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Date: 20 December 2018

Dear Councillor,

**Swadlincote Townscape Heritage Lottery Fund Board** 

A Meeting of the Swadlincote Townscape Heritage Lottery Fund Board will be held in the Council Chamber, on Wednesday, 09 January 2019 at 10:00. You are requested to attend.

Yours faithfully,

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Chief Executive

To:- Conservative Group
Councillors Watson and Mrs Wyatt.

<u>Labour Group</u> Councillor Taylor













# **AGENDA**

# **Open to Public and Press**

1	Apologies.	
2	Minutes from the last Meeting and Matters Arising.	
	Minutes Swadlincote Townscape Heritage Lottery Fund Board Meeting 5th September 2018	3 - 5
3	GRANTS UPDATE	6 - 7
4	ACTIVITIES UPDATE	8 - 16
5	CASHFLOW	17 - 17
6	Any Other Business.	
7	Date of Next Meeting.	



# Swadlincote Townscape Heritage Lottery Fund Board Meeting Notes September 5<sup>th</sup>, 2018 (10am)

#### **ATTENDANCE**

Name		Organisation	
Councillor Steve Taylor (Chair)	ST	South Derbyshire District Council	SDCC
Kate Allies	KA	South Derbyshire District Council	SDDC
Environmental Education Manager			
Liz Knight	LK	South Derbyshire District Council	SDDC
Conservation Officer			
Alex Gilbert	AG	Derbyshire County Council	DCC
Historic Buildings Architect			
Richard Shaw	RS	South Derbyshire District Council	SDDC
Design Excellence Officer			
Katherine Stanley	KS	South Derbyshire District Council	SDDC
Townscape Heritage Project Officer			
Councillor Peter Watson	PW	South Derbyshire District Council	SDDC

## 1. Apologies

Nicola Lees, Councillor Sandra Wyatt (SDDC)

# 2. Minutes from previous meeting and matters arising

The minutes were approved and there were no matters arising.

## 3. Grants update

KS reported that the Grants Panel had approved schemes for the Mould Shop and the British Heart Foundation shop (7 High Street) as well as a smaller grant for 22 High Street. It was considered that all the funds had been allocated. ST added that as much as possible had been spent. KS confirmed the fund was down to £230.60. A slightly reduced scheme had been approved for the Mould Shop and extra funds allocated to 7 High Street as a 'Star Target Property'. The project at the Mould Shop would still allow Sharpe's to expand into the building. A total of £10,000 had been reallocated from the larger schemes at 10 and 12-14 West Street. Confidence in the successful completion of the two smaller schemes had diminished PW asked if the remaining £230.60 was correct. KS confirmed that it was and that there had been some confusion around several iterations of the balance sheet.

KS reported that since the scheme had closed there had been several expressions of interest come forward, including from the Lounge Bar. Hopefully there was scope for future works.

KS said she hoped the £230.60 could be used towards something to recognise the scheme and the impact it had made on the street scene of Swadlincote town centre.

# 4. Activities update

KS reported that a carried over town centre maintenance event was in the planning.

There was an agreement in principle that a comprehensive maintenance survey of Swadlincote town centre would be created, but considerations of a gutter clearance was still being made.

On September 14<sup>th</sup> and 15<sup>th</sup> there would be a celebration and evaluation of the project at Sharpe's Pottery.

PW asked if the plaques commemorating historic figures from Swadlincote were up yet. KA confirmed they were up but two additional plaques were due to go up. It had further been discovered that Jean Hanson's was in the wrong place and that Hannah Mitchell's address might be incorrect.

Regarding pavement plaques as part of the scheme, KA had reached the point where she was due an answer from the property owner. The application had been made in May.

KA reported strong interest from schools in the scheme. ST asked if taking the scheme was being taken into the school. KA replied that there was funding for that but it was on a first come, first served basis.

KA reported that people in Newhall were keen to keep two old tram poles in the village. She was finding out how they could be restored, either to their former glory or just made safe in their current state.

# 5. Diana Garden update

RS reported that the £9,373.83 remaining in the budget was believed to be an accurate figure. PW said he was concerned that everything else was moving towards completion and the garden had been discussed six to nine months previously. He expressed frustration that the garden wall was still unsightly, and not screened yet. RS replied that previously the air conditioning units were not going to be moved and brackets would be installed to mount the mural in front of them. It would cost £4,000 to £7,000 to move them and he was confident the money would be found from outside the given budget.

PW said that he would have a meeting with Tony Sylvester (Planning Services Manager) to expedite matters. ST added that his concern was that the money would be whittled away on administration costs and research and that Swadlincote would end up with a £2,000 mural. He could envis@ggdhabhappening. PW said that SDDC should go to People Express and ask them to propose a reduced scale project.

KS said a meeting was planned with People Express and a nine-month window created for the work was to be brought for practical consideration. PW said there should be a May 31<sup>st</sup> deadline. There was no need to go out to consultation. KS said People Express would be informed the following week in a meeting.

RS reported that there had been an offer of help from Swadlincote Lions, through SDDC Chief Executive Frank McArdle, to maintain the Diana Memorial Garden in exchange for a memorial for a club member. ST said it was welcome but questioned if it fit with the remit of the garden. It was there to remember Diana. PW agreed with ST. RS would feed the message back to Mr McArdle. KS said she thought it would be a good thing to have a group committed to the garden. ST agreed but added that it should not be at a price. KS asked if there was some middle ground where a plaque could say the gardens were maintained by Swadlincote Lions. ST said that he and PW would be happy to relay the meeting's discussion to Mr McArdle.

## 6. Cash flow

PW said the presentation of cash flow information was adequate – it did not need to be any more complex.

# 7. Any other business

KS reported that Laura Summers, the Grants Officer from the HLF, was leaving, and that a new officer was being appointed by the HLF.

# 8. Date of the next meeting

January 9<sup>th</sup>, 2019, 10am.

REPORT TO:	Swadlincote Townscape Heritage Lottery Fund Board Meeting	AGENDA ITEM: 3 Grants update
DATE OF MEETING:	9 <sup>th</sup> January 2019	CATEGORY: RECOMMENDED
REPORT FROM:	Katherine Stanley/Liz Knight	OPEN
MEMBERS' CONTACT POINT:	Katherine.Stanley@south- derbys.gov.uk	DOC: Swadlincote Townscape Heritage Grants Report
SUBJECT:	Swadlincote Townscape Heritage Grants Report	REF:
WARD(S) AFFECTED:	Swadlincote	TERMS OF REFERENCE: Swadlincote Townscape Heritage Lottery Fund Board Meeting

# **Swadlincote Townscape Heritage Grants Report**

- The last and final grants panel was held on 29<sup>th</sup> August 2018. Two larger grants were approved; 7 High Street and the Old Mould Shop. An under £5k grant has been approved for 22 High Street (Smith Partnership).
- 7 High Street (former BHF); new shopfront work has commenced and is due to complete January 2019.
  - Old Mould Shop, new roof and pointing works due to the nature of the works these cannot commence until spring next year. It is scheduled to complete June 2019 in order to coincide with the end of the project.
  - 22 High St, Smith Partnership; repair and refurbishment of shopfront and first floor windows planning permission/advert consent to be determined, anticipated start and completion early 2019.
- An underspend on 2 Midland Road (awaiting final claim) means that just over £5k is left in the third party grants pot. It has been confirmed by the panel chair that we can approach previous properties who have shown an interest to spend the remaining funds.
- It is anticipated that all funds will be allocated and spend by the end of the project in July 2019 (the
  official close date of the project has yet to be extended and confirmed, but this has been agreed in
  principle to be extended in line with the Townscape Officers post which ends in July).
- In total thus far 11 buildings have received grants:
  - 3 high priority target buildings have been completed (85% grant rate) the former Co-op Midland Road/Grove St, 2 Midland Road and 7 High Street.
  - o 1 medium Priority (67% grant rate) 26a High Street (Salts)
  - o 2 reserve target building 23 West Street (Timms Solicitors) and Old Mould Shop
  - o 3 other eligible buildings (67% grant rate) Town Hall, 79 High St, 8 Midland Road
  - O Under 5k 10-14 West St, 22 High Street

Target Building Types	Funds spent (inc VAT)
High priority (x3)	£194,988.09
Medium priority (x1)	£11,279.45
Reserve target (x2)	£51,556.30
Other (x3)	£30,833.86
Under £5k (x2)	£5635.95
Total spent	£294,293.65

- Attached:
  - o Appendix 1 − Grants progress mapage 6 of 17



REPORT TO:	Swadlincote Townscape Heritage Lottery Board Meeting	AGENDA ITEM: 4 Activities update
DATE OF MEETING:	19 January, 2019	CATEGORY: RECOMMENDED
REPORT FROM:	Katherine Stanley/Kate Allies	OPEN
MEMBERS' CONTACT POINT:	Katherine Stanley Katherine.Stanley@south-derbys.gov.uk X5756	DOC:
SUBJECT:	Swadlincote Townscape Heritage Activities Report	REF:
WARD(S) AFFECTED:	Swadlincote	TERMS OF REFERENCE: Swadlincote Townscape Heritage Lottery Board

# **Swadlincote Townscape Heritage Activities Report**

#### 1. Heritage Trail:

- Sessions held with 3 school groups and 1 booked for January
- Still awaiting permit from DCC for installing the pavement plaques have been told now approving in principle and with DCC legal department.
- Photo opportunity for Cllr Swann and the DCC Leadership funding booked for Fri 18<sup>th</sup>
   Jan with St George's Cof E Primary School.
- Looking at legacy work eg on trampoles in Newhall and other development opportunities. Have started a file of extension ideas.
- Nicola, Phil, Graham have made excellent progress with the lecterns with the Pipeworks one installed and the Delph one almost complete.

#### 2. Final Delivery

Maintenance event (and gutter clearing) now to take place in Spring 2018 as part of a town-wide spring clean, in line with the National 'Keep Britain Tidy' initiative. Date range for this is between 22 March and 23 April.

#### 3. Activities since last board meeting (4/9/18) for Q3 & Q4, 2018

Activities this past quarter focused around thank you's, celebration, and evaluation.

- The Townscape Celebration took place on 14/15 September, 2018. It included an exhibition at Sharpe's, three further family workshops involving bricks, printing, and tiles, as well as evaluation sessions with students.
- Environmental Education Project team provided a public evaluation session 14/15<sup>th</sup> sept on the Delph focussing on building improvements and practical building maintenance, interviewing people, and looking at materials used in building work.
- The Environmental Education Project team also delivered the walk with The Magic Attic, highlighting the work that has been done to repair or reinstate historic features to nine of eleven properties that took part in the scheme.
- The EEP team delivered some evaluation/ celebration work with 2 classes from Springfield Junior School on 14<sup>th</sup> Sept which was based on the Townscape Schools programme already developed. It also included eating their Snap in the Diana Garden!

#### 4. Activities Legacy:

Web page for use by schools: <a href="https://www.south-derbys.gov.uk/our-services/education-and-bage-ooil/">https://www.south-derbys.gov.uk/our-services/education-and-bage-ooil/</a>
 schools/swadlincote-townscape-schools

Resources from the sessions funded through the Townscape Project have been converted into 'self led' session packs and uploaded to the Council's website. The EEP team will continue to promote them and make them available to local schools.

- One of the School activities, 'Rot or Repair' based around the school science curriculum, has gained CREST accreditation: the CREST Awards scheme is the British Science Association's flagship programme for young people. It is the only nationally recognised accreditation scheme for STEM (Science Technology Engineering and Maths) project work.
- We have had some feedback from the library telling us that they have been able to put some of the funds received through the Townscape activity stream to pay for craft supplies that they would not have otherwise been able to do. As a result, they have put on free craft activities for families.
- Artefacts from the Townscape' activities stream remain at Sharpe's. There is some thought
  being given to find a way for these items to be catalogued digitally, to further tell the story of
  the project after it has finished.

#### Appendices:

Appendix 1 – Activity Plan 2018

# **All Activities 2018**





Year: 2018 Submitted by: Katherine Stanley

Approved Purpose - Deliver the Activity Statement to engage the public through training, events and activities.

- Please do not alter the bold text, this is the template text that is used to report to the Heritage Lottery Fund
- Each quarter update your report in every column by entering the quarter information after the bold text
- If no activity has taken place for the quarter you are reporting on please state when activity is due to begin
- Please also indicate if you have submitted the following:

a) Photographs submitted: Yes / Nob) Publicity submitted: Yes / No

c) Material from our project is available online (if yes please include a link): Yes / No

d) Volunteer timesheet submitted: Yes / No

Activity Progress	Measuring Success	Budget	Risks
Include dates of all activities for this quarter and	Targets for year and achievements this quarter		Low / Medium / High
any upcoming activities where possible			
1. Pop-up Heritage Display	Target completion date November 2018	Yr3 budget:	
Pop-up display and pull-up banners on used at	Actual completion date: September 2018	£250 Net	
events to promote THS and raise awareness of			
local built heritage:	Staffed and displayed at Festival of Leisure and 3	Costs this quarter:	
	other events/activities	£250 Net	
Add evaluation and available resources			
Festival of Leisure - June	500 interactions in Yr3	Costs this year:	
Ay up mi duck - August	Total this quarter:	£250 Net	
<ul> <li>Townscape Celebration – September</li> </ul>	Total this year:		
		Complete	
2. Town Trail			
Progress updates for info (Townscape Budget			
and Targets applied in Yrs1-2)	Complete for THI/Second generation project.	Complete	

3. One-to-one teacher sessions, raising	Target completion date July 2018	Yr3 budget:	
awareness of educational activities and	Actual completion date: September 2018	£250 Net	
resources for schools and dedicated page on	Licias with 10 too shows / sahaple during 2010 to	Coote this assembles	
THS website:	Liaise with 10 teachers/schools during 2018 to	Costs this quarter:	
	encourage use of the Townscape resources	£250 Net	
		Costs this year:	
		£250 Net	
		Complete	
4. Townscape Science Sessions	Target completion date July 2018	Yr3 budget:	
For schools. To coincide with National Science	Actual completion date:	£500 Net	
Week and Climate Week:	·		
	2 sessions with 2 school and 60 pupils	Costs this quarter:	
Continue to advertise sessions alongside other	Total this quarter: 0	£0.00 Net	
school opportunities (2017-18 leaflets in	Total this year: 0		
circulation already). Funding/targets moved to		Costs this year:	
School Celebration (No. 14)	This is a second generation project, and has recently	£0.00 Net	
Project is self-sustaining	achieved Crest status.	Complete	
		Remaining budget moved to	
		No. 14 Celebration Event	
5. Walks & Talks	Target completion date November 2018	Yr3 budget:	
From Magic Attic:	Actual completion date: October 2018	£584 Net	
• 1 walk during May walking festival – 31 <sup>st</sup> May			
1 walk & 1 talk during Townscape	2 guided walks and 30 walkers	Costs this quarter:	
Celebration – Sat 15 <sup>th</sup> Sept	Total this quarter: 1	£0.00 Net	
• 1 talk Sat 13 <sup>th</sup> October	Total this year: 0		
		Costs this year:	
£334 for walks and talks plus £250 for work on	2 talks and 30 attended	£584 Net	
other Townscape resources.	Total this quarter: 1		
	Total this year: 0	Complete	
6. Townscape Times	Target completion date March 2018	<del>Yr3 budget:</del>	
Was Opportunities for schools to create	Actual completion date:	£250 Net	
augmented realities to form part of Heritage			
Trail, with Burton TV:		Costs this quarter:	
		£0.00 Net	
Budget to be used for Townscape Celebration	Page 11 of 17		

Event (see No. 14).		Costs this year:	
		£0.00 Net	
		20.00 1461	
		Budget moved to No. 14	
		Celebration Event	
		Celebration Event	
7. Building Maintenance have-a-go days, advice	Target completion date 31st Dec 2018		
days, events/ days, taster days in schools,	Actual completion date:		
secondary school industry visits.			
Env Ed Team (Kate)		Yr3 budget:	
Have-a-go days:	Env Ed Team (Kate)	£500 Net	
1 August 3: Ay up mi duck: 'Brilliant bricks and	2 have-a-go days with min. 75 interactions each day	Costs this quarter:	
pipes'	(150 in total)	£0.00 Net	
2 September 15 Townscape Celebration: 'Look	Total this quarter: 0	Costs this year:	
inside' shop design & shop fronts, tile design	Total this year: 0	<b>£500</b> Net	
family activities.	•	Complete	
,		· · · · · · · · · · · · · · · · · · ·	
		Yr2 budget: See	
Townscape Officer	Townscape Officer	maintenance event	
Building maintenance advice days:	1 Maintenance Event	Costs this quarter:	
	Total this quarter: 0	£0.00 Net	
	Total this year: 0	Costs this year:	
		£TBC Net	
		Yr2 budget:	
Building maintenance event: For 2019, a	Total this quarter: 0	£1800 Net	
combined event with other related elements.	Total this year: 0	Costs this quarter:	
		£0.00 Net	
		Costs this year:	
		£TBC Net	
	2 taster day in schools (1 carried over from 2017)		
Building maintenance taster days in schools:	Total this quarter: 0	Yr3 budget:	
Tbc. (Bursaries)	Total this year: 0	£1,800 Net (£900 per day)	
	For this quarter - name of school and year group:	Costs this quarter:	
	Page 12 of 17	£0.00 Net	

Secondary school industry visits: 3 visits (diverted to 8, engagement days)	3 industry visit (target rolled over totals 6, remaining 3 leave here and remaining target of 3 to transfer to new school activity with Derbyshire Environmental Service) Total this quarter: 0 Total this year: 0 For this quarter – name of school and year group:	Costs this year: £0.00 Net  Yr3 budget: £300 Net Costs this quarter: £0.00 Net Costs this year: £300 Net	
	roi tilis quartei – liaille oi school aliu year group.	Complete	
<ul> <li>8. School Engagement and Decision Days Young people trained in interpreting and evaluating historic environment and providing feedback on eligible buildings: 3 sessions remaining from 2017:  2 decision sessions April (for May Grants 2018 Panel) £535</li> <li>3 x half days in school evaluative workshops: 2x1.5 hours workshops in school (one morning, one afternoon), and 1 further workshop in school. £775</li> </ul>	Target completion date: December 2018 Actual completion date: October 2018	Yr3 budget: £535 + £775 Costs this quarter: £0.00 Net Costs this year: £1310 Net Complete	
10. Our Secret Swadlincote  Carried over from 2017 – tbc potentially story re- enactment during Townscape Celebration in September and budget towards Sharpe's exhibition-(History Festival has not been realised)  Tbc: Sharpe's developing a new activity event/potentially a community lead illumination design for future use after the life of the project.	Target completion date: 31 <sup>st</sup> December 2018 Actual completion date: Not delivered	Yr3 budget: £500 Net (moving to cover extra costs for 8. School decision days)  Costs this quarter: £0.00 Net  Costs this year: £0.00 Net	Low/Changed from Medium.
11. Family Workshops - Project themes (mixed media) Looking at encaustic tiles / glass / lettering / bells /mosaics and recreating or designing own	Target completion date: November, 2018 Actual completion date:  4 workshops with 15 individuals attending each	Yr3 budget: £250 + £84 carried over from 2017, £334 Total	Low

feature:	workshop as part of family groups (total of 60 for	Costs this quarter:	
3 During Heritage Townscape Celebration? Could	year) Total this quarter: 0	£0.00 Net	
be 3 different media during celebration event	Total this year: 4	Costs this year:	
be 3 different friedla duffing celebration event	Total tills year. 4	£343.79 Net – over budget	
1 workshop carried over from 2017 for Diana		due to increase in costs for	
Garden event		supplies.	
		Complete	
12. Firing Clay - Young person & family	Target completion date November 2018	Yr3 budget:	Low/changed from
workshops	Actual completion date:	£167 Net	Medium
Making clay models, related to decorative theme		Moved to cover extra costs	
(shopfronts, tiles, glass patterns etc.), for display	1 workshop with 10 people with dementia taking	for 11. Family Workshops	
at Sharpe's Pottery Museum.	part		
	Total this quarter: 0	Costs this quarter:	
This has been changed to family workshop, as	Total this year: 0	£0.00 Net	
per previous plans for dementia group has			
proved undeliverable.		Costs this year:	
Change to demontic group for 2019		£0.00 Net	
Change to dementia group for 2018		Complete	
14. TSCAPE celebration and exhibition.	Target completion date: December 2018	Sharpe's	Low – arts, crafts and
14. ISCAI E CEICBIACION ANA CAMBICION.	Actual completion date: September 2018	Yr3 budget	photography have
Sharpe's exhibit arts/crafts/photography created	Actual completion date: September 2010	£624/Not spent	already been created and
during previous sessions.	4 School groups Jul-Dec 2018 for half day sessions	Costs this quarter:	future workshops will
and because of the second of t	6	£0.00 Net	enhance the display
Celebration: with elements from 5 (walks and		Costs this year:	,
talks), 7.		£0.00 Net	
		DCC – School Celebration	
		and evaluation Yr3 budget:	
		£967 Net	
		Costs this quarter:	
		£0.00 Net	
		Costs this year:	
		£0.00 Net	
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15. Story Telling and Literacy Events / Activities Local building stories on The Delph or in the Library:  Story sack or re-enactment during Townscape Celebration in September.  Plus Medicine Man at Diana Garden event (tbc)	Target completion date Actual completion date:  2 story-telling sessions 5 families taking part with a min of 10 individuals Total this quarter: 0 Total this year: 2	EEP – School Celebration and evaluation Yr3 budget: £750 Net Costs this quarter: £0.00 Net Costs this year: £750 Net  Complete  Yr3 budget: £83 + £62.50 carried over from 2017 = Net  Costs this quarter: £0.00 Net  Costs this year: £145.50 Net	
16. Treasure Hunts - Mystery Trail Geocaching trail linked to THS, geocaches placed in 2016 and launched in 2017.	Target completion date Actual completion date:	Complete Yr3 budget: £0.00 Net	
<ul> <li>17. Town Crier</li> <li>Promoting THS at events:</li> <li>Potential events:</li> <li>Ay up mi duck</li> <li>Diana Garden Launch/Wedding Fair</li> <li>31<sup>st</sup> May for the Walk (provisional depending on whether Magic Attic can do this date)</li> <li>Heritage Open Days/ Townscape Celebration Fri 14<sup>th</sup>/ Sat 15<sup>th</sup> Sept</li> </ul>	Target completion date 31st Dec 2018 Actual completion date: tbc  Town Crier at 4 events promoting THS Total this quarter: 0 Total this year: 0	Yr3 budget: £334 + £123 carried over from 2017 = £457 Net  Costs this quarter: £0.00 Net  Costs this year:	Low – Town Crier appointed and attending events and now managed by SDDC.
Attend 8 events totalling 16 hours/£360 (cost of £45 for 2hours) includes 2.5 sessions carried over from 2017	Page 15 of 17	Tbc Net  Complete	

leaves £97 for new equipment/clothing, if more		
money is needed for clothing the number of		
events attended can be reduced		

# Delivery Phase Cashflow Jan 2016 to December 2018

COSTS			
	TOTAL	ACTUAL	REMAINING
Capital Costs			
Third Party Grants (excluding third party contribution)	£301,080	£209,105	£91,975
Other capital work: Diana Garden construction	£66,750	£66,750	£0
Professional fees: Landscape Architect design and contract administration	£7,500	£7,500	£0
Activity Costs			
All (including THPO salary)	£106,100	£86,871	£19,229
Other Costs			
Cherry picker hire for annual building maintenance event (plus 250 a year promotion between 2019-2023) Increased management & maintenance costs (5years 2019-2023): Diana Garden (£750 x 5) and	£2,250	£750	£1,500
Gutter Clearance (£1000 x 5)	£8,750	£0	£8,750
Volunteer time	£2,600	£1,480	£1,120
TOTAL COSTS	£494,080	£372,456	£122,574
INCOME			
HLF (drawing money down) (total grant of £411,600)	£411,600	£280,511	£131,089
DCC	£40,000	£40,000	£0
SDDC	£31,000	£31,000	£0
Third Party grant private contributions	£61,296	£88,069	-£26,773
Maintenance of Diana Garden Cherry picker hire for annual building maintenance event (plus 250 a year promotion between 2019-	£3,750	£0	£3,750
2023)	£5,000	£0	£5,000
Volunteer time	£2,600	£2,600	£(
TOTAL INCOME	£555,246	£442,180	£113,066
OVERVIEW			
TOTAL COSTS	£494,080	£372,456	£122,574
TOTAL COSTS INCLD. VAT	£555,246	£372,562	£182,684
TOTAL INCOME	£555,246	£442,180	£113,066

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