

**MINUTES OF A LYMPSTONE PARISH COUNCIL MEETING HELD IN  
THE VILLAGE HALL AT 7.30PM ON MONDAY 3<sup>rd</sup> OCTOBER 2022.**

PRESENT:	
<b>Councillors</b>	D Atkins, D Beatty, S Francis, K Hill, M Moffatt, J Payne, L Staddon (Acting Chairman) and D Tyrrell,
<b>Clerk</b>	Miss L Tyrrell
<b>County Councillors</b>	J Trail
<b>District Councillors</b>	B Ingham and G Jung
<b>Public</b>	9 members

**Public session**

The Vice Chairman introduced herself and explained she would be Acting Chairman. She proposed Cllr Atkins as Acting Vice Chairman for the meeting. Cllr Hill seconded. Unan.

*RESOLVED that Cllr Atkins would be acting Vice Chairman for the PC meeting.*

The Chairman welcomed all present and invited members of the public to speak. A representative of the North-East Exmouth residents group reference the East Devon Local Plan review was present and spoke. He feared that EDDC had not removed potential development sites, and these would be included in the public consultation. He felt the public consultation would not be open long enough for all members of the public to submit their views in time. He added that the review should remain high on LPCs agenda. Cllr Francis explained that LPC had reported and submitted their points from the public drop-in sessions and questionnaires to EDDC and District Cllrs already. Cllr Atkins felt that a special meeting should be called to discuss all potential areas for development including the new sites that had been identified. District Cllr Jung explained that EDDC findings would be published mid-November then the six-week public consultation would open. The applicant for a planning application was present and asked to speak at the time of the planning item. The Chairman agreed. Cllr Atkins read the second letter received from Mr Ridge regarding the Lympstone Parish Charity and explained the PC had not replied. He had sought additional advice and felt the Charity is as it should be so there was no further input necessary from the PC. Unan.

**22/113 Apologies**

Cllr N Linfoot due to annual leave.

Cllr R Scott due to another meeting commitment.

Cllr Payne proposed to approve the apologies. Cllr Moffatt seconded. Unan.

*RESOLVED that the Apologies were approved by the PC.*

**22/114 Minutes**

Cllr Atkins proposed the minutes of the PC meeting held on the 5<sup>th</sup> September 2022 and PC Assets meeting held on the 26<sup>th</sup> September 2022 were accurate. Cllr Moffatt seconded. Unan.

*RESOLVED that the minutes of the PC meeting held on the 5<sup>th</sup> September 2022 and PC Assets meeting held on the 26<sup>th</sup> September 2022 be confirmed as a correct record and signed by the Chairman.*

**22/115 To receive any Declarations of Interest**

Cllr Tyrrell declared a pecuniary interest with planning application 22/1815/FUL.

Cllr Hill declared a personal interest with item 22/118 as a trustee of the Village Hall. This was recorded in the book.

## **22/116 Clerk's Report**

### **22/116.1 Asset Register Policy**

The Clerk had reviewed and previously circulated LPCs asset register policy and updated the PCs asset register to all Cllrs. Cllr Atkins proposed to agree the reviewed policy. Cllr Staddon seconded. Unan.

*RESOLVED that the reviewed Assets register policy was accepted by the PC.*

### **22/116.2 Play area new notice**

The Clerk presented two options for the new play area notice: to be attached to the new fence or freestanding on new posts. Cllr Tyrrell felt that as there were outstanding issues regarding the fence then the sign should not be erected on the fence as this may affect its warranty. Cllr Payne suggested that the Clerk write to Eibe and enquire if the sign could be attached to the fence or would this affect its guarantee. All Cllrs agreed to this action.

Cllr Atkins shared his concerns of the play area rubber bonded mulch flooring not going past the fence line and this would pose a problem for weeds to grow. Cllr Hill pointed out that the independent inspector only identified the safety aspect of the play area and not the quality of the workmanship. Cllr Tyrrell reiterated that he believed the equipment was not upright and level. Cllr Staddon felt the equipment would just need to be monitored. Cllr Atkins felt an engineer from EDDC should view the play area before any payment was made. Cllr Jung explained that the current play equipment engineer was off sick, but he would investigate finding another recommendation of a private structural engineer and inform the Clerk.

### **22/116.3 Play Park Official Opening**

Cllr Atkins proposed that both 22/116.2 and 22/116.3 were postponed to the next agenda. Cllr Hill seconded. Unan. Cllr Beatty abstained.

*RESOLVED that both items would be added to the next agenda after findings received from a structural engineer.*

### **22/116.4 Vacancy notice CVP1 form**

The Clerk explained that she had received letters of resignation from Cllr R and C Eastley. She had informed EDDC of the two Cllr vacancies on the PC. She had published the official notices, and these would remain until 10<sup>th</sup> Oct. If no election was called, then it would be up to the PC to co-opt new members.

Cllr Tyrrell proposed that the PC write a letter of thanks and send well wishes to Mr and Mrs Eastley. Cllr Atkins seconded. Unan.

*RESOLVED that a letter of thanks from the PC would be written and sent to Mr and Mrs Eastley.*

### **22/116.5 Notice of conclusion of audit**

Not received.

## 22/116.6 Finance

The Clerk highlighted in the receipts for September that the funding towards the play area refurbishment of £15,000 from RN and RM Charity had been received. Cllr Tyrrell proposed that LPC write a letter of thanks to the charity. Cllr Hill seconded. Unan.

*RESOLVED that a letter of thanks from LPC to RN and RM Charity for the generous funding received.*

Cllr Atkins proposed to approve the payments and receipts. He noted the financial summary and budget report. Cllr Hill seconded. Unan.

*RESOLVED that the following payments be approved:*

### Payments – September 2022

05/09/22	3048	LVHCIO - Hire of community rm, bar and kitchen INV-0442	£45.00
05/09/22	3049	Michael Clarke Ltd (Ladies toilets) Inv no: SI-5488	£189.60
05/09/22	3050	Alison West - Bespoke Web Designs Inv: 2834	£148.00
05/09/22	3051, 52, 53	Staff costs	£2,558.60
05/09/22	3054	J Cowe - (Cleaning public toilets July and Aug 22)	£915.00
05/09/22	3055	Source for Business (Water at public toilets 18/5/22 - 23/8/22)	£207.53
05/09/22	3056	LVHCIO - Hire of meeting room for PC Assets meet INV-0481	£14.00
05/09/22	3057	A. Western - Aug 22	£295.00
05/09/22	DD	EDF ENERGY REFERENCE: 671024465401 (Toilets)	£42.00
15/09/22	DD	EDF ENERGY REFERENCE: 671079829166 (YC)	£40.00
15/09/22	DD	EDF ENERGY REFERENCE: 671079829135 (YC)	£50.00
15/09/22	DD	EDFENERGY CUST PLC REFERENCE: 9208111111 (Candys field)	£147.39
30/09/22	DD	Plusnet REF: PNET3453454-1 (YC)	£32.78

### Receipts – September 2022

01/09/2022	DC	EDDC - Precept	23,750.00
13/09/2022	FPI	Herald Advert	40.00
13/09/2022	FPI	Orchard Memorials	45.00
21/09/2022	FPI	Herald Advert	100.00
23/09/2022	FPI	RN & RM Charity - grant funding for play area	15,000.00
23/09/2022	FPI	Herald Advert	25.00
24/09/2022	500038	Herald Advert	75.00

### Financial Summary – September 2022

Current Account		
Opening balance at 1st April 2022		156,502.80
Receipts		£72,555.59
Total receipts		£229,058.39
less, Payments		£65,720.32
Net balance		£163,338.07
Unpresented cheques		£0.00
Receipts not on statement		£0.00

	Balance at Bank	£163,338.07
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### Budget reports – September 2022

Expenditure			
Code	Item	Budget	Spent
G	VAT	£5,000.00	£4,371.38
H	S137	£100.00	£0.00
I	Other Grants	£1,000.00	£1,080.00
J	Clerk's Salary	£15,000.00	£13,122.09
K	Clerks Expenses	£900.00	£907.83
L	Office expenses	£1,000.00	£503.97
M	Village Hall Hire	£0.00	£900.50
N	Chairman's Allowance	£200.00	£0.00
O	Subs	£1,000.00	£430.00
P	Courses, Travel etc	£1,000.00	£484.57
Q	Insurance, Audit, Elections	£3,500.00	£1,784.88
R	Miscellaneous	£2,000.00	£6,727.85
S	Herald Printing	£5,000.00	£2,890.00
T	A Western	£6,000.00	£2,947.50
U	Grass and hedge cutting	£2,000.00	£280.00
V	Other Maintenance	£5,000.00	£2,880.00
W	General tree work inc Candys Field	£1,000.00	£1,390.00
X	Bin emptying	£750.00	£770.83
Y	Handyman	£0.00	£0.00
Z	Notice Boards - Maintenance	£500.00	£0.00
AA	Play Equipment Mtce	£500.00	£0.00
AB	Lighting in Candy's field	£800.00	£510.62
AC	Toilets inc: wages, consumables, rates, elec, utilities, repairs	£7,000.00	£7,606.54
AD	Flood equipment and Maintenance	£300.00	£461.40
AE	LFRG expenses	£400.00	£31.95
AF	Gulliford Cemetery	£600.00	£140.00
AG	Burial Ground	£1,000.00	£0.00
AH	Youth Club Building Maintenance	£1,000.00	£174.58
AI	YC Utilities	£1,600.00	£701.80
AJ	Website etc	£500.00	£148.00
AK	Adverse weather	£200.00	£0.00
AL	Gully cleaning and jetting	£2,000.00	£0.00
AM	Parishes Together	£1,500.00	£0.00
AN	Community Hub Projects	£2,000.00	£4,517.71
AO	Cont to repairs to VH Car Park	£500.00	£0.00
AP	DCC Funding	£0.00	£0.00
AQ	YC Recharge	£0.00	£0.00
AR	Emergency funding	£5,000.00	£0.00
AS	Lottery Grant (Jubilee)	£9,836.00	£9,956.12
	Total	£80,686.00	£61,348.74
	Add VAT		£4,371.38
	Total		£65,720.12

Code	Receipts - Budget Performance 2022-2023		
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		Budget	Actual
F	Precept	47,500.00	47,500.00
G	Council Tax support grant	0.00	0.00
H	CIL	0.00	0.00
I	DCC re Candys Field	400.00	0.00
J	Herald Adverts	6,000.00	2,032.00
K	Burial fees	2,000.00	1,687.00
L	Lympstone FC re Cliff Field	50.00	0.00
M	Flower beds	0.00	0.00
N	Western power re Wayleaves	10.00	7.54
O	Miscellaneous (eg refunds)	0.00	670.00
P	Website adverts	0.00	0.00
Q	Parishes Together	1,500.00	0.00
R	External Grants	1,000.00	0.00
S	VAT Refund	5,000.00	4,611.55
T	Youth Club	1,500.00	0.00
U	VHMC car park	0.00	0.00
V	MoD Community Covenant	0.00	0.00
W	DCC error	0.00	0.00
X	Community Hub Projects Income	100.00	872.50
Y	Woodbury PC (Gulliford BG grass cutting)	100.00	0.00
Z	Gulliford Burial Ground	0.00	0.00
AA	FLOS	10,000.00	15,175.00
	Total	75,160.00	72,555.59
	Allocated balances 31st March 2022	Budget	Spent
	Elections	3000	0
	Reserve for Village hall car park	1500	0
	NP Projects	3000	0
	Works to Youth Club	10000	0
	Public Conveniences	5000	£3,350.00
	Play area	20,000	0
	Emergency funding	5000	0
	Field maintenance eg fences, ground repairs	10000	0
	Building funding re Community Purchase	10000	0
	Total allocated balances	67500	3350

#### **22/116.7 Clerk's Action List**

*RESOLVED that the Council received and noted the Clerk's action list.*

#### **22/117 Reports from the Chairman, East Devon District Councillors and Devon County Councillors**

The Chairman read her report:

*On the evening of September 6th, I had the absolute pleasure of attending the Summer Forum for the Exe Estuary Management partnership. The outgoing Chair Jeremy Rawlings hosted and then introduced the new chair Ted Draper, who will be stepping into the role from Vice Chair of the Management Partnership.*

A range of topics were presented during the evening, including the new Exe Estuary Mural project on the Exe Trail at Sowden End in conjunction with a local artist and Lympstone School. There was also talk of the board walk near Lympstone Manor.

This is badly deteriorating and will be replaced with a new Polymer type material.

This will result in the closing of the Exe trail for cyclists (footpath will remain open) during the winter of 23/24... the diversion will take them up through Courtlands and back around past the NT trail. This is necessary to make it safer to use.

The Wildlife team shared much anticipated excitement with the arrival of the migratory birds, particularly to the wildlife refuges at Dawlish and Exmouth. They spoke of how important the refuges have proved to these birds and their populations.

Their tagging of certain species to check their welfare found an oyster catcher of 33 years... amazing news.

The Forum was an amazing amalgamation showing how groups/ organisations can come together with their knowledge and help manage the Exe. It was a brilliant well-informed evening.

Thank you

District Cllr Jung read his report:

I know there are changes to the bus services throughout East Devon, but the changes to the bus services may have implications to how we determine growth in the district in the future. Reviewing the changes for "greater" Exeter there seems to be a push for providing a better city, urban network, at a cost to weakening the services elsewhere. As an example, Woodbury's bus service is being cut by 50% and now only going to Exeter or Exmouth. Lympstone bus service is cut so now will only go to Exmouth and back!

The service as we know it in the Parish the **56**, will be withdrawn on the 30<sup>th</sup> of Oct. This provided a link from Exmouth to Exeter via Lympstone, Woodbury, Woodbury Salterton, Greendale Airport, Met office a Monday to Saturday hourly service.

The only service for Woodbury and Woodbury Salterton will now be the **(Exmouth-Exeter) 58** via Middlemoor, Greendale Business Park, Woodbury Salterton and Woodbury every two hours Monday to Saturday, Morning and afternoon peak journeys will additionally serve Brixington, which is designed to facilitate commuter flows.

**The only service for Lympstone will be (Exmouth – Lympstone)**

Service 96 will operate hourly Monday to Saturday daytime between Exmouth and Lympstone via Bryon Way.

The operator Stagecoach do not have the new timetables available yet, but with a drop from hourly to every 2 hours and no connection to the Airport, Science Park and Met office areas (EDDC chosen employment areas) from Exmouth, Lympstone Woodbury or Woodbury Salterton, this will mean public transport provision will require travelling into Exeter and then another bus out again to our employment locations! For Lympstone residents they will need to go to Exmouth and then Exeter and then out again to the employment zone

Having said that I do recognise that the present service is not used very much as evident by the number of passengers in recent years. However, rather than improve and provide a service that would encourage people to use public transport, the service has priced itself out of the market for most people and now stopped the service altogether!

How can we get people to go green when the transport provision is being trashed? How can we turn this around so that the public transport is working with us rather than against our need to go green?

District Cllr Ingham reported on the Strategic planning committee meeting. He explained that land for development had been tiered. The call for sites had been keyed 1) First choice, 2) Second choice and 3) Not recommended for development.

All plans would be reviewed by an inspector. Approximately 300 dwellings were proposed for Exmouth with just under 200 being allocated to Lymington sites. The favoured area seemed to be the North-East of Exmouth. Lymington Parish had four sites identified suitable and would house 197 new developments. This would be a 52% increase in the homes for Lymington. He added that Lymington had been the first to create its Neighbourhood Plan and Lymington had delivered its new development quota. He believed future developments should be allocated in a new settlement altogether. He would be objecting to any plots that would house over 50 developments. District Cllr Ingham did not support the proposed Dinan Way link road, he added that back in 1986 the A376 could not cope with the amount of traffic users so therefore believed the road would cope even less with additional development. He asked all present to encourage members of the public to submit their opinions to EDDC during the public consultation. Preferably one letter per person not household. Cllr Ingham added that the local plan must show a five-year supply plan for providing houses, but developers could supply additional gaps in development.

County Cllr Trail explained that, if passed, DDC, EDDC and ETC would fund 10% of the Dinan Way Link Road. He explained that the development site at Goodmores had no issue with the sewage, it had all been resolved. Footpaths on the site would be implemented as a material change to the plans. Building of new developments had begun. There would be no vehicular access along Marley Road to the site. Cllr Trail explained that DCC and Stagecoach was working hard to keep a bus service, changes had been implemented regarding bus services across Devon not just locally. There were new changes to bus services being implemented from 30<sup>th</sup> Oct and urged anyone who used the bus service to check the online timetables. He recommended that timetables were added to LPCs communication outlets to all Parishioners. Cllr Trail explained that Highways was responsible for any parking issues in the Strand and any correspondence received must be sent to DCC legal department. He highlighted that 'Connect times' update included a poster about libraries being open throughout the winter for people to stay warm. He would be providing the community hub with a locality budget of £500 towards their meals provided in the Parish and offered funding towards the maintenance of Candys Field which must be ringfenced. He would send the Clerk the application forms once available from DCC to apply. Cllr Trail raised the missing boundary stone issue at Goodmores and explained that the contractors had not moved it. He had left messages with a member of the public to physically show him where it should have been and was awaiting a response. He added that both Cllr Scott and he had resolved many flooding, sewage, and speeding issues all before the new budget was announced. He added that there was a deficit at DCC and there would be lots of changes implemented to recover money within provided services. Most funding had been poured in to SEND (Special Educational Needs and Disabilities) services. Cllr Trail explained that he was back in charge of EEMP and would like to present to LPC what the partnership was about. He would like to the PC to contribute in the future to the partnership. He had already set up a subcommittee of user groups and was currently setting up a subcommittee of commercial users. Cllr Trail explained that he had been in touch with Simon Jupp MP about SWW and clean water. He added that fines to water companies were increasing tenfold. There had been eight local pollution incidents in the last five months. Finally, he reminded all members that his preferred method of contact was telephone rather than email.

## **22/118 Presentation and Grant Application from LVHCIO**

Mrs Doreen Murray presented her Powerpoint regarding the future Village Hall approved planning application. (See Appendix 1)

Cllr Atkins asked to see more detailed plans showing the pathways and slope increments. He felt the plan produced was too small to view the project. He added that the previous Chair of the VH had told the PC that funds would not be required from

the PC but believed the PC could allocate the budgeted money set aside this year for the future car park resurfacing. Cllr Atkins explained that the path past the village hall was a permissible path and not a right of way although it did link the car park to the houses behind. Cllr Jung asked if the VH wanted the path to be a public footpath and to consider the responsibility of users. He added that money would be coming from CIL and he knew of other bodies who could help with grant funding. He also explained that consideration would have to be given to lighting along the footpath. Cllr Payne explained that she had recently attended EDDC training on applying for grants and would forward any details of groups who could also help the VH. Cllr Atkins believed further discussion was necessary and a more detailed plan must be provided to the PC for a decision to be made.

#### **22/119 Adopting the telephone box in The Strand**

Cllr Staddon reported that the telephone box in the Strand was available to adopt by the PC. It would £1. BT would remain responsible for the internal phone and its use. The PC would also be given a pot of paint to repaint the box if it was adopted. The PC would need to check if it was listed. Cllr Jung explained that if the telephone was ever removed to ensure the electrics were retained to work the inside light. Cllr Staddon proposed to adopt the iconic telephone box. Cllr Payne seconded. Unan.

*RESOLVED that the PC would adopt the telephone 'box' and repaint.*

#### **22/120 Boundary Stone and Sign**

Cllr Atkins explained that he was gaining permission to access the site and was awaiting a response for a site visit. The Clerk suggested taking Cllr Trail, Cllr Tyrrell, and Mr Harrison with him.

#### **22/121 Planning applications**

**22/1815/FUL** - Construction of temporary mobile stable and adjoining tack room in west agricultural paddock at 22 Underhill Crescent

The Applicant was present and explained that there had always been a horse in the field who had been stabled down the road. The current users wanted a temporary mobile stable as they did not have the same facilities as the previous user. Cllr Atkins proposed to support the application. Cllr Beatty seconded. Unan.

*RESOLVED that the Clerk send the recommendation of support from LPC to EDDC.*

#### **22/122 Planning decisions**

*RESOLVED that the EDDC decisions were noted.*

#### **22/123 Reports of Committees**

##### **Assets and Amenities**

Cllr Atkins explained that he had cut the hedges in Avenue and Cliff field but had not been able to trim part of the hedge in Cliff field due to the chained and locked goal posts stacked in front of the hedge. He felt the kissing gate footway needed crushed stones to level out the footpath. He had also spoken with the homeowner along the Avenue who had complained the leaves were dropping from the trees into his gutter and could the trees be cut back. The Clerk explained she would chase this responsibility up with the NT.

Cllr Staddon explained that if there were soil humps left by the FC that needed removing then LPC would need to write to the FC to action. She felt the hedge in Cliff field needed laying.



The Clerk asked the PC permission to send the letter drafted after the Assets meeting which was agreed to be sent to all users.

### **Environment**

Cllr Staddon thanked Cllr Tyrrell for making good and reseeding the area where the Jubilee beacon bonfire had been on Cliff Field.

### **Community**

Cllr Payne presented the exciting new project for a community working space in the Hub building using funds from the Youth Club. (See Appendix 2)  
The PC fully supported the idea.

### **22/124 Items for the next Agenda**

Cllr Francis asked the Clerk to chase EDDC for the relocating of bins in the Parish.  
The Clerk asked all Cllrs to consider the notice board under the railway bridge and whether financial support should be sought from the other notice board users.  
Play area notice and official opening would be added to the next agenda.

Meeting closed at **9.45pm**

Chairman:

Date:

## Appendix 1:

### COMMUNITY ACCESS PROJECT

IMPROVING THE SAFETY  
OF A WELL USED RIGHT OF WAY  
BETWEEN THE UPPER & LOWER  
VILLAGE

A ROUTE TO SCHOOL, PRE-SCHOOL  
& CANDY'S FIELD

### THE PROBLEMS AND RISKS



### THE PROPOSAL



### THE COST

- ▶ OVER £30k PROJECT WHICH THE HALL AND TENNIS CLUB CANNOT AFFORD ALONE BUT CANNOT AFFORD TO IGNORE
- ▶ TENNIS CLUB RECOGNISE THE ADDED BENEFIT, SO ALREADY FUNDRAISING TO TRY TO MEET PART OF THE COST
- ▶ THE VILLAGE HALL CAN AFFORD SOME PART BUT ARE ALSO COMMITTED TO OTHER CAPITAL PROJECTS TO IMPROVE THE HALL FOR THE BENEFIT OF THE COMMUNITY
- ▶ WILL THE PARISH COUNCIL HELP FINANCIALLY + ALSO OFFER SUPPORT IN APPROACHES TO EDDC?

### THE SAFETY ISSUES

- ▶ UNEVEN GROUND
- ▶ CHANGING LEVELS – NOT WHEELCHAIR FRIENDLY
- ▶ STEPS and STEEP RAMPS
- ▶ DANGEROUS WHEN MUDDY & WET
- ▶ GRASS WORN BARETHROUGH - USED TO AVOID STEPS
- ▶ HAZARDOUS FOR PUSHCHAIRS AND THE ELDERLY

### THE SOLUTION

- ▶ A SUCCESSION OF RAMPS AND LEVEL DECKS DRAWN UP BY ROB HILTON- INCLUDES IMPROVED SEATING AND VIEWING
- ▶ GROUNDWORKS – WITH AN URGENCY TO START PRE-WINTER TO AVOID FURTHER RISK OF ACCIDENT AND INJURY
- ▶ A JOINT INITIATIVE BETWEEN ALL STAKEHOLDERS

### BENEFITS THE WHOLE COMMUNITY

- ▶ SAFER ACCESS FOR ALL
  - ▶ NO STEPS, NO MUD OR SLIP RISK ON THE 'RIGHT OF WAY'
  - ▶ ADDITIONAL OUTDOOR SEATING & VIEWING SPACE FOR THE TENNIS CLUB
  - ▶ DISABLED ACCESS TO ALL ROOMS AT THE VILLAGE HALL
- ▶ A COMMUNITY SPACE TO GATHER
  - ▶ PARENTS WITH CHILDREN
  - ▶ TENNIS CLUB
  - ▶ VISITORS TO HALL EVENTS

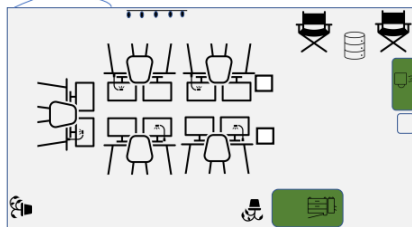
## Appendix 2:

### Lympstone Community Workspace

Collaborate: Connect: Community



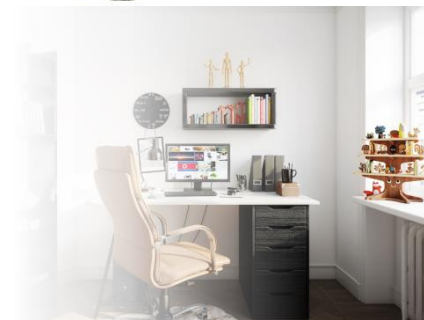
### Floor plan:



Drawing of potential layout

### The Proposal:

- 4/5 desks with desk dividers
- Small breakout area, coffee machine and kettle
- Printer and scanner facilities
- Wifi (may need to upgrade the connection speed)
- Free tea and coffee
- Office hours 8-6 Mon-Friday
- Easy online booking system
- Discounted block booking



### Desk booking Includes:

£10 per day (includes tea, coffee, printing, Wifi, desk)

Posh coffee at a premium of £1.50 per cup

Adhoc printing at £0.10 per sheet



### Set up cost:

Furniture	£3,864
Decoration	£200
Wifi	£360 per annum
Booking system	£100 (unknown)

Total £4,524

(money will be taken from YC funds)

### Over heads:



INCREASED ELECTRIC



TEA AND COFFEE



CLEANING X 2.5 HOURS PER WEEK



PAPER



INK



BOOKING SYSTEM (ROLLED IN WITH LPC FIELD)

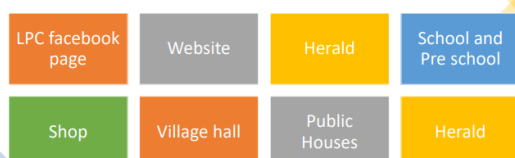
### Are we covered:

New risk assessment

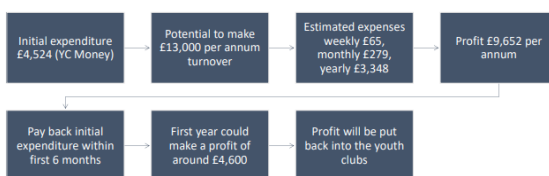
Insurance cover

New key code lock for the door

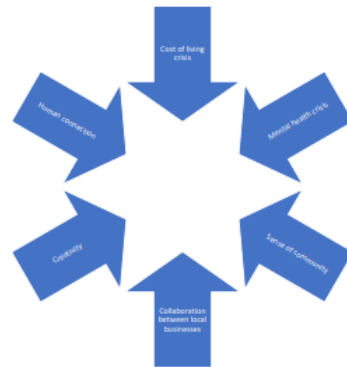
### Marketing:




### Profit:





## Why do it?





## Next step:


 Upgrade Wifi to high-speed business

 Purchase furniture

 Electric check

 Discuss increased hours with Susan or appoint a cleaner

 Build an online booking system

 Potential to be ready with 4 weeks