The Three Kings Cullen Association

Community Asset Transfer Covid-19 Supplement

June 2020

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BACKGROUND

This Supplement to the Three Kings Cullen Association Business Plan is written in response to the decision by The Moray Council to postpone completion of the Community Asset Transfer of Cullen Community and Residential Centre and in the light of national and international uncertainty arising from the Covid-19 pandemic.
Having no decision at this time will have a significantly detrimental impact upon TTKCA and the future of community of Cullen.

RATIONALE FOR CAT DECISION

The rationale, information and evidence of competence and success of the company in the original TTKCA Business Plan and accompanying paperwork remain valid and relevant to the post Covid-19 situation. We strongly urge TMC to consider our original Business Plan augmented by this supplement as soon as they are in a position to do so.

It is vitally important that a decision is made by TMC in order to secure funding currently on offer by The Scottish Land Fund for the purchase of CCRC and also a post of development officer (a role that will be needed more than ever as a consequence of the coronavirus lockdown). The offer of finance will be withdrawn by TSL on 24th August 2020 if TMC are unable to reach a decision about the CAT application by then.

Major detrimental consequences resulting from loss of Scottish Land Fund offer of £71,478 could include;

- The Moray Council losing £35,000 for purchase of Cullen Community and Residential Centre.
- The Three Kings Cullen Association losing £36,478 for the appointment of a development officer, an essential role that will be needed more than ever as a consequence of Covid-19.
- TTKCA becoming liable for legal costs of the acquisition, even if a minimal transfer offer was to be granted by TMC.
- Access to a large number of significant Development Grants, dependent upon ownership of premises continuing to be denied to TTKCA whilst operating under lease arrangements.
- Full Development Grants dependent upon ownership of premises also being denied to the Cullen Play Group which is based in Cullen Community and Residential Centre.

TTKCA recognise that there is no degree of certainty about the future and that new ways of working are essential if we are to evolve safely whilst remaining focussed on our core purposes of reducing isolation and promoting physical and emotional health and wellbeing in the community. The Trust and the community centre will play a pivotal role in setting Cullen back onto an even keel post Covid-19.
The Association is a core group in the co-operative Cullen Eco Village initiative formed to unite and strengthen all local voluntary and community organisations.

Although the Trust has only been operational for a year, a considerable amount has been achieved in this time. Evidence of the full extent of our Achievements and the key role we play in Cullen Community is well documented in our initial Business Plan.

Ref. Pages 20-23 Business Plan.

TTKCA management group share a wide range of skills, talent and experience. We are resilient and committed to the Aims and Objectives of the Association and are determined to move forward together to develop a new way of working that will manage the complex problems arising from the by Covid-19 pandemic.

PHASE 1 ACTION PLANNING

During Covid-19 lockdown TTKCA directors have met weekly on Zoom to proactively implement Scottish Government measures to prevent the spread of the virus recognising that each business and enterprise is different and that there is no set format or plan which will exactly fit all. Assessment of risk and meticulous planning is essential,
The trust prioritised understanding the ways in which the virus is transmitted by people and places ie;(Person to Person, Surface to Person and Person to Surface) and applied these three elements to implementing Scottish Government Rules and specific guidelines on PHYSICAL DISTANCING, HYGIENE, SURFACES and POINTS of INTERACTION between customers, staff, suppliers, maintenance and delivery workers at Cullen and Community Centre.

Special consideration is being given to the uniquely broad and vulnerable age profile of our customers.

During lockdown, important steps have been taken by TTKCA to address immediate and long- term challenges caused by closure of the centre and to plan “Reset” strategies for safe and restorative future working during Phase 1 of the government Route Map by;

1. Closing Cullen Community and Residential Centre to all Staff, User Groups, Residential Activities and Events.
2. Refunding deposits for Residential and Event bookings.
3. Protecting staff welfare by furloughing all three employees and topping up with additional 20% of salary until end of July 2020.Until the end of October TTKCA will comply with Scottish Government Guidelines/ Arrangements for furloughed employees.
4. Proactively pursuing and securing grants and funding to cover centre running costs for at least the next six months.
5. Assessing requirements for Covid-19 protective equipment and resources.
6. Planning Safety and Hygiene measures (in line with Scottish Government Covid-19 Route Map, Phases S 1-3) to equip and prepare the centre for public use. Analysis of risk informs all actions.
7. Collaborating with local hotels to arrange safe volunteer access to CCRC to prepare food for delivery to identified local residents.

Risk and Recovery Plan for Cullen Community and Residential Centre
Hygiene, Cleaning and Social Distancing

A complete review of Covid-19 secure working practice following the closure of CCRC and our plan for a safe, phased re-opening, adheres to all Scottish Government Covid-19 Guidelines.

What are the Hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 virus	Staff, Visitors, User groups, Contractors, Residents, Anyone who comes into physical contact with the building, outbuildings or grounds.	Regular Hygiene Normal handwashing Welfare and sanitary facilities to be available. Stringent hand washing procedures taking place. Hand sanitiser to be available in all identified areas and where washing facilities are not available.	Handwashing Staff and all others using or visiting the building to be reminded of 20 second hand washing routine followed by proper drying with disposable paper towels. Hand sanitisers to be used, monitored and replenished frequently. Posters, leaflets and other relevant materials are available and on display	[redacted] [redacted] Management Team	Before re-opening of centre. As soon as possible.	

		<u>Cleaning</u> Additional routine centre cleaning to be in place. Frequent cleaning and disinfecting of all objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches using appropriate cleaning products and methods.	<u>Rigorous checks to be carried out by centre Administrator to ensure that the necessary procedures are being followed</u>	Centre Administrator [redacted]		
Spread of Covid-19 Virus.	All those who come into physical Contact with the building, surrounding sheds and grounds.	<u>Social Distancing</u> Identify and control access points for staff, customers and providers & where possible, consider one- way systems to allow for distancing. Work out potential issues arising from queuing or access.	Create one -way systems and procedures for Entrances and Exits. Routes to toilet facilities. Movement within the building. Measure out spacing for social distancing and mark clearly where necessary. (tape on floors etc) Access, procure and display all relevant information.	Management team [redacted] Centre Administrator	In Place prior to centre opening. As Above.	

		Display health and safety policies in staff and customer areas. Toilets – plan new system for access. Limit face to face meetings -find alternatives such as Zoom, Microsoft Teams or Face Time. Apply Social Distancing markings on floor throughout the building, outbuildings and grounds. Consider separation Panels and alternative seating if possible. Restrict or remove access to communal areas. Reduce maximum capacity allowed and	Set up hand sanitising station outside toilet and define new access and procedures. Utilise Screens where necessary. Display clear instructions Procure I pads/tablets for those who cannot access the centre. Provide instruction for users. Obtain and apply suitable equipment, tape etc; Obtain finance and purchase required screens and seating. Remove seating in communal areas. In Stage 2, Maximum room capacity	Management Team. Centre Administrator [redacted] Men's Shedders. [redacted] HIE funding obtained. As above As above Management	As Above. As Above ASAP Prior to opening. ASAP Prior to	

		introduce flexible time slot usage. Increase the degree of separation in customer facing areas. Reduce maximum number of individuals using residential accommodation. Rooms will be adapted to meet needs of individual groups.	incorporating 2metres social distancing = 6/8. Maximum number of group activities in the building at any one time = 1. Each group can occupy several identified rooms during booked morning or afternoon session. All multi use equipment/ materials such as kettles, tea towels, cups etc; will be removed. Each individual must bring personal food, drinks, and equipment and payment should if at all possible by contactless card. Contactless machine is required from bank. Maximum number of people occupying dormitory rooms is 5. Bunk beds will be relocated to other rooms in the building or stored in outbuildings. Family rooms will remain with 3 as maximum occupancy.	Team and Centre Administrator As above [redacted] Centre Administrator	Centre re-opening As above As above	

Second Phase of Covid-19 Specific Groups at risk	Residential Groups	Residential Group configuration will change in response to market changes post Covid-19.	TTKCA will adapt to changing nature of clientele. While school and university groups are likely to be constrained from residential trips in the short term, family booking are likely to increase as more seek UK and inexpensive alternatives to foreign holidays	Development Officer and Centre Administrator and management team.	ASAP	
	Craft, Art and Music Groups	Age profile of clientele shows majority in "high risk" category and whilst all groups must adhere to all generic precautions, they must also be involved in planning precautions arising from their own particular activities and individual needs.	TTKCA will consult with group leaders to formulate plans and establish clear understanding of strategies.	Development Officer, Centre Administrator, management team and Group Leaders.		
	Physical Activities And Youth Groups	Wide age range involved in Short Tennis, Badminton, Ball Group, Play Group, Mother and Toddler Group and Youth Club and Dance School.	TTKCA will consult with leaders of all groups to plan and formulate individual strategies required in addition to those generic measures already underway.	As above		

	Cinema Events	All Events and Cinema bookings are cancelled	TTKCA will monitor the situation and continue to follow specific Scottish Government Guidelines for reinstating such events	TTKCA management group	On Going	

WELL BEING – COMMUNITY IMPACT

The Three Kings Cullen Association fully recognise the risks associated with re-opening the centre and have no intention of doing so until all post Covid-19 precautions are in place and we can confidently protect everyone who comes into contact with the building.
We are also acutely aware of the negative impact our closure and lockdown has caused in the local community and need for reopening the centre as soon as possible.

Consideration of Impact;

1. Loss of centre for social interaction and creative activities for children of all ages combined with school closures has caused considerable anxiety and depression amongst children of all ages.
2. Loss of venue for activities to support physical and mental well-being has caused issues for all age groups.
3. There has been a vast increase in physical and mental problems resulting from extreme isolation amongst the most vulnerable and isolated members of the community.
4. Psychological impact upon groups such as the Men's Shed who have secured funds to refurbish their shed but cannot move forward has caused extreme frustration and anxiety.
5. In Cullen we have higher than average numbers of over 60s and veterans who share many common issues of isolation.

RISK

In terms of opening the Centre again the main risk would result from lack of income if clients fail to return in numbers which would make it financially viable for the company/charity to survive. All indications and enquiries indicate a strong desire in the community for the centre to re-open and get back to the new norm surrounded by friends and the mutual support of others. We have received a healthy level of interest in Residential Bookings, several new enquiries have been made and several existing customers have carried bookings forward to next year.

THE WAY AHEAD

- Funding for Running Costs and Preparing the centre for resumption of safe use have been secured. This will support core costs allowing us to regroup and refocus.

PHASED RESET "FRESH THINKING" (Stage 2)

- Working to secure approval of CAT and SLF funding.
- Working closely with Visit Moray Speyside (Respond, Reset, Restart, Recover model) and Visit Scotland (using their "Get Tourism Ready" guidance for tourism businesses) towards preparing for reopening sometime after the Scottish Government's July 15th 2020 date.
- Utilising and supporting 60 new volunteers who have registered during lockdown.
- Plan and implement a new, revised marketing plan for residential visitors around smaller and different group structures such as joint family holidays.

- Offering use of outdoor space to local businesses and cafés who have no indoor room for social distancing.
- Rearrange programme, timetable and space for User Groups to work safely e.g. one group at a time.
- Organise Short Tennis and Badminton for singles both indoor and outside.
- Planning more outdoor activities throughout the year.
- Linking with other groups and providers to enhance our residential experiences for all ages.
- Co-operative working- providing accommodation for NHS, The Moray Council or other organisations who because of social distancing, need additional space.

CORONAVIRUS
WORKING GUIDELINES

1. Maximum of 4 people in Shed at any one time whilst construction work is in progress.
2. Social distancing to be maintained at all times.
3. Toilets with handwashing facilities available in Community Centre, accessed via back door.
4. Individuals use their own tools wherever possible. If using communal tools, i.e. table saw, wipe down with equipment wipes after use.
5. Small table to be used for PPE/ Sanitiser storage place just inside door.
6. Door to be left open with a sign requesting that people do not enter whilst work is in progress.

Compiled following a risk assessment undertaken on 17/06/2020

THE THREE KINGS CULLEN ASSOCIATION LIMITED
INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 AUGUST 2019

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2019 £
INCOMING RESOURCES					
Voluntary Income	2	0	0	0	0
Activities for generating funds	3	27961	0	0	27961
Investment Income	4	0	0	0	0
Resources for charitable activities	5	5000	21910	0	26910
Other incoming resources	6	0	0	0	0
TOTAL INCOMING RESOURCES		**32961**	**21910**	**0**	**54871**
RESOURCES EXPENDED					
Costs of generating voluntary income	7	0	0	0	0
Fundraising trading	8	0	0	0	0
Investment management costs	9	0	0	0	0
Charitable activities	10	36825	13730	0	50555
Governance costs	11	0	0	0	0
Other resources expended	12	0	0	0	0
NET RESOURCES EXPENDED		**36825**	**13730**	**0**	**50555**
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		-3864	8180	0	4316
GROSS TRANSFERS BETWEEN FUNDS		0	0	0	0
GAINS AND LOSSES ON INVESTMENT ASSETS		0	0	0	0
NET MOVEMENT IN FUNDS		**-3864**	**8180**	**0**	**4316**
Carried forward at 31 March 2019		**-3864**	**8180**	**0**	**4316**

BALANCE SHEET AS AT 31 AUGUST 2019

	Note	2019 £
FIXED ASSETS	15	**0**
CURRENT ASSETS		
Investment assets	16	**0**
Debtors	17	**0**
Treasurers Account		**1489**
Projects Account (restricted)		**14622**
Utilities Account		**3790**
NET CURRENT ASSETS		**19901**
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	18	**15585**
TOTAL ASSETS LESS CURRENT LIABILITIES		**4316**
FUNDS	20	
Unrestricted		4316
Restricted		0
Endowment		0
		4316

FINANCIAL PROJECTIONS

Summary Projected Profit & Loss

	2018/19	2019/20	2020/21	2021/22
Income	**ACTUAL**		**FORECAST**	
Residential	8,559	7,200	11,100	23,200
Community Groups lettings	14,079	9,000	9,800	14,640
Library Contribution		3,339	3,710	4,500
Playschool Morning		600	800	800
Playschool Afternoon		270	360	360
Hires workshops/events (Special Projects)	1,756	1,400	2,400	2,400
Sundry Income	744	500	700	760
Deficit funding/ Covid-19 Business Grant	9,671	25,000		
Grants and donations	17,328	610	700	600
Furlough subsidy		6,463	2,454	
Scottish Land Fund CAT Transfer			27,841	
Toilet income net	2,716			
	54,853	**54,382**	**59,865**	**49,024**
Expenditure				
[redacted]	9,829	10,062	10,980	12,186
Cleaning	4,648	5,104	5,496	4,380
[redacted]			27,841	
NI/PAYE	1,605	754	564	864
Cleaning materials/supplies	1,048	273	600	545
Hygiene		298	300	228
Residential costs Laundry	1,065			1,740
Telecoms	1,049	1,100	1,080	1,265
Repairs	15,456	477	500	600
Stationery	381			600
Toilets cleaning		2,468	2,640	
Publicity/Marketing				
Events costs	1,215			
Oil/Gas	3,749	5,572	7,600	11,400
Electricity	4,918	8,199	8,352	7,200
Business rates		0	0	
Water	561	1,516	780	1,764
Insurance	2,534	2,031	2,031	2,200
Sports Equipment	482			
Professional fees	960			
Compliance Licences (PPL/TV)		517	400	400
Sundry Expenses	1,038	400	600	
Payroll costs (**Pension**)		1,011	960	
	50,538	**39,782**	**70,724**	**45,372**
Profit / Loss	**4,315**	**14,600**	**-10,859**	**3,652**
		1,489	16,089	5,230
Receipts		54,382	59,865	49,024
Payments		-39,782	-70,724	-45,372
Closing balance	1,489	16,089	5,230	8,882

Management Accounts for the period Sept 19-Aug 20													
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	**19/20**
Income													
Residential	1,000	1,000	1,000	500	1,000	1,000	1,700						**7,200**
Community Groups lettings	1,200	1,200	1,200	1,200	1,200	1,200	1,200				200	400	**9,000**
Library Contribution	371	371	371	371	371	371	371				371	371	**3,339**
Playschool Morning	200			200			200						**600**
Playschool Afternoon	90			90			90						**270**
Hires workshops/events (Special Projects)			200										**200**
Heritage/Man shed (repairs/decor)	50	50	50	50	50	50	60						**360**
Findochty Boatbuilders		50											**50**
Community funding (Special Projects)	200	200	200	200	200	200	200						**1,400**
Cinema net		100	100	100	100	100							**500**
HMRC Furloughed staff								1,309	1,309	1,309	1,309	1,227	**6,463**
Moray Council Grant										25,000			**25,000**
Total Income	**3,111**	**2,971**	**3,121**	**2,711**	**2,921**	**2,921**	**3,821**	**1,309**	**1,309**	**26,309**	**1,880**	**1,998**	**54,382**
Expenditure													
[redacted]													
Scottish Power	599	599	599	599	599	631	631	631	631	631	631	631	**7,410**
Certas Energy			977	968	964	945	1,718						**5,572**
Cleaning Supplies	136						136						**273**
Creative Pension	71	69	99	85	93	99	83	86	86	80	80	80	**1,011**
BT	99	106	72	109	79	90	95	90	90	90	90	90	**1,100**
HMRC	126	105	34	75	102	32	45	47	47	47	47	47	**754**
Toilets [redacted]	389	250	158	120	110	110	231	220	220	220	220	220	**2,468**
[redacted]	779	843	738	799	839	734	755	915	915	915	915	915	**10,062**
[redacted]	409	416	396	416	433	364	380	458	458	458	458	458	**5,104**
Wave Water drainage	546		129		129	65		65	65	65	65	65	**1,194**
Initial						298							**298**
EDF			711		78								**789**
Moray Council (INS)			2,031										**2,031**
Scottish Hydro	61		65							65	65	65	**322**
Moray Fire	192					285							**477**
Zurich (INS)													**0**
Reopening costs											200	200	**400**
PRS							517						**517**
Total Expenditure	**3,407**	**2,387**	**6,007**	**3,171**	**3,427**	**3,654**	**4,592**	**2,512**	**2,512**	**2,571**	**2,771**	**2,771**	**39,782**
Opening balance	1,489	1,193	1,777	-1,110	-1,570	-2,075	-2,808	-3,579	-4,782	-5,985	17,753	16,862	**1,489**
Receipts	3,111	2,971	3,121	2,711	2,921	2,921	3,821	1,309	1,309	26,309	1,880	1,998	**54,382**
Payments	-3,407	-2,387	-6,007	-3,171	-3,427	-3,654	-4,592	-2,512	-2,512	-2,571	-2,771	-2,771	**-39,782**
Closing balance	1,193	1,777	-1,110	-1,570	-2,075	-2,808	-3,579	-4,782	-5,985	17,753	16,862	16,089	**16,089**

Management Accounts for the period Sept 20-Aug 21													
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	**20/21**
Income													
Residential								1,700	3,500	1,200	1,200	3,500	**11,100**
Community Groups lettings	400	400	400		800	900	1,000	1,100	1,200	1,200	1,200	1,200	**9,800**
Library Contribution			371	371	371	371	371	371	371	371	371	371	**3,710**
Playschool Morning			200			200			200			200	**800**
Playschool Afternoon			90			90			90			90	**360**
Hires workshops/events			50	50	50	50	50	50	50	50	50	50	**500**
Heritage/Man shed (repairs/decor)			60	60	60	60	60	60	60	60	60	60	**600**
Findochty Boatbuilders													
Community funding (Special Projects)			200	200	200	200	200	200	200	200	200	200	**2,000**
Cinema net						100	100	100	100	100	100	100	**700**
HMRC Furloughed staff	1,227	1,227											**2,454**
SLF Development officer grant		2,531	2,531	2,531	2,531	2,531	2,531	2,531	2,531	2,531	2,531	2,531	**27,841**
Total Income	**1,627**	**4,158**	**3,902**	**3,212**	**4,012**	**4,502**	**4,312**	**6,112**	**8,302**	**5,712**	**5,712**	**8,302**	**59,865**
Expenditure													
[redacted]		2,531	2,531	2,531	2,531	2,531	2,531	2,531	2,531	2,531	2,531	2,531	**27,841**
Scottish Power	631	631	631	631	631	631	631	631	631	631	631	631	**7,572**
Certas Energy					950	950	950	950	950	950	950	950	**7,600**
Cleaning Supplies	50	50	50	50	50	50	50	50	50	50	50	50	**600**
Creative Pension	80	80	80	80	80	80	80	80	80	80	80	80	**960**
BT	90	90	90	90	90	90	90	90	90	90	90	90	**1,080**
HMRC PAYE	47	47	47	47	47	47	47	47	47	47	47	47	**564**
[redacted]	220	220	220	220	220	220	220	220	220	220	220	220	**2,640**
[redacted]	915	915	915	915	915	915	915	915	915	915	915	915	**10,980**
[redacted]	458	458	458	458	458	458	458	458	458	458	458	458	**5,496**
Wave Water drainage	65	65	65	65	65	65	65	65	65	65	65	65	**780**
Initial	25	25	25	25	25	25	25	25	25	25	25	25	**300**
EDF													**0**
Moray Council (INS)							2,031						**2,031**
Scottish Hydro	65	65	65	65	65	65	65	65	65	65	65	65	**780**
Moray Fire						500							**500**
Zurich (INS)													**0**
Reopening costs	200	200	200										**600**
PRS												400	**400**
Total Expenditure	**2,846**	**5,377**	**5,377**	**5,177**	**6,127**	**6,627**	**8,158**	**6,127**	**6,127**	**6,127**	**6,127**	**6,527**	**70,724**
Opening balance	16,089	14,870	13,651	12,176	10,211	8,096	5,971	2,125	2,110	4,285	3,870	3,455	**16,089**
Receipts	1,627	4,158	3,902	3,212	4,012	4,502	4,312	6,112	8,302	5,712	5,712	8,302	**59,865**
Payments	-2,846	-5,377	-5,377	-5,177	-6,127	-6,627	-8,158	-6,127	-6,127	-6,127	-6,127	-6,527	**-70,724**
Closing balance	14,870	13,651	12,176	10,211	8,096	5,971	2,125	2,110	4,285	3,870	3,455	5,230	**5,230**

Management Accounts for the period Sept 20-Aug 22													
	Sep	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**21/22**
Income													
Residential	2,200	1,000	1,000	500	1,000	1,000	1,700	1,900	3,000	3,000	3,500	3,400	**23,200**
Community Groups lettings	1,220	1,220	1,220	1,220	1,220	1,220	1,220	1,220	1,220	1,220	1,220	1,220	**14,640**
Library Contribution	375	375	375	375	375	375	375	375	375	375	375	375	**4,500**
Playschool Morning	200			200			200			200			**800**
Playschool Afternoon	90			90			90			90			**360**
Hires workshops/events (Special Projects)			200						200			200	**600**
Heritage/Man shed (repairs/decor)	50	50	50	50	50	50	60	60	60	60	60	60	**660**
Findochty Boatbuilders	50						50						**100**
Community funding (Special Projects)	200	200	200	200	200	200	200	200	200	200	200	200	**2,400**
Toilets contribution	147	147	147	147	147	147	147	147	147	147	147	147	**1,764**
Grants													**0**
Total Income	**4,532**	**2,992**	**3,192**	**2,782**	**2,992**	**2,992**	**4,042**	**3,902**	**5,202**	**5,292**	**5,502**	**5,602**	**49,024**
Expenditure													
[redacted]	1,030	1,001	1,001	1,001	1,001	1,001	1,001	1,030	1,030	1,030	1,030	1,030	**12,186**
	370	360	360	360	360	360	360	370	370	370	370	370	**4,380**
NI/PAYE													**0**
Cleaning materials/supplies	50	45	45	45	45	45	45	45	45	45	45	45	**545**
Hygeine	19	19	19	19	19	19	19	19	19	19	19	19	**228**
Residential costs Laundry	140	140	140	140	140	140	150	150	150	150	150	150	**1,740**
Telecomms	110	105	105	105	105	105	105	105	105	105	105	105	**1,265**
Repairs	50	50	50	50	50	50	50	50	50	50	50	50	**600**
Stationery	50	50	50	50	50	50	50	50	50	50	50	50	**600**
Volunteer expenses													**0**
Publicity/Marketing													**0**
Council payments													**0**
Oil/Gas	950	950	950	950	950	950	950	950	950	950	950	950	**11,400**
Electricity	600	600	600	600	600	600	600	600	600	600	600	600	**7,200**
Business rates													**0**
Water	147	147	147	147	147	147	147	147	147	147	147	147	**1,764**
Insurance	2,200												**2,200**
Fire													**0**
Extinguisher service													**0**
Compliance Licences (PPL/TV)						400							**400**
DTAS licence													**0**
Payroll costs (Pension)	72	72	72	72	72	72	72	72	72	72	72	72	**864**
Total Expenditure	**5,788**	**3,539**	**3,539**	**3,539**	**3,539**	**3,939**	**3,549**	**3,588**	**3,588**	**3,588**	**3,588**	**3,588**	**45,372**
Opening bank balances	5,230	3,974	3,427	3,080	2,323	1,776	829	1,322	1,636	3,250	4,954	6,868	**5,230**
Receipts	4,532	2,992	3,192	2,782	2,992	2,992	4,042	3,902	5,202	5,292	5,502	5,602	**49,024**
Payments	-5,788	-3,539	-3,539	-3,539	-3,539	-3,939	-3,549	-3,588	-3,588	-3,588	-3,588	-3,588	**-45,372**
Closing bank balances	3,974	3,427	3,080	2,323	1,776	829	1,322	1,636	3,250	4,954	6,868	8,882	**8,882**

FINANCIAL ASSUMPTIONS

The centre closed in March 2020, and on that date all income ceased.

Further residential bookings amounting to £8,990 plus £1,930 residential events were cancelled.

The date of reopening is at the moment uncertain, and is likely to be a reopening process over a substantial time.

Many of our user groups are either elderly or young people, so we have to be particularly careful of our recovery procedures. There will be extra costs incurred obviously, but we would assume that these will be covered by our community income.

Reopening the residential centre is not expected to be before April 2021, and will be more problematic.

Our medium term sustainability has been assured with receipt of a Covid-19 Small Business Grant of £25,000.