | £3,878.44               |              | £722.24           | 84.30   |
|                              |                   |                    |                   |                    |                         |              |                   |         |
| <b>Totals</b>                | <b>£15,164.28</b> | <b>£101,500.00</b> | <b>£83,143.18</b> | <b>£168,894.52</b> | <b>£116,706.32</b>      | <b>£0.00</b> | <b>£68,487.63</b> | 63.41   |
|                              |                   |                    |                   |                    | Net Spend Less Salaries |              | -£37,215.91       |         |
|                              |                   |                    |                   |                    |                         |              | £33,563.14        |         |
|                              |                   |                    |                   |                    | Net Spend Less B/F      |              | £18,398.86        |         |

\* Accounted for Separately

## Leigh Community Centre Cash Flow 2012 - 14

| Month             | Invoiced<br>Income | Total<br>Received<br>Income | LTC Revenue<br>Contribution | Total<br>Expenditure | Difference          |
|-------------------|--------------------|-----------------------------|-----------------------------|----------------------|---------------------|
| Mar-13            | £9,009.42          | £10,554.28                  | £1,312.50                   | £16,881.53           | -£5,014.75          |
| Apr-13            | £8,485.47          | £1,577.94                   | £1,958.33                   | £14,154.71           | -£10,618.44         |
| May-13            | £5,115.71          | £6,210.56                   | £1,958.33                   | £18,814.15           | -£10,645.26         |
| Jun-13            | £1,698.10          | £1,325.01                   | £1,958.33                   | £9,632.82            | -£6,349.48          |
| Jul-13            | £7,536.48          | £10,381.22                  | £1,958.33                   | £12,495.25           | -£155.70            |
| Aug-13            | £3,893.73          | £5,040.27                   | £1,958.33                   | £8,515.51            | -£1,516.91          |
| Sep-13            | £5,849.48          | £8,577.68                   | £1,958.33                   | £10,872.80           | -£336.79            |
| Oct-13            | £6,730.54          | £7,462.20                   | £1,958.33                   | £11,178.93           | -£1,758.40          |
| Nov-13            | £4,945.07          | £6,067.27                   | £1,958.33                   | £11,753.43           | -£3,727.83          |
| Dec-13            | £3,510.93          | £4,785.96                   | £1,958.33                   | £11,279.18           | -£4,534.89          |
| Jan-14            | £12,297.41         | £7,022.15                   | £1,958.33                   | £16,201.78           | -£7,221.30          |
| Feb-14            | £8,795.92          | £10,505.03                  | £1,958.33                   | £10,075.28           | £2,388.08           |
| Mar-14            | £7,205.25          | £9,393.62                   | £1,958.33                   | £14,246.18           | -£2,894.23          |
| Apr-14            | £6,094.61          | £5,023.84                   | £1,958.33                   | £11,483.00           | -£4,500.83          |
| May-14            | £7,433.50          | £5,127.62                   | £1,958.33                   | £10,825.52           | -£3,739.57          |
| June-14           | £7,100.74          | £8,550.17                   | £1,958.33                   | £14,301.39           | -£3,792.89          |
| July-14           | £3,433.59          | £8,445.22                   | £1,958.33                   | £25,713.42           | -£15,309.87         |
| Aug-14            | £6,296.56          | £3,478.77                   | £1,958.33                   | £10,124.50           | -£4,687.40          |
| Sep-14            | £10,312.18         | £5,951.65                   | £1,958.33                   | £10,917.22           | -£3,007.24          |
| Oct-14            | £9,052.71          | £11,487.66                  | £1,958.33                   | £10,004.71           | £3,441.28           |
| Nov-14            | £6,727.47          | £10,658.61                  | £1,958.33                   | £13,844.27           | -£1,227.33          |
| Dec-14            | £7,395.29          | £2,868.09                   | £1,958.33                   | £4,482.83            | £343.59             |
|                   | <b>£163,630.19</b> | <b>£165,815.43</b>          | <b>£51,624.93</b>           | <b>£362,908.22</b>   | <b>-£145,467.86</b> |
| Total I&E 2012/13 | £23,719.45         | £25,874.89                  | £10,500.00                  | <b>£101,991.34</b>   | <b>-£65,616.45</b>  |
| Total I&E 2013/14 | £76,064.09         | £78,348.91                  | £23,499.96                  | <b>£149,220.02</b>   | <b>-£47,371.15</b>  |
| Total I&E 2014/15 | £63,846.65         | £61,591.63                  | £17,624.97                  | <b>£111,696.86</b>   | <b>-£32,480.26</b>  |

### INCOME REPORT 2014/15

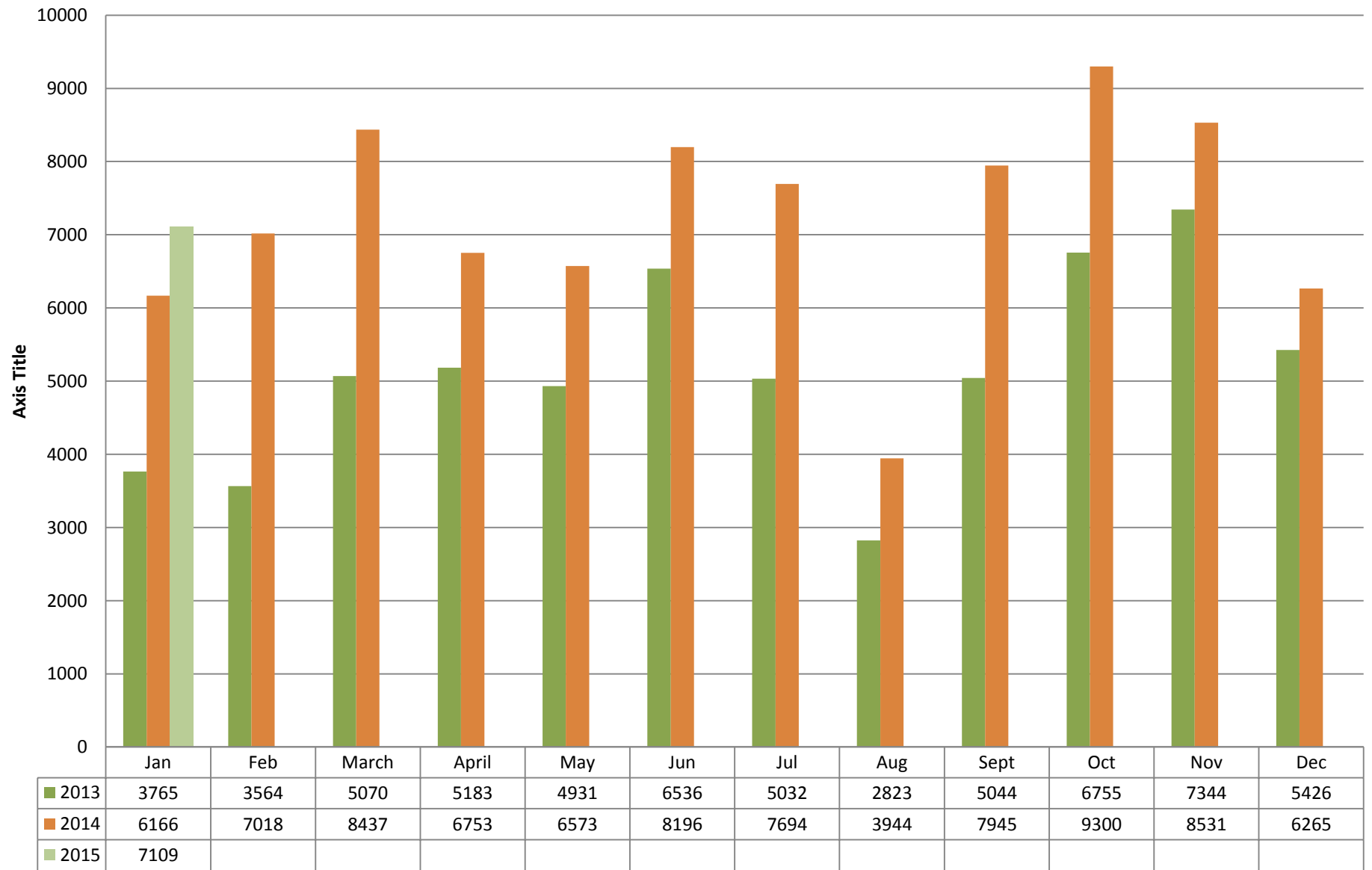
**Period: 1st September 2014 to 31st August 2015**

Budgeted income as set by the Council in its Budget Cycle.

Actual invoiced income is 133.95% of the predicted income and 46.43% of the maximum possible income (assuming full utilisation of the building 2014/15)

|              | Budgeted Income   | Actual Invoiced Income | Difference         |
|--------------|-------------------|------------------------|--------------------|
| Sep-14       | £6,250.00         | £10,312.18             | £4,062.18          |
| Oct-14       | £6,250.00         | £9,052.71              | £2,802.71          |
| Nov-14       | £6,250.00         | £6,727.47              | £477.47            |
| Dec-14       | £6,250.00         | £7,395.29              | £1,145.29          |
| Jan-15       | £6,250.00         |                        | -£6,250.00         |
| Feb-15       | £6,250.00         |                        | -£6,250.00         |
| Mar-15       | £6,250.00         |                        | -£6,250.00         |
| Apr-15       | £7,500.00         |                        | -£7,500.00         |
| May-15       | £7,500.00         |                        | -£7,500.00         |
| Jun-15       | £7,500.00         |                        | -£7,500.00         |
| Jul-15       | £7,500.00         |                        | -£7,500.00         |
| Aug-15       | £7,500.00         |                        | -£7,500.00         |
| <b>Total</b> | <b>£81,250.00</b> | <b>£33,487.65</b>      | <b>-£47,762.35</b> |

### Invoiced Revenue from 2013 onwards





## Sheet 9

**LCC Budget 2015/16**

|                                | <b>Income Budget</b> | <b>Expenditure Budget</b> |
|--------------------------------|----------------------|---------------------------|
| Hiring Income                  | £90,000.00           |                           |
| LTC Building Contribution      | £25,000.00           |                           |
| Bursary Fund                   | £1,400.00            |                           |
| Rates                          |                      | £8,000.00                 |
| Gas                            |                      | £7,500.00                 |
| Electric                       |                      | £7,000.00                 |
| Water                          |                      | £1,700.00                 |
| Catering                       |                      | £0.00                     |
| Communications                 |                      | £1,500.00                 |
| Cleaning Materials Etc.        |                      | £1,000.00                 |
| Waste Removal / Washroom Serv. |                      | £3,200.00                 |
| Insurance                      |                      | £2,800.00                 |
| Advertising                    |                      | £2,500.00                 |
| Security / Alarms              |                      | £1,200.00                 |
| Internal Maintenance           |                      | £10,000.00                |
| External Maintenance           |                      | £6,500.00                 |
| Miscellaneous                  |                      | £2,000.00                 |
| Licences                       |                      | £1,000.00                 |
| IT                             |                      | £1,000.00                 |
| Janitorial Costs               |                      | £500.00                   |
| Contingencies                  |                      | £2,000.00                 |
| Salaries / Payroll             |                      | £128,308.00               |
| Equipment & Fittings           |                      | £3,000.00                 |
| Non Recoverable VAT            |                      | £9,024.00                 |
|                                |                      | <b>£199,732.00</b>        |
| Major Projects                 |                      | £59,000.00                |
| LCC Refurbishment Fund         |                      | £30,000.00                |
| Non Recoverable VAT            |                      | £15,872.26                |
| <b>Totals</b>                  | <b>£116,400.00</b>   | <b>£304,604.26</b>        |
| Net Revenue Budget Deficit     |                      | £83,332.00                |
| Net Deficit                    |                      | £188,204.26               |

Includes 33% of 3 Year  
Wedding Licence

**£104,872.26**

|                                   |                   |       |
|-----------------------------------|-------------------|-------|
| VAT Partial Exemption Calculation | <b>£89,000.00</b> | Total |
|                                   | £17,800.00        | VAT   |
| Less 10.83%                       | £1,927.74         |       |
| Non Recoverable VAT               | £15,872.26        |       |
|                                   |                   |       |
| VAT Partial Exemption Calculation | £50,600.00        | Total |
|                                   | £10,120.00        | VAT   |
| Less 10.83%                       | £1,096.00         |       |
| Non Recoverable VAT               | £9,024.00         |       |