



A meeting of Stoke Climsland Parish Council Carbon Zero Committee will be held in the Parish Hall at 4pm on Monday, 26th February 2024

Members of the Committee are summoned to attend for the purpose of receiving reports and making decisions as required below

AGENDA

Apologies	
Progress report	Project Officer
Finance Report	RFO
Final Month of Project	Planning for 9 th March drop-in/presentation etc. Is there headroom for more assessment activity?
The future	If there is an appetite to further promote the Carbon Zero aspiration within the Parish, how should this be taken forward and how should that process be managed?
Co-Option to the Committee	Are more members needed
Date of next meeting	
Items for Agenda	

Current spend against CLUP budget

Spend and Claim Summary									
Item	Eligible Expenditure Category	Total Approved Costs As in Offer Letter	Total Project Spend to Date	Expenditure Claimed from SPF in this Claim	Total Spend + Expenditure in this Claim	Balance Available	Intervention rate (shown to 2 decimal places)	Grant amount claimed (payable is capped at max approved)	
								Not to exceed total costs approved	
IT Equipment, Gazebo	Capital Expenditure	£1,231.50	£ 824.00	£ -	£ 824.00	£ 407.50			
Thermal Imaging camera	Capital Expenditure	£1,571.00	£ 1,571.00	£ -	£ 1,571.00	£ -			
Professional Services	Other revenue costs	£18,800.00	£ 21,800.02	£ -	£ 21,800.02	-£ 3,000.02			
Marketing	Other revenue costs	£5,000.00	£ 4,172.35	£ -	£ 4,172.35	£ 827.65			
Mileage	Other revenue costs	£410.00	£ 5.40	£ -	£ 5.40	£ 404.60			
Office/Storage	Other revenue costs	£1,000.00	£ 360.00	£ -	£ 360.00	£ 640.00			
Project officer	Staff costs incl Overheads @ 15%	£21,161.75	£ 8,093.74	£ -	£ 8,093.74	£ 13,068.01			
Admin	Staff costs incl Overheads @ 15%	£2,000.00	£ 1,141.03	£ -	£ 1,141.03	£ 858.97			
15% Overheads (calculated on salaries)	Staff costs incl Overheads @ 15%	£3,474.26	£ 1,196.99	£ -	£ 1,196.99	£ 2,277.27			
Total Cost and Grant Summary		Total Approved Costs	Total Approved Grant	Total Project Spend to Date	Expenditure Claimed from SPF in this Claim	Total Spend + Expenditure in this Claim	Balance Available	Intervention rate (shown to 2 decimal places)	Grant amount claimed (payable is capped at max approved)
Total Capital Costs/Grant		£ 2,802.50	£ 2,802.50	£ 2,395.00	£ -	£ 2,395.00	£ 407.50	100.00%	£ -
Sub-Total Staff and Overheads Costs/Grant		£ 26,636.01		£ 10,431.76	£ -	£ 10,431.76	£ 16,204.25		
Sub-Total Other Revenue Costs/Grant		£ 25,210.00		£ 26,337.77	£ -	£ 26,337.77	-£ 1,127.77		
Total Revenue Costs/Grant		£ 51,846.01	£ 51,846.01	£ 36,769.53	£ -	£ 36,769.53	£ 15,076.48	100.00%	£ -
Total SPF Project Costs/Grant		£ 54,648.51	£ 54,648.51	£ 39,164.53	£ -	£ 39,164.53	£ 15,483.98		£ -

Wages are likely to be at least £4500 in March as Andy will receive 2 months wages and there is already £1866 from the February wages run

Wages total	£6366
Invoices currently to hand	£3270
Costs of 9th March est	£ 150
Total	£9786

I believe there may be other assessment invoices to come.

Project Officer progress report

Carbon Zero Homes Project		20/02/2024					
Property Diagnostics Progress Monitoring							
Number of active clients		38					
	Target Number	#Pending Agreement	#Confirmed	#Completed	Total Number Enrolled	Enrolled %	
RA/WHP	45	2	16	20	38	84%	
Trad.Ass.	20	0	5	15	20	100%	
HLS/HSA	20	0	15	5	20	100%	
Total		2	36	40	78		
Target Budget		£17,775					
Total Committed Costs		£17,075					
%Budget Committed		96.1%					
Total Committed Client Contributions		£5,250					
<i>Committed costs assume clients pending agreement convert to confirmed</i>							
RA/WHP	<i>Retrofit Assessment and Whole House Plan</i>						
Trad.Ass.	<i>Traditional / Historic Property Assessment</i>						
HLS	<i>Heat Loss Survey</i>						
HSA	<i>Heating System Assessment</i>						