

Staff Redundancy

1 employee with over 20 years' service

Statutory redundancy pay plus 13 weeks statutory notice £18,750 and increasing

– say **£20,000**

Rent - Meadowfield lease originally 3 years to 3rd Sept 2023 assume 3 months notice
= **£1,200**

Other

Copier original lease (Grenke) expired June 23 now on 90 days notice **£270** (net of vat)

IT Services / Support contracts

Total Business Solutions – current costs

Email, back-ups. Microsoft **£150** per month in arrears

Broadband, antivirus, support contract **£335** per quarter, current month
+ 2 in adv.

Telephone

Sky mobile (handset owned outright) calls package £20 pm assume 1 month notice **£20**

Landline (Russell Telecom) service charges £14 pm assume 1 month notice **£17**

Other subscriptions tend to be paid annually in advance so would simply not renew.

Summary

Redundancy	£20,000
Rent	£1,200
Other overheads	£800
Legals	£5,000
Total	£27,000