

*Inspired by the past, picture your future...*

# LOOK! St Albans our community voice on design

*"In the spirit of community-led neighbourhood planning our ethos is to be transparent, proactive, respectful, collaborative, open, diverse, explorative and community-rooted."*

[www.lookstalbens.org/](http://www.lookstalbens.org/) email [lookstalbens@gmail.com](mailto:lookstalbens@gmail.com) Twitter [@LookStAlbens](https://twitter.com/LookStAlbens)

## LOOK! ST ALBANS - OUR COMMUNITY VOICE ON DESIGN Report by the Treasurer for the period ended 31 March 2018

The financial year 2016/17 included income from donations and expenditure linked to the CCOS charrette. The financial year 2017/18 included no such activity so that income and expenditure were significantly lower than for the year before. Whilst there was not the direct focus of a charrette to assist with fundraising efforts, annual costs nevertheless had to be, and continue to need to be, met. The Summary of Receipts and Payments shows that there was a loss of £135.41 in the year in question, although the Cash at Bank figure in the Balance Sheet shows £2,434.92, a reduction also of £135.41 from the previous year. Turning to the Budget for 2018/19, whilst there is seemingly enough in the bank to cover comfortably Look!'s Annual costs of £1220.00, please see the note immediately after the Annual costs section of the Budget. With a further £900.00 of the monies currently held being allocated towards the next charrette - it is likely that a lot more would in reality be needed, as to which see the Likely charrette/workshop costs section of the Budget - there is in fact very little leeway, and the need for donations or grants towards the running of Look! and the costs of hosting charrettes remains. The Budget provides an indication, but we cannot of course know quite how much Look! might need to provide itself towards the total cost of a charrette. Particular thanks to County Councillor Charlotte Hogg for the Locality Budget Grant she provided to assist with the funding of Look!'s operations.

April 2018 Christopher Debenham, Treasurer Look! St Albans - Our Community Voice on Design



**LOOK! ST ALBANS - OUR COMMUNITY VOICE ON DESIGN**

**Summary of Receipts and Payments - year ended**  
**31st March 2018**

	<u>2017/18</u>		<u>2016/17</u>
<b><u>RECEIPTS</u></b>			
Donations			
Public collections	60.68		46.00
Individuals	144.94		325.00
Locality Budget Grant	500.00		900.00
Corporate	<u>6.66</u>	712.28	<u>3805.00</u> 5076.00
<b><u>PAYMENTS</u></b>			
Public meetings			
Hire of premises	59.00		110.00
Charrette refreshments	0.00		812.26
AGM, etc, refreshments	44.94		42.88
Insurances	497.00		486.47
Website/social media	126.75		116.87
Printing/stationery	0.00		1971.48
Marketing	0.00		95.18
Subscriptions	<u>120.00</u>	<u>847.69</u>	<u>50.00</u> 3685.14
SURPLUS/(LOSS) for the year		<u>(£135.41)</u>	<u>£1390.86</u>



**This initiative is supported by**



FRSA: Fishpool Street Residents Association

## LOOK! ST ALBANS - OUR COMMUNITY VOICE ON DESIGN

### Balance sheet at 31st March 2018

	<u>2017/18</u>	<u>2016/17</u>
<b>ASSETS</b>		
Cash at bank	2434.92	2570.33
Represented by:		
<b>ACCUMULATED FUND</b>		
As at 31.03.17	2570.33	1179.47
Add surplus/(deficit) for year	<u>(135.41)</u>	<u>1390.86</u>
As at 31.03.18	<u>£2434.92</u>	<u>£2570.33</u>

### **LOOK! ST ALBANS** **Budgeted Expenditure 2018/19**

#### **Annual costs**

*(i.e. costs likely to be payable annually regardless of whether Look! St Albans is involved in a charrette/workshop)*

Indemnity insurance policy premium	£550.00
Subscriptions to other bodies, e.g. CVA	80.00
Printing, postage and stationery	50.00
Website - hosting, domain name	130.00
- maintenance	100.00
Educational Placemaking events	250.00
Hire of premises, e.g. AGM	<u>60.00</u>
	<b><u>£1220.00</u></b>

**N.B.** The Cash at Bank figure held at Barclays as at 31 March 2018 was £2434.92. Of that sum, £900.00 has been allocated/ringfenced towards Look!'s next charrette. In addition, the above Annual costs total of £1220.00 needs to be serviced.



**Likely charrette/workshop costs (per charrette)**

*(i.e. those costs Look! St Albans should expect that it may have to pay on the occasion of each charrette - assuming a one day charrette)*

Publicity and printing costs	£2000.00
Venue - hire for charrette	250.00
Venue - hire for public meeting (pre charrette)	125.00
- hire for public meeting (post charrette)	125.00
Refreshments - allow	<u>850.00</u>
	<u>£3350.00</u>

**Indicative costs for independent external facilitators (per charrette)**

The lead facilitator is expected to negotiate costs directly with the developer/landowner who would normally pay the majority of those costs. However, Look! may in the future be required to meet some of these costs if for example we deem it necessary to appoint a facilitator ourselves.

We therefore have a cost indication that a senior technical facilitator's daily rate ranges from £800 to £950 per day.

The length of time the initial commission takes would vary greatly and depends on many factors including the amount of preparatory work, the size and complexity of the site and whether it were in single or multiple ownership. Other facilitators are often required as may be further specialists.

The facilitator has to spend post charrette time drawing together all the material from the design charrette and producing a debriefing document. On occasion, the developer/landowner might request a detailed report which would add to any facilitators' costs.

