

Examples of Community Council meeting costs per attendee

The table below is based on the figures contained in the report heard by the council's Democracy Commission on 21 April 2011, as well as other cost information held by the constitutional and neighbourhoods teams. The total cost figures include some items which had to be estimated due to the exact figures not being available - these are marked with an asterisk (*). Some of the figures may also relate to services which the council must provide, such as the provision of BSL-signers, which increased the price per meeting when they were required.

The figures do not reflect an absolute cost of the meeting as staff costs have not been included.

In the course of analysing the figures, it became clear that the meetings broadly fall into the following categories relating to attendance and cost:

- attendance - meetings with low attendance (under 50), meetings with high attendance (over 50)
- cost - low cost (less than £1,400), medium cost (between £1,400 and £1,700), high cost (over £1,700)

The table therefore lists the six different types of meeting based on these categories.

- Low cost, low attendance
- Low cost , high attendance
- Medium cost, low attendance
- Medium cost, high attendance
- High cost, low attendance
- High cost, high attendance

Please note that there were lower cost meetings than the ones listed below, but no headcount figures were available for these meetings. They could therefore not be included.

Type of meeting	Description and cost of items involved	Total Cost (approx)	Head count (approx)	Cost per attendee
Low cost Low attendance	Van hire, transport, teas/coffees £270 Printing cost (agendas) £106.50* Venue £200 PA system £512 Publicity (posters/flyers) £192 Catering £48	£1,328.50	39	£34.06
Low cost High attendance	Van hire, transport, teas/coffees £310 Printing costs (agendas) £84*	£1,293	73	£17.71

Type of meeting	Description and cost of items involved	Total Cost (approx)	Head count (approx)	Cost per attendee
	Venue £120 PA system £512 Publicity (posters/flyers) £115 Refreshments £152			
Medium cost Low attendance This category seems to produce the highest per capita cost.	Van hire, transport, teas/coffees £270 Printing costs(agendas) £106.50* Venue £239 PA system £512 Publicity (poster/flyers) £172 Refreshments £152	£1,451.50	30	£48.38
Medium cost	Van hire, transport, £240	£1,521.50	101	£15.06

Type of meeting	Description and cost of items involved	Total Cost (approx)	Head count (approx)	Cost per attendee												
<p>High attendance</p> <p>The Thames Water “super sewer” was discussed, which may account for the large interest.</p>	<table border="0"> <tr> <td>teas/coffees</td> <td></td> </tr> <tr> <td>Printing costs (agendas)</td> <td>£231*</td> </tr> <tr> <td>Venue</td> <td>£160</td> </tr> <tr> <td>PA system</td> <td>£512</td> </tr> <tr> <td>Publicity</td> <td>£144</td> </tr> <tr> <td>Refreshments</td> <td>£234.50</td> </tr> </table>	teas/coffees		Printing costs (agendas)	£231*	Venue	£160	PA system	£512	Publicity	£144	Refreshments	£234.50			
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PA system	£512															
Publicity	£329															

Type of meeting	Description and cost of items involved	Total Cost (approx)	Head count (approx)	Cost per attendee
	Refreshments £218.50			
High cost High attendance	Van hire, transport, teas/coffees £250 Printing costs (agendas) £84* Venue £410 PA system £512 Publicity (flyers/posters) £565 Refreshments £282	£2,103	83	£25.33