

Trowbridge Community Area Future Partnership Agreement, estimated 2013/2014		
Claim for running costs		
	2013/2014	
<b>Details</b>		
Name:	Colin Kay	
Partnership:	Trowbridge Community Area Future	
Address:	Civic Centre	
	St. Stephen's Place	
	Trowbridge, Wiltshire	
	BA14 8AH	
Phone:	01225 785207	
Email:	kays4@hotmail.co.uk	
<b>Project Officers (Kate Oatley &amp; Tracy Sullivan)</b>		
Gross Salary 23hours @ £14.8385*52.14	£	17,794.00
National Insurance@5.5% (4.5%)	£	979.00
Admin Costs say10hrs@£7.50* 52.14 full year	£	4,000.00
Admin NI at 5.50%	£	220.00
Recruitment Costs & DBS Costs	£	75.00
Travel	£	400.00
Training (First Aid & Hygiene Courses)	£	1,500.00
Spice Time volunteer encouragement	£	2,141.00
	£	-
	£	2,141.00
<b>Campus/ Consultation activities, public events, analysis</b>		
Consultation visits and events	£	1,800.00
Video	£	-
Room Hire	£	200.00
Temps Data Input	£	-
	£	2,000.00
<b>Advertising &amp; promotion</b>		
Website maintenance	£	500.00
Publicity of Events	£	250.00
Media publicity and Equipment	£	2,750.00
Newsletters	£	-
	£	3,500.00
<b>Plans, questionnaires, other printing</b>		
Plan Design/Updating	£	500.00
Plan printing	£	-
Questionnaires	£	-
Other printing	£	-
	£	500.00
<b>Office expenses, consumables, etc.</b>		
Rent, including heating, lighting and security	£	4,000.00
Telephone	£	350.00
Printing & Stationery	£	500.00
Postage	£	250.00
Insurance	£	375.00
Office Furniture depreciation	£	50.00
Display Equipment Depreciation	£	100.00
Computer maintenance	£	200.00
Computer depreciation	£	-
	£	5,825.00
<b>Other expenses</b>		
Grant to Town Hall Group		
BA14 Culture	£	-
Education - Young People's Leavers Cards	£	-
Environment Theme Expenses	£	-
Miscellaneous	£	300.00
Parish Councils Liaison Group	£	-
	£	300.00
<b>Total running costs</b>		£ 39,234.00
Less: Amount of funding rolled forward from 2010/2011 to be spent in 2011/2012		£ -
<b>Net running costs to be applied for: -</b>		£ 39,234.00
<b>Income</b>		
<b>Trowbridge Town Council (Rent £4,000, Tel., Print., Post., £600 Cash £7,100).</b>	£	11,700.00
Additional Funding to be found from Reserves and/or grants	£	9,837.00
<b>Spice Time</b>	£	2,141.00
<b>Total running costs to be applied for from Wiltshire Council.</b>	£	15,556.00
	£	39,234.00
I confirm that the costs detailed here will be incurred by the Trowbridge Community Area Future Partnership in accordance with the commitments agreed within the Community Area Partnership 2012/2013.		
I understand that a first tranche payment of 50% of the funding will be released following Area Board approval. This will be followed by a second tranche of the remaining 50% of the funding which will be released, at a date to be agreed, early in the second half of the financial year.		
Signed: - ..... Dated .....		