

RUNNYMEDE BOROUGH COUNCIL

BUDGET INFORMATION 2019 - 20

ITEM

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BUDGET AND COUNCIL TAX REPORT 2019/20

Introduction

This report provides details of the Councils updated Medium Term Financial Strategy 2019/20 to 2022/23 and detailed revenue budget for 2019/20

The Governments Revenue Support Grant (RSG) for the year 2009/10 was £5.6m. Now Runnymede BC receives no RSG at all. Members instructed that they did not want to cut services and so the Council embarked on an efficiency drive and transformation programme which saved the Council £6.5m. The workforce was reduced by 16% and some services such as the management of leisure centres was outsourced to a Trust. By 2012, it was clear that if the Council was to continue to have a critical mass, it also had to produce more income. The Council was debt free at that time but this changed when the Council bought itself out of the National Housing Subsidy System at a cost of £103.4m.

The Council embarked upon an ambitious regeneration programme which has resulted in Addlestone One, a new leisure centre in Egham, an outline scheme for phase one of Egham town centre (Egham Gateway West) and a second scheme which will start once the Egham Gateway project has been completed in the eastern half of the town. There have been a number of smaller projects too including:

- The conversion of St Judes cottage into 6 flats;
- The closure of Ashdene as a sub-standard homeless hostel and it's redevelopment for private housing;
- The development of Marshall Place to provide low cost housing opportunities in 2 bed units.

Over £200m has been spent on regeneration but this must be funded. To do this, the Council has committed around £350m to acquire property; 58% of which (by value) is in borough. This has been done carefully and methodically. The way in which the Council has gone about developing its commercial approach is set out in the Property Investment Strategy. The main principles are:

- a) All acquisitions are worked out on a 5% gross yield but Minimum Revenue Provision is included so that there is an allowance for all debt to be paid back. Calculations are based on a 3% borrowing rate but the average cost of borrowing is currently around 2.3%. All the Councils loans are fixed period of between 40 to 50 years and fixed interest. Risk of increased interest rates in future years is completely removed.
- b) Internal expertise (largely drawn from the private sector) has been supplemented with advice on each acquisition from an independent leading company in the property market (e.g. Colliers or Savills).
- c) Our portfolio is broad based covering the office market, retail, housing, light industrial, warehousing, nationally known super markets and hotels etc.
- d) Tenants are carefully vetted and selected.
- e) There is a detailed 3 stage member process before an acquisition can be made.
- f) Provision is made for voids and bad debts the portfolio shows a significant increase in value.

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The finance settlement announced in December 2018 from Government showed clearly that government resources allocated to local government are focused on Adult Social Care and Children's services. Government are proposing a significant and wide-ranging review of local government finance in 2019 to be implemented in 2020/21, the "Fair Funding Review". As part of the Business rates retention pilot all the Surrey Councils worked with Government officials to improve their understanding of how future schemes may look. In 2018/19 all the Surrey Councils are in the Pilot scheme – we retain 100% of the growth above a set baseline. The Surrey bid to continue as a pilot was unfortunately not successful, but Runnymede can pool business rates income with three other districts and the County Council in 2019/20. This will increase the business rates each council keeps and reduce the sums paid to Government. However, in 2019/20 the 100% will reduce to 75% and most Surrey districts and boroughs are expecting a reduction in business rates retained over the next few years as government seek to address the funding of adult social care.

Historically the shire districts in Surrey have faced the largest reduction in Government grant as shown below. While it is not clear how the "fair funding" review will change Government funding in 2020 onwards, the financial strategies of the Council are placing more emphasis on generating a sustainable income stream from the regeneration strategies, community transport, CCTV services etc. which it sells to customers on a commercial basis.

A Runnymede BC annual Band D council tax is one of the lowest in England at £159.59 and generates £5.3 million per year. An increase of 3% would generate an income of £209,000. Clearly council tax alone could never replace the reductions in Government Grant.

Changes in Government funding 2017/18 to 2018/19					
UK ranking		Biggest reductions	UK ranking		Lowest reduction , or increase
1	Brentwood	-32.7%	1	Daventry	4.5%
8	Epsom & Ewell	-25.3%	2	Chelmsford	2.7%
12	Mole Valley	-24.5%	3	Greater London Authority	2.3%
14	Tandridge	-23.8%	7	Isles of Scilly	0.0%
16	Richmond upon Thames	-23.5%	20	Kingston upon Hull	-2.8%
19	Runnymede	-22.8%			
20	Guildford	-22.6%			

Source – MHCLG core spending power- supporting information

This has set the context for Runnymede BC commencing in 2012 with two major regeneration schemes in Addlestone and Egham. Both schemes increase the number of homes in the Borough, including affordable homes, a night time economy from cinema's and restaurants as well as an increase in the tax base.

Investing £80m capital in Addlestone, financed mainly from borrowing, meant the Council had to increase its General Fund working balance significantly to pay interest charges as income would not be generated until Addlestone One was completed.

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While the Council has made significant efficiency savings of over £6.5 million it has also faced increasing cost pressures from fuel increases for heavy vehicles, employers National Insurance rates, pension fund deficit etc.

To continue to fund services and the regeneration schemes in 2015 the Council developed a Property Investment Strategy to acquire commercial property, mainly in the Borough, to both generate a sustainable income and acquire premises that would aid future regeneration and place shaping schemes. The Council agreed a programme of £400 million over the four years 2016/17 to 2019/20 at £100m a year. The final years programme was brought forward to 2018/19 as delays in the Addlestone One project, the difficulty in finding suitable tenants etc. meant that new rental schemes had to be found to fund the capital expenditure on the project. However, in December 2018 the Council suspended all property investment activity over concerns the effect Brexit may have on the national economy. Council feels the risks on property acquisitions have escalated and will remain high for the foreseeable future.

2019/20 Budget

This report details the Council's budget proposals for 2019/20 and updated Financial Strategy. The report covers the Council's General Fund (expenditure to be financed from council tax). The budget for the Housing Revenue Account is recommended to Council by the Housing Committee.

The General Fund budget is the Council's annual budget which needs to be approved by Council prior to the end of February each year. It is the financial representation of the Council's policies and activities for the following year and legally must be a balanced budget over the medium term. i.e. the plan for resources expended must be matched by income available, including drawing upon General Fund reserves and balances. It is high profile in that the activities are funded by fees and charges, retained business rates and council tax. Government Grants are now not a significant income stream to the Council. The setting of the council tax is a key component of the General Fund budget. Members have made it clear they wish to maintain balances above the level judged to be a minimum for cash flow and contingency purposes.

In 2014 the Council set a policy of significantly increasing the working balance to fund an £80million regeneration scheme in Addlestone which will be complete in 2019/20. Earmarked reserves are created to fund specific known or likely future costs.

This report concentrates on the General Fund Revenue Budget and seeks to set out the approach taken in establishing the base budget, the planned expenditure for 2019/20 and the amount of resources available to fund those activities. This also covers actions required in the future to bridge any potential gap between income and planned spending to deliver a balanced budget in the medium term.

The Medium Term Financial Strategy also forecasts to 2022/23 the costs of current policies (including estimates of inflation) to ensure the Council's policies are affordable in the medium term. As mentioned earlier, the Government's review of local government funding will be implemented in April 2020. In 2021 the business rates "baselines" will also be reset. All of these events have the potential to significantly alter the Council's funding. The potential for negative RSG (Surrey council tax proceeds being re-distributed to other parts of England) has been removed. However, this would increase government spending by £152.9 million which was unacceptable to Government. These sums have been, and will continue to be funded, from the income retained by the Council from the business rates it collects.

It should be noted that there will be separate reports on other components of the 2019/20 budget which will have some overlap with the General Fund Revenue Budget. These are the Capital Strategy & Programme, the Council's Borrowing and Investment Strategy and section 25 risk management report on the robustness of the budget and adequacy on reserves.

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The Government has committed that local authorities will retain most of the business rates collected by 2020/21. However, this does not mean all the business rates collected in Surrey will remain in the county; there will still be a distribution of rates income according to the government's assessment of need.

Medium Term Financial Strategy

The overall MTFS has not changed significantly over the last year, the Council's priority still includes providing a full range of discretionary and statutory services which residents enjoy for one of the lowest tax rates in the UK.

The resource available from Government has changed radically, and will probably continue to reduce until the end of this decade, which does require the Council to re-visit priorities for investment to replace government funding with a long term sustainable income stream. Also new cost pressures will arise mainly related to refuse collection, recycling, the commercial strategy, welfare benefit reforms and new duties related to the Homelessness Reduction Act amongst others. The Council has made considerable savings from the centralisation of the customer services function, business transformation projects and providing services which generate income streams such as "Safer Runnymede and "Meals at Home". The Members' overarching continuing strategy is one which;

- Ensures an adequate level of working balances to fund unexpected or unknown expenditure in the following year and leave an uncommitted balance of at least £2.5m.
- The budget for 2019/20 contains efficiency savings but this has been more than offset by unavoidable growth to fund service delivery. The MTFS is showing a contribution to the General Fund working balance of just over £1m, largely due to increased commercial income and lower borrowing costs. Each year elected members, mainly committee chairs and vice chairs, begin preparing policy initiatives for the following year which maintains sustainable service delivery within resources available. This process will continue during the summer of 2019.
- The Capital Strategy shows the receipts available. Prudential borrowing will only be used to fund assets which generate a revenue income to support the Council's priorities. The strategy also demonstrates resources are available to fund short life assets (heavy plant and equipment, CCTV renewal etc.). The Council is expecting to receive significant capital receipts in 2019/20 from the Addlestone One development which will be retained to fund unforeseen capital expenditure over the next four years.
- The replacement of short life assets such as refuse collection vehicle, CCTV equipment has traditionally been funded from capital receipts. In 2019/20 the MTFS contains a revenue provision of £1million per year to replace these assets and rely less on capital receipts.
- An investment strategy which maintains a low risk environment but seeks to maximise the yield on the Councils investments and cash flows.
- Robust financial monitoring and reporting procedures to allow an adequate planning horizon to adjust the budget in an orderly fashion.

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Government Grants

While government grants have been declining for a number of years the Council has increased the number of dwellings in the borough (e.g. the apartments in Addlestone One) and also reduced the number of empty dwellings. For that reason, it has increased the New Homes Bonus reward grant significantly as shown below. Including potential council tax increases, the income from taxation will rise by £562k in 2019/20. The Government review will confirm how much business rates income the Council retains and also the future of the New Homes Bonus grant.

	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL CHANGE
	£'000	£'000	£'000	£'000	£'000	£'000
Revenue Support grant	1,322	750	290	1	0	(1,322)
New Homes Bonus	1,504	2,011	313	792	1,146	(358)
Retained Business Rates	2,491	2,233	1,902	1,963	1,963	(528)
	5,317	4,994	2,505	2,756	3,109	(2,208)
Council tax income	4,637	4,914	5,101	5,290	5,499	862
	9,954	9,908	7,606	8,046	8,608	(1,346)

Council tax

Runnymede BC has one of the lowest tax rates in the UK; a Band D tax rate is £159.59 a year or £3.06 a week.

The government has maintained the referendum threshold at below 3% for 2019/20 or £5 a year, whichever is higher. An Increase of 2.99% would give a band D tax of £164.36. A £5 a year increase is £164.59 or £3.16 a week.

	2017/18	2018/19	Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23
Council tax base (band "D" equivalent numbers)	32,997	33,147	33,410	33,560	33,710	33,860
	£	£	£	£		
Tax Rate (Band D council tax)	154.59	159.59	164.59	169.59	174.66	179.88
Increase £	154.59	5.00	5.00	5.00	5.07	5.22
Increase %		3.2%	3.1%	3.04%	2.99%	2.99%
Council tax income	5,101,006	5,289,930	5,498,952	5,691,440	5,887,814	6,090,842
Increase		188,924	209,022	192,489	196,373	203,028

Over the last two years, while collection costs have increased slightly, collection rates have been maintained at around 98%.

General Fund working balance

The budget for 2019/20 shows a surplus of income over expenditure, however the long-term effect of reducing government funding and maintaining services does reduce the General Fund working balance is slightly below the minimum recommended level in 2020/21 and 2021/22. The main cause is borrowing around £90m to fund the Egham Gateway project and the loss of rental income from the properties to be demolished during construction.

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This is before any potential reduction in business rates income which is a risk. However the Director of Resources has reviewed the current position regarding the Surrey wide “pilot” as part of Government planning on business rates retention. At the end of October 2018, it appears the growth in the Surrey wide business rates could benefit Runnymede by at least £500k as shown in the table below” Potential changes to the General Fund Working balance”.

In March 2018 the Director of Resources became aware that the NHS Trusts in England may start a High Court action to be classed as registered charities. This would enable them to reclaim 80% of the rates paid backdated to 2010. By March 2019 it is anticipated the case will not come before the courts. Should the NHS eventually lose the provision will be returned to the collection fund. Should the NHS win the effect on local authorities with an NHS Trust in the area will be profound. The Corporate Director of Resources understands that the District and County Council networks will mount an appeal in the same way government has lodged an appeal against a recent court decision to de-rate “hole in the wall “ type cash machines. It is therefore unlikely this will be resolved before 2020/21. As the appeals provision is now over £17 million at March 2019 it is very likely the Corporate Director of Resources, when preparing the Councils Statement of Accounts, will release around £9m of the £17m provision. As all the Councils in Surrey are in the pilot in this current year, the £9m will be shared as follows

		£ million
Runnymede BC	30%	2.70
Surrey County Council	58%	5.22
All district and boroughs	12%	1.08
		9.00

Early discussions with other Surrey finance officers, including the County Council, is that this course of action benefits the Surrey councils the most. The individual Councils can hold the funds they receive in an earmarked reserve pending the outcome of the court case.

The sum of £1.08m shown above will be shared between all the districts and boroughs only. At the end of Quarter 2 the business rates growth in Surrey was quite encouraging and potentially this Council could receive an additional £0.5m.

While it is too early to build these sums into the revised budget for 2018/19 the Corporate Director of Resources will brief Council in May 2019 as part of the Statement of Accounts. The potential adjustments to the General fund working balance are detailed below.

The Council has made efficiency savings in each of the last six financial years. While not included in the budget as a target, it is not unreasonable to assume this will continue.

If the fair funding review reduces the business rates income we retain could be reduced. The table below shows a reduction in income to £1m over 3 years.

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Potential changes to the General Fund working balance

	2018/19	2019/20	2020/21	2021/22	2022/23
GF balance as at 10 January 2019	3,223	4,260	2,317	2,234	3,260
Changes - potential					
Balance 31 March each year	3,223	4,523	5,860	4,117	4,134
MTFS (use) / contribution		1,037	(1,943)	(83)	1,026
NHS appeal	2,700				
less transfer to rates reserve	(1,900)				
Growth in Business Rates and pilot benefit	500				
Reduction of 900k in business rates over 3 years			(300)	(600)	(900)
Efficiency target 300k year 1 , then each year 200k		300	500	700	900
	4,523	5,860	4,117	4,134	5,160

Policy framework implications

The 2018/19 budget and MTFS to 2019/20 are based on the Corporate Plan approved by Council.

Resource implications

Contained in the report, as Government announcement are made regarding the Fair Funding Review, changes to new Homes Bonus, Business rates retention and pilot schemes, Members can consider revised financial plans.

Legal implications

Contained in the report.

Recommendation(s):

Corporate Management Committee recommends to full Council that:

- i) Council will approve a contribution to the working balance set out in the report for 2019/20 in the sum of £1,037,000.
- ii) The growth and savings proposals shown at appendix 2 are agreed
- iii) The council tax is increased by £5 (band D equivalent) for 2019/20.
- iv) The cost of living contingency pay award to staff be set at 2% in July 2019

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Council Tax for 2019-20

Following consideration of the budget related matters referred to in items 9 to 15 on the agenda and the reference from the Housing Committee, the Council is requested to adopt the following resolution in respect of the Council Tax to be levied in Runnymede Borough for the financial year commencing 1 April 2019. To note that the Corporate Director of Resources, in accordance with the terms of his delegated authority, has calculated the following amounts for the year 2019/20 in accordance with the regulations made under Sections 31B (3) and 34(4) of the Local Government Finance Act 1992 (as amended) ("the Act") :-

Recommendations

1. The Council Tax Base 2019/20 for the whole Council as 33,409.9 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012 for the whole Council area be agreed
2. To approve a 3.13% increase in the Runnymede Borough Council element of the council tax for 2019/20.
3. That the following amounts be calculated for the year 2019/20 in accordance with Sections 31 to 36 of the Act:
 - A £62,765,842.73 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by major preceptors and parish councils.
 - B £57,266,907.29 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act.
 - C £5,498,935.44 being the amount by which the aggregate at 3A above exceeds the aggregate at 3B above, calculated by this Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
 - D £164.59 being the amount at 3C above (item R), divided by item T (item 1 above), calculated by the Council, in accordance with Section 31B (1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
 - E £0.00 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
 - F £164.59 being the amount at 3D above less the result given by dividing the amount at 3E above, calculated by the Council in accordance with Section 34(2) of the Act as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Parish precept) relates.
 - G That the following amounts be calculated for the year 2019/20 in accordance with Sections 31 to 36 of the Act as amended.

Valuation band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Runnymede Borough Council	109.73	128.01	146.30	164.59	201.17	237.74	274.32	329.18

Being the amounts given by multiplying the amount at 3F above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band 'D' calculated by the Council in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

To note for the year 2019/20 Surrey County Council and the Police and Crime Commissioner for Surrey have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Act for each of the categories of dwelling in the Council's area as shown below:

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Valuation band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Surrey Police	173.71	202.67	231.62	260.57	318.47	376.38	434.28	521.14
Surrey County Council	969.00	1130.50	1292.00	1453.50	1776.50	2099.50	2422.50	2907.00

That, having calculated the aggregate in each case above the Council, in accordance with Sections 30 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts of Council Tax for the year 2019/20 for each of the categories of dwellings:

Valuation band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
TOTAL TAX DUE	1252.44	1461.18	1669.92	1878.66	2296.14	2713.62	3131.10	3757.32

The Council has determined that its relevant basic amount of Council Tax for 2019/20 is not excessive in accordance with the principles approved under Section 52ZB of the Act.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of council tax for 2019/20 is excessive and therefore the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Act.

- H** The payment dates for the statutory ten monthly instalments scheme be set to run from 1 April 2019 to 1 January 2020 and
- I** The Council Tax (Administration and Enforcement Regulations 1992 allow customers to opt out of the ten monthly instalment scheme and request payment over a 12 month period. Where this is requested the Council authorises that the payment dates are to be on such a day in each month as is most efficient for administrative purposes.

Medium Term Financial Strategy 2018/19 to 2022/23 - General Fund Summary

	Estimate 2018/19 £'000	Probable 2018/19 £'000	Forecast 2019/20 £'000	Forecast 2020/21 £'000	Forecast 2021/22 £'000	Forecast 2022/23 £'000
Base Budget 2018/19 agreed by Council Feb 2018	(3,037)	(3,037)	(3,037)	(3,037)	(3,037)	(3,037)
Estimates in 2018/19 MTFS subject to further approval	554	0	0	0	0	0
Budget Adjustments	0	3,488	(6,668)	(5,214)	(8,670)	(9,625)
Estimates in 2019/20 MTFS subject to further approval	0	0	740	680	680	680
Adjusted base budget A	(2,483)	451	(8,965)	(7,571)	(11,027)	(11,982)
Accounting adjustments:						
- Reversal of depreciation charges	(2,452)	(2,452)	(2,452)	(2,452)	(2,452)	(2,452)
- Capital charge to HRA	(43)	(43)	(43)	(43)	(43)	(43)
- Revenue contributions to Capital expenditure	235	235	235	235	235	235
Transfers to/from reserves:						
- Business Rates Equalisation reserve	0	0	(2,296)	0	0	0
- Equipment repairs and renewals reserve	0	0	1,000	1,000	1,000	1,000
- Property repairs and renewals reserve	0	0	500	500	500	500
- Investment Property income equalisation reserve	0	1,000	0	0	0	0
Treasury and Financing						
- Investment Income	(217)	(229)	(246)	(335)	(513)	(607)
- Interest on loans to RBC companies	(1,355)	(1,081)	(1,414)	(1,431)	(1,431)	(1,431)
- Dividend income	0	(3)	(6)	(6)	(6)	(6)
- Capital Financing	11,234	10,213	14,535	16,033	17,935	18,008
- Minimum Revenue Provision (MRP)	3,034	3,684	4,576	4,759	4,950	5,148
Government Grants (Non-Service Specific)						
- New Homes Bonus	(792)	(792)	(1,146)	(802)	(924)	(1,055)
- Other grants	0	0	0	0	0	0
Budget requirement B	7,161	10,983	4,279	9,887	8,224	7,315
Funded by:						
- Revenue support grant	(10)	(10)	0	0	0	0
- Business rates retention scheme	(1,902)	(1,902)	(1,963)	(1,963)	(1,963)	(1,963)
- Business rates retention scheme - Pilot scheme	0	(1,098)	0	0	0	0
- Business rates & Council Tax income from Fraud	0	0	(290)	(290)	(290)	(290)
- Share of Council Tax surplus for prior years	0	0	140	0	0	0
- Share of Business Rates surplus for prior years	0	0	2,296	0	0	0
Sub total of government funding C	(1,912)	(3,010)	183	(2,253)	(2,253)	(2,253)
Net demand (B less C)	5,249	7,973	4,462	7,634	5,971	5,062
Tax base - Band D equivalent numbers	33,490	33,490	33,410	33,560	33,710	33,860
Band D tax per year	159.59	159.59	164.59	169.59	174.66	179.81
Council tax income D	(5,345)	(5,345)	(5,499)	(5,691)	(5,888)	(6,088)
Use of / (contribution to) Working Balance	(96)	2,628	(1,037)	1,943	83	(1,026)

Adjustments to the 2018/19 base budget

		Probable	Forecast	Forecast	Forecast	Forecast	Comments	Supp Est, New, Existing
		2018/19	2019/20	2020/21	2021/22	2022/23		
		£'000	£'000	£'000	£'000	£'000		
Housing Committee								
	General							
	Increased cost of temporary Head of Housing Post	27					Cost split between HRA & General Fund. £27,000 represents GF only	New
	Runnymede Renewal							
	Home Improvement Agency		15	15	15	15	Anticipated changes to the level of SCC Supporting People grants. Awaiting wider "Foundations" report Summer 2017.	Existing
	Housing enforcement - Extension of Civica software	24	2	2	2	2	Hsg Ctte (March 2018)	Supp Est
	Housing enforcement - Additional staffing resources	24	59	59	59	59	CMC (Sept 2018)	Supp Est
	Housing enforcement - Increased HMO Income	(33)	(24)	(24)	(24)	(24)	Increased Income arising from changes to HMO rules (CMC Sept 2018)	Supp Est
	Homes First							
	General - Revised split of Housing Needs staff between HRA vs G. Fund	67	67	67	67	67	Review of salary allocations of new establishment have resulted in a shift of costs from the HRA to the General Fund since April 2018.	New
	Enabling - needs survey	(35)	(35)		(35)	(35)	Provision every three years - £35k in 17/18 dropping out	Existing
	Enabling - private sector stock condition survey		(40)	(40)	(40)	(40)	Provision every 6 years - £40k in 18/19 dropping out	Existing
	Housing Register - LOCATA upgrades	25					P/U carried forward from 2017/18	C/Fwd
	Property Leases - reduced rental income	9	9				Higher level of void properties than previously assumed.	
	Magna Carta Lettings use of Bonds		(12)	(12)	(12)	(12)		Existing
	Magna Carta Lettings – Expansion of scheme & new post	61	61	61	61	61	Hsg Ctte (March 2018)	Existing
	Homelessness	(120)	(82)	(82)	(82)	(82)	Reduction in the level of Bed & Breakfast accommodation, partially arising from the recent expansion of the Magna Carta Lettings	New
	Homelessness Reduction Act		183	183	183	183	New legislation that will impact on Runnymede in the near future. A staffing report was considered by the September 2017 Housing Committee that detailed staffing costs, and this was approved by CMC on 12 October. Whilst these additional staff costs will be met from a Government grant in 2017/18 & 2018/19 grants for future years have to be confirmed. It is Hoped that future years costs will also be met from government grants but levels dependent on government review of impact of legislation following implementation (CMC 12 Oct 2017)	Existing
	Housing Benefits							
	Housing Benefits - staff savings = Channel Shift savings?	54	(70)	(70)	(70)	(70)	Cost of agency staff in 18/19	New
	Housing Benefits - termination costs	92					Cost of terminations following restructure	New
	Housing Benefits Grant	(6)					The annual reduction in the administrative grant was less than estimated in the current budgets	New
Community Services Committee								
	Older People Services							
	Older people service administration		(100)	(100)	(100)	(100)	Net savings from taking on Surrey Heath Service - Only if agreed by both Councils	New
	Older peoples service - Training courses completed	(5)	(5)	(5)	(5)	(5)		New
	Day centre - changes in staffing levels	7	7	7	7	7	Business centre restructure SO 42 5/7/18	Supp Est
	Day centre specials - Purchase of furniture and equipment for day ce	3					£11k carried forward from 2017/18 - £8k subsequently offered up as saving	C/Fwd
	Day centres - reduced income from meals	15	15	15	15	15		New
	Day centres - Grants and contributions		27	27	27	27	Reduction in funding from Surrey county council	New
	Community alarms - Cover payments for overtime, leave etc caused	1					P/U carried forward from 2017/18	C/Fwd
	Community alarms - Reduced Income from Surrey Heath contract	12	12	12	12	12		New
	Community alarms - increased Income from rental of hire equipment	(25)	(31)	(31)	(31)	(31)		New
	Meals on Wheels - additional income from meals	(11)	(15)					New

Adjustments to the 2018/19 base budget

		Probable	Forecast	Forecast	Forecast	Forecast	Comments	Supp Est, New, Existing
		2018/19	2019/20	2020/21	2021/22	2022/23		
		£'000	£'000	£'000	£'000	£'000		
	Meals on wheels - Grants and contributions		5	5	5	5	Reduction in funding from Surrey County Council	New
	Meals & Transport -reduction in Salaries	(20)					Reduced charges for recharges from Surrey Heath	New
	Community Transport - increased fleet costs	20	22	22	22	22		New
	Community Transport - Reduced Income from Surrey Heath contract	4	4	4	4	4		New
	Community Transport - Reduction in funding from Surrey heath		13	13	13	13		New
	Community Transport - increased income from dial a ride	(20)						New
	Travel Initiative - Yellow Bus increased cost of hire	7	19	19	19	19		New
	Travel Initiative - Yellow Bus s106 income	31	5	120	204	204	Revised timing of income	Existing
	Travel Initiative - Yellow Bus Scheme - Fares		(19)	(19)	(19)	(19)	Fares increased from Sept 2018	Existing
	<u>Crime & Disorder</u>							
	Crime & Disorder - Equipment rental costs	3	3	3	3	3	Increased rental costs of mindme equipment	New
	Crime & Disorder - costs recovered	(12)	(12)	(12)	(12)	(12)	Increased income from the GPS and care call service	New
	Crime & Disorder - contribution from Surrey Police	(50)	(50)					New
	Crime & Disorder - savings on computer maintenance	(11)	(10)	(10)	(10)	(10)	new contract	New
	Crime & Disorder - changes to income from existing contracts	(3)	6	6	6	6	Lost CCTV contract for Achieve	New
	Crime & Disorder - savings on cable rental	(3)	(7)	(7)	(7)	(7)		New
	<u>Grant Aid</u>							
	Grant Aid - Walk for peace	20					Supplementary Estimate - SO42 29/3/18	Supp Est
	Grant Aid - Egham Museum	20					Supplementary Estimate - Community Services Committee - March 2018. 2019/20 funding subject to a report back on Museum Business Plan	Supp Est
	<u>Cultural services</u>							
	Leisure Centre Management - New agreement	(109)	(143)	(143)	(143)	(143)	Management fee and building maintenance dropping out on completion of new lease for ELC	Existing
	Leisure Development - New rental agreement	(29)	(202)	(375)	(520)	(520)	moved from Commercial Services - Achieve lifestyle	Existing
	Halls - Wages at Hythe and Chertsey	10	(1)	(1)	(1)	(1)	Leavers service payment	New
	Allotments - Grounds maintenance	5					P/U carried forward from 2017/18	C/Fwd
	Parks – Traveller deterrents to prevent unauthorised access	35					P/U carried forward from 2017/18	C/Fwd
	Parks – Refurbishment of changing rooms at Chertsey Rec	15					P/U carried forward from 2017/18	C/Fwd
	Parks – Replacement of two ride on tractors	18					P/U carried forward from 2017/19	C/Fwd
	Parks – Grounds maintenance	13	23					New
	Parks – Employee costs	16	24					New
	Parks – Staff restructuring	0	37	37	37	37	Covered by savings made to cemeteries below - will take place next year	New
	Parks - Moth killer	5	20	20	20	20	Approved Community Services Cttee March 2018	Supp Est
	Parks - cost of relocating to the Orchard	14	19	19	19	19	Cost of moving and ongoing running costs	New
	Parks - expected costs of travellers incursions	10						New
	Parks - Contribution to Surrey wide traveller transit site			20	20	20	SUBJECT TO FUTURE COMMITTEE REPORT	
	Parks - increased rental income	(14)	(19)	(19)	(19)	(19)	Due to rent increases	New
	Parks - earmarked reserves fully used	18	18	18	18	18	Commuted payments fully utilised	Existing
	Cemeteries - Sales, fees and charges			11	11	11	Income from internment fees up drying up as space issues become an issue	Existing
	Cemeteries - Changes to Grave digging arrangements	(39)	(21)	(35)	(35)	(35)	Temporary arrangements to November 2019 (Comm Servs Cttee 6/18) - savings will be used for new parks structure shown above	New
	Cemeteries - Vehicle charges	(10)	(13)	(7)	(7)	(7)	Savings in hire charges for JCB	New
	Cemeteries - additional grounds maintenance costs	35	43	43	43	43	New contractor costs	New
	Cemeteries - additional income from memorial fees and grave space	(6)	(13)					New
	Cemeteries & Closed Churchyards – Memorial testing	14					P/U carried forward from 2017/18 this cost may increase	C/Fwd

Adjustments to the 2018/19 base budget

		Probable	Forecast	Forecast	Forecast	Forecast	Comments	Supp Est, New, Existing
		2018/19	2019/20	2020/21	2021/22	2022/23		
		£'000	£'000	£'000	£'000	£'000		
Environment and Sustainability Committee								
Environmental Services								
	Pollution control - equipment		6		6		Equipment Calibration every 3 years.	Existing
	Pollution control - contaminated land - professional fees		(10)	(10)	(10)	(10)	One off works dropping out in 19/20	Existing
	Pollution control - contaminated land - professional fees	4					P/U carried forward from 2017/18	C/Fwd
	Pollution Control - Air Quality		10	10	10	10	Legal challenges continue to the Governments attempts to introduce a National Air Quality Plan. Currently no significant additional burdens have been handed to Runnymede from central government, but as the government's action plan continues to evolve a contingency for such costs is prudent. Should the government look to impose 'directions to take action on air quality' similar to the 28 local authorities identified in the last report (including locally Surrey Heath, Guildford and Rushmoor) it is highly unlikely that there will be financial support from central government. Any additional duties or requirements arising from court action or revised legislation e.g. imposition of LEZs or increase monitoring requirements will need to be addressed. SUBJECT TO FUTURE COMMITTEE REPORT	Existing
	Animal Licensing	(9)	(3)	(3)	(3)	(3)	Supplementary estimate £8,200 for additional staffing to meet statutory requirements of new legislation (E&S 27 September) - financed by additional income from revised fees.	New
	Recycling & Green waste		72	145	145	145	SWP new financial arrangements from 2018/19	Existing
	Green Waste – Invest to Income Generate			65	(32)	(32)	The DSO team are keen to enhance our customer usage, and thus profitability of the Green Waste Service. A business plan is being prepared with a overall project target of increasing our customer numbers by 2-3,000. RBC currently has 6.5-7,000 customers, which is over 3,000 less than our neighbours even accounting for population variance. As this service makes a real profit for the Council a sustainable business plan for service growth can be expected to generate a net income as it develops. SUBJECT TO FUTURE COMMITTEE REPORT	Existing
	Green Waste - annual subscriptions and sale of bins	(50)	(50)	(50)	(50)	(50)	Increased income - waiting for further information	New
	Green Waste - purchase of bins	10					New customers/additional bins purchased	New
	Domestic refuse - bins	7	7	7	7	7	Purchase of bins - additional cost offset by additional income from sale of bins.	New
	Domestic refuse - reduced income	11	11	11	11	11	Addlestone One - reduced number of additional collections.	New
	Trade waste	(1)	3	3	3	3	Increase in income offset by increase in disposal costs	Existing
	DSO Review – Staff salaries	124	162	162	162	162	Direct Service Operations salary review. Additional costs partially offset by savings in agency/temp staff. £124,000 Approved March 2018 CMC. Balance subject to further report	Existing
	DSO - wages - savings from unused DSO provision and vacancies	(53)						New
	Street Cleansing – Service enhancement			206	206	206	The DSO have made some cost estimates for a significant enhancement to the street cleansing service. Excluding the capital expenditure, the revenue costs for such a change would cover fuel costs, additional drivers and loaders, on-costs, PPE, Training, etc). SUBJECT TO FUTURE COMMITTEE REPORT	Existing
	Street Cleansing - pay review		4	4	4	4	Approved at Environment & Sustainability committee 22 November 2018.	New
	Street Cleansing - Litter and Dog Fouling trial extended increase in surplus	(18)	(8)	(8)	(8)	(8)	Trial period extended. Additional staffing financed by additional income - Corporate Management committee report November 2018.	New
	Street Cleansing - removal of hazardous waste	5	5	5	5	5	Increase in fly tipping	New
	Flood Mitigation - special works provision		15	15	15	15	Budget to be increased back to prior levels	Existing
	Flood Mitigation - Contribution to River Thames Scheme			(84)	(84)	(84)	5 year contribution (2015/16 - 2019/20) - budget removed	New
Highways and Transport Services								
	Car parks – purchase of equipment		(3)	(3)	(3)	(3)	One off purchase of video badges dropping out	Existing
	Car Parks - additional business rates	8					Closure of Egham Precinct car park delayed	New
	Car Parks - P&D income	(30)					Closure of Egham Precinct car park delayed	New

Adjustments to the 2018/19 base budget

		Probable	Forecast	Forecast	Forecast	Forecast	Comments	Supp Est, New, Existing
		2018/19	2019/20	2020/21	2021/22	2022/23		
		£'000	£'000	£'000	£'000	£'000		
	Car Parks - P&D income	(30)	(20)	(20)	(20)	(20)	Increased income	New
	Car Parks - Permits and season tickets	(4)	(4)	(4)	(4)	(4)	Increased income	New
	Car Parks - Penalty charge notice income	(5)	(5)	(5)	(5)	(5)	Increased income	New
	Car Parks - licence fee - VW British Legion	(10)					Reduction in provision required - 2018/19 only	New
	On Street Parking - income	15	15	15	15	15	Reduction in penalty charge notice income	New
	Highways - Contribution to SCC Feasibility study on A320	100					SO42	Supp Est
	Environmental Maintenance SCC - weed spraying	(12)	(6)	(6)	(6)	(6)	Fewer number of weed spray applications required	New
Licensing Committee								
	None							
Regulatory Committee								
	Taxi licensing - income	14	14	14	14	14	Reduced income.	New
Planning Committee								
	Staffing - LGV - Major Projects Team (full team costs spread across LGV and DM)		(94)	(158)	(158)	(158)	FULL YEAR = 100% of Project Planner (£89,878); 75% of Project Administrator (£30,815); and 75% (seconded) Team Leader with acting up allowance (£54,147+£6,325) (CMC Nov 2017). Costs dropping out from 19/20 onwards	Existing
	Staffing - LGV - Major Projects Delivery and Compliance Team (full team costs spread across LGV and DM)		207	207	207	207	Business Case - Additional salary expenditure - LGV, Planning Delivery Test, Compliance/enforcement work, deliver on Community Infrastructure Initiative (CIL)	New
	Planning General - Brownfield Register Vanguard Grant and New Burdens		7	15	15	15	New burdens payment of £15k 17/18; £15k 18/19; and £7.55k 19/20 dropping away.	Existing
	Planning Policy - New Burdens and Custom Build	(35)	(30)	(15)			New Burdens funding for the Brownfield register and Custom build	New
	Planning Policy - Staffing for Local Plans Team		(25)	(25)	(25)	(25)	Costs of Local Plan Team restructure and backfilling with temporary staff dropping away (CMC Nov 2017)	Existing
	Planning Policy - Local Plans - Extraordinary consultancy, evidence and Examination costs		(250)	(250)	(250)	(250)	Additional consultancy costs for creation of evidence base (2017/18), additional costs of Examination in Public (inc. consultants giving evidence) (2018/19), additional evidence costs for post EiP modifications (2018/19 and or 2019/20) - Off set by approved Consultancy and Examination budgets. 19/20 - foreseeing reduction in budget (CMC Nov 2017)	Existing
	Planning Policy - Local Plan Potential Inquiry costs		(100)	(100)	(100)	(100)	Local Plan - potential Inquiry costs dropping out	Existing
	Planning Policy - Costs of Neighbourhood Planning		(100)	(100)	(100)	(100)	Tranches in 16/17 - 18/19. Estimated cost of examination and referendum of 2 x Neighbourhood Plans (Thorpe and/or Englefield Green). Budget dropping out.	Existing
	Planning Policy - Costs of Neighbourhood Planning		(50)	(50)	(50)	(50)	One off provision in 18/19 dropping out	Existing
	Planning Policy - Custom and Self Build New Burdens	(30)	(30)				New burdens payments	Existing
	Development Management - Staffing		(16)	(94)	(94)	(94)	Costs of covering the non-Garden Village parts of Major projects team, the ADM Maternity Cover, the Secondment to Major Projects Team and backfilling of resultant and other frozen vacancies (CMC Nov 2017). Additional costs dropping away.	Existing
	Development Management - Garden Village Grant	(72)	(25)	100	100	100	Grant dropping out in 2020/21	Existing
	Development Management - Planning Performance Agreement - Longcross			65	65	65	Agreed PPA with Crest/Aviva. Income dropping out in 20/21	Existing
	Development Management - Padd Farm Enforcement	110	75				P/U carried forward from 2017/18	C/Fwd
	Development Management - Longcross Garden Village Design	26					P/U carried forward from 2017/18	C/Fwd
	Development Management - Longcross Garden Village Community Stewardship	3					SO 42 June 2018 - immediate appointment of a contractor to provide a 4 day advice and support on progress of ownership and management proposals of the public open spaces and community facilities.	New

Adjustments to the 2018/19 base budget

		Probable	Forecast	Forecast	Forecast	Forecast	Comments	Supp Est, New, Existing
		2018/19	2019/20	2020/21	2021/22	2022/23		
		£'000	£'000	£'000	£'000	£'000		
	Development Management- Padd Farm Costs recovery		(300)				Recovery of costs following enforcement action	New
	Development Management- Longcross Garden Village project	(9)					Gardens, Towns and Villages Grant - Longcross Garden Village project - top up for existing capacity	New
	Development Management - Community Infrastructure Levy (CIL) Admin Fee Income		(70)	(70)	(70)	(70)	Administrative income for CIL	New
	Building Control - Staffing	20	20	20	20	20	Proposal for increased market supplements for staff. Approved CMC May 2018	Existing
Corporate Management Committee - Non Property								
	<u>Corporate & Democratic Services</u>							
	Corporate Management - Media training		4			4	Training for CLT & Members. Around £150 per person. Each session of up to 10 people will require external support to provide equipment for videoing people so they can practice being interviewed and have the ability to watch it back. Estimated requirement every 3 years.	Existing
	Corporate Management - Major Change initiatives	0	30	30	30	30	Increased staffing for project, contract and performance management. (CMC Feb 18).	Existing
	Corporate Management - Change Management Initiative fund	(30)					Change Management provision not required in current year	New
	Corporate Management - Economic Development Strategy	8	16	16	16	16	Part time staff transferred from Planning, now full time (CMC July 2018) and appointment deferred	New
	Corporate Management - Economic Development Strategy	(13)					Staff recruitment delayed	New
	Corporate Management - Economic Development Strategy		(12)	(17)	(17)	(17)	Additional costs of delivering Economic Development Strategy dropping out (Environmental & Sustainability Cttee report 17 Nov 2016)	Existing
	Corporate Management - Economic Development Strategy	16					P/U carried forward from 2017/18	C/Fwd
	Corporate Management - Economic Development Strategy	(10)	10				Strategy expenditure deferred	New
	Corporate Management - Economic Development Strategy	(5)	5				Additional deferred expenditure	New
	Corporate Management - Public Accountability - Staffing	(22)					Staff recruitment delayed	New
	Corporate Management - Public Accountability - External audit	(9)	(9)	(9)	(9)	(9)	New supplier at a reduced cost, offset reduced transfer to HRA	New
	Corporate Management - Public Accountability - Business engagement	(9)					Expenditure deferred	New
	Corporate Management - Public Accountability - Enterprise Zone		(9)	(9)	(9)	(9)	Cost of support - CMC 25 Aug 2016. Temporary provision dropping out	Existing
	Corporate Management - Public Accountability - Enterprise zone	1	35				Other professional fees - P/U carried forward from 2017/18	C/Fwd
	Corporate Management - Public Accountability - Other	(6)	0	(3)	(3)	(3)	Corporate Business Plan and Surrey Growth Narrative	New
	Democratic Representation - Members allowances	1	1	1	1	1	Agreed at Full Council July 2018	New
	Democratic Representation - Planning Peer review	20					Replaces LGA Peer Review - CMC July 2018	New
	Democratic Representation - Members ICT		0	8	0	8	Replacement of Members ICT equipment (CMC 26 Feb 15).	Existing
	Democratic Representation - Independent remuneration panel		(3)	(3)	0	(3)	Provision required every 3 years ie 2018/19 & 2021/22	Existing
	<u>Central Services to the Public</u>							Existing
	Election/Register of Elections reorganisation		(22)	(36)	(36)	(36)	Two temp staffing posts (A0124 A0126) extended (CMC 30 Mar 2017) dropping out in 2019	Existing
	Elections - running expenses		0	(38)	(98)	(38)	Borough elections; In 2018/19 and 2019/20 stand alone borough election. In 2020/21 and 2022/23 the election may be shared. No borough elections in 2021/22 .	Existing
	Elections - All Out Borough Election	4	17				The additional provision for the All Out Borough election in 2019/20 has been increased from £15k to £17k - this includes the purchase of voting booths, which can be partly recovered from future government elections	Existing
	Elections - purchase & maintenance of equipment	8	7	7	7	7	Purchase of ipads partly financed from government grant funding	New
	Elections - Boundary review	(5)	5	(5)	(5)	(5)	The 2017/18 provision needed for Boundary Review work and other work which needs to be carried out including public consultation strategy. Provision reduced from £22k to £5k and moved to 2018/19. This £5k has now been moved to 2019/20.	Existing

Adjustments to the 2018/19 base budget

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		2018/19	2019/20	2020/21	2021/22	2022/23		
		£'000	£'000	£'000	£'000	£'000		
	Public Relations - magazine	10	18				Magazine print and distribution of 3 editions (SO42)	Supp Est
	Council Tax - Channel shift savings	52	52	52	52	52	reversal of savings amount included twice	New
	Council Tax - Costs & penalties recovered	7					fall in costs recovered	New
	Business Rates - Collection allowances and costs	0	(4)	(4)	(4)	(4)	increase in Collection Allowance offset by an increase in recovery costs	New
	Register of Electors - purchase & maintenance of equipment	8	7	7	7	7	Purchase of ipads partly financed from government grant funding	New
	Register of Electors - grant funding reduced/ceasing	4	4	22	22	22	Grant funding received dropping out	Existing
	Municipal Safety - defibrulators		(1)	(4)	(4)	(4)	replacement of 8 machines in 2018 and 2019 (lasting 7 years) and replacement of the remaining 5 machines in 2023/24. 2018-19 costs dropping out	Existing
	Control & Establishment							
	Runnymede Business Partnership - Staffing	(20)	8	8	8	8	Additional hours and deferred appointment.	New
	Civic Centre - Buildings - Planned maintenance	35					P/U carried forward from 2017/18	C/Fwd
	Civic Centre - Buildings - Energy cost	67	79	80	80	80	Increased cost of using Heating Plant	New
	Civic Centre - Buildings - Car parking costs	28	28	28	28	28	Cost of MSCP staff parking	New
	Civic Centre - Buildings - NNDR	(45)	(45)	(45)	(45)	(45)	NDR reduced	New
	Civic Centre - Buildings - Accommodation changes	14					movement of staff to the Orchard	New
	Civic Centre - Communication costs	(5)	(5)	(5)	(5)	(5)	savings	New
	Civic Centre - Income	(42)					Additional service charges to be recovered	New
	Depot - Buildings - Planned maintenance	12					P/U carried forward from 2017/18	C/Fwd
	Depot - Maintenance - Vehicle wash	7					P/U carried forward from 2017/18	C/Fwd
	Depot - Maintenance - Fuel pump	(3)	3				Budget provision deferred to 2019/20	New
	Salaries - Minimum Living Wage		16	16	16	16	Increase to bring salaries up to the new Minimum Living Wage.	Existing
	Salaries - apprenticeship costs		81	81	81	81	Additional staffing costs (CMC - June 2017)	Existing
	Salaries - apprenticeship costs	(207)	(248)	(198)	(178)	(178)	Original provision overstated. Provision not being fully utilised	New
	Salaries Controls - increased savings	(180)					Provision not fully utilised	New
	Financial services - Internal Audit Service - Audit days	8					P/U carried forward from 2017/18	C/Fwd
	Financial services - Insurance apprentice	5	(1)	(20)			Bringing back insurance in-house over the medium term by training up existing member of staff via an apprenticeship. SCC contract will be terminated bringing in future savings. Agreed by CLT 1 May 2018	New
	Financial services - Insurance Service - Tender consultancy advice	3			3		P/U carried forward from 2017/18 (every 3 years)	C/Fwd
	Financial services - Cash receipting training	3					New system training	New
	Financial services - Cash Computer development	7					P/U carried forward from 2017/18	C/Fwd
	Financial services - Debtors - computer maintenance	2					P/U carried forward from 2017/18	C/Fwd
	Computer services - Project training	6					P/U carried forward from 2017/18	C/Fwd
	Computer services - Hardware maintenance	(5)	(5)				SAN maintenance (CMC Oct 2017)	New
	Computer services - Hardware maintenance	(5)					Citizens authentication maintenance deferred (CMC Oct 2017)	New
	Runnymede Web - Staffing	(37)					Staff recruitment deferred	
	Runnymede Web - Training	8					P/U carried forward from 2017/18	C/Fwd
	Runnymede Web - Promotions	11					P/U carried forward from 2017/18	C/Fwd
	Runnymede Web - Promotions	(5)	5				promotions provision deferred	New
	Runnymede Web - computer maint support		7				Provision for support costs which are payable every 5 years	Existing
	Human Resources - Other Professional	12	36	36	36	36	SO42 13.11.2018	New
	Human Resources - Other Professional	2					P/U carried forward from 2017/18	C/Fwd
	Projects and Procurement - Staffing	5	10	10	10	10	Post made Full Time (SO42 July 2017)	New
	Projects and Procurement - Staffing	15	19				SO42 Temp P/T post	New
	Customer Services - development costs		(30)	(44)	(44)	(44)	Customer Services Strategy and CRM system (CMC July 2017). Provision dropping out -	Existing
							Benefits £7.5k, Council Tax £6k, NDR £1.5k	

Adjustments to the 2018/19 base budget

		Probable	Forecast	Forecast	Forecast	Forecast	Comments	Supp Est, New, Existing
		2018/19	2019/20	2020/21	2021/22	2022/23		
		£'000	£'000	£'000	£'000	£'000		
	Customer Services - development costs	(29)	29				Customer Services Strategy and CRM system (CMC July 2017). Budget provisions deferred - FOH £6k, Post Room £8k, Document Management £15k	New
	Law & Governance - Property Lawyer	61	61	61	61	61	Approved CMC - January 2018	Existing
	Law & Governance - Data Protection Officer	21	32	32	32	32	Approved CMC - January 2018	Existing
	Building Services - provision used	16	4	4	4	4	CMC July 2018 approved additional staffing costs £34k offset by additional income of £18k. Only £4k of ongoing costs	Existing
Corporate Management Committee - Land & Property								
	<u>Commercial property services</u>							
	Property Services - temporary one year staffing		(108)	(108)	(108)	(108)	Supplementary estimate agreed at CMC October 2017 dropping out - less transfer of Procurement post to Corporate section	Existing
	Property Services - additional staffing requirement	100					Estimated additional funds required to fund staffing. To be replaced by new Commercial Services structure shown on Summary page under "Estimates in MTFS yet to be agreed"	
	<u>Commercial property development</u>							
	Property development - Feasibility - Solicitors & surveyors fees	33					P/U carried forward from 2017/18	C/Fwd
	Property development - Feasibility - Solicitors & surveyors fees	(108)	(75)	(75)	(75)	(75)	Provision reduced	New
	Property Development - Addlestone One - advertising	18	8	8			Costs for advertising and marketing Addlestone One which can't be capitalised	
	Property development - Ashdene	225	225	225	225	225	Ashdene development costs were to be capitalised in 2018/19 once work started on the rebuild programme. Scheme abandoned so no costs capitalised.	Existing
	Property development - Ashdene	275	(275)				Ashdene new scheme development costs to be capitalised in 2018/19 or 2019/20? once work started on the rebuild programme.	New
	Property development - Egham Gateway	226	50	226	226	226	Assumed capital works start in 2018/19 and expenditure incurred on scheme in 2016/17 can be capitalised. Will need External Audit approval depending on how far back we are intending to recover. There is an estimate of £226k Credit in 2018/19 base estimate. This has been reduced in line with applicable Expenditure	Existing
	Property development - Egham Gateway	3,996	(2,997)				Expenditure incurred on Egham Gateway project that could POTENTIALLY be capitalised. Will need External Audit approval. John Rice to produce a breakdown of the costs (most of which have been incurred but not invoiced) to allow us to see how much can be capitalised. Assumed 75% is recoverable in 2019/20 when the scheme progresses.	New
	Property development - Laser House	20					Laser House viability study (CMC July 2018) costs to be capitalised if scheme proceeds	Supp Est
	Property development - Marshall Place	157	157	157	157	157	Marshall Place development costs were capitalised a year earlier in 2017/18 when work started on the rebuild programme. Resultant credit appeared in 2017/18 rather than 2018/19.	Existing
	Property development - Pine Trees	105					Pine Trees viability study (CMC July 2018) costs to be capitalised if scheme proceeds. Increased by 20k per report 13/12/18	Supp Est
	Property development - Station Road North	99	99	99	99	99	Station Road development costs were to be capitalised in 2018/19 once work started on the rebuild programme. Budgeted for a credit in the current year based on expenditure incurred last year. There was no expenditure incurred in 17/18 so nothing to claim back in 18/19	New
	<u>Commercial property holdings</u>							
	Running costs - new computer system	17	8	8	8	8	Installation followed by increased maintenance costs. £5k provision now required for additional programming.	New
	Corporate property - Property surveys		130	130	130		Stock condition, EPC rating and insurance reinstatement value surveys. AWAITING REPORT	New
	Corporate property - provision	13	126	126	126	126	Provision for legal fees, surveys etc relating to disputes - AWAITING REPORT	

Adjustments to the 2018/19 base budget

		Probable	Forecast	Forecast	Forecast	Forecast	Comments	Supp Est, New, Existing
		2018/19	2019/20	2020/21	2021/22	2022/23		
		£'000	£'000	£'000	£'000	£'000		
	Corporate property - Estate Agents/marketing fees		100	100	100	100	Costs for marketing empty commercial property, current year £50k Hitachi/Compass Hse, £50k Volvo, £10k Other. Following years do we need similar budget? AWAITING REPORT	New
	AddlestoneOne - Landlord advertising	42					P/U carried forward from 2017/17	C/Fwd
	AddlestoneOne MSCP - Landlord security services	20					Costs of security before the handover of Phase II	New
	AddlestoneOne - Landlord service charges - residential	83	95	50	20		Estimated costs of vacant flats before sales. Added 19k 18/19 & 10.5k 19/20 for gas standing charges on vacant flats	New
	AddlestoneOne - Landlord service charges - commercial	0	0	0	0	0	Costs of the balance of service charges on commercial properties who have their charges capped as part of their lease agreement. - Charges not capped but discounted and this is already accounted for in Svc Chg budget.	New
	AddlestoneOne - Landlord costs - commercial	170	126	117	58	30	Property holding costs (Service Charges & NNDR). NNDR (83k) was taken out but then 60k added back in per ND. Add 31k svc chgs in 18/19, 2k reduction 19/20 and NNDR reduced 58k 19/20 per ND.	New
	Addlestone One - Legal Fees	30					For legal fees relating to leases. Potentially could be £100k. AWAITING REPORT	New
	Egham Business Park - Landlord costs	38	124	3	3	3	Property holding costs (Service Charges & NNDR) for vacant properties. Additional costs added for svc chg & insurance empty units. NNDR reduced by £9k as was overestimated.	New
	Egham Business Park - Legal/Marketing	10	91				Legal/Letting agent costs for marketing & lease arrangements for empty units. Will there be costs from 20/21 onwards? AWAITING REPORT	New
	Egham Station Rd and High St - Landlord costs	155	70				Costs of vacant properties incl NNDR, utilities and other to Sept 2019	New
	Corporate property income - Waitrose Egham Car Park surplus	(30)	(20)	(20)	(20)	(20)	Includes income less costs incl NDR. 2018/19 includes prior year surplus, ongoing costs should reduce when ANPR system introduced.	New
	Laser House - Landlord costs		44				Vacant unit costs (Svc Chg & NNDR) due to refurbishment and legal/marketing fees for re-letting units. Will costs be ongoing? AWAITING REPORT	New
	Pine Trees - Landlord costs	8	8	200	100	0	Vacant service charges and NNDR recoverable until May-20. Reducing provisions assumes we will still have vacant properties.	New
	Pine Trees - Legal/Marketing	261	175	0	0	0	SO42 Dec 2018 - Additional budget for legal and marketing fees incurred letting vacant units.	Supp Est
	Pine Trees - Legal Fees	75					Claim for damages against contractor - initial estimate of solicitors fees. Adjusted to 75k as per report 13/12/18	New
	Egham Precinct - Landlord costs	8	8				Vacant unit costs (Svc Chg & Mktg)	New
	Corporate property income - 2018/19 target	(2,137)	(4,370)	(6,857)	(9,602)	(10,303)	Target rental income. Figures include income targets (including the £100m per year PIS revision as per CMC 15 Dec 2016). Also includes loss of old rents and all new rents in the Runnymede Regeneration (Egham phase 1 & ELC) area. Revised rental figures taken from Shared income spreadsheet at 06/12/18.	Existing
	Corporate property income - Audio Visual Information Boards		(15)	(20)	(25)	(25)	Addlestone One Information boards SUBJECT TO FUTURE CTTEE REPORT	New
General								
	Financial services - Insurance Tender savings	(106)	(142)	(142)	(142)	(142)	New suppliers	New
	Strategic maintenance plan		(64)	226	(71)	(71)	Variations in five year plan which started on 1 April 2016 including inflation. Assumes 21/22 onwards at average annual rate of existing contract = £590k	Existing
	Strategic maintenance plan - reactive maint	(22)					Full provision not fully required	New
	Strategic maintenance plan - planned maint	(132)	44				Part of provision deferred to next year. Will this have a knock on effect?	New
	Transport costs - repairs			100	100	100	Estimated increase - new repairs contract from April 2020	New
	Net Inflation		280	350	332	297	See "Inflation" Sheet	Existing
	Rounding and other adjustments	(178)	(27)					
	Increased recahrges to Housing Revenue Account	(40)	(7)	(7)	(7)	(7)		New
Total Budget Adjustments		3,488	(6,668)	(5,214)	(8,670)	(9,625)		

General Fund Summary Revenue Account

Council Budget for the Year Ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure on Services</u>				
Housing Committee	1,886,734	2,171,345	2,388,407	2,298,621
Community Services Committee	4,780,742	5,189,646	5,140,339	4,966,506
Environmental and Sustainability Committee	2,851,287	3,313,973	3,500,336	3,727,979
Licensing Committee	39,953	36,002	26,335	25,870
Regulatory Committee	26,014	26,079	48,091	49,000
Planning Committee	1,381,814	1,622,204	1,719,615	1,238,322
Corporate Management Committee	(5,202,779)	(15,395,522)	(12,328,335)	(21,663,068)
Estimates in the MTFs yet to be agreed	0	554,000	7,300	577,000
Net Expenditure on Services	5,763,765	(2,482,273)	502,088	(8,779,770)
<u>Transfers and Financing Adjustments</u>				
Accounting and Other Adjustments:				
Reversal of Depreciation Charge	(2,179,178)	(2,452,322)	(2,503,042)	(2,640,428)
Cost of Capital Charge to HRA	(43,000)	(43,000)	(43,000)	(43,000)
Revenue Contributions to Capital Expenditure	311,685	235,000	235,000	235,000
Other accounting adjustments	(38,100)	0	0	0
Transfer to/(from) Reserves:				
Business Rates Equalisation Reserve	2,500,000	0	0	(2,296,000)
Equipment repairs and renewals reserve	0	0	0	1,000,000
Property repairs and renewals reserve	0	0	0	500,000
Investment Property income equalisation reserve	0	0	1,000,000	0
Egham LC All Weather Pitch Reserve	(115,083)	0	0	0
Financing and Investment Income:				
Investment Income	(384,621)	(217,000)	(229,000)	(252,000)
Interest on loans to RBC companies	(288,683)	(1,355,000)	(1,084,000)	(1,414,000)
Capital financing costs	4,814,379	11,234,000	10,212,512	14,535,376
Minimum Revenue Provision	1,529,055	3,034,000	3,684,356	4,576,357
Taxation and Non-Specific Grant Income:				
Council Tax income	(5,152,032)	(5,344,669)	(5,344,669)	(5,498,952)
Business Rates Retention	(4,348,209)	(1,902,000)	(3,000,000)	333,000
Transfer (from)/to the Collection Fund	0	0	0	(150,000)
Revenue Support Grant	(288,911)	(10,000)	(10,000)	0
New Homes Bonus	(1,314,190)	(792,027)	(792,027)	(1,145,691)
Other Grants	(76,328)	0	0	0
Use of / (Contribution to) Working Balance	690,549	(95,291)	2,628,218	(1,040,108)

Council Tax Income Calculation

Council Tax Base (note 1)	33,327	33,490	33,490	33,410
Basic Amount of Council Tax (note 2)	£154.59	£159.59	£159.59	£164.59
Notes				
1. This represents the number of properties adjusted for discounts, exemptions and bandings.				
2. Calculated by dividing the net demand by the Council Tax base.				

GENERAL FUND SUBJECTIVE ANALYSIS

GENERAL FUND SERVICES EXCLUDING THE HOUSING REVENUE ACCOUNT

	<u>2017/18</u>	<u>2018/19</u>	<u>2018/19</u>	<u>2019/20</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>EXPENDITURE</u>				
Employees	15,691,062	16,805,049	16,971,118	17,204,558
Premises & Grounds Related Expenditure	3,511,591	3,742,695	4,312,730	4,577,272
Transport Related Expenditure	1,753,250	1,798,105	1,758,670	1,833,294
Supplies and Services	5,213,095	4,042,048	10,175,011	1,866,076
Direct Capital Financing Charges	2,179,899	2,466,461	2,506,320	2,644,945
Housing and Council Tax Benefits	22,169,306	21,721,000	21,730,500	16,379,500
Estimates in the MTFS yet to be agreed	0	554,000	7,300	740,000
Gross Expenditure on Services	50,518,203	51,129,358	57,461,649	45,245,645
<u>INCOME</u>				
Housing Benefits Subsidy	22,192,773	21,738,600	21,755,500	16,414,500
Government Grants	624,189	568,465	840,960	589,500
Grants, Contributions, Donations and Sponsorship	1,303,747	1,122,075	1,083,845	872,741
Fees and Charges	5,947,042	5,840,478	6,139,384	6,539,499
Rents and Leases	11,409,565	21,045,798	23,251,322	25,625,036
Recharges to Other Services	2,294,421	2,373,250	2,418,926	2,428,058
Other Income	982,699	922,965	1,469,624	1,553,081
Gross Income on Services	44,754,437	53,611,631	56,959,561	54,022,415
Net Expenditure on Services	5,763,766	(2,482,273)	502,088	(8,776,770)

NOTES

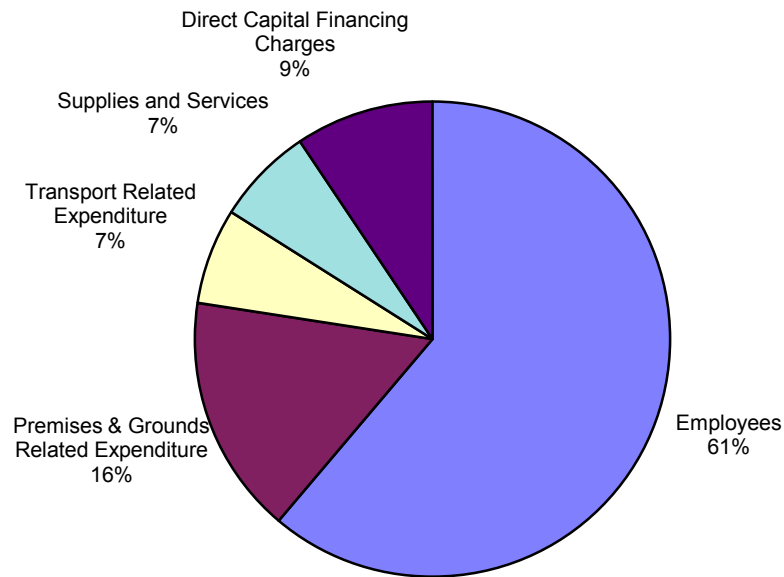
1. The table illustrates the total General Fund service expenditure and income of the Council. Capital financing charges relevant to the cost of office accommodation and the cost of support services are included in the Support Services line in the table, whilst capital charges for vehicles and computer equipment appear in Transport Related Expenses and Supplies and Services respectively.

2. The table and the associated diagrams on the following page include only expenditure and income directly related to services. Items such as transfers to and from other accounts and reserves, investment income, asset rental reversals, general government grants, and Council Tax income are excluded.

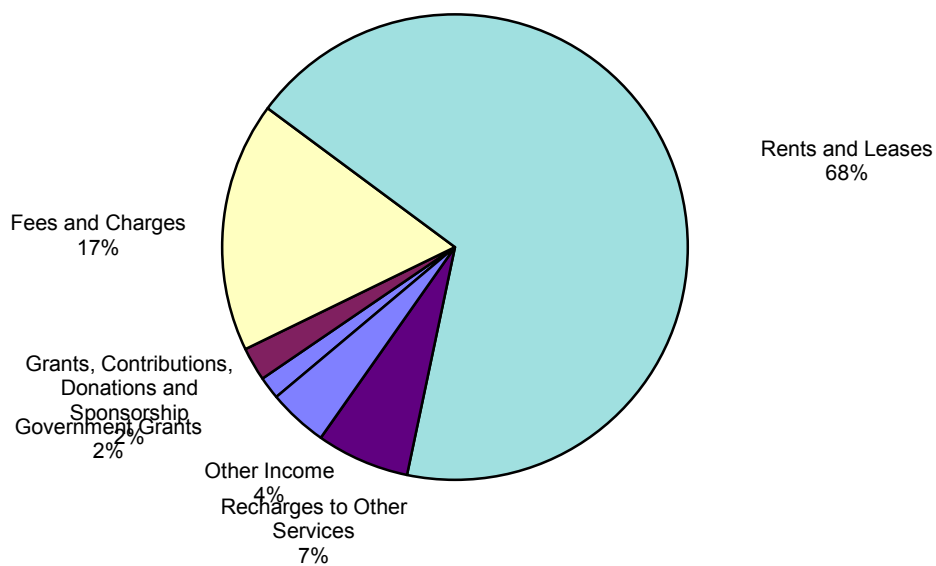
GENERAL FUND SUBJECTIVE ANALYSIS

GENERAL FUND SERVICES EXCLUDING THE HOUSING REVENUE ACCOUNT

Analysis of 2019/20 Service Expenditure



Analysis of 2019/20 Service Income (Excluding Housing Benefits Subsidy)



Housing Committee

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Summary</u>				
<u>Runnymede renewal</u>				
Private sector renewal assistance	47,100	55,375	57,120	56,920
Care and repair service	25,939	54,980	55,522	72,981
Housing enforcement	59,889	70,300	88,450	124,600
<u>Homes first</u>				
Housing strategy and enabling	76,004	143,900	109,000	67,100
Housing advice and register	501,351	454,490	512,030	477,630
Property leases, working with partners	-24,887	5,900	15,040	18,340
Homelessness	218,541	340,550	237,350	486,250
Magna Carta Lettings	107,088	178,650	248,580	243,790
<u>Benefits service</u>				
Housing and Council Tax benefits	875,709	867,200	1,065,315	751,010
Net expenditure	<u>1,886,734</u>	<u>2,171,345</u>	<u>2,388,407</u>	<u>2,298,621</u>

Private sector renewal assistance

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	34,600	41,300	41,300	43,100
Training and recruitment	0	300	300	300
<u>Transport related expenditure</u>				
Travelling and subsistence	1,000	1,100	1,100	1,100
<u>Supplies and services</u>				
Communication	24	25	40	40
Computer Maintenance	176	100	180	180
Legal Fees	0	0	1,250	0
<u>Support services</u>				
Financial services	4,500	4,500	4,500	4,400
Information technology	1,500	1,600	1,600	1,600
Corporate Services	500	600	900	1,100
Office accommodation	2,800	3,700	3,700	2,900
Customer services	800	800	800	800
Law and governance	100	200	300	200
Technical services	1,100	1,150	1,150	1,200
Net expenditure	47,100	55,375	57,120	56,920

Private sector renewal assistance

Service description

Budget manager: Private Sector Housing Manager - Mrs K Zivera

Service function: The provision of assistance including grants and loans in accordance with the Council's private sector housing renewal strategy (approved 2010).

Legal status:
Housing Act 1996 part 1 (grants for house renovation and other financial matters).
Regulatory Reform (Housing Assistance) Order 2002 s3 (assistance to improve living conditions)
Housing Grants, Construction and Regeneration Act 1996 (grants for renewal of private sector housing)

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	55,375	55,375
Inflation and PRP		1,370
Variations in Support Service recharges	400	(350)
Other net changes	1,345	525
2018/19 Probable	57,120	
2019/20 Estimate		56,920

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
<u>Number of grants completed</u>				
Mandatory disabled facilities grants	34	35	35	40
Minor works assistance	22	20	20	20
Major works assistance	4	5	5	5
<u>Value of grants (capital budget)</u>				
Mandatory disabled facilities grants	£325,964	£250,000	£300,000	£350,000
Minor works assistance	£1,428	£7,000	£4,000	£4,000
Major works assistance	£3,926	£5,000	£5,000	£5,000
Total grant expenditure	<u>£331,318</u>	<u>£262,000</u>	<u>£309,000</u>	<u>£359,000</u>
<u>Loans</u>				
Number	0	1	1	1
Value - general	£0	£3,000	£3,000	£3,000

Runnymede care and repair (home improvement) service

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	72,300	65,800	65,800	71,700
Training and recruitment	0	300	300	300
<u>Transport related expenditure</u>				
Travelling and subsistence	2,500	2,150	2,150	2,150
<u>Supplies and services</u>				
General office expenses	7,449	5,150	4,900	4,900
Computer maintenance	190	200	200	200
Handyman Services	19,330	20,000	20,000	20,000
<u>Support services</u>				
Financial services	5,100	4,900	4,800	4,700
Information technology	4,100	4,400	4,400	4,400
Corporate Services	1,600	1,400	2,100	2,600
Office accommodation	9,700	9,300	9,300	7,200
Customer services	1,300	1,300	1,300	1,200
Law & governance	100	400	600	600
Technical services	3,910	4,200	4,200	4,300
<u>Capital charges</u>				
Interest payments	0	250	250	250
Gross expenditure	127,579	119,750	120,300	124,500
<u>Income</u>				
Fees and charges	34,547	25,000	25,000	25,000
Surrey County Council Supporting People grant:				
- Core Grant	53,037	39,770	39,778	26,519
- Handyman Services	14,056	0	0	0
Gross income	101,640	64,770	64,778	51,519
Net expenditure	25,939	54,980	55,522	72,981

Runnymede care and repair (home improvement) service

Service description

Budget manager:	Private Sector Housing Manager - Mrs K Zivera
Service function:	The provision of assistance including grants and loans in accordance with the Council's Private Sector Housing Renewal Strategy (approved 2010).
Legal status:	Local Government and Housing Act 1989 (Section 169) (discretionary service)

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	54,980	54,980
Inflation and PRP		2,700
Increased Salary allocations transferred from other Housing budgets		3,700
Variations in Support Service recharges	800	(900)
Phased withdrawal of Supporting People Core grant		13,251
Other net changes	(258)	(750)
2018/19 Probable	55,522	
2019/20 Estimate		72,981

Service statistics

	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Enquiries handled	250	200	250
Completed cases	70	70	70
Value of works	£ 250,000	£ 300,000	£ 300,000

Housing enforcement (housing standards)

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	55,100	62,100	87,100	131,300
Training and recruitment	968	750	750	750
<u>Transport related expenditure</u>				
Travelling and subsistence	1,753	1,800	1,850	1,850
<u>Supplies and services</u>				
General office expenses	231	200	200	200
Equipment	491	0	24,100	2,500
<u>Support services</u>				
Financial services	2,300	2,300	2,400	3,200
Information technology	1,900	2,000	2,000	2,000
Corporate Services	800	900	2,000	2,600
Office accommodation	4,300	5,600	5,600	8,000
Customer services	800	800	800	800
Law and governance	1,900	1,900	2,200	3,400
Technical services	1,100	1,150	1,150	1,200
Gross expenditure	71,643	79,500	130,150	157,800
<u>Income</u>				
<u>Fees and charges</u>				
HMO Licensing fee income	11,754	9,200	41,700	33,200
Gross income	11,754	9,200	41,700	33,200
Net expenditure	59,889	70,300	88,450	124,600

Housing enforcement (housing standards)

Service description

Budget manager: Private Sector Housing Manager - Mrs K Zivera

Service function:

To enforce the housing standards requirements of the Housing Act 2004 in order to protect and enhance the life of owner/occupiers, landlords and tenants to improve the condition of private homes in Runnymede.

Legal status:

Housing Act 2004 part 1 (housing conditions and use of powers to address poor housing), part 2 (licensing of

Policy objectives:

Private sector housing renewal strategy (approved 2010)

Private sector housing enforcement policy (August 2012)

Housing in multiple occupation - mandatory licensing scheme (August 2012)

Budget variations

	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
	£	£
2018/19 Original estimate	70,300	70,300
Inflation and PRP		1,900
Additional HMO staffing (CMC Ctte - Sept 2018)	25,000	65,200
Acquisition of new computer software (CIVICA) to handle increased workload arising from changes in legislation (Hsg Ctte - March 2018)	24,100	2,500
Variations in Support Service recharges	1,500	6,550
Increased income arising from expansion of the scheme in 2018	(32,500)	(24,000)
Other net changes	50	2,150
2018/19 Probable	88,450	
2019/20 Estimate		124,600

Service statistics

In 2017/18 there were 254 service requests from tenants of private landlords and 78 additional actions within the HMO sector, such as proactive visits to non licensable HMO's.

Housing strategy and enabling

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Housing enabling role</u>				
Salaries & Agency staff costs	31,899	16,500	16,500	12,000
Staff training	0	200	200	200
Car allowances	305	300	300	300
Financial services	3,200	2,900	2,900	2,900
Information technology	800	900	900	900
Corporate Services	400	200	300	300
Office accommodation	1,800	1,000	1,000	800
Customer services	1,700	1,700	1,700	1,600
Law and governance	6,600	8,400	8,400	10,600
Technical services	300	300	300	300
Total - Housing enabling service	47,004	32,400	32,500	29,900
<u>Housing strategy</u>				
Salaries	22,100	24,200	24,200	25,500
Car allowances	600	600	600	600
Financial services	1,400	1,400	1,400	1,400
Information technology	1,700	2,200	2,200	1,800
Corporate Services	400	300	300	400
Office accommodation	1,100	1,100	1,100	800
Total - Housing strategy service	27,300	29,800	29,800	30,500
<u>Other related budgets</u>				
Supplies and services	1,700	1,700	1,700	1,700
Housing redevelopment resource	0	5,000	4,300	5,000
Housing Needs Survey - Consultants	0	35,000	0	0
Housing Stock Condition - Consultants	0	40,000	40,700	0
Total - Supplies and services	1,700	81,700	46,700	6,700
Net expenditure	76,004	143,900	109,000	67,100

Housing strategy and enabling

Service description

Budget manager: Interim Head of Housing & Community Development - Mr C Stratford

Service function:

Strategic decisions and activities associated with effective planning and delivery to meet the housing needs of

Policy objectives: are set out in the housing strategy 2012-17, and sustainable communities strategy.

- 1) Enable the provision of a range of new affordable housing for those in housing need, including those with
- 2) Develop safe and sustainable communities where people want to live.
- 3) Ensure that private and social housing is fit and of an acceptable standard.
- 4) Ensure that homelessness is kept to a minimum.
- 5) Provide good quality services to our tenants.
- 6) Provide services fairly to all sections of the community.

Legal status:

Housing Act 1985, s8 (review of housing needs); Housing Act 2004 s225 (needs of gypsies and travellers);
Local Government Act 2000 part 1 (promoting well-being)

Budget variations

	2018/19 Probable £	2019/20 Estimate £
2018/19 Original estimate	143,900	143,900
Reduced Salary allocations transferred to other Housing budgets		(3,000)
Housing needs survey carried out during 2017/18 (SHMA)	(35,000)	(35,000)
Cost of Housing stock condition Survey not required in 2019/20		(40,000)
Variations in Support Service recharges	100	1,400
Other net changes		(200)
2018/19 Probable	109,000	
2019/20 Estimate		67,100

Service statistics

Between April 2013 and November 2018, the Council has acquired the following properties for use as affordable housing using a combination of HRA balances (Capital) and General fund (Revenue).

- HRA New builds	12
- Strategic purchases	21
- Runnymede	12
- Magna Carta portfolio	37
- Private leased properties	19
	101

Housing advice and housing register

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Housing advice</u>				
Salaries	227,582	443,000	229,200	225,000
Training and recruitment	5,630	400	400	400
Redundancy costs	7,781	0	0	0
Travelling and subsistence	5,907	14,460	6,000	6,000
Financial services	3,000	3,700	3,700	3,800
Information technology	9,100	9,100	9,100	9,100
Corporate Services	3,400	4,000	6,000	7,700
Office accommodation	23,100	27,700	27,700	21,600
Customer services	4,500	4,600	4,600	4,300
Law & Governance	0	1,200	1,800	1,700
Other small recharges	700	1,700	1,700	1,600
Total - Housing advice service	290,700	509,860	290,200	281,200
<u>Housing register</u>				
Salaries	131,235	88,900	121,400	120,300
Training and recruitment	201	200	200	200
Redundancy costs	7,782	0	0	0
Car allowances	4,900	3,100	3,100	3,100
Financial services	4,300	4,200	4,200	4,600
Information technology	10,600	11,200	11,200	10,500
Corporate Services	2,000	1,500	2,500	3,100
Office accommodation	13,200	10,100	10,100	10,700
Customer services	13,800	14,000	14,000	13,200
Law & Governance	100	400	700	900
Technical Services	0	480	480	480
Total - Housing register service	188,118	134,080	167,880	167,080
<u>Other related budgets</u>				
Printing, stationery, booklet etc.,	4,406	3,800	3,800	3,800
Systems Upgrades & annual support	21,042	16,900	43,400	16,900
Clients medical expenses	7,875	6,850	6,850	6,850
Housing applicant checks	1,626	1,800	1,800	1,800
Agency Payments Surrey CC	0	0	20,000	20,000
Total - Supplies and services	34,949	29,350	75,850	49,350
Grants & Contributions	12,416	218,800	21,900	20,000
Costs recovered		0		
Net expenditure	501,351	454,490	512,030	477,630

Housing advice and housing register

Service description

Budget manager:	Strategic Housing Manager - Mr A Kefford
Service function:	<p>The main functions are to</p> <ol style="list-style-type: none"> 1) Provide a comprehensive housing advice service. 2) Maintain the housing register in accordance with the Council's policies and statutory requirements. 3) Administer the Council's allocations policy for social housing.
Legal status:	<p>Housing Act 1996 (as amended by the Homelessness Act 2002) sections 167 & 168 (allocation schemes). Homelessness Reduction Act 2017, due to be implemented in April 2018.</p>
Policy objectives:	To provide a comprehensive housing advice service that helps applicants to secure or retain accommodation in both private & public sectors.

Budget variations

	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
	£	£
2018/19 Original estimate	454,490	454,490
Reduced Salary allocations transferred to other Housing budgets	(181,300)	(186,600)
Staff car allowance costs transferred to other Housing budgets	(8,500)	(8,500)
LOCATA upgrades planned underspend b/fwd from 2017/18	24,700	
Additional IT kit to be funded from Homelessness grants	1,800	
Support Services - variations in support service allocations	3,900	(600)
New Housing Related Support Service to be funded from Homelessness grants	20,000	20,000
Use of grants redistributed to match staffing changes & new support service	196,900	198,800
Other net changes	40	40
2018/19 Probable	512,030	
2019/20 Estimate		477,630

Service statistics

The Runnymede Housing Advice service dealt with 1,205 approaches during 2016 and 870 customers had been seen by the end of October 2017.

At the end of October 2017 there were 943 people on the Housing Register, which is an increase compared to the 608 applicants on the register at the end of 2016. (1,145 at the end of 2015)

A revised allocations scheme was implemented in November 2016, which resulted in an initial decrease in applicants through a stricter qualification criteria, however numbers have once again started to increase due to affordability issues raised by welfare reform.

Property Leases

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	6,200	2,100	2,100	2,000
Travelling and subsistence	100	100	100	100
<u>Premises related expenses</u>				
Building maintenance - property adaptations	0	0	0	0
Building maintenance - Ongoing maintenance	15,600	45,000	45,000	45,000
Void costs - utilities & C. Tax payments due	209	1,500	1,000	1,000
Rental payments to Landlords	125,988	129,200	128,540	131,840
Housing Management recharge	8,700	8,900	8,900	9,000
Financial services	3,100	3,100	3,100	3,200
Customer Services	900	900	900	800
Other small recharges	100	200	400	400
Gross expenditure	160,897	191,000	190,040	193,340
<u>Income</u>				
Rents received	137,791	137,700	129,000	129,000
Rusham Road Lease	26,603	26,500	26,500	26,500
Grants & Contributions	21,390	20,900	19,500	19,500
Gross income	185,784	185,100	175,000	175,000
Net expenditure	-24,887	5,900	15,040	18,340

Property Leases

Service description

Budget manager: Business Development and Policy Officer - Mrs A Horsey

Policy objectives:

Through the refurbishment of delapidated vacant dwellings which we will subsequently lease we can obtain suitable accommodation for families and thereby hopefully reduce the Councils demand on temporary, unsuitable Bed & Breakfast type accommodation.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	5,900	5,900
<u>Premises costs</u>		
Inflationary changes in property rents	(660)	2,640
<u>Income</u>		
Reduction in rental income due to increase in void periods	8,700	8,700
Contribution from Government Grant to cover rent loss	1,400	1,400
Other net changes	(300)	(300)
2018/19 Probable	15,040	
2019/20 Estimate		18,340

Service statistics

	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of units of accommodation provided	19	19	19
(This includes the Rusham Road units (5) managed by Transform Housing)			

Homelessness

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	37,100	117,700	307,900	305,800
Training and recruitment	0	300	1,000	1,000
Redundancy costs	1,946	0	0	0
<u>Transport related expenditure</u>				
Travelling and subsistence	1,215	3,400	11,900	11,900
<u>Premises related expenses</u>				
Building maintenance	5,649	5,000	5,000	5,000
Bed and breakfast accommodation	206,994	280,000	75,000	150,000
<u>Supplies and services</u>				
General expenses	22,383	1,850	7,650	27,150
Transform - Winter Shelter	5,000	5,000	5,000	5,000
<u>Support services</u>				
Financial services	5,000	5,800	5,800	8,100
Information technology	4,000	6,400	6,400	10,900
Corporate Services	600	2,000	4,800	10,600
Office accommodation	5,100	15,300	15,300	29,900
Customer services	5,200	5,200	5,200	4,900
Law and governance	8,600	12,600	13,400	13,000
Gross expenditure	308,787	460,550	464,350	583,250
<u>Income</u>				
Rents (includes bed and breakfast rents)	84,597	120,000	36,000	72,000
Grants applied	5,649	0	191,000	25,000
Gross income	90,246	120,000	227,000	97,000
Net expenditure	218,541	340,550	237,350	486,250

Homelessness

Service description

Budget manager: Strategic Housing Manager - Ms A Kefford

Service function:

To provide a holistic service in respect of the Council's statutory duties in relation to Parts 6 & 7 of the Housing Act 1996, and subsequent amendments, adhering to approved policies and procedures.

This includes:-

The provision of temporary accommodation including Bed & Breakfast facilities, and the provision of Rental Deposits to help prevent homelessness.

Legal status:

Housing Act 1996 part 6 & 7 as amended by the Homelessness Act 2002; Housing Act 2004 (PSH aspects of fitness standards); Localism Act 2011.

Homelessness Reduction Act 2017, due to be implemented in April 2018.

Policy objectives:

To prevent homelessness and sustain tenure where possible. Where not possible, the aim is to relieve homelessness by way of the Council's statutory duty, ensuring advice and assistance is available to all across the statutory framework where accommodation options cannot be provided.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	340,550	340,550
Inflation and PRP		
Increased Salary allocations transferred from other Housing budgets	190,200	188,100
Increased Car Allowances transferred from other Housing budgets	8,500	8,500
Reduced use of Temporary Accommodation (based on 8 months costs)	(205,000)	(130,000)
Partially offset by reduced rents collected from clients	84,000	48,000
Increased Legal expenses & third party payments in 2018/19	5,800	
New initiatives funded from government grants		25,000
Support Services - variations in support service allocations	3,600	30,100
Use of government grants received	(191,000)	(25,000)
Other net changes	700	1,000
2018/19 Probable	237,350	
2019/20 Estimate		486,250

Magna Carta Lettings

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	53,400	55,100	130,300	121,900
Training and recruitment	2,753	2,500	1,580	5,150
<u>Transport related expenditure</u>				
Travelling and subsistence	1,731	1,750	1,750	1,750
<u>Premises related expenses</u>				
Building maintenance	2,186	6,300	5,000	5,000
Property Rents	208,980	321,400	301,000	420,000
Other property costs	5,230	22,500	20,000	20,000
<u>Supplies and services</u>				
General expenses	2,734	6,400	6,150	9,290
Rental deposits and guarantees (unrecoverable)	-8,702	28,000	28,000	16,000
<u>Support services</u>				
Financial services	27,700	27,800	27,800	28,500
Information technology	1,100	1,400	1,400	2,900
Corporate Services	1,100	1,100	2,000	3,800
Office accommodation	6,600	7,300	7,300	9,900
Customer services	1,900	1,900	1,900	1,800
Law and governance	100	200	400	800
Gross expenditure	306,812	483,650	534,580	646,790
<u>Income</u>				
Rental income	199,724	305,000	286,000	400,000
Grants applied	0	0	0	3,000
Gross income	199,724	305,000	286,000	403,000
Net expenditure	107,088	178,650	248,580	243,790

Magna Carta Lettings

Service description

Budget manager: Tenancy Manager - Mrs A Kendall

Service function:

To procure private rented sector properties for homeless families and families threatened with homelessness, with those properties being let on either a fully managed lettings scheme or direct let scheme. For the fully managed scheme the service will manage assured shorthold tenancies on behalf of landlords, including rent collection, organising repairs and undertaking enforcement action for breaches of tenancy. The service will also provide advice and assistance to tenants to ensure they are able to sustain tenancies. Other functions include completions of inventories, managing bond or deposit claims, and organising landlord forums.

Legal status:

Part VII of the Housing Act 1996 requires Councils to provide accommodation to priority groups where a duty arises. Under the Localism Act 2011 Councils may discharge this duty by using their own stock or through the private rented sector.

Policy objectives:

The procurement of private sector properties to help alleviate the use of expensive and unsuitable Bed & Breakfast short term accommodation and to prevent the council's own temporary accommodation from being 'blocked' through lack of move on accommodation.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	178,650	178,650
Supplementary Estimate - Housing Committee March 2018		
- New Sustainment officer	45,000	45,000
- Increased net cost of scheme expansion	16,320	16,320
Changes in Salary allocations transferred within Housing budgets	30,200	21,900
Changes in property costs	(40,000)	79,000
Bonds provision increased in 2018/19 only		(12,000)
Support Services - variations in support service allocations	1,100	8,000
Changes in rental income projections to reflect changes in property costs	19,000	(95,000)
Other net changes	(1,690)	1,920
2018/19 Probable	248,580	
2019/20 Estimate		243,790

Service statistics

	<u>2018</u> Estimate	<u>2018</u> Probable	<u>2019</u> Estimate
Assured Shorthold Tenancy Managed Properties	25	28	35
Direct let properties	20	23	25

Benefits service

Service description

Budget manager:	Head of Customer Services, Revenues and Benefits Services - Mrs L. Norman
Service function:	To provide assistance to residents to pay their rent (for both Council and private sector
Legal status:	Social Security Contributions and Benefits Act 1992
Policy objectives:	To assess benefit accurately and on time and to minimise fraud. Benefit anti-fraud policy (new policy approved in September 2009)

Benefits service

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Administrative expenses and subsidies				
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	703,239	605,200	811,200	531,400
Training and recruitment	6,929	5,500	5,700	5,700
<u>Transport related expenditure</u>				
Travelling and subsistence	3,200	2,550	2,400	2,400
<u>Supplies and services</u>				
General office expenses	30,393	33,550	31,865	27,850
Computer maintenance	58,982	52,900	71,850	45,400
External audit fees - grant claims	9,503	8,000	7,200	7,400
<u>Support services</u>				
Financial services	134,900	135,900	135,900	136,300
Information technology	73,100	73,300	78,500	78,400
Corporate Services	15,500	16,700	23,300	24,100
Office accommodation	80,800	94,200	94,200	73,500
Customer services	100,700	101,400	101,400	95,300
Law and governance	1,200	4,000	6,100	5,900
Technical services	1,540	1,600	1,600	1,360
Sub total - Administrative costs	1,219,986	1,134,800	1,371,215	1,035,010
<u>Government subsidies (administration)</u>				
General administration subsidy	269,892	250,000	256,700	249,000
Specific grants for new initiatives	50,918	0	24,200	0
Sub total - Government subsidies	320,810	250,000	280,900	249,000
Net expenditure on administration	899,176	884,800	1,090,315	786,010
Benefits granted and Government subsidy				
<u>Benefits granted</u>				
Local housing allowances	14,769,045	14,400,000	14,696,000	11,060,000
Local housing allowances - local scheme	4,666	5,000	4,500	4,500
Rent rebates (Incl. non - HRA rebates)	7,380,614	7,300,000	7,015,000	5,300,000
Rent rebates - local scheme	14,981	16,000	15,000	15,000
Sub total - Benefits granted	22,169,306	21,721,000	21,730,500	16,379,500
<u>Government subsidies (benefits)</u>				
Local housing allowances subsidy	14,665,641	14,400,000	14,696,000	11,060,000
Rent rebates subsidy (incl. non - HRA)	7,325,003	7,272,500	6,995,000	5,290,000
Local scheme subsidy	14,735	16,100	14,500	14,500
Incentive areas subsidy	187,394	50,000	50,000	50,000
Sub total - subsidy and other items	22,192,773	21,738,600	21,755,500	16,414,500
Net expenditure on benefits granted	(23,467)	(17,600)	(25,000)	(35,000)
Net expenditure on benefits service	875,709	867,200	1,065,315	751,010

Benefits service

Budget variations - Administrative costs

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	884,800	884,800
<u>Revenues & Benefits reorganisation</u>		
- Reduction in future staffing costs		(73,000)
- Agency benefits staff being used as staff cover	114,000	
- Staff redundancy costs	92,000	
S/Est - Consultancy on the revised C.Tax support scheme (CMC ctte 9/18)	4,475	
Increased IT maintenance & support	19,000	
Customer Services review IT system costs in 2018/19 only		(7,500)
Support Services - variations in support service allocations	13,900	(12,240)
Estimated changes in Central government administration subsidy	(31,000)	1,000
Other net changes	(6,860)	(7,050)
2018/19 Probable	1,090,315	
2019/20 Estimate		786,010

Budget variations - Benefit granted and Government subsidy

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	(17,600)	(17,600)
Changes to Non-HRA rebates benefits eligibility	(7,500)	(17,500)
<u>Changes in Local Scheme budgets</u>		
- Benefit awarded	(1,500)	(1,500)
- Government subsidy	1,600	1,600
2018/19 Probable	(25,000)	
2019/20 Estimate		(35,000)

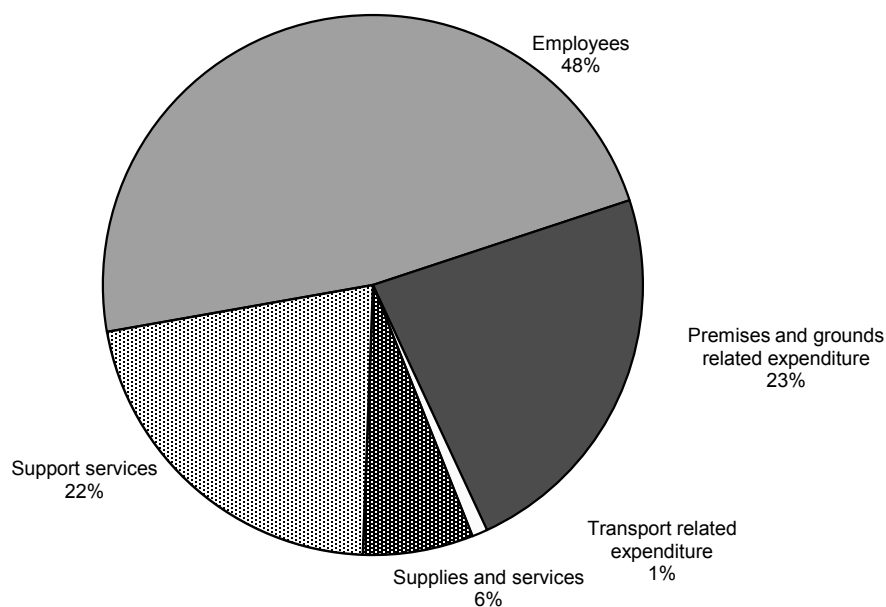
Housing Committee

Subjective analysis

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
Employees	1,408,745	1,532,350	1,847,430	1,604,000
Premises and grounds related expenditure	570,836	810,900	580,540	777,840
Transport related expenditure	23,211	31,310	31,250	31,250
Supplies and services	184,833	272,425	331,135	222,160
Support services	644,950	694,580	720,080	726,840
Capital charges	0	250	250	250
Revenue expenditure	2,832,575	3,341,815	3,510,685	3,362,340
Housing benefits granted	22,169,306	21,721,000	21,730,500	16,379,500
Total expenditure	25,001,881	25,062,815	25,241,185	19,741,840
<u>Income</u>				
Housing benefits subsidy	22,192,773	21,738,600	21,755,500	16,414,500
Government grants	342,200	270,900	300,400	268,500
Grants and contribution to costs	85,158	258,570	252,678	74,519
Fees and charges	495,016	623,400	544,200	685,700
Gross income	23,115,147	22,891,470	22,852,778	17,443,219
Net expenditure	1,886,734	2,171,345	2,388,407	2,298,621

Expenditure Analysis 2019/20

(excluding Housing Benefits granted)



Community Services Committee

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Summary</u>				
Older people services				
Older people services administration	240,188	281,640	283,194	189,715
Centres for older people	447,085	605,685	419,259	615,363
Centres meals service	53,272	63,371	68,912	0
Community meals service	63,201	92,962	70,913	92,444
Community alarm (Careline)	(25,596)	(15,679)	(1,520)	(10,557)
Community transport services				
Runnymede community transport	193,058	214,673	223,358	247,237
Runnymede travel initiative	299,108	86,525	124,810	83,413
Community Safety				
Safer Runnymede	458,048	561,848	550,310	556,087
Community Safety Partnership	43,400	57,504	57,608	63,912
Assistance to voluntary organisations				
Grant aid	344,356	334,733	380,933	346,693
Cultural and related services				
Leisure centre management	595,076	542,129	553,632	0
Leisure and sports development	154,862	196,287	172,351	538,565
Chertsey Museum service	186,044	219,360	207,705	229,372
Allotments	25,231	28,886	34,580	30,059
Community halls	266,095	350,763	320,414	326,906
Parks and open spaces	1,414,036	1,481,316	1,602,562	1,582,138
Environmental and regulatory services				
Cemeteries and closed churchyards	11,239	87,643	71,318	75,159
Surrey County Council Personalisation and Prevention Partnership funding (net)	12,038	0	0	0
Net expenditure	4,780,742	5,189,646	5,140,339	4,966,506

Older people services administration

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	99,600	131,300	131,300	142,700
Training and recruitment	8,513	22,492	17,492	17,492
<u>Premises related expenses</u>				
Runnymede direct services - day centres	3,000	3,000	3,000	3,200
<u>Transport related expenditure</u>				
Travelling and subsistence	2,710	3,405	3,700	3,700
Community services van	2,336	2,100	2,880	2,280
<u>Supplies and services</u>				
Equipment, furniture and materials	1,507	0	0	0
General office expenses	17,596	15,268	10,161	15,297
Communications and computing	2,196	2,035	2,035	2,042
Services and expenses	0	0	4,392	0
Grants and subscriptions - lunch club	2,124	400	0	400
Miscellaneous expenses - third party insurance	8,903	8,512	8,512	8,682
<u>Support services</u>				
Financial services	31,300	32,400	32,400	32,500
Information technology	27,100	28,500	28,500	27,300
Corporate Services	9,800	11,400	13,500	16,300
Office accommodation	9,500	17,700	17,700	13,900
Customer Services	4,700	4,800	4,400	4,100
Law and Governance	11,200	12,800	13,100	14,100
Technical support services	21,500	21,600	21,600	27,500
Housing and Lesiure Management	3,300	3,300	3,300	3,200
Gross expenditure	266,886	321,012	317,972	334,693
<u>Income</u>				
Grants and Contributions	3,426	15,800	15,800	26,000
Sales Fees and charges	23,272	23,572	18,978	118,978
Gross Income	26,698	39,372	34,778	144,978
Net expenditure	240,188	281,640	283,194	189,715

Older people services administration

Service description

Budget manager:	Business Centre Manager - Community Services Manager Independent Living - Mr D Williams
Service function:	The management and administration of community services.
Legal status:	The National Assistance Act 1948 (Sec 29) Health and Social Services and Social Security Adjudications Act 1983 (Sch. 9, Part II) Health Services and Public Health Act 1968 (Section 45) NHS and Community Care Act 1990.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	281,640	281,640
Direct Employee expenses - 12 month funded role for well being prescribing		11,400
Training and recruitment- Management training course now completed	(5,000)	(5,000)
General Office - saving due to printing no longer required	(5,000)	
Services and expenses- Barrister fees for the Coroners court	4,400	
Support Services - variations in support services allocations	2,000	6,400
Fees and charges - Income from Surrey Heath contract split over numerous services	4,600	4,600
Fees and charges - Income from new Surrey Heath contract		(100,000)
Grants and contributions - funding for the well being prescribing role		(10,200)
Other net changes	554	875
2018/19 Probable outturn	283,194	
2019/20 Estimate		189,715

Centres for older people

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	275,870	279,622	286,876	444,524
<u>Premises related expenses</u>				
Building maintenance	90,851	168,844	47,250	140,729
Energy costs	38,548	41,022	32,916	34,016
Water services	4,065	6,196	8,681	7,367
Rent, rates and insurance	35,408	38,061	30,079	30,802
Cleaning and domestic supplies	30,449	28,963	19,412	24,493
Grounds maintenance	19,597	1,809	1,736	1,751
<u>Transport related expenditure</u>				
Car allowances	900	1,700	1,600	1,600
<u>Supplies and services</u>				
Equipment, furniture and materials	26,639	21,296	24,296	33,143
Catering expenses	0	0	0	55,944
Clothes, uniform and laundry	0	0	339	525
General office expenses	407	363	363	370
Communications and computing	5,355	5,823	5,539	5,647
Services and expenses	5,723	4,884	5,056	8,006
<u>Support services</u>				
Financial services	10,600	9,800	9,800	9,800
Corporate Services	9,300	9,500	9,500	11,500
Customer Services	0	0	300	300
Law and Governance	0	0	900	2,600
Housing & Leisure management	6,100	6,200	5,700	5,200
<u>Depreciation and impairment losses</u>				
Depreciation	77,531	135,547	77,509	76,813
<u>Savings target</u>				
Closure of 1 Centre over the Christmas period	(2,000)	(2,000)	(2,000)	(2,000)
Gross expenditure	635,342	757,630	565,852	893,130
<u>Income</u>				
Grants and contributions	76,200	52,900	52,900	26,450
Sales, fees and charges	92,899	88,954	92,613	250,237
Surrey Heath Partnership working	8,953	0	0	0
Rents and leases	10,205	10,091	1,080	1,080
Gross income	188,257	151,945	146,593	277,767
Net expenditure	447,085	605,685	419,259	615,363

Notes

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Net direct Expenditure of centres</u>				
Eileen Tozer centre	131,223	148,793	131,942	183,795
Manor Farm centre	104,182	130,357	99,868	159,023
The Orchard centre	34,846	56,279	0	0
Woodham and New Haw centre	100,566	116,674	88,905	169,750
Other costs (depreciation etc.)	76,268	153,582	98,544	102,795

Centres for older people

Service description

Budget manager:	Business Centre Manager - Community Services Manager Independent Living - Mr D Williams
Service function:	A safe, comfortable and professionally managed meeting place for older people that allows them the opportunity to benefit from the company of their peers, enjoy a hot nutritious meal and join in with a range of social and recreational activities.
Legal status:	The National Assistance Act 1948 (Sec 29) Health and Social Services and Social Security Adjudications Act 1983 (Sch. 9, Part II) Health Services and Public Health Act 1968 NHS and Community Care Act 1990.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	605,685	605,685
Direct Employee expenses - changes to staffing levels and allocations	9,300	12,800
Direct Employee expenses - The Orchard is now included under parks	(2,000)	(2,000)
Direct Employee expenses - due to the merging of day centres and meals budgets		154,100
Building maintenance - variation in strategic maintenance plan	(81,900)	11,600
Building maintenance - the Orchard budget has now been moved to parks	(39,700)	(39,700)
Utilities - the Orchard budget has been transferred to parks	(5,200)	(5,200)
Rates and Insurance - the Orchard budget has been transferred to parks	(8,000)	(8,000)
Cleaning and Domestic - the Orchard budget has been transferred to parks	(10,300)	(10,300)
Cleaning and Domestic - due to the merging of the day centres and meals budget		5,000
Equipment,Furniture and Materials - due to the merging of the day centres and meals		11,800
Equipment,Furniture and Materials - Planned underspend b/fwd	3,000	
Catering expenses - due to the merging of the day centres and meals budget		55,900
Services and expenses - due to the merging of the day centres and meals budget		3,100
Support Services - variations in support services allocations	700	3,900
Depreciation - variation of recharge	(58,000)	(58,700)
Grants and Contributions - Reduction in funding from Surrey county council		26,500
Sales, Fees and charges - due to the merging of the day centres and meals budget		(152,600)
Sales, Fees and charges - the Orchard budget has been transferred to parks	1,200	1,200
Sales, Fees and charges - Additional income from the Surrey Heath contract	(5,400)	(5,400)
Rent and Leases - Due to the Orchard budget being transferred to the parks	9,000	9,000
Other net changes	874	(3,322)
2018/19 Probable outturn	419,259	
2019/20 Estimate		615,363

Service statistics

<u>Eileen Tozer</u>	Providing a Monday to Friday service for up to 100 people a day
<u>Manor Farm</u>	Providing a Monday to Friday service for up to 90 people a day
<u>The Orchard</u>	Now operating as a Dementia care centre run by the Orchard centre charity
<u>Woodham and New Haw</u>	Providing a Monday to Friday service for up to 120 people a day

Centre meals service

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	142,031	155,168	147,278	0
<u>Supplies and services</u>				
Cleaning and domestic supplies	1,614	3,152	3,152	0
Equipment, furniture and materials	4,831	11,815	11,815	0
Catering expenses	50,151	57,288	55,581	0
Clothes, uniform and laundry	49	525	540	0
Services and expenses	3,203	3,123	3,123	0
Gross expenditure	201,879	231,071	221,489	0
<u>Income</u>				
Sales, fees and charges	148,607	167,700	152,577	0
Gross income	148,607	167,700	152,577	0
Net expenditure	53,272	63,371	68,912	0

Notes

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Net direct expenditure of meals service</u>				
Eileen Tozer centre	14,276	14,847	15,935	0
Manor Farm centre	13,503	22,146	19,874	0
Woodham & New Haw centre	25,494	26,378	33,103	0

With effect from 1st April 2019 these budget are now included within "Centres for older people"

Centre meals service

Service description

Budget manager:	Business Centre Manager - Community Services Manager Independent Living - Mr D Williams
Service function:	The provision of hot nutritious meals for centre clients.
Legal status:	The National Assistance Act 1948 (Sec 29) Health and Social Services and Social Security Adjudications Act 1983 (Sch. 9, Part II) Health Services and Public Health Act 1968 NHS and Community Care Act 1990.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	63,371	63,371
Direct Employee expenses - changes in staff costs and uptake in pension scheme	(7,900)	(1,068)
Direct Employee expenses - from 2019/20 included under centres for older people		(154,100)
Supplies and services - from 2019/20 included under centres for older people	0	(75,900)
Catering expenses - variation in cost due to take up of meals and cost of food	(1,700)	
Income - from 2019/20 included under centres for older people		152,600
Variation in fees and charges due to changes in the number of meals sold	15,100	15,100
Other net changes	41	(3)
2018/19 Probable outturn	68,912	
2019/20 Estimate		0

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Day Centre meals provided				
Eileen Tozer centre	11,429	13,500	11,787	11,500
Manor Farm centre	10,002	12,000	11,500	11,500
Woodham & New Haw centre	11,789	13,500	11,000	11,500

Community meals service (meals-on-wheels)

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	116,931	139,006	125,506	140,245
<u>Premises expenses</u>				
Depot recharge	4,300	4,400	4,400	4,400
Cleaning and domestic supplies	207	314	314	320
<u>Transport related expenditure</u>				
Direct transport costs	35,824	37,390	37,030	38,880
Car allowances	100	100	100	100
<u>Supplies and services</u>				
Equipment, furniture and materials	1,064	1,046	1,046	1,067
Catering expenses	68,133	66,379	68,400	72,200
Clothes, uniforms and laundry	0	428	300	309
General Office	0	152	152	155
Communications and computing	96	147	265	268
<u>Support services</u>				
Financial services	5,900	6,000	6,000	6,000
Information technology	1,900	2,100	2,100	2,100
Corporate Services	3,900	4,200	4,100	5,100
Office accommodation	700	2,400	2,400	1,900
Law and Governance	400	1,300	2,000	1,900
<u>Depreciation and impairment losses</u>				
Depreciation	0	50	0	0
Gross expenditure	239,456	265,412	254,113	274,944
<u>Income</u>				
Grants and contributions - SCC care contribution	10,000	10,000	10,000	5,000
Surrey Heath Partnership working	4,423	0	0	0
Sales, fees and charges	161,832	162,450	173,200	177,500
Gross income	176,255	172,450	183,200	182,500
Net expenditure	63,201	92,962	70,913	92,444

Community meals service (meals-on-wheels)

Service description

Budget manager:	Business Centre Manager - Community Services Manager Independent Living - Mr D Williams
Service function:	To provide a seven day a week hot meals service to the homes of those Borough residents who are either frail or have mobility difficulties. Since July 2005 this service has been managed in-house.
Legal status:	The National Assistance Act 1948 (Section 29) Health and Social Services and Social Security Adjudications Act 1983 (Sch. 9, Part II) Health Services and Public Health Act 1968. NHS and Community Care Act 1990.
Policy objective:	The provision of safe, efficient, and cost effective Meals on Wheels for vulnerable people in the Borough.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	92,962	92,962
Direct employee expenses - Changes in staffing levels carrying out service due to Surrey Heath Contract	(13,500)	1,200
Transport costs - Increased cost of transport overheads		1,500
Catering costs - due to the variation in the number of meals sold	2,000	5,800
Support Services - variations in support services allocations	600	1,000
Grants and Contributions - Reduction in funding from Surrey county council		5,000
Fees and charges - Variation in income due to number of meals supplied	(10,800)	(15,000)
Other net changes	(349)	(18)
2018/19 Probable outturn	70,913	
2019/20 Estimate		92,444

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of meals on wheels	39,878	36,500	39,000	40,000
Charges				
Two courses - Monday to Friday	£4.30	£4.30	£4.30	£4.30
Two courses - Saturday and Sunday	£4.60	£4.60	£4.60	£4.80
Three course meal	£5.10	£5.10	£5.10	£5.10
Three course meal - Saturday and Sunday	£5.25	£5.25	£5.25	£5.40
Afternoon Tea	£2.60	£2.60	£2.60	£2.70

Community alarm (careline system)

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	209,009	221,464	218,164	218,264
<u>Transport related expenditure</u>				
Car allowances	11,800	12,300	12,300	12,300
<u>Supplies and services</u>				
Equipment, furniture and materials (purchase of new units)	40,246	45,500	45,500	45,500
General office expenses	779	838	838	855
Communications and computing	1,933	2,967	2,062	3,126
<u>Support services</u>				
Financial services	33,900	34,800	34,800	34,800
Corporate Services	4,300	5,600	6,000	7,700
Office accommodation	16,900	27,700	27,700	21,600
Customer services	3,900	900	900	800
Law and Governance	400	1,200	1,800	1,700
Housing & Leisure management	65,700	61,960	61,960	62,920
Gross expenditure	388,868	415,229	412,024	409,565
<u>Income</u>				
Grants and contributions	27,875	0	0	0
Sales, Fees and Charges	0	60,480	48,712	48,712
Reimbursements of equipment costs	-4,370	0	0	0
Rents and leases:				
- Full charge to clients	251,846	256,828	251,232	256,338
- Other charges				
Surrey Heath Partnership working	48,712	0	0	0
Recharges to HRA services	90,400	113,600	113,600	115,072
Gross income	414,463	430,908	413,544	420,122
Net expenditure	(25,596)	(15,679)	(1,520)	(10,557)

Community alarm (careline system)

Service description

Budget manager:	Business Centre Manager - Community Services Manager Independent Living - Mr D Williams
Service function:	To provide a cost effective service that is available to the Borough's vulnerable people. Careline
Legal status:	National Health Service and Community Care Act 1990.
Policy objective:	To provide vulnerable people with a means of communication and support.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	(15,679)	(15,679)
Direct employee expenses - changes in the allocation of the staffing levels carrying out this service	(3,300)	(3,200)
Support Services - variations in support services allocations	1,000	(2,640)
<u>Income</u>		
Fees and charges - variation in income from the Surrey health contract	11,800	11,800
Rent and leases - anticipated reduction in number of units hired	5,600	490
Increase in the recharge to the HRA in respect of connected HRA units		(1,500)
Other net changes	(941)	172
2018/19 Probable outturn	(1,520)	
2019/20 Estimate		(10,557)

Service statistics

	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Average number of private sector units	1,000	980	980
Average number of council dwellings connected	510	450	450

Runnymede community transport

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	358,453	355,551	349,551	357,751
Training and recruitment	804	1,020	1,020	1,020
<u>Premises related expenses</u>				
Building Maintenance	0	153	153	156
Depot recharge	9,000	9,500	9,500	9,500
Cleaning and Domestic Supplies	0	105	105	107
<u>Transport related expenditure</u>				
Direct Transport Costs	6,434	300	300	200
Transport recharges	134,838	127,910	148,220	154,910
Travelling and subsistence	670	200	200	200
<u>Supplies and services</u>				
Furniture and equipment	625	1,673	1,673	1,706
Clothes, uniform and laundry	3,055	1,693	1,693	1,727
General office expenses	254	272	272	277
Communications and computing	13,538	10,248	10,248	10,453
<u>Support services</u>				
Financial services	7,200	8,300	8,300	8,300
Information technology	5,600	6,300	6,300	6,300
Corporate services	8,300	8,700	8,900	10,800
Office Accommodation	1,300	2,800	2,800	2,200
Customer services	400	400	400	400
Law and Governance	500	1,900	2,900	2,600
<u>Depreciation and impairment losses</u>				
Depreciation	101,703	96,535	101,735	76,518
Gross expenditure	652,675	633,560	654,270	645,125
<u>Income</u>				
Grants and contributions				
Surrey County Council partnership work	295,025	270,000	270,000	270,000
Surrey County Council grant support:				
- social services	26,052	26,050	26,050	13,026
- transport unit	28,737	28,737	28,737	28,737
- Surrey Heath Partnership work	16,425	0	0	0
- grant for pump training	5,000	0	0	0
Vehicle private hire income				
Vehicle fuel rebate	9,882	10,000	10,000	10,000
Sales, fees and charges	72,996	74,200	90,225	70,225
Recharge to Services	5,500	9,900	5,900	5,900
Gross income	459,618	418,887	430,912	397,888
Net expenditure	193,058	214,673	223,358	247,237

Runnymede community transport

Service description

Budget manager:	Business Centre Manager - Community Services Manager Independent Living - Mr D Williams
Service function:	To provide accessible transport services for older Runnymede residents and those with disabilities. This reverted to an in-house operation in April 2006
Legal status:	1985 Transport Act Health Service and Public Health Act 1968 (DHSS Circular 17/71) 1990 NHS and Community Care Act.
Policy objective:	Provide a safe, efficient and cost effective transport services for vulnerable people living in Runnymede.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	214,673	214,673
Direct employee expenses - changes in staffing levels due to the Surrey Heath contract	(6,000)	
Direct employee expenses - changes in staffing levels required to run this service		2,200
Transport recharges - increased cost of vehicle recharges	20,300	21,600
Transport recharges - increased cost of transport overheads		4,500
Support Services - variations in support services allocations	1,200	2,200
Depreciation - variation in recharge	5,200	(20,000)
Grants and Contributions - Reduction in funding from Surrey County Council		13,000
Fees and charges - variation in income from the Surrey Heath contract	4,000	4,000
Fees and charges - variation in income from other contract's	(20,000)	
Variation in recharge to services	4,000	4,000
Other net changes	(15)	1,064
2018/19 Probable outturn	223,358	
2019/20 Estimate		247,237

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of dial a ride journeys	8,722	9,500	9,000	9,000
Number of vehicles	14	14	15	15
Membership charge	Free	Free	Free	Free
Fares				
Journey within one zone	£2.90	£2.90	£2.90	£3.00
Journey to each subsequent zone	£2.30	£2.30	£2.30	£2.40
Day centre return fare	£3.40	£3.40	£3.40	£3.60

Runnymede travel initiative

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	8,700	8,900	8,900	2,300
Transport related expenditure				
Hire of buses	459,790	460,000	467,200	478,880
Supplies and services				
General office expenses	346	500	500	500
Support services				
Financial services	3,000	3,200	3,200	3,200
Corporate Services	400	400	400	400
Office accommodation	1,200	1,400	1,400	1,100
Customer services	4,600	4,600	4,600	4,300
Law and governance	100	100	100	0
Technical services	300	300	300	300
Gross expenditure	478,436	479,400	486,600	490,980
Income				
Grants and contributions (section 106 agreements)	0	203,675	172,590	198,930
Other grants and contributions (sponsorship)	5,000	12,500	12,500	12,500
Fees and charges (school fares)	174,328	176,700	176,700	196,137
Gross income	179,328	392,875	361,790	407,567
Net expenditure	299,108	86,525	124,810	83,413

Notes

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Net costs of Yellow Bus scheme				
Expenditure	461,036	461,400	468,600	480,280
Income	(179,328)	(392,875)	(361,790)	(407,567)
Net expenditure	281,708	68,525	106,810	72,713

Runnymede travel initiative

Service description

Budget manager:	Business Centre Manager - Community Services Manager Independent Living - Mr D Williams
Service function:	To promote and implement the Runnymede Travel Initiative
Legal status:	Local Government Act 2000, Highways Act 1980 and associated legislation. Local Government Act 2003.
Policy objectives:	To introduce a series of initiatives that are designed to create safe and secure journeys to school with the aim of reducing the number of car related school journeys. Particular emphasis is placed upon the development of travel plans and the promotion of the Yellow Bus project.

Budget Variances

	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
	£	£
2018/19 Probable outturn	86,525	86,525
Direct employee expenses - changes in salary allocation		(6,600)
Yellow buses - Increased cost of hire	7,200	18,900
Support Services - variations in support services allocations		(700)
Contributions from 106 Agreements - variation in income	31,100	4,700
School fares - to be increased from September 2019		(19,400)
Other net changes	(15)	(12)
2018/19 Probable outturn	124,810	
2019/20 Estimate		83,413

Safer Runnymede

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2017/18</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	660,200	677,200	677,200	690,100
Training and recruitment	1,235	3,800	3,800	3,846
<u>Premises related expenses</u>				
Utility costs	1,219	2,443	2,443	2,516
Rents, rates and insurance	2,887	2,994	2,994	3,000
Grounds maintenance	824	2,921	2,930	2,930
<u>Transport related expenditure</u>				
Travelling and subsistence	120	209	300	300
Car allowances	1,700	1,800	1,800	1,800
<u>Supplies and services</u>				
Equipment, furniture and materials	93,084	90,811	93,468	93,588
Catering expenses	46	100	100	102
Clothes, uniform and laundry	707	784	784	800
General office expenses	2,452	4,231	3,231	4,315
Communications and computing	62,351	79,041	65,113	62,121
Services and expenses	1,031	640	1,031	1,000
<u>Support services</u>				
Financial services	13,000	12,100	12,100	12,100
Information technology	21,900	22,900	22,900	22,900
Chief Executive services	14,700	13,200	15,100	19,400
Office accommodation	70,000	79,800	79,800	54,600
Customer Services	3,300	3,400	3,400	3,200
Law and Governance	7,100	8,300	11,400	11,200
Technical services	2,500	2,500	2,500	2,700
<u>Depreciation and impairment losses</u>				
Depreciation	152,734	137,768	185,632	187,449
Gross expenditure	1,113,089	1,146,942	1,188,026	1,179,967
<u>Income</u>				
Costs recovered from third parties (for services)	400,533	324,222	388,604	379,648
Sales fees and charges	1,008	1,012	1,012	1,032
Recharges to services	253,500	259,860	248,100	243,200
Gross income	655,041	585,094	637,716	623,880
Net expenditure	458,048	561,848	550,310	556,087

Safer Runnymede

Service description

Budget managers:	Community Services Manager - Safer Runnymede - Mr L Bygrave
Service function:	<p>Operation of a 24-hour care centre to monitor town centre CCTV, receive telecare calls, out of hours emergency calls and alarms from Council properties.</p> <p>Provide a communications centre in the event of any major emergency.</p> <p>Provide a point of contact to the public for reporting and dealing with anti-social behaviour</p>
Legal status:	<p>Criminal Justice and Public Order Act 1994, Section 163</p> <p>Crime and Disorder Acts 1998 and 2003</p>
Policy objectives:	<p>To protect life and property</p> <p>To minimise the incidence and perception of crime and disorder in the community</p> <p>To contribute to the environmental and social well being of the Borough</p> <p>To support the concept of local neighbourhood policing</p> <p>To support the Borough contributions to the community safety strategy</p> <p>To support a system to ensure problem locations and individuals are dealt with effectively with agencies sharing relevant information</p>

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	561,848	561,848
Direct employee expenses - changes in staffing levels carrying out this service		12,900
Equipment - increased rental cost of the mindme equipment offset by income below	2,700	2,800
General Office expenses - Digital media consumables only required every three years	(1,000)	
Communications and computing - Reduced cost of cable rental and computer maintenance	(13,900)	(16,900)
Support Services - variations in support services allocations	5,000	(16,100)
Depreciation - variation in capital spend profile and reduced depreciation	47,900	49,700
Costs recovered - variations in other contracts	(2,600)	6,300
Costs recovered - income from the GPS and Carecall program	(11,800)	(11,800)
Costs recovered - income from the Police Commissioner	(50,000)	(50,000)
Recharges - variations in recharges to other services	11,800	16,700
Other net changes	362	639
2018/19 Probable outturn	550,310	
2019/20 Estimate		556,087

Service statistics

	<u>2017/18</u> Actual	<u>2017/18</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of CCTV camera sites @ 1 April:				
Within Runnymede	325	377	377	400
Outside Runnymede	40	67	67	80
Incidents recorded	6,805	8,000	7,146	7,500
Telecare - calls received	48,669	55,000	50,000	50,000
Out of hours - messages taken	1,355	2,000	1,833	2,000

Community safety partnership

Budget for the year ending 31 March 2020

	2017/18 Actual £	2017/18 Estimate £	2018/19 Probable £	2019/20 Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	44,062	45,500	45,500	50,800
Training and Recruitment	0	1,500	0	1,500
<u>Premises related expenses</u>				
Grounds maintenance	400	400	400	400
<u>Transport related expenditure</u>				
Car allowances	1,200	1,200	1,200	1,200
<u>Supplies and services</u>				
Grants and subscriptions	89	208	208	212
Miscellaneous expenses:				
- Joint Action Group (JAG)	202	2,900	3,900	2,900
- New Projects	3,688	0	0	0
<u>Support services</u>				
Financial services Recharge	1,000	1,000	1,000	1,000
Information Technology	300	300	300	300
Corporate services	600	600	900	1,200
Office Accommodation	3,700	3,700	3,700	3,700
Customer Services	400	400	400	400
Law and Governance	0	0	100	300
Gross expenditure	55,642	57,708	57,608	63,912
<u>Income</u>				
Other grants and contributions	12,242	204	0	0
Gross income	12,242	204	0	0
Net expenditure	43,400	57,504	57,608	63,912

The work of the Community Safety Partnership is funded by a grant from Central Government which is issued via Surrey

Community safety partnership

Service description

Budget managers:	Business Centre Manager - Head of Community Development - Mr C. Hunt
Service function:	Develop the community safety partnership function including initiatives to reduce crime and disorder, and the fear of crime, working with other agencies.
Legal status:	Criminal Justice and Public Order Act 1994, Section 163 Crime and Disorder Acts 1998 and 2003
Policy objectives:	To minimise the incidence and perception of crime and disorder in the community To contribute to the environmental and social well being of the Borough To support the concept of local neighbourhood policing To support the Borough contributions to the community safety strategy To support a system to ensure problem locations and individuals are dealt with effectively with agencies sharing relevant information To examine and develop neighbourhood partnerships

Budget variations

	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
	£	£
2018/19 Original estimate	57,504	57,504
Direct employee expenses - changes in staffing levels carrying out this service		5,300
Training and recruitment - crime training no longer taking place	(1,500)	
New Projects - Planned underspend b/fwd	1,000	
Support Services - variations in support services allocations	400	900
Other net changes	204	204
2018/19 Probable outturn	57,608	
2019/20 Estimate		63,908

Grant aid

Budget for the year ending 31 March 2020

Expenditure	<u>2017/18</u> <u>Actual</u> £	<u>2018/19</u> <u>Estimate</u> £	<u>2018/19</u> <u>Probable</u> £	<u>2019/20</u> <u>Estimate</u> £
<u>Employees</u>				
Direct employee expenses	34,700	35,600	35,600	43,300
Training and Recruitment	1,288	1,500	1,500	1,500
<u>Transport related expenses</u>				
Car allowances	700	700	700	700
<u>Communications and Computing</u>				
Phone Allowances	104	0	0	0
<u>Supplies and services</u>				
<u>Corporate grants</u>				
General	6,500	700	700	700
Christmas Decorations	3,000	0	6,000	6,000
Runnymede Access Liaison group	1,500	1,500	1,500	1,500
<u>Community related grants</u>				
Citizens Advice Bureau	124,946	124,915	124,915	124,915
Runnymede Association of Voluntary Services	31,000	31,000	31,000	31,000
Surrey Community Action	2,000	2,000	2,000	2,000
Partnership Officer grants	6,678	4,400	4,400	4,400
Community First initiative	26,674	35,000	35,000	35,000
<u>Leisure grants</u>				
General provision	3,720	4,400	4,400	4,400
Grants for community events	2,750	3,000	3,000	3,000
Addlestone Community Assoc.	2,900	2,900	2,900	2,900
Runnymede Association of Arts	800	800	800	800
Walk for peace	0	0	20,000	0
Egham Museum Salary	10,000	0	20,000	0
<u>Property related grants</u>				
Rent abatement grants	67,196	67,218	67,218	65,578
<u>Support services</u>				
Financial services/Recharge	3,900	3,900	3,900	3,900
Information technology	300	300	300	300
Corporate Services	1,500	1,700	1,800	1,900
Office Accommodation	1,900	2,100	2,100	1,600
Customer Services	500	500	500	500
Law and Governance	8,000	8,800	8,900	8,800
Technical services	1,800	1,800	1,800	2,000
Gross expenditure	344,356	334,733	380,933	346,693
Net expenditure	344,356	334,733	380,933	346,693

Grant aid

Service description

Budget manager:	Democratic Services Manager - B. Fleckney (1) - Community Partnership Officer - S. Stronge (2) - Corporate Head of Resources - P Mckenzie
Service function:	Awards under the Council's capital and revenue Grant Aid schemes
Legal status:	Local Government Act 2000 Local Government Miscellaneous Provisions Act 1976 Discretionary rate relief - Local Government Finance Act 1988
Policy objectives:	Detailed within scheme criteria set for each category of grant aid. Provision of grant aid controlled by this Committee to ensure policy objectives are met and efficiency of administration. Community service related grants are cash limited from the 2007/08 financial year.

Budget variations

	<u>2018/19</u> <u>Probable</u> £	<u>2019/20</u> <u>Estimate</u> £
2018/19 Original budget	334,733	334,733
Direct employee expenses - changes in staffing levels carrying out this service		7,700
<u>Corporate grants</u>		
Christmas decorations - funding vired from the Chief executives office	6,000	6,000
<u>Leisure grants</u>		
Egham Museum - supplementary estimate agreed for 2018/19	20,000	
Walk for Peace - supplementary estimate agreed for 2018/19	20,000	
<u>Property related grants</u>		
Rent abatement grants - reduction in number of grants paid		(1,600)
Support Services - variations in support services allocations	200	(100)
Other net changes	0	(40)
2018/19 Probable outturn	380,933	
2019/20 Estimate		346,693

Leisure centre management

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses:				
- Management and supervision	5,600	7,524	7,524	0
<u>Premises related expenses</u>				
Building maintenance	24,556	142,606	33,356	0
Rates and insurance	8,815	9,030	9,030	0
Grounds maintenance	147	200	200	0
<u>Supplies and services</u>				
Services and expenses:				
- Annual management fee	196,975	46,746	46,746	0
Services and expenses				
<u>Support services</u>				
Financial services	4,500	4,600	4,600	0
Law and Governance	1,400	1,400	1,400	0
Housing & Leisure management	300	300	300	0
Technical services	25,000	25,100	25,100	0
<u>Depreciation and impairment losses</u>				
Depreciation	327,783	304,623	425,376	0
Gross expenditure	595,076	542,129	553,632	0
<u>Income</u>				
Grants and contributions	0	0	0	0
Gross Income	0	0	0	0
Net expenditure/(income)	595,076	542,129	553,632	0

Leisure Centre management

Service description

Budget Manager:	Business Centre Manager - Head of Community Development - Mr C. Hunt
Service function:	To monitor the activities of the Leisure Trust
Legal status:	Achieve Lifestyle is a charitable organisation, limited by guarantee and has a 15 year agreement to operate the Leisure centres in Addlestone and Egham.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	542,129	542,129
Direct employee expenses - From 2019/20 this will be treated as a third party contract		
Building maintenance - variation in strategic maintenance plan	(109,300)	
Depreciation - Additional costs of new Centre	120,753	
Budget removed for 2019/20 due to new contract with Achieve lifestyle		(542,129)
Other net changes	50	
2018/19 Probable outturn	553,632	
2019/20 Estimate		0

Leisure and sports development

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Employees</u>				
Direct employee expenses	112,810	139,626	134,295	161,000
Training and recruitment	397	202	505	507
<u>Premises related expenses</u>				
Rent, rates and insurance	1,526	6,750	5,600	8,000
<u>Transport related expenditure</u>				
Travelling and subsistence	164	151	151	154
Car allowances	4,000	4,000	4,000	4,000
<u>Supplies and services</u>				
Equipment, furniture and materials	1,123	1,836	1,220	1,700
Clothes, uniform and laundry	1,788	1,530	1,316	1,300
General office expenses	10,865	14,327	13,391	14,861
Communications and computing	1,101	1,100	1,100	1,100
Grants and subscriptions	900	2,000	1,550	2,000
Public liability insurance	924	945	653	653
Miscellaneous expenses:				
- Costs relating to target ward project	0	0	0	0
<u>Support services</u>				
Financial services	5,700	5,800	5,800	8,000
Information technology	4,400	4,500	4,500	4,400
Corporate services	3,000	4,400	7,100	9,000
Office accommodation	11,500	18,500	18,500	14,400
Customer services	2,500	2,700	2,700	2,500
Law and Governance	200	800	6,900	9,500
Housing and Leisure Management	300	300	300	400
<u>Depreciation and impairment losses</u>				
Depreciation	0	0	0	511,310
Gross expenditure	163,198	209,467	209,581	754,785
<u>Income</u>				
Grants and contributions	8,336	13,180	8,230	14,200
Sales, fees and charges		0		
Rent and Leases	0	0	29,000	202,020
Gross Income	8,336	13,180	37,230	216,220
Net expenditure	154,862	196,287	172,351	538,565

Notes

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Net expenditure includes the following:</u>				
Arts development	8,200	12,300	12,300	12,500
Sports development	19,844	25,300	23,453	24,400
Surrey Youth Games	32,292	37,383	35,688	36,515

Leisure and sports development

Service description

Budget Managers:	Business Centre Manager - Head of Community Development - Mr C. Hunt
Service function:	To actively promote participation in recreation and leisure activities by children and young people throughout the borough by identifying new opportunities and providing targeted events and activities in partnership with other agencies.
Legal status:	The Local Government (Miscellaneous Provisions) Act 1976.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	196,287	196,287
Direct employee expense - changes in staffing levels carrying out this service	(5,300)	21,400
Premises related - Hire of facilities lower then expected	(1,150)	(950)
Premises related - Insurance costs relating to Achieve lifestyle		2,200
General office - reduced cost of printing and promotion expenses	(1,500)	(1,200)
General office - additional council membership and affiliations fees	1,100	1,700
Support Services - variations in support services allocations	8,800	11,200
Depreciation - Depreciation relates to Achieve lifestyle, transferred from Leisure centre management		511,300
Grants and contributions - variation in income from over 50's sessions	5,000	(1,000)
Rents and leases - rental income from new leisure centre	(29,000)	(202,000)
Other net changes	(1,886)	(372)
2018/19 Probable outturn	172,351	
2019/20 Estimate		538,565

Service statistics

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £
Surrey Youth Games registered for training	404	420	267	270

Chertsey Museum service

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	151,267	159,498	159,852	167,919
Training and recruitment	0	414	414	422
<u>Premises related expenses</u>				
Building maintenance	23,856	33,953	18,153	27,029
Energy and utility costs	4,389	4,976	5,000	5,141
Rent, rates and insurance	44,777	45,364	45,626	46,060
Cleaning and domestic supplies	1,109	1,310	1,200	1,476
Grounds maintenance	451	517	517	521
<u>Transport related expenditure</u>				
Travelling expenses	297	109	109	111
Car allowances	836	500	500	500
<u>Supplies and services</u>				
Equipment, furniture and materials	5,194	1,922	1,922	1,960
Catering expenses	108	109	40	42
General office expenses	6,493	7,313	7,313	7,458
Communication and computing	5,341	5,159	5,159	5,243
Service and expenses	885	1,060	921	921
Miscellaneous expenses:				
- Exhibits and exhibitions	26,917	13,192	13,192	14,404
- Museum projects	10,788	8,000	8,000	8,000
<u>Support services</u>				
Financial services	10,300	10,500	10,500	10,600
Information technology	5,900	6,700	6,700	6,600
Corporate services	5,800	6,600	7,900	9,400
Customer services	2,300	2,500	2,500	2,400
Law and Governance	500	1,600	3,000	3,000
Housing and Leisure Management	5,700	5,900	5,900	4,700
Technical services	3,200	3,200	3,200	5,500
<u>Depreciation and impairment losses</u>				
Depreciation	1,367	1,668	1,367	1,367
Gross expenditure	317,775	322,064	308,985	330,774
<u>Income</u>				
Grants and contributions:				
- Olive Matthews Collection Trust	69,158	62,650	63,602	63,602
- Museum projects	21,460	8,000	8,000	8,000
- Other grants	4,588	2,164	2,221	2,221
- VAT repayment				
Sales, fees and charges	36,526	29,890	27,457	27,579
Gross income	131,732	102,704	101,280	101,402
Net expenditure	186,044	219,360	207,705	229,372

Chertsey Museum service

Service description

Budget manager:	Museum Curator - Ms E Warren Principal Building Services Manager - Mr. R Webb (Building maintenance Issues only)
Service function:	To provide a community based museum service embracing the collection, management and display of a wide range of artefacts illustrating the history of the Borough and the Olive Matthews Collection in keeping with the terms of the lease and agreement with the Trustees.
Legal status:	Public Libraries and Museums Act 1964.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	219,360	219,360
Direct employee expenses - Changes in staffing levels carrying out service	400	8,400
Building maintenance - variation in strategic maintenance plan	(15,800)	(6,900)
Supplies and services - additional funding agreed for events		1,000
Support Services - variations in support service allocations	2,700	5,200
Sales, fees and charges - reduction in income from childrens activities	2,300	2,200
Other net changes	(1,255)	112
2018/19 Probable outturn	207,705	
2019/20 Estimate		229,372

Service statistics

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Number of visitors	6,784	7,000	7,000	7,000
Number of Adults attending talks in the Museum	156	100	100	100
Number of Adults attending talks outside the Museum	700	700	700	700
Number of school children visiting the Museum	2,506	2,500	2,500	2,500
Number of school children visited at school	7,402	7,600	7,600	7,500
Number of school loans (avg. 60 children per loan)	66	60	60	60

Allotments

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	22,500	23,000	23,000	23,000
Training & Recruitment	1,890	300	300	300
<u>Premises related expenses</u>				
Building maintenance	2,147	1,851	1,413	1,635
Energy and utility costs	2,559	2,279	2,270	2,327
Rents, rates and insurance	34	33	33	34
Grounds maintenance	5,271	10,425	14,925	10,778
<u>Transport related expenditure</u>				
Use of vehicles	1,242	1,290	1,230	1,250
Car Allowances	600	600	600	600
<u>Supplies and services</u>				
Communications and computing	540	555	555	555
<u>Support services</u>				
Financial services	6,500	6,600	6,600	6,600
Information technology	1,200	1,300	1,300	1,300
Corporate services	500	500	2,000	2,000
Customer services	800	800	800	800
Law and Governance	1,400	1,400	1,400	2,900
Housing and Leisure Management	6,700	6,800	6,800	4,800
Technical services	3,500	3,500	3,500	3,800
<u>Depreciation and impairment losses</u>				
Depreciation	0	171	0	0
Gross expenditure	57,382	61,404	66,726	62,679
<u>Income</u>				
<u>Rents and leases:</u>				
Rents and leases:				
- Rents and Leases	7,077	7,000	7,000	7,000
- Rent of plots to private individuals	22,437	22,571	22,250	22,724
- Rent from self management schemes	2,616	2,639	2,796	2,796
<u>Sales Fees and Charges</u>				
Admin Fees	21	308	100	100
Gross Income	32,151	32,518	32,146	32,620
Net expenditure	25,231	28,886	34,580	30,059

Allotments

Service description

Budget manager:	Community Services Manager - Green Space - Mr. P Winfield
Service function:	The management and administration of the allotment sites for the benefit of local residents.
Legal status:	Small Holdings and Allotment Act 1908; Allotments Act 1950 and Local Government Act 1972.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	28,886	28,886
Premises related - Grounds maintenance planned underspend b/fwd	4,500	
Support Services - variations in support service allocations	1,500	1,300
Other net changes	(306)	(127)
2018/19 Probable outturn	34,580	
2019/20 Estimate		30,059

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of allotment sites:				
Number of Council managed sites	9	9	9	9
Number of self managed sites	3	3	3	3
Number of Council managed plots				
Total available plots	377	374	377	377
Total actually let	369	360	375	375

Community Halls

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	149,075	149,700	160,752	152,800
Training and recruitment	162	842	842	848
<u>Premises related expenses</u>				
Building maintenance	34,238	73,229	52,154	64,744
Energy and utility costs	23,170	23,515	22,415	22,990
Rent, rates and insurance	23,393	24,304	24,070	24,744
Cleaning and domestic supplies	9,734	10,227	9,180	9,517
Grounds maintenance	2,595	3,099	3,069	3,123
<u>Transport related expenditure</u>				
Travelling and subsistence	2,600	2,700	2,700	2,700
<u>Supplies and services</u>				
Equipment, furniture and materials	1,564	4,953	3,182	4,943
Clothes, uniform and laundry	381	684	403	697
General office expenses	402	1,041	708	943
Communications and computing	3,560	3,665	3,455	3,704
Services and expenses	180	1,595	1,037	1,399
<u>Support services</u>				
Financial services	25,400	26,100	26,100	26,200
Information technology	11,200	11,000	11,000	10,900
Corporate services	4,300	4,700	6,500	7,600
Office accommodation	3,800	4,500	4,500	3,500
Customer services	40,900	42,400	42,400	39,900
Law and Governance	300	900	1,400	1,400
Housing and Leisure Management	9,235	9,260	9,260	7,660
Technical services	14,200	14,200	14,200	18,500
<u>Depreciation and impairment Losses</u>				
Depreciation	74,314	95,081	73,968	72,958
Gross expenditure	434,704	507,695	473,295	481,770
<u>Income</u>				
Sales, fees and charges	149,983	138,307	136,589	139,736
Rents and leases	18,625	18,625	16,292	15,128
Gross income	168,608	156,932	152,881	154,864
Net expenditure	266,095	350,763	320,414	326,906

Notes

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Net direct expenditure of halls</u>				
Chertsey Hall	27,581	53,689	47,178	82,962
The Hythe Centre	252	8,946	4,174	773
Thorpe Village Hall	9,235	32,470	32,470	3,239

Community Halls

Service description

Budget manager:	Community Halls Manager - Mrs. S Chambers
Service function:	To provide the community with facilities for a wide range of indoor activities catering for differing interests and age groups at Chertsey Hall, and the Hythe Centre
Legal status:	Local Government (Miscellaneous Provisions) Act 1976.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	350,763	350,763
Direct employee expenses - variation in staffing costs required to run this service		3,800
Direct employee expenses - staffing costs increased at the Hythe centre	6,900	400
Direct employee expenses - variation in staffing costs at Chertsey Hall	4,200	(1,100)
Building maintenance - variation in strategic maintenance plan	(21,100)	(8,500)
Variations in other premises related costs	(2,400)	(800)
Variations in other supplies and services related costs	(3,200)	(300)
Support Services - variations in support service allocations	2,300	2,600
Depreciation - variations in the capital programme and property valuations	(21,100)	(22,100)
Income - variations in anticipated income levels at the Hythe centre	(8,400)	(8,400)
Income - variations in anticipated income levels at Chertsey hall	10,100	7,000
Rent and leases - CAB terminated lease at Chertsey hall	2,300	3,500
Other net changes	51	43
2018/19 Probable outturn	320,414	
2019/20 Estimate		326,906

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of bookings				
Chertsey	839	1,010	800	810
Hythe	1,002	1,010	980	990

Parks and open spaces

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	672,009	678,231	681,759	702,219
Training and recruitment	4,632	5,109	5,109	7,661
<u>Premises related exp</u>				
Building maintenance	78,616	96,267	138,858	101,718
Energy and utility costs	32,275	32,755	36,987	36,203
Rent, rates and insurance	25,252	24,581	40,187	45,638
Cleaning and domestic supplies	16,448	14,925	26,288	27,683
Grounds maintenance	616,067	473,446	526,101	556,339
<u>Transport related expenditure</u>				
Use of vehicles	13,877	16,470	15,740	15,810
Travelling expenses	96	109	109	111
Car allowances	12,300	12,300	12,400	12,400
<u>Supplies and services</u>				
Equipment, furniture and materials	69,637	60,637	78,495	61,759
Clothes, uniform and laundry	1,796	2,191	2,191	2,233
General office expenses	2,895	3,002	3,134	3,241
Communications and computing	3,504	2,705	6,820	10,482
Services and expenses	41,333	12,136	24,416	12,633
Grants and subscriptions (Basingstoke Canal contribution)	8,000	8,000	8,000	8,000
Miscellaneous expenses:				
-Public liability insurance	18,022	18,162	12,549	12,549
-Shows, fairs, band concerts etc	400	800	800	816
<u>Support services</u>				
Financial services	29,900	31,600	31,600	31,500
Information technology	7,900	8,300	8,300	8,100
Corporate services	14,500	13,500	31,100	36,700
Office accommodation	19,900	26,900	26,900	0
Customer services	12,400	12,400	12,500	11,800
Law and Governance	12,500	8,300	13,700	20,800
Housing and Leisure Management	26,840	27,040	27,540	25,980
Technical services	21,800	21,900	21,900	27,700
<u>Depreciation and impairment losses</u>				
Depreciation	169,128	178,781	125,942	115,321
Gross expenditure	1,932,027	1,790,547	1,919,425	1,895,396
<u>Income</u>				
Grants and contributions	214,738	14,200	14,363	11,100
Sales, fees and charges	41,267	54,129	65,804	67,016
Rents and leases	121,567	101,480	115,179	120,225
Other income and recharges:				
- Parks management recharge to services	112,900	109,600	109,600	103,000
- Investments / commuted payments	27,518	29,822	11,917	11,917
Gross income	517,990	309,231	316,863	313,258
Net expenditure	1,414,036	1,481,316	1,602,562	1,582,138

Parks and open spaces

Service description

Budget managers:	Community Services Manager - Green Space - Mr. P Winfield Principal Building Services Manager - Mr. R Webb (Building maintenance Issues only)
Service function:	To carry out the management and administration of all parks, open spaces and countryside areas in an efficient, economic and effective manner.
Legal status:	Local Government Act 1972 and Local Government (Miscellaneous Provisions) Act 1976 and The Open Spaces Act 1906.

Budget variations

	<u>2018/19</u> <u>Probable</u> £	<u>2019/20</u> <u>Estimate</u> £
2018/19 Original budget	1,481,316	1,481,316
Direct employee expenses - changes in staffing levels to manage the service	3,500	24,000
Training and Recruitment - Additional training required	0	2,600
Building maintenance - variation in strategic maintenance plan	27,600	5,400
Building maintenance - planned underspend b/fwd	15,000	
Energy and utilities - expected variation in costs	4,200	3,400
Rent, Rates and insurance - Parks and cemeteries sections relocating to the Orchard	13,800	19,000
Rent, Rates and insurance - NNDR for St Anns cottage	1,800	1,800
Cleaning and domestic - Cost of the Orchard, budget moved from the day centres	11,000	11,000
Cleaning and domestic - expected variation in costs	300	1,800
Grounds maintenance - planned underspend b/fwd	34,900	
Grounds maintenance - variation in the cost of dealing with the Moth invasion	5,000	20,000
Grounds maintenance - additional work undertaken at Englefield green	5,600	5,600
Grounds maintenance - third party work undertaken and offset by income below	5,200	6,000
Grounds maintenance - supplementary estimate relating to Burley contract	0	40,000
Grounds maintenance - variation in recharges and other costs	2,000	11,300
Equipment - planned underspend b/fwd	17,900	
Communications and computing - costs relating to the Parks and cemeteries sections relocating to the Orchard	3,700	7,100
Supplies and services - Expected cost of travellers incursions	10,000	
Supplies and services - Counsel and barrister fees at Englefield Green	1,800	
Miscellaneous expenses - Reduction in the cost of public liability insurance	(5,600)	(5,600)
Support services - variations in service allocations	23,600	12,600
Depreciation - variation of recharge	(52,800)	(63,500)
Grants and contributions - reduction to expected contributions		3,100
Sales, Fees and charges - variation in games income received	(3,000)	(2,100)
Sales, Fees and charges - Letting income received at the Orchard	(4,500)	(9,100)
Sales, Fees and charges - additional income received from a special event	(2,400)	
Sales, Fees and charges - income from the recharging of Electricity	(1,200)	(1,300)
Rent - Variation in the rental income received	(4,500)	(9,500)
Rent - income is the result of the Orchard budget moving from the day centres	(9,000)	(9,000)
Recharge to other services - Reduction in recharge to other services		6,600
Investments - Earmarked reserves now fully depleted	17,905	17,905
Other net changes	(559)	1,717
2018/19 Probable outturn	1,602,562	
2019/20 Estimate		1,582,138

Service statistics

	<u>2017/18</u> <u>Actual</u>	<u>2018/19</u> <u>Estimate</u>	<u>2018/19</u> <u>Probable</u>	<u>2019/20</u> <u>Estimate</u>
Area of land managed by this service (hectares)	339	339	339	339
Net cost per hectare	£ 4,171	£ 4,370	£ 4,727	£ 4,667
Number of play equipped areas (Incl. housing)	47	45	46	46
Number of games pitches	38	38	38	38

Cemeteries and closed churchyards

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	103,094	129,112	90,344	108,344
Training and recruitment	585	600	500	500
<u>Premises related expenses</u>				
Building maintenance	20,316	21,582	19,100	22,943
Energy and utility costs	6,488	4,788	4,031	2,968
Rent, rates and insurance	7,099	6,873	7,180	7,492
Grounds maintenance	81,367	72,505	121,221	115,500
<u>Transport related expenditure</u>				
Use of vehicles	21,668	14,060	3,650	1,400
Travelling and subsistence	2,300	2,300	2,300	2,300
<u>Supplies and services</u>				
Equipment, furniture and materials	474	5,107	3,874	1,063
Communications and computing	2,668	2,066	1,980	1,899
<u>Support services</u>				
Financial services	9,900	10,600	10,600	10,600
Information technology	4,300	5,500	5,000	5,000
Corporate services	1,700	2,100	4,500	5,700
Office accommodation	3,900	8,700	8,700	6,900
Customer services	800	800	800	800
Law and Governance	200	700	1,000	2,400
Housing and Leisure Management	4,900	4,900	4,900	3,840
Technical services	6,200	6,200	6,200	6,800
<u>Depreciation and impairment losses</u>				
Depreciation	6,849	8,086	560	560
Gross expenditure	284,808	306,579	296,440	307,009
<u>Income</u>				
Sales, fees and charges	272,574	218,182	224,282	231,010
Rent and leases	984	648	840	840
Other income	11	106	0	0
Gross income	273,569	218,936	225,122	231,850
Net expenditure	11,239	87,643	71,318	75,159

Notes

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Net direct expenditure includes:</u>				
Cemeteries	(7,623)	64,643	42,054	51,759
Closed churchyards	18,862	23,000	29,264	23,400

Cemeteries and closed churchyards

Service description

Budget manager:	Community Services Manager - Green Space - Mr. P Winfield Principal Building Services Manager - Mr. R Webb (Building maintenance Issues Only)
Service function:	To maintain the cemeteries and administer the interments, memorials and burial services offered by the Council. The Statutory duty to maintain the closed churchyards of the Borough.
Legal status:	Local Government Act 1972; Local Authorities Cemeteries Order 1977 and The Open Spaces Act 1906.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original budget	87,643	87,643
Direct employee expenses - changes in staffing levels to manage the service	(38,800)	(20,768)
Building maintenance - variation in strategic maintenance plan	(2,500)	1,400
Grounds maintenance - closed churchyards planned underspend b/fwd	2,200	
Grounds maintenance - memorial safety testing	13,600	
Grounds maintenance - Grave digging outsourced	19,600	39,000
Grounds maintenance - variation in the cost of work undertaken at the cemeteries	13,300	4,000
Energy and utilities - Reduction in amount used	(800)	(1,800)
Transport related - Reduction in vehicle recharges	(10,400)	(12,700)
Supplies and services - variation in cost of tools and plant	(1,200)	(4,000)
Support services - variations in other service allocations	2,200	2,500
Depreciation - variations in the capital programme and property valuations	(7,500)	(7,500)
Sales - Income expected to be higher than originally anticipated	(6,100)	(12,800)
Other net changes	75	184
2018/19 Probable outturn	71,318	
2019/20 Estimate		75,159

Service statistics

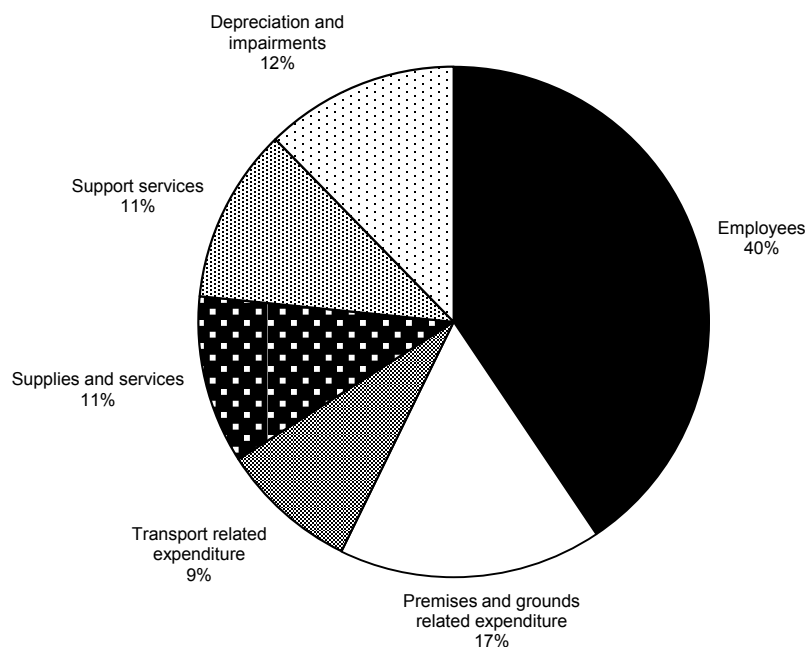
	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
<u>Cemeteries</u>				
Approximate area of cemeteries (hectares)	14	14	14	14
Number of cemeteries	4	4	4	4
Number of interments	151	150	151	151
Number of new graves excavated	76	70	75	75
<u>Closed churchyards managed by Runnymede</u>				
St John the Baptist Church, Egham			St Paul's Parish Church, Addlestone	
St Mary's Parish Church, Thorpe			Christ Church, Virginia Water	
St Peter's Shared Church, Chertsey				

Community Services Committee

Subjective analysis

	<u>2017/18</u> <u>Actual</u> £	<u>2018/19</u> <u>Estimate</u> £	<u>2018/19</u> <u>Probable</u> £	<u>2019/20</u> <u>Estimate</u> £
<u>Expenditure</u>				
Employees	3,214,316	3,371,781	3,312,883	3,438,862
Premises and grounds related expenditure	1,342,081	1,452,515	1,334,477	1,410,290
Transport related expenditure	719,108	703,903	721,019	738,386
Supplies and services	1,163,436	955,413	1,013,643	901,988
Support services	878,095	940,660	992,860	939,600
Depreciation and impairments	912,960	958,310	992,089	1,042,296
Gross expenditure	8,229,996	8,382,582	8,366,971	8,471,422
<u>Income</u>				
Grants, donations and sponsorship	886,134	730,060	694,993	689,766
Sales, fees and charges	1,637,934	1,520,106	1,596,853	1,707,910
Rents and leases	435,357	419,882	445,669	628,151
Recharges to other services	462,300	492,960	477,200	467,172
Other income	27,529	29,928	11,917	11,917
Gross income	3,449,255	3,192,936	3,226,632	3,504,916
Net expenditure	4,780,741	5,189,646	5,140,339	4,966,506

Expenditure Analysis 2019/2020



Environment and Sustainability Committee

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Summary				
Environmental and regulatory services				
Environmental administration	(583)	0	533	(11)
Environmental enforcement	-	-	275	0
Pollution control	251,386	288,243	287,338	276,097
Local air pollution	35,297	36,200	38,000	50,460
Occupational health, safety and welfare	90,157	88,970	88,625	88,800
Food safety and hygiene	136,283	173,449	172,509	167,040
Pest control and dog warden service	24,610	27,200	25,700	25,300
Animal welfare licensing	2,912	8,000	2,400	8,100
Recycling and environmental initiatives	1,068,038	1,005,410	1,133,757	1,331,263
Green waste collection	(172,602)	(76,583)	(103,685)	(126,029)
Refuse collection - domestic	740,945	869,751	964,101	1,068,083
Refuse collection - trade waste	(80,898)	(73,855)	(72,598)	(81,366)
Street cleansing	727,452	780,713	773,986	876,467
Public conveniences	18,724	17,577	25,783	17,376
Flood mitigation	264,199	296,824	291,638	310,392
Energy management	59,421	66,480	59,115	64,785
Highways and transport services				
Car parks	(408,249)	(355,809)	(448,263)	(511,627)
On street car parking enforcement	20,745	(1,032)	14,352	14,212
Environmental maintenance - RBC	37,236	48,654	42,580	41,720
Environmental maintenance - SCC Agency	(15,690)	43,508	32,491	35,291
Borough highways functions	41,752	59,978	158,678	59,866
Markets and street trading	10,400	10,305	12,205	10,805
Engineering services	(248)	(10)	816	955
Net expenditure	2,851,287	3,313,973	3,500,336	3,727,979

Environmental administration

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	6,200	5,300	5,300	7,100
Training and recruitment	393	500	500	500
Transport related expenditure				
Car allowances	346	330	450	400
Supplies and services				
General office expenses	-	110	125	130
Communications and computing	14,405	14,800	14,981	15,356
Support services				
Financial services	200	200	200	200
Corporate services	1,000	1,000	1,600	2,000
Office accommodation	3,100	3,500	3,500	2,800
Law and governance	200	400	600	400
Depreciation and impairment losses				
Depreciation	1,903	2,486	1,903	1,903
Gross expenditure	27,747	28,626	29,159	30,789
Income				
Other income and recharges	28,330	28,626	28,626	30,800
Gross income	28,330	28,626	28,626	30,800
Net expenditure (income)	(583)	0	533	(11)

Environmental administration

Service description

Budget manager: Environmental Health and Licensing Manager - Mr P. Burke

Service function: To administer the environmental flare computer system

Environmental enforcement

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	19,900	35,400	35,400	36,700
Training and recruitment	-	200	75	200
Transport related expenditure				
Car allowances	650	1,300	1,300	1,300
Supplies and services				
Equipment, furniture and materials	58	100	100	250
Protective clothing	-	100	100	100
Communications and computing	90	150	150	150
Support services				
Financial services	1,000	1,700	1,700	1,700
Information technology	500	1,000	1,000	1,000
Corporate services	600	600	900	1,000
Office accommodation	2,100	4,200	4,200	4,200
Customer services	200	400	400	0
Law and governance	-	-	100	7,200
Gross expenditure	25,098	45,150	45,425	53,800
Income				
Other income and recharges	25,098	45,150	45,150	53,800
Gross income	25,098	45,150	45,150	53,800
Net expenditure	0	0	275	0

Environmental enforcement

Service description

Budget manager:	Environmental Health and Licensing Manager - Mr P. Burke
Service function:	Investigation of fly-tips on public land. Enforcement of waste duty of care legislation and domestic waste issues.
Legal status:	Environmental Protection Act 1990 Clean Neighbourhoods and Environment Act 2005
Policy objectives:	Effective enforcement and control of illegal waste disposal within Runnymede. Maintain and enhance the local environment.

Pollution control

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	172,800	183,000	182,000	180,900
Training and recruitment	2,005	2,087	3,260	3,300
 Premises related expenses				
Grounds maintenance	-	500	500	500
 Transport related expenditure				
Travelling and subsistence	137	125	125	125
Car allowances	7,800	7,200	7,200	7,200
 Supplies and services				
Equipment, furniture and materials	5,347	2,640	2,367	8,367
General office expenses	557	830	1,080	1,090
Communication and computing	3,030	3,390	2,960	2,970
Services and expenses:				
- Contaminated land	125	20,125	23,625	10,125
- Other expenses	1,626	3,370	2,220	3,320
 Support services				
Financial services	6,500	6,800	6,800	6,900
Information technology	7,000	7,600	7,600	7,400
Corporate services	3,400	3,600	4,000	4,800
Office accommodation	15,900	19,300	19,300	15,000
Customer services	9,500	9,800	9,800	9,200
Law and governance	6,400	2,500	2,900	2,000
Housing and leisure management	9,500	9,600	9,600	9,600
Technical services	6,700	6,776	6,776	7,300
 Gross expenditure	258,327	289,243	292,113	280,097
Income				
Other grants and contributions	4,057	0	1,000	0
Sales, fees and charges	2,884	1,000	3,775	4,000
 Gross income	6,941	1,000	4,775	4,000
 Net expenditure	251,386	288,243	287,338	276,097

Notes

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Net expenditure includes:				
General pollution control	214,905	216,958	213,073	217,222
Contaminated land	36,481	71,285	74,265	58,875
	251,386	288,243	287,338	276,097

Pollution control

Service description

Budget manager:	Environmental Health and Licensing Manager - Mr P. Burke
Service function:	Monitoring of pollution levels; responding to complaints; service of notices; emergency response.
Legal status:	Environmental Protection Act (EPA) 1990 (mandatory) The Environment Act 1995 (mandatory) Clean Air Act 1993 (mandatory), Control of Pollution Act 1974 (mandatory) Clean Neighbourhoods and Environment Act 2005
Policy objectives:	Effective control of environmental and noise pollution to meet duties and standards laid down in statute. Long term monitoring of air quality, air quality assessments. To complete contaminated land assessments.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	288,243	288,243
Salaries - changes in time allocations	(1,000)	(2,100)
Training and recruitment - short courses provision financed by additional income	1,000	1,000
Training and recruitment - increase in professional subscriptions	200	200
Equipment, furniture and materials - provision for new equipment in 2019/20		6,000
Contaminated Land - planned underspend brought forward from 2017/18	3,500	
Contaminated Land - professional fees provision in 2018/19 only		(10,000)
Services and expenses - other - counsels fees provision not required in 2018/19	(1,000)	
Support services - variation in office accommodation recharge		(4,300)
Support services - variations in other recharges	800	500
Other grants and contributions - variation in income - costs recovered	(1,000)	
Sales, fees and charges - variations in income	(2,800)	(3,000)
Other net changes	(605)	(446)
2018/19 Probable outturn	287,338	
2019/20 Estimate		276,097

Pollution control

Service statistics				
	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
<u>Pollution control</u>				
Complaints/requests requiring a response	367	220	275	275
Statutory notices served	14	10	10	10
Notices complied with	6	10	10	10
Notices complied in default	0	0	0	0
Summonses served/simple cautions given	0	0	0	0
<u>Noise control</u>				
Complaints/requests requiring a response	417	450	450	450
Statutory notices served	12	10	10	10
Notices complied with	2	10	10	10
Notices complied in default	0	0	0	0
Summonses served/formal cautions given	0	0	0	0
<u>Contaminated land</u>				
Sites determined	0	0	0	0
Remediation agreements	0	0	0	0
Remediation notices served	0	0	0	0
Contaminated land enquiries (chargeable)	3	20	10	10
Contaminated land enquiries general	514	300	375	375
Desk studies	0	2	0	1
Phase 1 intrusive and Phase 2	1	1	1	1

Local air pollution

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	30,000	30,100	30,100	32,800
Transport related expenditure				
Car allowances	1,109	1,110	1,110	1,110
Supplies and services				
Services and expenses	1,440	1,420	1,590	1,620
Air quality provision	-	-	-	10,000
Support services				
Financial services	3,700	3,900	3,900	3,900
Information technology	1,600	1,700	1,700	1,700
Corporate services	600	600	700	700
Office accommodation	1,300	2,600	2,600	2,100
Customer services	200	200	200	200
Law and governance	100	100	200	200
Technical services	2,190	2,170	2,170	2,400
Gross expenditure	42,239	43,900	44,270	56,730
Income				
Sales, fees, charges (air pollution authorisation)	6,942	7,700	6,270	6,270
Gross income	6,942	7,700	6,270	6,270
Net expenditure	35,297	36,200	38,000	50,460

Local air pollution

Service description

Budget manager:	Environmental Health and Licensing Manager - Mr P. Burke
Service function:	Control of pollution to air from environmental permitted facilities
Legal status:	Pollution Prevention and Control Act 1999 (mandatory)
Policy objectives:	Effective control of air pollution from environmental permitted facilities to meet duties and standards laid down in statute.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	36,200	36,200
Salaries - changes in time allocations		2,700
Services and expenses - fees provision increased	200	200
Air quality provision - subject to a future committee report		10,000
Support services - variations in recharges	200	(100)
Sales, fees and charges - variations in income	1,400	1,400
Other net changes		60
2018/19 Probable outturn	38,000	
2019/20 Estimate		50,460

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of authorised processes	34	33	34	34

Occupational health, safety and welfare

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	55,000	51,900	50,900	51,600
Training and recruitment	-	400	400	400
Transport related expenditure				
Travelling and subsistence	29	50	50	50
Car allowances	3,100	2,800	2,800	2,800
Supplies and services				
Equipment, furniture and materials	-	100	0	100
General office expenses	8,508	8,700	9,085	9,400
Communication and computing	140	150	150	150
Support services				
Financial services	3,800	3,800	3,800	3,800
Information technology	5,600	5,700	5,700	5,700
Corporate services	900	1,000	1,200	1,500
Office accommodation	5,100	5,900	5,900	4,600
Customer services	3,900	4,000	4,000	3,800
Law and governance	100	300	500	400
Technical services	4,160	4,170	4,170	4,500
Gross expenditure	90,337	88,970	88,655	88,800
Income				
Sales, fees and charges (penalty charge notices)	180	0	30	0
Gross income	180	0	30	0
Net expenditure	90,157	88,970	88,625	88,800

Occupational health, safety and welfare

Service description

Budget manager:	Environmental Health and Licensing Manager - Mr P. Burke
Service function:	Registration and inspection of premises in accordance with priority planning; service of notices when appropriate
Legal status:	Health and Safety at Work, etc., Act 1974 (mandatory)
Policy objectives:	To meet statutory responsibilities in a cost effective and responsible manner. To apply the Council's Environmental Health Enforcement Policy.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	88,970	88,970
Salaries - changes in salary allocations	(1,000)	(300)
General office expenses - increase in allocation of subscription fees	400	700
Support services - variations in recharges	400	(600)
Other net changes	(145)	30
2018/19 Probable outturn	88,625	
2019/20 Estimate		88,800

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of:				
Premises subject to Borough control under the Health and Safety Act	1,684	1,700	1,700	1,700
Accident notifications reportable under RIDDOR	37	35	30	30
Complaints/requests requiring a response	17	20	20	20
Inspections carried out	2	16	5	5
Written warnings	3	5	5	5
Improvement notices served	1	1	0	0
Prohibition notices served	0	0	0	0
Summonses served/formal cautions given	0	0	0	0

Food safety and hygiene

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	99,500	121,200	120,200	118,800
Training and recruitment	2,207	2,499	2,049	2,050
Transport related expenditure				
Travelling and subsistence	123	100	100	100
Car allowances	4,700	5,300	5,300	5,300
Supplies and services				
Equipment, furniture and materials	387	600	600	600
General office expenses	519	350	300	300
Communication and computing	1,677	1,630	1,690	1,690
Services and expenses	5,881	200	200	200
Miscellaneous expenses	-	1,500	1,500	1,500
Support services				
Financial services	4,400	4,600	4,600	4,600
Information technology	6,400	6,600	6,600	6,500
Corporate services	1,300	1,300	1,600	2,000
Office accommodation	7,300	8,300	8,300	6,500
Customer services	10,100	10,500	10,500	9,900
Law and governance	4,700	5,700	5,900	3,600
Technical services	4,560	4,570	4,570	4,900
Gross expenditure	153,754	174,949	174,009	168,540
Income				
Other grants and contributions (costs recovered)	1,800	1,500	1,500	1,500
Other grants and contributions (legal costs)	15,671	0	0	0
Gross income	17,471	1,500	1,500	1,500
Net expenditure	136,283	173,449	172,509	167,040

Food safety and hygiene

Service description

Budget manager:	Environmental Health and Licensing Manager - Mr P. Burke
Service function:	Registration and inspection of food premises in accordance with the statutory code of inspection; prevention of food and water borne diseases; enforcement, education and sampling programmes undertaken.
Legal status:	Food Safety Act 1990 (mandatory); Public Health (Control of Disease) Act 1984 (mandatory/discretionary); Water Act 1989
Policy objectives:	To meet statutory responsibilities in a cost effective and responsible manner in accordance with regulatory guidance. To encourage best practice and publish advice on food hygiene Regulations to businesses and voluntary groups. To apply the Council's Environmental Health Enforcement Policy. To meet the aspirations of the annual food service plan.

Budget variations

	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
	£	£
2018/19 Original estimate	173,449	173,449
Salaries - changes in salary allocations	(1,000)	(2,400)
Training and recruitment - provision reduced	(500)	(500)
Support services - variation in office accommodation recharge		(1,800)
Support services - legal services reduced time allocation		(2,200)
Support services - other variations in recharges	500	400
Other net changes	60	91
2018/19 Probable outturn	172,509	
2019/20 Estimate		167,040

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of:				
Food premises in Borough	784	750	786	780
Complaints/requests requiring a response	205	200	200	200
Premises and stalls inspected	450	350	500	350
Written warnings	68	50	50	50
Improvement notices served	4	2	14	10
Prohibition notices served	0	0	0	0
Summonses served/simple cautions given	2	2	2	2

Pest control and dog warden service

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	4,500	6,100	6,100	5,800
Transport related expenditure				
Car allowances	200	300	300	300
Supplies and services				
Communications and computing	300	300	300	300
Services and expenses:				
- Rodent treatment	134	0	0	0
- Stray dogs, kennelling and vets fees etc.	9,684	8,700	7,000	7,000
- Stray dogs kennel provision	3,666	3,600	3,800	3,900
Support services				
Financial services	4,700	4,900	4,900	4,900
Information technology	200	200	200	200
Corporate services	600	800	800	800
Office accommodation	800	800	800	600
Customer services	2,200	2,200	2,200	2,200
Gross expenditure	26,984	27,900	26,400	26,000
Income				
Sales, fees and charges(dog control charges)	2,240	700	700	700
Sales, fees and charges(pest control charges)	134	0	0	0
Gross income	2,374	700	700	700
Net expenditure	24,610	27,200	25,700	25,300

Pest control and dog warden service

Service description

Budget manager:	Environmental Health and Licensing Manager - Mr P. Burke
Service function:	Control and disinfestations of rodents and insects. Provision of dog warden service to collect stray dogs only.
Legal status:	Prevention of Damage by Pests Act 1949 (mandatory); Environmental Protection Act 1990 (mandatory). Clean Neighbourhoods and Environment Act 2005
Policy objectives:	To meet statutory responsibilities for the collection of stray dogs and pest control in a cost effective manner.

Budget variations

	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
	£	£
2018/19 Original estimate	27,200	27,200
Salaries - changes in time allocations		(300)
Stray dogs - call out provision reduced	(1,700)	(1,700)
Stray dogs - kennel provision increased	200	300
Support services - variations in recharges		(200)
2018/19 Probable outturn	25,700	
2019/20 Estimate		25,300

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
<u>Pest control</u>				
Number of premises treated for insects	114	250	130	200
Number of premises treated for rodents	161	150	250	200
<u>Stray dogs</u>				
Number of stray dogs collected	294	60	125	100

Animal welfare licensing

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	5,100	7,700	12,800	17,600
Training and recruitment	100	0	0	0
<u>Transport related expenditure</u>				
Car allowances	300	400	400	400
<u>Supplies and services</u>				
Services and expenses	100	1,500	1,500	1,500
<u>Support services</u>				
Financial services	1,100	1,300	1,400	2,000
Information technology	100	300	300	400
Corporate services	100	100	100	200
Office accommodation	400	500	500	700
Customer services	600	300	300	300
Law and governance	-	300	300	100
Technical services	200	300	300	400
Gross expenditure	8,100	12,700	17,900	23,600
<u>Income</u>				
Sales, fees and charges	5,188	4,700	15,500	15,500
Gross income	5,188	4,700	15,500	15,500
Net expenditure	2,912	8,000	2,400	8,100

Animal welfare licensing

Service description

Budget manager:	Environmental Health and Licensing Manager - Mr P Burke
Service function:	Animal welfare licensing
Legal status:	Local Government (Miscellaneous Provisions) Act 1982 (mandatory) and miscellaneous other Acts Animal Welfare (Licensing of Activities involving animals) (England) Regulation 2018
Policy objectives:	To meet statutory responsibilities in a cost effective manner.

Budget variations

	<u>Probable</u> <u>Probable</u> £	<u>Estimate</u> <u>Estimate</u> £
2018/19 Original estimate	8,000	8,000
Direct employee expenses - increased post - supplementary est E&S Sept 2018	2,100	8,200
Direct employee expenses - change in time allocations	3,000	1,700
Support services - variations in support services	100	1,000
Sales, fees and charges - variations in income - new fees introduced	(10,800)	(10,800)
2018/19 Probable outturn	2,400	
2019/20 Estimate		8,100

Service statistics

	<u>2017/18</u> <u>Actual</u>	<u>2018/19</u> <u>Estimate</u>	<u>2018/19</u> <u>Probable</u>	<u>2019/20</u> <u>Estimate</u>
Number of:				
Hiring out horses	2	2	2	2
Selling animals as pets	3	3	3	3
High fee boarding cat/dog	6	7	7	7
Lower fee boarding/day care dog	11	12	12	12
Dog breeders	4	7	7	7
Train/keep animals for exhibition	0	2	2	2

Recycling and environmental initiatives

Budget for the year ending 31 March 2020

	<u>2017/18</u> <u>Actual</u> £	<u>2018/19</u> <u>Estimate</u> £	<u>2018/19</u> <u>Probable</u> £	<u>2019/20</u> <u>Estimate</u> £
Expenditure				
Employees				
Direct employee expenses	597,516	658,700	707,600	723,600
Training and recruitment	1,456	1,210	1,010	1,010
Premises related expenses				
Depot recharge	32,300	34,300	34,300	34,300
Grounds maintenance	3,600	3,700	3,700	3,700
Transport related expenditure				
Transport recharges	271,520	284,140	259,740	286,270
Transport insurance	1,190	1,220	1,220	1,220
Travelling and subsistence	7	50	50	50
Car allowances	600	600	600	600
Supplies and services				
Equipment, furniture including bins	26,673	30,000	27,000	32,500
Protective clothing	3,822	4,600	4,300	4,300
General office expenses	1,252	1,700	1,700	1,700
Communications and computing	13,353	12,600	11,500	11,500
Services and expenses:				
- Payment to Surrey County Council	60,701	0	0	0
Recycling initiatives	18,754	20,000	5,000	20,000
Miscellaneous expenses	8,718	8,936	6,163	6,163
Support services				
Financial services	14,900	15,100	15,100	15,200
Information technology	2,800	3,000	3,000	2,900
Corporate services	14,100	14,400	17,300	21,800
Customer services	18,500	19,200	19,200	18,000
Law and governance	2,500	1,600	3,400	4,000
Technical services	1,000	1,000	1,000	2,000
Depreciation and impairment losses				
Depreciation	184,561	145,254	267,759	328,650
Gross expenditure	1,279,823	1,261,310	1,390,642	1,519,463
Income				
Grants and contributions - food waste	48,833	0	0	0
Other grants and contributions (costs recovered)	-	-	300	0
Sales, fees and charges	26,340	23,900	27,000	27,600
Recycling credits (net)	136,612	0	(2,653)	500
Recycling scheme - Surrey County Council	-	232,000	232,000	159,700
Recharge to services	-	-	238	400
Gross income	211,785	255,900	256,885	188,200
Net expenditure	1,068,038	1,005,410	1,133,757	1,331,263

Recycling and environmental initiatives

Service description

Budget manager:	Direct Services Organisation Manager - Mr D. Stedman
Service function:	Implement statutory recycling plan; maintain existing sites in good condition; monitor cost effectiveness of schemes
Legal status:	Environmental Protection Act 1990 Household Waste and Recycling Act 2003 EU Waste Framework Directive
Policy objectives:	Corporate Business Plan Action Point: reduce waste and increase recycling from domestic properties. Sustainable Community Strategy: reduce waste and use Runnymede Borough Council resources to support Surrey County Council in achieving recycling targets.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	1,005,410	1,005,410
Direct employee expenses - wages & employers costs - CMC March 2018	53,400	53,800
Direct employee expenses - savings achieved in current year	(4,500)	
Direct employee expenses - change in time allocations		11,100
Vehicles - variations in the running costs of vehicles	(24,400)	2,100
Equipment, furniture - reduced provision for purchase of bins	(5,500)	
Equipment, furniture - new provision for plastic sacks	2,500	2,500
Communication and computing - reduction in telephone costs	(1,100)	(1,100)
Recycling initiatives - virement to Green waste in 2018/19 only	(15,000)	
Miscellaneous expenses - public liability insurance reduced	(2,800)	(2,800)
Support services - corporate services - human resources recharge - increased		2,600
Support services - corporate services - projects and procurement - increased	2,900	4,800
Customer services - recharge reduced		(1,200)
Law and governance - legal services - increased	1,600	1,600
Technical services - GIS recharge - increased		1,000
Support services - other variations in recharges	200	800
Depreciation charge - change to allocation	122,500	183,400
Grants and contributions - costs recovered	(300)	
Sales, fees and charges - variation in income	(3,100)	(3,700)
Recycling credits - variation in income	2,700	(500)
Recycling scheme - new agreement		72,300
Recharge to services - introduced	(200)	(400)
Other net changes	(553)	(447)
2018/19 Probable outturn	1,133,757	
2019/20 Estimate		1,331,263

Recycling and environmental initiatives

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Proportion of household waste recycled	44%	47%	46%	47%
Tonnage collected from kerbside collection scheme:				
Mixed recyclables	7,020	7,500	7,750	7,750
Food waste	2,413	2,700	2,800	2,900
Total tonnage collected	9,433	10,200	10,550	10,650

Green waste collection

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	133,945	151,100	170,800	174,400
Training and recruitment	226	210	210	210
Premises related expenses				
Depot Recharge	8,500	9,000	9,000	9,000
Grounds Maintenance	3,700	3,800	3,800	3,800
Transport related expenditure				
Transport recharges	41,800	70,400	54,030	59,340
Transport insurance	149	153	153	153
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials including bins	15,100	20,000	30,070	20,100
Protective clothing	793	1,000	900	900
General office expenses	348	550	400	400
Communications and computing	34,485	6,400	6,400	6,400
Public liability insurance	1,789	1,834	1,265	1,265
Support services				
Financial services	7,000	7,100	7,100	7,200
Information technology	1,600	4,000	4,000	3,400
Corporate services	3,500	3,700	6,700	8,700
Customer services	9,700	10,000	10,000	9,400
Law and governance	200	700	800	200
Technical services	800	800	800	1,600
Depreciation and impairment losses				
Depreciation	19,990	12,900	19,990	6,339
Gross expenditure	283,725	303,747	326,518	312,907
Income				
Sales, fees and charges	383,043	380,000	430,000	438,600
Recycling credits	72,960	0	(155)	0
Recharge to services	324	330	358	336
Gross income	456,327	380,330	430,203	438,936
Net income	(172,602)	(76,583)	(103,685)	(126,029)

Green waste collection

Service description

Budget managers:	Direct Services Organisation Manager - Mr D. Stedman
Service function:	To provide a fortnightly, cost effective green garden waste service to residents
Legal status:	Environmental Protection Act 1990 Household Waste Recycling Act 2003
Policy objectives:	Corporate Business Plan Action Point: reduce waste and increase recycling from domestic properties. Sustainable Community Strategy: reduce waste and use Runnymede Borough Council resources to support Surrey County Council in achieving recycling targets.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	(76,583)	(76,583)
Direct employee expenses - wages & employers costs - CMC March 2018	11,700	11,900
Direct employee expenses - savings achieved in current year	(7,000)	
Direct employee expenses - virement from Recycling initiatives budget	15,000	
Direct employee expenses - change in time allocations		11,400
Vehicles - variations in the running costs of vehicles	(16,400)	(11,100)
Equipment, furniture - increased provision for purchase of bins	10,000	
Public liability insurance reduced premiums	(600)	(600)
Support services - corporate services - projects and procurement - increased	3,000	4,600
Support services - variations in other recharges	100	(400)
Depreciation charge - change to allocation	7,100	(6,600)
Fees and charges - increased number of customers	(50,000)	(50,000)
Fees and charges - increased charges		(8,600)
Other net changes	(2)	(46)
2018/19 Probable outturn	(103,685)	
2019/20 Estimate		(126,029)

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Households using scheme	6,974	7,000	8,300	8,400
Tonnage of green waste collected	2,657	2,800	2,500	3,000

Refuse collection - domestic

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	418,642	461,400	496,800	511,400
Training and recruitment	924	835	735	735
Premises related expenses				
Depot recharges	21,900	23,100	23,100	23,100
Grounds maintenance	3,600	3,700	3,700	3,700
Transport related expenditure				
Transport recharges	211,849	240,910	206,040	222,830
Transport insurance	1,190	1,220	1,220	1,220
Car allowances	812	600	600	600
Supplies and services				
Equipment, furniture and materials including bins	49,126	27,000	45,200	45,200
Protective clothing	2,235	2,700	2,500	2,500
General office expenses	1,431	1,600	1,600	1,600
Communication and computing	10,408	9,312	9,512	9,512
Services and expenses (consultants fees)	1,533	0	0	0
Public liability insurance	6,261	6,418	4,426	4,426
Support services				
Financial services	9,600	10,200	10,200	10,300
Information technology	5,000	4,700	4,700	4,600
Corporate services	9,400	9,700	13,000	16,700
Office accommodation	700	800	800	700
Customer services	17,500	18,100	18,100	17,100
Law and governance	7,000	4,400	4,600	6,800
Technical services	6,620	10,630	10,630	14,000
Depreciation & impairment losses				
Depreciation	69,158	83,526	157,158	221,360
Gross expenditure	854,889	920,851	1,014,621	1,118,383
Income				
Other grants and contributions	70,415	21,200	10,000	10,000
Sales, fees and charges	41,759	29,900	40,100	40,300
Recharge to services	1,770	0	420	0
Gross income	113,944	51,100	50,520	50,300
Net expenditure	740,945	869,751	964,101	1,068,083

Refuse collection - domestic

Service description

Budget manager:	Direct Services Organisation Manager - Mr D. Stedman
Service function:	Collection of domestic waste; provision of a service for the collection of special bulky items and collection of clinical waste.
Legal status:	Environmental Protection Act 1990 (mandatory)
Policy objectives:	Corporate Business Plan Action Point: reduce waste and increase recycling from domestic properties. Sustainable Community Strategy: reduce waste and use Runnymede Borough Council resources to support Surrey County Council in achieving recycling targets.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	869,751	869,751
Direct employee expenses - wages & employers costs - CMC March 2018	36,300	36,100
Direct employee expenses - savings achieved in current year	(900)	
Direct employee expenses - change in time allocations		13,900
Vehicles - variations in the running costs of vehicles	(34,900)	(18,100)
Equipment, furniture - increased provision for purchase of bins	17,000	17,000
Equipment, furniture - provision for plastic sacks increased	1,500	1,500
Services and expenses - consultants for DSO review - planned underspend	5,200	
Services and expenses - consultants for DSO review - underspend not required	(5,200)	
Public liability insurance decreased	(2,000)	(2,000)
Support services - corporate services - human resources recharge - increased		1,900
Support services - corporate services - projects and procurement - increased	3,300	5,100
Support services - customer services decreased recharge		(1,000)
Support services - legal services increased time allocation		1,900
Support services - technical services - GIS increased recharge		1,600
Support services - technical services - environmental recharge increased		1,800
Support services - other variations in recharges	200	370
Depreciation charge - change to allocation	73,600	137,800
Other grants and contributions - additional collection of refuse - revised budget	11,200	11,200
Sales, fees and charges - sale of bins increased	(10,000)	(10,000)
Sales, fees and charges - reduction in one off collections	1,200	1,200
Sales, fees and charges - school charges - variation in income	(1,400)	(1,600)
Recharge to services - one off charges	(400)	
Other net changes	(350)	(338)
2018/19 Probable outturn	964,101	
2019/20 Estimate		1,068,083

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Tonnage of waste collected	13,427	13,500	14,000	14,250

Refuse collection - trade waste

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	77,111	84,500	86,500	88,800
Training and recruitment	113	60	60	60
Premises related expenses				
Depot recharges	3,900	4,100	4,100	4,100
Transport related expenditure				
Transport recharges	48,667	43,420	45,010	49,150
Transport insurance	148	152	152	152
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials including bins	10,432	9,000	8,000	10,000
Protective clothing	361	400	400	400
General office expenses	1,015	1,500	1,500	1,500
Communication and computing	1,766	1,400	1,460	1,460
Services and expenses (Disposal of trade waste)	238,713	226,000	252,168	284,700
Public liability insurance	1,012	1,037	716	716
Support services				
Financial services	34,800	35,200	35,200	35,300
Information technology	1,400	1,600	1,600	1,600
Corporate services	1,800	2,000	5,300	7,200
Customer services	1,300	1,300	1,300	1,200
Law and governance	200	500	600	200
Technical services	200	200	200	400
Depreciation & impairment losses				
Depreciation	25,176	25,176	21,536	11,396
Gross expenditure	448,214	437,645	465,902	498,434
Income				
Sales, fees and charges	496,498	478,000	505,000	545,200
Recharge to services	32,614	33,500	33,500	34,600
Gross income	529,112	511,500	538,500	579,800
Net income	(80,898)	(73,855)	(72,598)	(81,366)

Refuse collection - trade waste

Service description

Budget manager:	Direct Services Organisation Manager - Mr D. Stedman
Service function:	Collection of trade waste; provision of a competitive service for trade customers.
Legal status:	Environmental Protection Act 1990 (mandatory)
Policy objectives:	Sustainable Community Strategy: reduce waste and use Runnymede Borough Council resources to support Surrey County Council in achieving recycling targets.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	(73,855)	(73,855)
Direct employee expenses - wages & employers costs - CMC March 2018	5,300	5,300
Direct employee expenses - savings achieved in current year	(3,300)	
Direct employee expenses - change in time allocations		(1,000)
Vehicles - variations in the running costs of vehicles	1,600	5,700
Equipment, furniture - variation in provision for purchase of bins	(1,000)	1,000
Disposal of trade waste - variation in tonnage collected/price per tonne	26,200	
Disposal of trade waste - estimated increase in tonnage and cost of disposal		58,700
Public liability insurance decreased	(300)	(300)
Support services - corporate services - projects and procurement - increased	3,300	4,900
Support services - variations in other recharges	100	200
Depreciation charge - change to allocation	(3,600)	(13,800)
Sales, fees and charges - income higher than estimated	(27,000)	(27,000)
Sales, fees and charges - increased number of customers		(29,400)
Trade waste income - increase in fees		(10,800)
Recharge to services - increased		(1,100)
Other net changes	(43)	89
2018/19 Probable outturn	(72,598)	
2019/20 Estimate		(81,366)

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Average number of trade customers	540	550	600	650
Tonnage of waste collected	2,075	2,100	2,305	2,497

Street cleansing

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	511,668	541,700	513,000	618,500
Training and recruitment	1,216	1,060	860	860
Premises related expenses				
Depot recharge	19,000	16,500	20,500	20,500
Cleaning and domestic supplies	162	300	200	200
Grounds maintenance	52,061	61,000	85,500	86,100
Transport related expenditure				
Transport recharges	147,579	143,960	156,580	150,940
Transport insurance	149	203	203	203
Car allowances	1,800	1,000	1,000	1,000
Supplies and services				
Equipment, furniture and materials	26,432	23,500	23,300	23,300
Clothes, uniform and laundry	4,533	5,400	5,100	5,100
General office expenses	3,856	3,350	4,600	4,710
Communications and computing	5,142	4,350	5,190	5,190
Services and expenses (consultants fees)	1,533	0	0	0
Services and expenses (litter and dog fouling fees)	87,803	18,972	113,000	113,000
Miscellaneous expenses	5,486	5,219	3,605	3,605
Support services				
Financial services	18,600	17,900	19,100	19,200
Information technology	1,100	1,000	2,000	2,000
Corporate services	14,500	14,800	18,100	22,500
Office accommodation	3,000	3,400	3,400	2,700
Customer services	15,300	15,800	15,900	15,000
Law and governance	2,300	0	3,400	2,900
Technical services	20,378	36,420	36,420	43,300
Depreciation and impairment losses				
Depreciation	46,628	41,269	46,628	42,859
Gross expenditure	990,226	957,103	1,077,586	1,183,667
Income				
Other grants and contributions (costs recovered)	(726)	1,040	800	1,000
Sales, fees and charges (litter & dog fouling fines)	112,380	22,950	150,000	150,000
Recharge to services	151,120	152,400	152,800	156,200
Gross income	262,774	176,390	303,600	307,200
Net expenditure	727,452	780,713	773,986	876,467

Notes

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Net expenditure includes:				
Street cleansing	693,320	736,447	736,096	831,220
Anti-graffiti and street care team	14,621	14,141	14,487	10,947
Abandoned vehicle collection	27,083	30,653	30,653	32,550
Litter and dog fouling	(7,572)	(528)	(7,250)	1,750
	727,452	780,713	773,986	876,467

Street cleansing

Service description

Budget managers:	Direct Services Organisation Manager - Mr D. Stedman Environmental Health and Licensing Manager - Mr P. Burke (Abandoned vehicles)
Service function:	Cleansing of streets, town centre areas, car parks, recreational areas, areas surrounding recycling centres. Litter picking services and provision of crews to react to requests for urgent services such as fly tipping, abandoned vehicles and removal of graffiti.
Legal status:	Environmental Protection Act 1990: Anti-social Behaviour Crime and Policing Act 2014; Refuse Disposal (Amenity) Act 1978 (Removal of unlawfully deposited waste and abandoned vehicles). Clean Neighbourhoods and Environment Act 2005 General powers under the Local Government Act 2002
Policy objectives:	To maintain and enhance the appearance of the Borough by an effective programme of street cleansing, litter picking and the removal of abandoned vehicles and graffiti. To ensure that Street Cleansing and Litter Picking provides a cost effective response to the cleansing needs of the Borough with particular regard to the requirements for cleansing of the town centres. To ensure the quality of services sustains the lowest possible level of complaints consistent with costs managed within the budget.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	780,713	780,713
Direct employee expenses - litter and dog fouling - additional salary allocation	8,000	
Direct employee expenses - changes in salary allocations		13,600
Direct employee expenses - additional staffing - CMC November 2018	6,000	24,000
Direct employee expenses - wages & employers costs - CMC March 2018	17,700	54,900
Direct employee expenses - savings achieved in current year	(40,900)	
Direct employee expenses - wages vired to leaf clearance budget	(19,500)	(19,700)
Direct employee expenses - DSO pay review - E&S November 2018		4,000
Training and recruitment - reduced provision	(200)	(200)
Depot recharge - variation in recharge	4,000	4,000
Grounds maintenance - leaf clearance - virement from wages	19,500	19,700
Grounds maintenance - removal of hazardous waste - increased provision	5,000	5,000
Vehicles - variations in the running costs of vehicles	12,600	7,000
General office expenses - increased provisions	1,500	1,500
Services and expenses - consultants for DSO review - planned underspend	5,200	
Services and expenses - consultants for DSO review - underspend not required	(5,200)	
Services and expenses - litter and dog fouling professional fees - trial extended	94,000	94,000
Miscellaneous expenses - public liability insurance	(1,600)	(1,600)
Support services - corporate services - human resources recharge - increased		3,100
Support services - corporate services - projects and procurement - increased	3,200	4,500
Support services - customer services - variation in recharge	100	(800)
Support services - law and governance - variation in legal recharge	3,200	2,200
Support services - technical services - environmental enforcement - increased		6,900
Support services - other variations in recharges	2,500	2,400
Depreciation charge - change to allocation	5,400	1,600
Other grants and contributions - variations in costs recovered	200	
Sales, fees and charges - litter and dog fouling fines - trial extended	(127,000)	(127,000)
Recharge to services - variation in recharges	(400)	(3,800)
Other net changes	(27)	454
2018/19 Probable outturn	773,986	
2019/20 Estimate		876,467

Street cleansing and litter squad

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Street cleansing				
Fly tips removed	504	550	650	700
Abandoned vehicles				
Number of abandoned vehicles investigated	253	200	200	200
Number of abandoned vehicles removed/scrapped	22	25	20	20

Public conveniences

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	27,724	27,200	31,300	26,700
Training and recruitment	107	50	50	50
 Premises related expenses				
Building maintenance	2,883	3,743	3,743	2,221
Utilities, rates and insurance	1,621	886	1,061	1,096
Depot recharge	1,300	1,300	1,300	1,300
Cleaning materials	920	1,000	1,000	1,000
 Transport related expenditure				
Transport recharges	3,286	5,210	5,120	5,300
 Supplies and services				
Clothes, uniform and laundry	412	500	500	500
Communications and computing	462	400	300	300
 Support services				
Financial services	4,400	4,500	4,500	4,500
Corporate services	1,600	1,700	1,700	1,900
Customer services	600	600	600	600
Housing and leisure management	240	240	240	240
Technical services	4,200	4,200	4,200	4,600
 Depreciation and impairment losses				
Depreciation	5,969	1,848	5,969	5,969
Gross expenditure	55,724	53,377	61,583	56,276
 Income				
Other grants and contributions	2,000	2,000	2,000	2,000
Recharge to services	35,000	33,800	33,800	36,900
Gross income	37,000	35,800	35,800	38,900
Net expenditure	18,724	17,577	25,783	17,376

Public conveniences

Service description

Budget manager:	Direct Services Organisation Manager - Mr D. Stedman Principal Building Services Manager - Mr R. Webb (Strategic maintenance)
Service function:	Provision and maintenance of public conveniences
Legal status:	Public Health Act 1936 (discretionary); Chronically Sick and Disabled Persons Act 1970 (mandatory).
Policy objectives:	To provide the service in a cost effective manner. To provide in partnership with the private sector when opportunities arise.

Budget variations

	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
	£	£
2018/19 Original estimate	17,577	17,577
Direct employee expenses - changes in salary allocations		(900)
Direct employee expenses - increase in wages	4,100	400
Building maintenance - variation in strategic maintenance plan		(1,500)
Utilities - increased budgets	200	200
Vehicles - variations in the running costs of vehicles	(100)	100
Communications and computing - reduced mobile phone budget	(100)	(100)
Support services - variations in support service allocations		600
Depreciation charge - change to allocation	4,100	4,100
Recharge to services - variation in recharges		(3,100)
Other net changes	6	(1)
2018/19 Probable outturn	25,783	
2019/20 Estimate		17,376

Service statistics

Public conveniences maintained:

Included in this budget:

Coopers Hill, Englefield Green

Included in other budgets:

Chertsey Cemetery
Addlestone Cemetery
Englefield Green Pavilion and Cemetery
Gogmore Farm Park
Homewood Park

Flood mitigation

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	61,834	88,600	88,600	92,700
Training and recruitment	-	1,319	0	0
Premises related expenses				
Energy costs and depot recharge	4,500	4,700	4,700	4,700
Maintenance of watercourses	26,000	29,400	29,400	29,500
Major and special projects	44,021	42,224	42,224	58,300
Transport related expenditure				
Transport recharges	4,056	0	0	0
Car allowances	3,100	3,000	3,000	3,000
Supplies and services				
Equipment, furniture and materials	19	20	36	40
Protective clothing	-	250	0	0
General office expenses	1,696	1,829	1,796	1,845
Communication and computing	5,902	5,059	6,559	6,559
Services and expenses	-	50	25	50
Contribution - River Thames scheme	84,000	84,000	84,000	84,000
Support services				
Financial services	6,900	6,900	6,900	6,900
Information technology	5,400	5,400	5,400	5,400
Corporate services	4,100	4,200	4,200	4,400
Office accommodation	10,800	9,300	9,300	7,200
Customer services	1,300	1,300	1,300	1,200
Law and governance	-	-	200	600
Housing and leisure management	6,900	7,000	7,000	7,000
Technical services	11,400	12,000	12,000	12,000
Depreciation and impairment losses				
Depreciation	-	5,273	0	0
Gross expenditure	281,928	311,824	306,640	325,394
Income				
Other grants and contributions (costs recovered)	17,729	15,000	15,002	15,002
Gross income	17,729	15,000	15,002	15,002
Net expenditure	264,199	296,824	291,638	310,392

Flood mitigation

Service description

Budget manager:	Principal Engineer - Mr J. Godden
Service function:	Maintenance of water courses (ditches, etc.); monitoring of local land drainage needs; assessment of first time sewerage connection needs.
Legal status:	Water Act 1991 (mandatory and discretionary elements)
Policy objectives:	To provide an efficient and effective local land drainage service. To identify land drainage schemes that alleviate the danger of flooding. Encourage Environment Agency to carry out its function. Liaise with the Environment Agency in carrying out its functions.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	296,824	296,824
Direct employee expenses - change in salary allocations		4,100
Training and recruitment -short courses budget vired to Engineering services	(1,300)	(1,300)
Major and special projects - provision reintroduced as per MTFS		15,000
Major and special projects - increase in budgets		1,100
Communication and computing - increase in computer maintenance budget	1,500	1,500
Protective clothing - budget removed	(300)	(300)
Support services - variation in office accommodation recharge		(2,100)
Support services - variations in other support service allocations	200	700
Depreciation charge - allocation removed	(5,300)	(5,300)
Other net changes	14	168
2018/19 Probable outturn	291,638	
2019/20 Estimate		310,392

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Main river watercourses (in kilometres)	49	49	49	49
Major, non main river watercourses (in kilometres)	10	10	10	10
RBC riverbank responsibilities (in kilometres)	10	10	10	10
Non main river flood events	0	1	1	1

Energy management

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	57,808	67,500	63,800	67,100
Training and recruitment	380	210	210	600
Transport related expenditure				
Travelling and subsistence	126	200	200	250
Car allowances	100	100	1,500	1,400
Supplies and services				
Equipment, furniture and materials	63	0	0	500
Catering expenses	-	100	100	100
General office expenses	1,594	950	750	1,000
Communications and computing	419	300	555	435
Miscellaneous expenses - promotion of events	-	820	800	1,500
Support services				
Financial services	2,400	2,500	3,400	3,200
Information technology	1,500	1,600	2,200	2,500
Corporate services	2,400	2,800	4,200	5,300
Office accommodation	100	100	8,400	6,600
Customer services	1,100	1,100	1,100	1,000
Law and governance	-	-	200	500
Technical services	18,200	21,400	4,900	5,200
Gross expenditure	86,190	99,680	92,315	97,185
Income				
Other grants and contributions (costs recovered)	1,569	0	0	0
Recharge to housing revenue account	25,200	33,200	33,200	32,400
Gross income	26,769	33,200	33,200	32,400
Net expenditure	59,421	66,480	59,115	64,785

Energy management

Service description

Budget manager:	Principal Building Services Manager - Mr R. Webb
Service function:	To review, investigate and implement energy management initiatives including energy saving measures and renegotiation of most favourable prices for energy consumed.
Legal status::	Home Energy Conservation Act 1996 Various enactment's relevant to the projects undertaken.
Policy objectives:	To closely monitor savings achieved against costs of implementation to ensure effective use of resources. To administer the Council's mandatory duties under the 1996 Act.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	66,480	66,480
Direct employee expenses - change in allocations	(3,700)	(400)
Training and recruitment - increase in provisions		400
Car allowances - change in recharge	1,400	1,300
Equipment, furniture and materials - increased provision		500
Miscellaneous expenses - increase in provision for promotion of events		700
Support services - variation in office accommodation recharge	8,300	6,500
Support services - variation in corporate services recharges	1,400	2,500
Support services - building services - reduction in allocation	(16,500)	(16,200)
Support services - variations in other support service allocations	1,700	2,000
Recharge to services - variation in allocation		800
Other net changes	35	205
2018/19 Probable outturn	59,115	
2019/20 Estimate		64,785

Car parks

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	93,300	104,800	104,800	106,500
Training and recruitment	164	262	250	250
Premises related expenses				
Depot, rents, rates and utilities	115,892	114,849	114,573	119,628
Grounds maintenance	40,299	40,576	40,576	41,131
Transport related expenditure				
Transport recharges	4,139	3,710	3,980	3,830
Travelling and subsistence	3,107	3,150	3,130	3,150
Supplies and services				
Equipment, furniture and materials	17,592	18,509	20,309	19,090
Clothes, uniform and laundry	392	635	635	635
General office expenses	6,237	6,979	6,972	6,994
Communications and computing	7,909	7,491	7,147	7,350
Services and expenses	10,356	12,520	13,600	13,950
Miscellaneous expenses	7,421	7,607	5,246	5,246
Support services				
Financial services	19,500	20,000	20,000	20,100
Information technology	5,300	5,700	5,700	5,600
Corporate services	3,700	3,900	4,200	5,000
Customer services	31,400	32,500	32,500	30,600
Law and governance	5,700	6,500	6,800	6,800
Housing and leisure management	7,670	7,740	7,860	6,960
Technical services	900	900	900	900
Depreciation and impairment losses				
Depreciation	5,638	5,638	5,638	5,638
Gross expenditure	386,616	403,966	404,816	409,352
Income				
Sales fees and charges:				
- Rents, concessions, etc.	379	375	379	379
- Pay and display income & pay by phone income	561,421	546,000	630,700	677,300
- Penalty charge notices	72,821	65,000	70,000	70,000
- Season tickets and permits	149,044	137,000	140,600	161,700
Other income and recharges	11,200	11,400	11,400	11,600
Gross income	794,865	759,775	853,079	920,979
Net income	(408,249)	(355,809)	(448,263)	(511,627)

Car parks

Service description

Budget manager:	Parking Services Manager - Mr M. Robins
Service function:	General running costs and maintenance of parking areas and the collection of pay and display and other income.
Legal status:	Road Traffic Regulation Act 1984 (discretionary); Road Traffic Act 1991; Traffic Management Act 2004
Policy objectives:	To consider all alternative methods of raising income from car parks whilst encouraging and maintaining the economic vitality of town centres and villages. To implement the proposals that flow from the town by town car park reviews

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	(355,809)	(355,809)
Direct employee expenses - changes in salary allocation		1,700
Premises - business rates - increased costs	3,100	5,800
Premises - business rates - car park closure delayed	7,600	
Premises - annual licence reduction in provision required	(11,000)	(1,000)
Grounds maintenance - street sweeping recharge increased		300
Vehicles - variations in the running costs of vehicles	300	100
Equipment - provision for replacement video badges removed from 2019/20	(1,000)	(2,500)
Equipment - pay and display price changes provision increased	2,800	2,800
Communications and computing - pay by phone licence fee budget removed	(400)	(400)
Services and expenses - increase in cash collection budget	1,100	1,100
Miscellaneous expenses - public liability insurance - budget reduced	(2,400)	(2,400)
Support services - customer services decreased recharge		(1,900)
Support services - other variations in recharges	700	600
Pay and display income - increase in car park usage	(30,000)	(20,000)
Pay and display income - price increase from February 2019	(24,700)	(111,300)
Closure of the Precinct extension car park delayed until 31 March 2019	(30,000)	
Penalty charge notices - increase in income	(5,000)	(5,000)
Season tickets and permits - increase in number	(3,600)	(3,600)
Season tickets and permits - price increase		(21,100)
Recharge to services increased		(200)
Other net changes	46	1,182
2018/19 Probable outturn	(448,263)	
2019/20 Estimate		(511,627)

Car parks

Service statistics

Number of car parking spaces as at November 2018
(Including Leisure Services)

Number of Spaces	Disabled Spaces
1,263	51
244	20
30	0
1,537	71

Pay and Display car parks
Free car parks
Contract car parks

Number of PCN's Issued

<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
3,003	2,800	3,000	3,000

On street car parking enforcement

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	77,500	85,500	85,500	86,800
Training and recruitment	164	262	250	250
Premises related expenses				
Depot recharge	4,400	4,600	4,600	4,600
Transport related expenditure				
Transport recharges	4,139	3,710	3,980	3,830
Travelling and subsistence	2,007	2,020	2,020	2,020
Supplies and services				
Equipment, furniture and materials	280	2,833	1,833	340
Clothes, uniform and laundry	392	635	635	635
General office expenses	1,618	1,253	1,253	1,253
Communications and computing	7,909	7,112	7,147	7,350
Services and expenses	3,122	5,900	5,900	5,900
Public liability insurance	629	645	445	445
Support services				
Financial services	9,100	9,300	9,300	9,400
Information technology	4,800	5,200	5,200	5,100
Corporate services	2,600	2,600	3,400	4,100
Customer services	14,900	15,500	15,500	14,600
Law and governance	2,000	500	700	700
Housing and leisure management	790	740	860	860
Depreciation and impairment losses				
Depreciation	629	629	629	629
Gross expenditure	136,979	148,939	149,152	148,812
Income				
Other grants and contributions (Surrey County Council)	0	(4,129)	0	0
Sales, fees and charges (penalty charge notices)	111,505	150,000	130,000	130,000
Sales, fees and charges (resident permits/waivers etc.)	4,729	4,100	4,800	4,600
Gross income	116,234	149,971	134,800	134,600
Net expenditure (income)	20,745	(1,032)	14,352	14,212

On street car parking enforcement

Service description

Budget manager:	Parking Services Manager - Mr M. Robins
Service function:	To assume responsibility for enforcing on-street parking restrictions in the borough on behalf of Surrey County Council.
Legal status:	Road Traffic Regulation Act 1984 (discretionary); Road Traffic Act 1991 Traffic Management Act 2004; Agency agreement with Surrey County Council.
Policy objectives:	To reduce inconsiderate and dangerous parking. To reduce congestion and improve traffic flow. To provide designated and enforceable disabled parking. Stricter enforcement of parking regulations. To provide a knowledgeable and rapid response to parking issues. Encourage and maintain the economic vitality of town centres and villages.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	(1,032)	(1,032)
Direct employee expenses - changes in salary allocation		1,300
Vehicles - variations in the running costs of vehicles	300	100
Equipment - provision for replacement video badges removed from 2019/20	(1,000)	(2,500)
Public liability insurance - budget reduced	(200)	(200)
Support services - projects and procurement - new recharge	800	1,200
Support services - customer services decreased recharge		(900)
Support services - other variations in recharges	300	600
Other grants and contributions-variation of surplus paid to Surrey County Council	(4,100)	(4,100)
Penalty charge notices - decrease in number issued	20,000	20,000
Sales, fees and charges - variation in other income	(700)	(500)
Other net changes	(16)	244
2018/19 Probable outturn	14,352	
2019/20 Estimate		14,212

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of PCN's issued	3,203	4,200	3,800	3,800
Number of spaces	655	655	655	655

Environmental maintenance - RBC

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	800	800	800	800
Premises related expenses				
Grounds maintenance:				
- Runnymede in Bloom - general costs	16,489	21,070	16,700	17,370
- Shrubs, flowerbeds and tree planting	13,978	17,544	17,700	18,000
- Sponsored roundabouts	12,425	12,200	14,200	14,500
Transport related expenditure				
Transport recharges	228	140	180	250
Support services				
Financial services	3,800	4,000	4,000	4,000
Corporate services	200	200	300	300
Customer services	1,900	2,000	2,000	1,900
Housing and leisure management	20,400	19,700	19,700	18,600
Gross expenditure	70,220	77,654	75,580	75,720
Income				
Other grants and contributions:				
- Sponsored roundabouts	32,984	29,000	33,000	34,000
Gross income	32,984	29,000	33,000	34,000
Net expenditure	37,236	48,654	42,580	41,720

Environmental maintenance - RBC

Service description

Budget manager:	Direct Services Organisation Manager - Mr D. Stedman Community Services Manager - Green Space - Mr P. Winfield
Service function:	The maintenance of roundabouts, planted beds, trees and shrubs within highways. Arrangements for Runnymede in Bloom activities including street floral displays and a Borough-wide "Green Fingers" competition.
Legal status:	Highways Act 1980
Policy objectives:	To emphasise environmental quality through the "In Bloom" initiative, and the maintenance of highway shrubs and flowerbeds.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	48,654	48,654
Runnymede in Bloom and shrubs, flowerbeds - budgets reduced	(4,000)	(3,700)
Runnymede in Bloom competition costs - budget not required in 2018/19	(400)	
Shrubs, flowerbeds and tree planting - provision increased	200	500
Sponsored roundabouts - increased costs	2,000	2,300
Vehicles - variations in the running costs of vehicles		100
Support services - reduction in parks management recharge		(1,100)
Support services - variations in other support services	100	
Sponsored roundabouts - increased income	(4,000)	(5,000)
Other net changes	26	(34)
2018/19 Probable outturn	42,580	
2019/20 Estimate		41,720

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of seasonal flower beds	30	30	36	36
Number of hanging baskets, troughs maintained	205	205	205	205
Number of roundabouts available for sponsorship	25	25	25	25
Number of sponsored planters	11	11	11	11

Environmental maintenance - SCC agency

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	12,600	13,300	13,300	8,500
Premises related expenses				
Depot recharge	800	800	800	800
Grounds maintenance:				
- Verge grass cutting	56,208	69,017	70,500	72,100
- Verge weed control	15,377	22,000	10,000	16,000
Transport related expenditure				
Car allowances	300	300	300	300
Supplies and services				
Equipment, furniture and materials	-	500	0	0
Communications and computing	90	100	100	100
Support services				
Financial services	1,400	1,600	1,600	1,600
Corporate services	1,600	1,800	1,800	1,800
Customer services	800	800	800	800
Technical services	900	900	900	900
Depreciation and impairment losses				
Depreciation	225	225	225	225
Gross expenditure	90,300	111,342	100,325	103,125
Income				
Other Grants and contributions				
- Costs recovered from Surrey County Council	105,990	67,834	67,834	67,834
Gross income	105,990	67,834	67,834	67,834
Net expenditure (income)	(15,690)	43,508	32,491	35,291

Environmental maintenance - SCC agency

Service description

Budget manager:	Direct Services Organisation Manager - Mr D. Stedman
Service function:	The maintenance of grass verges and weed control on the highway on behalf of Surrey County Council.
Legal status:	Highways Act 1980, Agency agreement with Surrey County Council
Policy objectives:	Environmental maintenance of highway verges and pavements.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	43,508	43,508
Direct employee expenses - change in salary allocation		(4,800)
Verge grass cutting - increase in provision	1,500	3,100
Verge weed control - reduction in number of applications	(12,000)	(6,000)
Equipment, furniture and materials - tools and plant budget removed	(500)	(500)
Other net changes	(17)	(17)
2018/19 Probable outturn	32,491	
2019/20 Estimate		35,291

Borough highways functions

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	12,500	21,100	21,100	22,000
Premises related expenses				
Building maintenance (war memorials)	334	474	474	1,577
Rent, water and insurance	84	404	104	104
Grounds maintenance	15,062	11,700	11,700	11,765
Transport related expenditure				
Car allowances	700	700	700	700
Supplies and services				
Equipment, furniture and materials	10,022	16,200	22,200	22,380
General office expenses	1,700	1,800	1,800	1,800
Contribution - feasibility study	-	-	100,000	0
Support services				
Financial services	9,000	9,200	9,200	9,200
Information technology	2,000	1,700	1,700	1,700
Corporate services	1,300	1,300	1,500	1,700
Office accommodation	2,000	2,400	2,400	1,900
Law and governance	1,400	1,400	1,500	1,600
Housing and leisure management	900	0	0	0
Technical services	2,600	2,800	2,800	2,800
Gross expenditure	59,602	71,178	177,178	79,226
Income				
Sales, fees and charges	17,850	11,200	18,500	19,360
Gross income	17,850	11,200	18,500	19,360
Net expenditure	41,752	59,978	158,678	59,866

Borough highways functions

Service description

Budget manager:	Principal Engineer - Mr J. Godden
Service function:	Enhancement of town centre maintenance, provision of street furniture such as street nameplates, shelters and seats; and, all works and activities which are in part or wholly reimbursed by third parties.
Legal status:	Highways Act 1980.
Policy objectives:	To maintain and extend policies to improve town centres. To improve signing of communities and facilities within the Borough. To recover costs of reimbursable functions

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	59,978	59,978
Direct employee expenses - change in salary allocation		900
Variation to strategic maintenance plan		1,100
Rent, water and insurance - budget for water reduced	(300)	(300)
Equipment, furniture & materials - increase in provision financed by income	6,000	6,000
Contribution - feasibility study - SO42 November 2018	100,000	
Support services - variations in support services	300	100
Sales, fees and charges - variations in income	(7,300)	(8,200)
Other net changes		288
2018/19 Probable outturn	158,678	
2019/20 Estimate		59,866

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of street nameplates	3,358	3,376	3,376	3,400
Number of seats	125	125	124	124
Number of bus shelters	91	91	91	91

Markets and street trading

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Premises related expenses				
Street cleaning - markets	-	-	280	0
Supplies and services				
General office expenses:				
- Markets	-	-	500	0
- Street trading	-	405	405	405
Miscellaneous expenses - markets	-	-	820	0
Support services				
Financial services	1,800	1,900	1,900	1,900
Corporate services	-	-	400	500
Law and governance	8,600	8,000	8,000	8,000
Gross expenditure	10,400	10,305	12,305	10,805
Income				
Other grants and contributions - costs recovered	0	0	100	0
Gross income	0	0	100	0
Net expenditure	10,400	10,305	12,205	10,805

Markets and street trading

Service description

Budget manager:	Corporate Head of Law and Governance - Mr M. Leo Democratic Services Manager - Mr B. Fleckney	(Markets) (Street trading)
Service function:	To facilitate and where necessary licence markets which the Council wishes to support as a matter of policy. To consider and process other requests for street trading licences and consents, including changes to permitted streets.	
Legal status:	Local Government Act 2000; Local Government (Miscellaneous Provisions) Act 1982	
Policy objectives:	To assist the economic well-being of the Borough To enforce street trading licences and ensure compliance	

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	10,305	10,305
Net cost of farmers market trial - virement from Chief Executive's contingency	1,500	
Corporate services - projects and procurement - new recharge	400	500
2018/19 Probable outturn	12,205	
2019/20 Estimate		10,805

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of street trading consents issued	0	1	1	1

Engineering services overheads

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Training and recruitment	1,018	1,490	2,350	2,355
Transport related expenditure				
Travelling and subsistence	47	250	100	250
Supplies and services				
General office expenses	989	1,100	1,066	1,100
Communications and computing	798	850	800	850
Support services				
Financial services	4,400	4,300	4,300	4,300
Information technology	4,600	5,000	5,000	4,900
Corporate services	1,600	1,600	1,800	2,200
Customer services	5,800	5,900	5,900	5,500
Technical services	300	300	300	300
Gross expenditure	19,552	20,790	21,616	21,755
Income				
Other income and recharges to services	19,800	20,800	20,800	20,800
Gross income	19,800	20,800	20,800	20,800
Net expenditure (income)	(248)	(10)	816	955

Engineering services overheads

Service description

Budget manager: Principal Engineer - Mr J. Godden

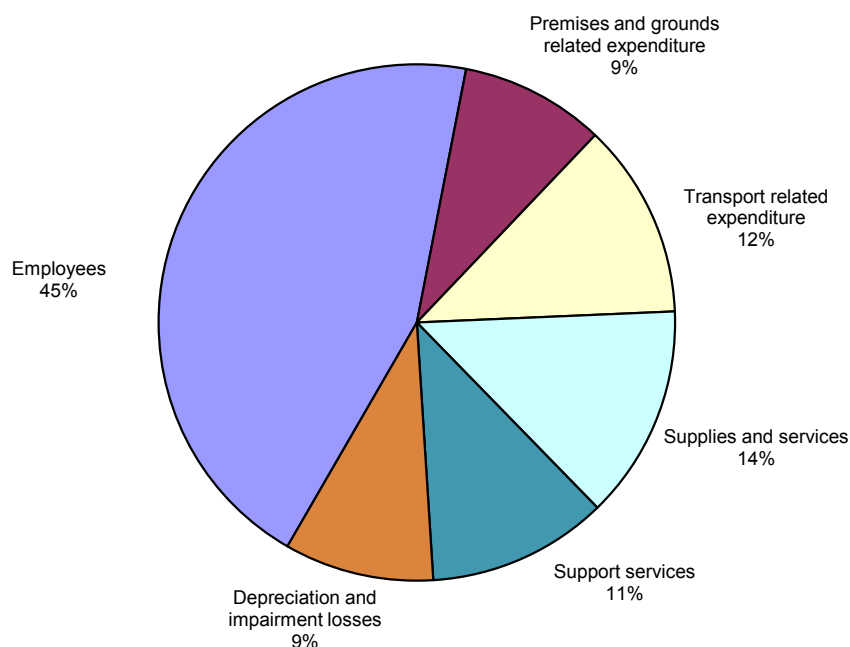
Service function: To administer the engineering services overheads

Environment and Sustainability Committee

Subjective analysis

	<u>2017/18</u> <u>Actual</u> £	<u>2018/19</u> <u>Estimate</u> £	<u>2018/19</u> <u>Probable</u> £	<u>2019/20</u> <u>Estimate</u> £
<u>Expenditure</u>				
Employees	2,486,421	2,759,554	2,838,969	2,991,930
Premises and grounds related expenditure	521,316	558,487	574,035	604,692
Transport related expenditure	771,489	829,733	770,143	817,293
Supplies and services	874,563	716,495	946,632	894,917
Support services	673,308	712,656	737,496	755,060
Depreciation and impairment losses	359,877	324,224	527,435	624,968
Gross expenditure	5,686,974	5,901,149	6,394,710	6,688,860
<u>Income</u>				
Other grants and contributions	300,322	133,445	131,536	131,336
Sales, fees and charges	1,995,337	1,862,525	2,173,354	2,291,509
Recycling credits	209,572	0	(2,808)	500
Recycling scheme	0	232,000	232,000	159,700
Recharges to services	330,456	359,206	360,292	377,836
Gross income	2,835,687	2,587,176	2,894,374	2,960,881
Net expenditure	2,851,287	3,313,973	3,500,336	3,727,979

Expenditure Analysis 2019/20



Licensing Committee

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Summary</u>				
Alcohol and related licensing	39,953	36,002	26,335	25,870
Net expenditure	39,953	36,002	26,335	25,870

Alcohol and related licensing

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	60,800	58,300	51,600	51,700
Training and recruitment	60	200	200	200
<u>Transport related expenditure</u>				
Travelling and subsistence	1,915	1,625	1,625	1,625
<u>Supplies and services</u>				
Equipment, furniture and materials	162	167	200	205
General office expenses	215	440	440	440
Communication and computing	600	600	600	600
<u>Support services</u>				
Financial services	6,900	6,600	6,600	6,600
Information technology	6,800	6,700	6,700	6,600
Corporate services	2,300	2,500	2,900	3,100
Office accommodation	4,000	4,500	4,500	3,500
Customer services	8,500	5,500	5,500	5,200
Law and governance	10,200	5,200	5,300	6,200
Technical services	3,700	3,670	3,670	3,400
Gross expenditure	106,152	96,002	89,835	89,370
<u>Income</u>				
Sales, fees and charges:				
Annual fees	52,742	50,000	52,000	52,000
Application fees	2,052	2,000	2,000	2,000
Other fees and charges	11,405	8,000	9,500	9,500
Gross income	66,199	60,000	63,500	63,500
Net expenditure	39,953	36,002	26,335	25,870

Alcohol and related licensing

Service description

Budget manager:	Environmental Health and Licensing Manager - Mr P Burke
Service function:	Licensing and monitoring the sale and supply of alcohol and the control of public entertainment.
Legal status:	Licensing Act 2003
Policy objectives:	To meet statutory responsibilities in a cost effective manner.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	36,002	36,002
Direct employee expenses - revised time allocations	(6,700)	(6,800)
Support services - variations in support services	500	(70)
Sales, fees and charges - variations in income	(3,500)	(3,500)
Other net changes	33	238
2018/19 Probable outturn	26,335	
2019/20 Estimate		25,870

Service statistics

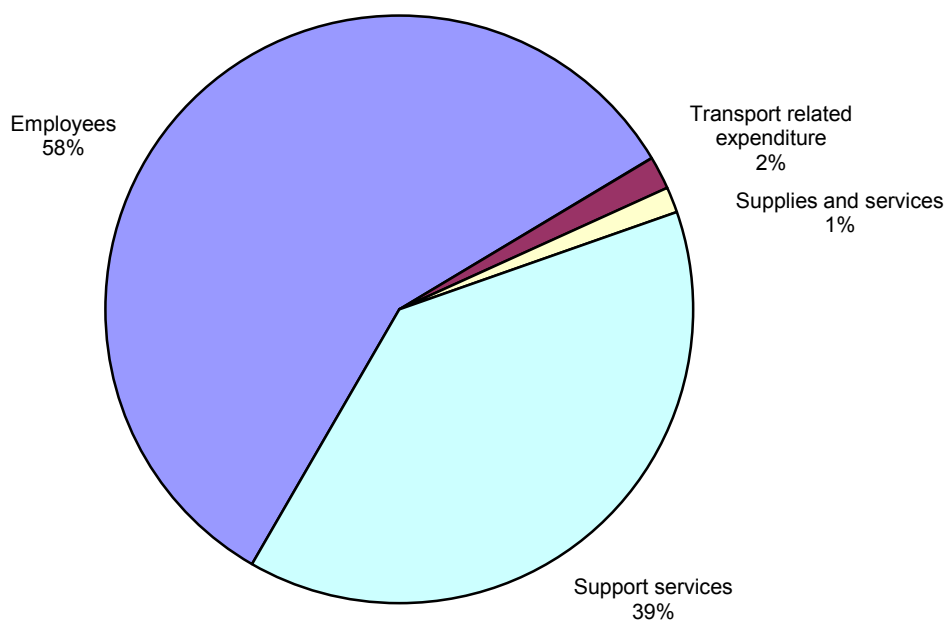
	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of licensed premises	272	267	275	278
Number of new personal licences	71	60	50	50
Number of temporary event notices	208	180	200	200

Licensing Committee

Subjective analysis

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
Employees	60,860	58,500	51,800	51,900
Transport related expenditure	1,915	1,625	1,625	1,625
Supplies and services	977	1,207	1,240	1,245
Support services	42,400	34,670	35,170	34,600
Gross expenditure	106,152	96,002	89,835	89,370
<u>Income</u>				
Fees and charges	66,199	60,000	63,500	63,500
Gross income	66,199	60,000	63,500	63,500
Net expenditure	39,953	36,002	26,335	25,870

Expenditure Analysis 2019/20



Regulatory Committee

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Summary</u>				
Gambling	5,847	6,365	6,865	7,065
Taxi licensing	(1,985)	(2,686)	19,426	21,835
Other licences	22,152	22,400	21,800	20,100
Net expenditure	26,014	26,079	48,091	49,000

Gambling

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	9,100	9,500	9,500	9,900
Training and recruitment	60	200	200	200
<u>Transport related expenditure</u>				
Car allowances	115	115	115	115
<u>Support services</u>				
Financial services	2,300	2,400	2,400	2,400
Information technology	800	1,100	1,100	1,100
Corporate services	900	900	900	900
Office accommodation	200	300	300	200
Customer services	1,500	1,500	1,500	1,400
Technical services	860	800	800	800
Gross expenditure	15,835	16,815	16,815	17,015
<u>Income</u>				
Sales, fees and charges				
Betting premises licences	7,200	7,200	7,200	7,200
Gaming, lotteries and amusement permits	2,038	2,500	2,000	2,000
Family entertainment centre licences	750	750	750	750
Gross income	9,988	10,450	9,950	9,950
Net expenditure	5,847	6,365	6,865	7,065

Gambling

Service description

Budget manager:	Environmental Health and Licensing Manager - Mr P Burke
Service function:	Licensing and monitoring of premises under the Gambling Act
Legal status:	Gambling Act 2005
Policy objectives:	To meet statutory responsibilities in a cost effective manner.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	6,365	6,365
Direct employee expenses - changes in salary allocations		400
Support services - variations in recharges		(200)
Sales, fees and charges - variation in gaming and lotteries permit income	500	500
2018/19 Probable outturn	6,865	
2019/20 Estimate		7,065

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of:				
Betting shop premises licences	12	12	12	12
Family entertainment centre	1	1	1	1
Gaming machine permits issued	44	55	44	44
Lottery licences issued	48	48	48	48

Taxi licensing

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	53,100	57,800	64,500	67,500
Training and recruitment	0	250	250	250
<u>Premises related expenses</u>				
Rent, rates and insurance (taxi bay rentals)	4,392	4,680	4,680	4,900
<u>Transport related expenditure</u>				
Car allowances	707	825	825	825
<u>Supplies and services</u>				
Equipment, furniture and materials	2,125	2,308	2,263	2,270
General office expenses	630	938	988	990
Communication and computing	600	600	600	600
Services and expenses	3,741	5,400	4,550	3,900
Contribution to safeguarding costs	3,000	0	0	0
<u>Support services</u>				
Financial services	3,400	3,700	3,700	3,700
Information technology	6,600	6,600	6,600	6,500
Corporate services	1,600	1,700	2,400	3,000
Office accommodation	4,800	5,400	5,400	4,200
Customer services	8,400	5,500	5,500	5,200
Law and governance	2,300	2,500	3,500	3,500
Technical services	3,100	3,070	3,070	3,300
Gross expenditure	98,495	101,271	108,826	110,635
<u>Income</u>				
Costs recovered (DBS checks)	4,099	5,000	4,000	4,000
Sales, fees and charges	96,381	98,957	85,400	84,800
Gross income	100,480	103,957	89,400	88,800
Net expenditure (income)	(1,985)	(2,686)	19,426	21,835

Taxi licensing

Service description

Budget manager:	Environmental Health and Licensing Manager - Mr P Burke
Service function:	Taxi and private hire vehicle and driver registration and inspection.
Legal status:	Local Government (Miscellaneous Provisions) Acts 1976 (mandatory) and miscellaneous other Acts
Policy objectives:	To meet statutory responsibilities in a cost effective manner. To examine incentives to encourage provision of taxis capable of transporting disabled people.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	(2,686)	(2,686)
Direct employee expenses - revised time allocations	6,700	6,800
Direct employee expenses - changes in salary allocations		2,900
Premises related expenditure - increase in taxi bay rental		200
Services and expenses - barristers fees - appeal	650	
Services and expenses - DBS checks budget reduced	(1,500)	(1,500)
Support services - variations in recharges	1,700	900
Sales, fees and charges - variations in income	14,600	15,200
Other net changes	(38)	21
2018/19 Probable outturn	19,426	
2019/20 Estimate		21,835

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of:				
Private hire operators	23	22	23	23
Vehicles:				
Hackney carriage	120	128	115	115
Private hire	69	78	65	65
	<u>189</u>	<u>206</u>	<u>180</u>	<u>180</u>
Drivers:				
Hackney carriage	144	146	134	134
Private hire	72	78	68	68
	<u>216</u>	<u>224</u>	<u>202</u>	<u>202</u>

Other licences

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	13,300	15,800	15,800	15,900
<u>Transport related expenditure</u>				
Car allowances	626	600	600	600
<u>Support services</u>				
Financial services	2,700	2,600	2,600	2,000
Information technology	400	500	500	400
Corporate services	100	100	200	200
Office accommodation	1,000	1,100	1,100	600
Customer services	2,200	2,500	2,500	2,500
Law and governance	7,500	7,000	7,000	6,400
Technical services	550	400	400	400
Gross expenditure	28,376	30,600	30,700	29,000
<u>Income</u>				
Sales, fees and charges	6,224	8,200	8,900	8,900
Gross income	6,224	8,200	8,900	8,900
Net expenditure	22,152	22,400	21,800	20,100

Other licences

Service description

Budget manager:	Environmental Health and Licensing Manager - Mr P Burke
Service function:	Registration fees; caravan site licensing; charity collections; goods vehicle operator licensing and scrap metal dealers/collectors licensing
Legal status:	Local Government (Miscellaneous Provisions) Act 1982 (mandatory) and miscellaneous other Acts Scrap Metal Dealers Act 2013 Mobile Homes Act 2013
Policy objectives:	To meet statutory responsibilities in a cost effective manner.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	22,400	22,400
Direct employee expenses - changes in salary allocations		100
Support services - variations in support services	100	(1,700)
Sales, fees and charges - variations in income - scrap metal licences	800	800
Sales, fees and charges - variations in income - registration fees	(1,400)	(1,400)
Sales, fees and charges - variations in income - caravan park licences	(100)	(100)
2018/19 Probable outturn	21,800	
2019/20 Estimate		20,100

Service statistics

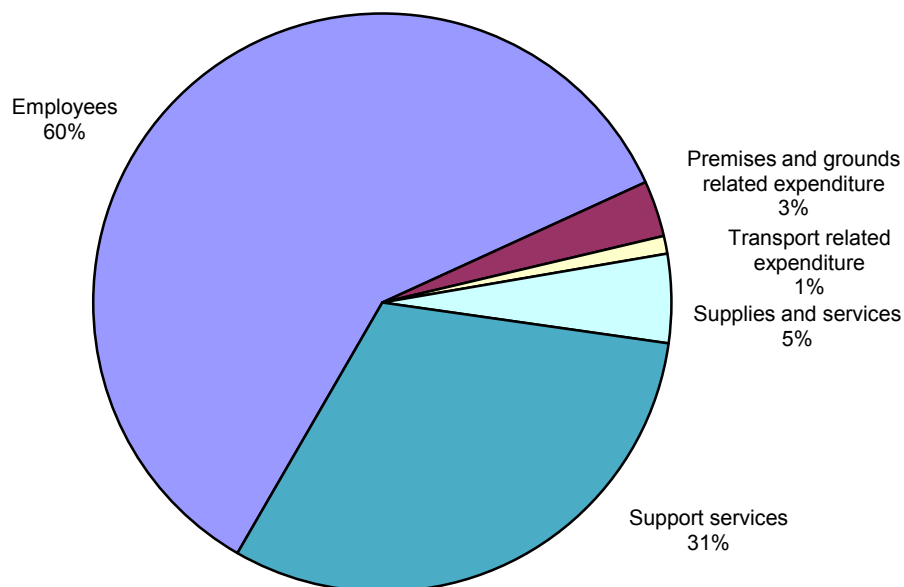
	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of:				
Scrap metal collectors/sites	6	7	6	6
Mobile Home licences	37	40	35	35

Regulatory Committee

Subjective analysis

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
Employees	75,560	83,550	90,250	93,750
Premises and grounds related expenditure	4,392	4,680	4,680	4,900
Transport related expenditure	1,448	1,540	1,540	1,540
Supplies and services	10,096	9,246	8,401	7,760
Support services	51,210	49,670	51,470	48,700
Gross expenditure	142,706	148,686	156,341	156,650
<u>Income</u>				
Costs recovered	4,099	5,000	4,000	4,000
Sales, fees and charges	112,593	117,607	104,250	103,650
Gross income	116,692	122,607	108,250	107,650
Net expenditure	26,014	26,079	48,091	49,000

Expenditure Analysis 2019/20



Planning Committee

Budget for the Year Ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Summary				
Planning Policy and Strategy	717,224	860,980	832,880	534,700
Development Management	523,638	568,261	681,787	481,339
Building Control:				
Non Fee Related	162,740	171,620	177,487	173,632
Fee Related	(21,788)	21,343	27,461	48,651
Net Expenditure	1,381,814	1,622,204	1,719,615	1,238,322

Planning Policy and Strategy

Budget for the Year Ending 31 March 2020

	<u>2017/18</u> <u>Actual</u> £	<u>2018/19</u> <u>Estimate</u> £	<u>2018/19</u> <u>Probable</u> £	<u>2019/20</u> <u>Estimate</u> £
Expenditure				
Employees				
Direct Employee Expenses	338,900	393,800	393,800	335,200
Training and Recruitment	1,519	2,900	2,900	2,900
Premises Related expenditure				
Hire of facilities	161	200	200	200
Transport Related Expenditure				
Travelling and Subsistence	11,283	11,800	11,800	11,650
Supplies and Services				
General Office Expenses	4,085	3,350	3,350	2,250
Communication and Computing	3,100	2,550	2,550	2,500
Services and Expenses:				
- Consultancy	119,293	65,000	65,000	7,000
- Urban Design Advice	51,901	35,000	35,000	8,000
- Counsel Fees - Local Plan - all Inquiry Fees	6,080	100,000	100,000	10,000
- Planning and Development Advice	114,291	100,000	100,000	40,000
- Land Registry and Courier Fees	302	280	280	280
Support Services				
Financial Services	9,500	9,100	9,100	9,200
Information Technology	16,200	16,800	16,800	16,400
Corporate Services	10,000	10,400	12,300	14,400
Office Accommodation	36,600	36,500	36,500	28,500
Customer Services	900	900	900	800
Law and Governance	22,200	18,400	18,400	15,800
Technical Services	53,680	54,000	54,000	59,620
Gross Expenditure	799,994	860,980	862,880	564,700
Income				
Grants received	82,769		30,000	30,000
Developer's Contributions				-
Sales, Fees and Charges				-
Gross Income	82,769	0	30,000	30,000
Net Expenditure	717,224	860,980	832,880	534,700

Planning Policy and Strategy

Service Description

Budget Manager:	Local Plans Manager - Ms G Pacey
Service Function:	Local Plan and Implementation of Planning Policies, Urban Design, Heritage, Environmental Impacts and Monitoring of Development Trends.
Legal Status:	Planning and Compulsory Purchase Act 2004. Local Government Act 2003. Town and Country Planning (Local Planning) (England) Regulations 2012, as amended
Policy Objectives:	Prepare Local Plan to set the context for spatial planning in the Borough. This needs to be set within the context of the Council's Corporate Business Plan and National Planning Policy Framework Particular attention is given to the Council's housing strategy which will need to be balanced with Green Belt and environmental considerations. A robust infrastructure plan will need to support the Council's spatial strategy.

Budget Variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original Estimate	860,980	860,980
Direct employee expenses - change in salary allocation		(58,600)
Reduction in travel cost and general office expenses cost		(1,300)
Reduction in general consultancy costs		(58,000)
Reduced urban design advice cost		(27,000)
Reduction in Counsel fees for Local Plan		(90,000)
Reduction in planning and development advice costs		(60,000)
Variation of movements - Support services costs	1,900	(1,380)
Income - New Burdens and Custom Build	(30,000)	(30,000)
2018/19 Probable Out-turn	832,880	
2019/20 Estimate		534,700

Development Management

Budget for the Year Ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	894,700	1,045,300	1,048,300	1,157,900
Training and Recruitment	34,087	15,560	15,560	15,600
Premises Related Expenditure				
Direct Services Team recharge - Enforcement	1,400	1,400	1,400	1,400
Transport Related Expenditure				
Travelling and Subsistence	29,093	32,900	32,900	32,900
Supplies and Services				
General Office Expenses	14,305	15,810	11,840	12,040
Communication and Computing	22,473	25,482	23,082	31,415
Services and Expenses:				
- Appeals and Court Cases	8,870	30,000	30,000	32,250
- Padd Farm	8,774	1,500	121,358	76,700
- Adas Farm	45,479	11,100	42,000	10,600
- Longcross Garden Village	3,065	0	34,147	33,543
- Planning Delivery Design Quality	-	0	130,000	0
- Other Fees and Consultancy	12,588	24,525	25,174	25,414
Public Liability Insurance	2,683	2,683	1,897	1,897
Support Services				
Financial Services	17,899	19,900	19,900	20,400
Information Technology	58,200	65,200	65,200	63,700
Corporate Services	29,800	44,500	44,500	50,600
Office Accommodation	65,200	91,600	91,600	71,400
Customer Services	6,400	6,400	6,400	6,000
Law and Governance	140,700	111,100	119,000	109,900
Technical Services	182,800	186,100	186,100	189,500
Depreciation & Impairment Losses				
Depreciation	696	961	0	0
Gross Expenditure	1,579,212	1,732,021	2,050,358	1,943,159
Income				
Grant Received	25,000	145,000	347,508	125,000
Developers' Contributions	24,033	-	1,500	
Contributions / Costs Recovered	8,100	-	3,138	5,120
Padd Farm Legal Fees Recovered		-		300,000
Sales, Fees and Charges:				
- Planning Application Fees	807,275	840,000	840,000	840,000
- Advice to Public Fees	98,760	79,760	79,760	90,000
- Plans, Consents & Prints	8,528	9,000	6,665	6,700
- Planning Performance Agreement (PPA) Advice	83,878	90,000	90,000	25,000
- Community Infrastructure Levy Admin Fee				70,000
Gross Income	1,055,574	1,163,760	1,368,571	1,461,820
Net Expenditure	523,638	568,261	681,787	481,339

Development Management

Service Description

Budget Manager:	Development Manager - Mrs C Kelso
Service Function:	<p>To determine and process all planning applications under the provisions of the Town and Country Planning Act 1990 and related statutory instruments.</p> <p>Provision of informed advice to Councillors, Developers & the Public;</p> <p>Dealing with contraventions of Planning Control and Enforcement and Planning Appeals;</p> <p>Processing development contributions</p> <p>Protecting trees which contribute to the quality of the environment</p>
Legal Status:	Planning and Compulsory Purchase Act 2004.
Policy Objectives:	<p>The management of development through the determination of applications in a positive</p> <p>The giving of planning advice to provide a high quality customer service</p> <p>The use of enforcement powers to control harmful unauthorised development and seek</p> <p>The administration and collection of developer contributions under s106 agreements</p> <p>The protection of trees and priority habitats</p> <p>The defence of Council decisions in these areas in appeal and court</p>

Budget Variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original Estimate	568,261	568,261
Direct employee expenses - change in salary allocation	3,000	112,640
Supplies and Services:		
General Office Expenses - Reduced requirement for purchase of furniture and equipment	(3,970)	(3,770)
Communication and Computing Expenses - variation in mobile phone and computer	(2,400)	
Communication and Computing Expenses - Increased computer maintenance in 2019/20		5,933
Appeals and Court Cases - Increase expenditure in 2019/20		2,250
Padd Farm - Increased - counsel and barrister costs 2018/19	8,500	
Padd Farm - Increased costs - Enforcement	110,000	75,000
Padd Farm - Other cost variations	1,358	200
Adas Farm - Increased - counsel and barrister costs 2018/19	30,900	
Adas Farm - Reduced - counsel and barrister costs 2019/20		(500)
Longcross Garden Village costs	34,147	33,543
Planning Delivery Design Quality (offset by additional grant)	130,000	
Variations in Support Service recharges	7,900	(13,300)
Capital charges - assets fully depreciated	(961)	(961)
Income - Grant received-Planning Delivery fund for Design Quality and Longcross Garde	(202,508)	
Income - Grant received - Long Cross Garden Village		20,000
Income - Developer Contributions	(1,500)	
Increase in costs recovered	(3,138)	(5,120)
Padd Farm - Legal Costs Recovered		(300,000)
Income - Variation in income from Planning Advice and sales	2,335	(7,940)
Reduced Longcross Garden Village Planning Performance Agreement (PPA) Advice fee income		65,000
Community Infrastructure Levy Admin Fee		(70,000)
Other Net Changes	(137)	103
2018/19 Probable Out-turn	681,787	
2019/20 Estimate		481,339

Building Control - Non Fee Related

Budget for the Year Ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	83,500	85,300	91,300	87,600
Training and Recruitment	2,343	4,770	4,770	4,770
Transport Related Expenditure				
Travelling and Subsistence	5,931	5,850	5,850	5,850
Supplies and Services				
General Office Expenses	4,670	8,830	8,865	9,010
Communication and Computing	4,004	4,570	4,570	4,570
Structural Engineers Fees	149	0		
Consultancy	0	0		
Public Liability Insurance	894	894	632	632
Support Services				
Financial Services	3,000	3,600	3,100	3,100
Information Technology	22,600	21,300	17,700	17,700
Corporate Services	800	800	5,200	5,700
Office Accommodation	3,200	3,600	3,600	2,900
Customer Services	1,500	1,500	1,500	1,400
Information Governance Services	500	300	300	400
Technical Services	29,500	30,100	30,100	30,000
Depreciation & Impairment Losses				
Depreciation	149	206	0	0
Gross Expenditure	162,740	171,620	177,487	173,632

Building Control - Non Fee Related

Service Description

Budget Manager:	Building Control Manager - Mr D Jones
Service Function:	Carrying out work and giving advice to the public including dangerous structures, demolitions and unauthorised works that are not covered under the prescribed fee regulations.
Legal Status:	Building Act 1984 and Building Regulations 2010
Policy Objectives:	Seek to investigate customer complaints within three working days of receipt. Maintain ISO accreditation.

Budget Variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original Estimate	171,620	171,620
Direct employee expenses - change in salary allocation	6,000	2,300
Increase in general office expenses	35	180
Variations in Support Service recharges	38	(262)
Capital charges - assets fully depreciated	(206)	(206)
Other Net Changes		
2018/19 Probable Out-turn	177,487	
2019/20 Estimate		173,632

Service Statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of Dangerous Structures Resolved	16	17	14	15
Number of Demolitions Controlled	27	30	30	30
Number of Unauthorised Works Resolved	13	25	25	25

Building Control - Fee Related

Budget for the Year Ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	204,926	242,300	256,300	269,500
Transport Related Expenditure				
Travelling and Subsistence	13,600	13,000	13,000	13,000
Supplies and Services				
General Office Expenses	146	600	600	600
Communication and Computing	7,386	7,364	7,364	7,364
Services and Expenses	8,239	30,590	21,500	30,590
Public Liability Insurance	2,683	2,683	1,897	1,897
Support Services				
Financial Services	12,400	13,000	13,000	13,200
Information Technology	15,600	15,800	15,800	15,500
Corporate Services	2,400	2,400	4,200	5,400
Office Accommodation	8,300	9,500	9,500	7,400
Information Governance Services	600	1,200	1,600	1,600
Technical Services	28,800	29,400	29,400	29,300
Depreciation & Impairment Losses				
Depreciation	149	206		
Gross Expenditure	305,229	368,043	374,161	395,351
Income				
Sales, Fees and Charges				
Sales	3,443	2,700	2,700	2,700
Fees and Charges - Application/ Inspection Fees	323,574	344,000	344,000	344,000
Gross Income	327,017	346,700	346,700	346,700
Net Expenditure (Income)	(21,788)	21,343	27,461	48,651

Building Control - Fee Related

Service Description

Budget Manager:	Building Control Manager - Mr D Jones
Service Function:	To ensure buildings and works comply with Building Act 1984 / Building Regulation 2010.
Legal Status:	Building Act 1984 / Building Regulations 2010.
Policy Objectives:	Examine 80% of applications in 10 working days. Determine 100% of applications within statutory period. Maintain ISO accreditation. Undertake biennial customer survey.

Budget Variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original Estimate	21,343	21,343
Direct employee expenses - change in salary allocation	14,000	27,200
Services and Expenses - increased professional fees and structural engineer fees	(9,090)	
Variations in Support Service recharges - new technical admin recharges	1,414	314
Capital charges - assets fully depreciated	(206)	(206)
2018/19 Probable Out-turn	27,461	
2019/20 Estimate		48,651

Service Statistics

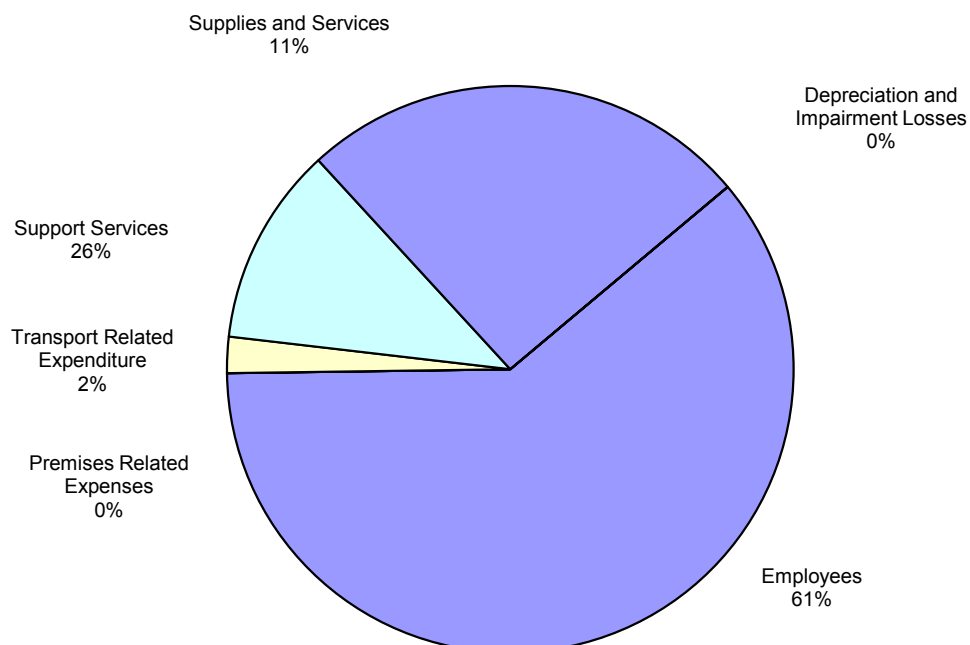
	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of Applications Received	620	675	620	630
Average Time to Examine Applications	9 days	9 days	9 days	9 days
Number of Inspections Carried Out	4,170	4,200	4,300	4,200
Value of Building Control Work	£42m	£40m	£41m	£40m

Planning Committee

Subjective Analysis

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
Employees	1,559,975	1,789,930	1,812,930	1,873,470
Premises Related Expenses	161	200	200	200
Transport Related Expenditure	59,907	63,550	63,550	63,400
Supplies and Services	445,459	472,811	771,106	348,552
Support Services	780,679	804,800	817,100	791,220
Depreciation and Impairment Losses	994	1,373	-	-
Gross Expenditure	2,847,174	3,132,664	3,464,886	3,076,842
<u>Income</u>				
Government grants	107,769	145,000	377,508	155,000
Developers' Contributions	24,033	0	1,500	0
Contributions	8,100	0	3,138	5,120
Sales, Fees and Charges	1,325,458	1,365,460	1,363,125	1,378,400
Costs Recovered	0	0	0	300,000
Gross Income	1,465,360	1,510,460	1,745,271	1,838,520
Net Expenditure	1,381,814	1,622,204	1,719,615	1,238,322

Expenditure Analysis 2019/20



Corporate Management Committee

Budget for the year ending 31 March 2020

Summary	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Corporate and democratic services				
Corporate management	673,561	935,830	699,186	934,020
Democratic representation and management	788,307	844,279	864,928	804,775
Central services to the public				
Council tax collection	788,405	607,442	659,379	647,059
National non domestic rate	86,626	59,580	61,074	41,590
Registration of electors	166,980	194,782	206,820	189,893
Elections	111,127	223,927	220,791	240,304
Public relations	86,922	117,022	122,750	125,734
Local land charges	29,109	16,035	13,735	(5,715)
Contingencies planning	159,314	161,695	168,692	170,170
Business services				
Corporate land and property holdings - current portfolio	(9,305,467)	(19,570,094)	(20,501,181)	(22,713,144)
Corporate land and property holdings - development	698,302	(266,100)	4,819,790	(3,048,910)
Runnymede Business Partnership	64,283	67,525	57,950	86,350
Control and establishment budgets				
Civic Centre	(247,644)	70,295	(383,937)	86,467
Chertsey Depot	27,332	6,446	26,934	18,042
Staff costs	0	(2,000)	(396,300)	(170,800)
Employers costs	911,175	834,235	795,500	772,965
Staff training and recruitment	7,907	(13,000)	(13,000)	(13,000)
Car allowances	(1,264)	0	0	0
Financial services	(41,266)	10,531	53,746	36,103
Computer services	(43,231)	53,171	61,888	61,131
Corporate document management system	(43,693)	8,185	(15,508)	98
Post room management services	(610)	10,280	(12,846)	(2,980)
Runnymede web	(62,849)	14,592	(8,428)	(10,038)
Human resources	(17,202)	37,723	74,653	10,788
Projects and procurement services	(778)	67,050	10,690	4,228
Customer services	(8,711)	21,977	(43,186)	85,774
Law and governance services	(21,352)	60,553	46,571	17,776
Planning technical services	(8,822)	373	2,373	3,370
Building support services	15,267	(3,451)	36,491	(7,246)
Geographical information service	(14,561)	4,551	576	(8,008)
Runnymede direct services	740	3,942	11,322	(9,486)
Radio station	(151)	(250)	(800)	(800)
Transport overheads	(535)	27,352	31,012	(9,578)
Net expenditure	(5,202,779)	(15,395,522)	(12,328,335)	(21,663,068)

Corporate and democratic core

Corporate management

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	195,900	173,700	195,500	228,000
Training and recruitment	4,598	3,400	1,400	7,400
Transport related expenditure				
Travelling and subsistence	8,569	8,800	8,600	8,800
Supplies and services				
Printing and stationery etc.	2,876	4,900	3,713	5,100
Memberships and affiliations	22,728	24,000	24,000	24,000
Communications and computing	1,399	1,400	1,652	1,056
Bank charges	29,042	34,650	32,250	34,650 (2)
Corporate fraud	66,782	62,976	61,489	106,220 (1)
Business transformation, restructuring and review	23	208,900	0	106,000
Economic Development Strategy	57,312	155,800	133,917	152,950
Runnymede Pleasure Ground	2,277	0	0	0
Treasury management	51,832	53,219	53,444	55,394 (2)
External audit costs	38,425	48,235	34,800	35,800 (1)
Business engagement	1,740	10,000	1,211	10,000
Corporate business plan	1,908	2,750	0	6,500
Enterprise zone	-	9,000	10,000	35,300
Surrey growth narrative	2,000	5,500	2,000	2,000
Support services				
Financial services	98,500	106,500	108,000	112,500
Information technology	39,200	12,300	12,300	12,200
Corporate services	19,100	37,600	39,000	41,600
Office accommodation	23,400	30,200	21,700	20,300
Customer services	66,600	7,200	7,200	6,700
Law and governance services	114,300	135,400	135,800	126,000
Technical services	1,200	1,200	1,200	1,200
Gross expenditure	849,711	1,137,630	889,176	1,139,670
Income				
Recharges to other general fund services	33,750	30,000	32,290	34,550
Recharges to the Housing Revenue Account				
- Corporate fraud	35,700	35,700	35,700	49,100
- Central expenses	16,000	16,100	12,000	12,000
- Corporate costs	90,700	120,000	110,000	110,000
Gross income	176,150	201,800	189,990	205,650
Net expenditure	673,561	935,830	699,186	934,020

Corporate and democratic core

Corporate management

Service description

Budget manager: Corporate Head of Strategy - S. Walsh
(1) - Corporate Head of Resources - P. McKenzie
(2) - Head of Financial Services - P. French

Service function:

Corporate management includes all the activities which local authorities engage in specifically because they are elected multi-purpose authorities. These include:-

- Chief Executive duties
- Duties under s114 of the LGFA 1988 and s5 of the Local Government and Housing Act 1989
- Estimating and accounting for government grants and local taxes
- Preparing and publishing statements of accounts, corporate budgets and the annual report
- Local authority association subscription, conferences and meetings
- Staff, accommodation and services required to support the activities listed above

Legal status: Local Government Act 1972. Local Government Finance Act 1988.
Local Government and Housing Act 1989. Local Government Act 2000.
Local Government and Public Engagement in Health Act 2007.

Policy objectives:

- To enhance the quality of life of all the residents of Runnymede
- To develop effective performance management
- To maintain rigorous financial control of the Council's affairs
- That the Council be held in high regard
- To encourage other bodies to work in partnership with the Council.
- Provide for the economic, social and environmental well being of people in the borough.

Budget variations

	2018/19 Probable £	2019/20 Estimate £
2018/19 Original estimate	935,830	935,830
Salaries - amended to reflect changes in time allocations		9,300
Salaries - new Performance & Policy Officer - CMC Feb 2018	21,800	45,000
Training and recruitment - changes in provision required	(2,000)	4,000
Bank charges - reduction in 2018/19 fees	(2,400)	
Corporate Fraud additional services - CMC Jan 2019		43,400
Business transformation, restructuring and review provision - virements	(136,900)	(102,900)
Business transformation, restructuring and review provision - saved	(72,000)	
Economic Development strategy - salary savings from new post	(25,300)	(10,000)
Economic Development strategy - planned underspend brought forward from 17/18	16,000	
Economic Development strategy - provision carried forward to 2019/20	(16,000)	16,000
Economic Development strategy - budget provisions dropping out		(11,300)
Treasury management - increased provision	200	2,200
External Audit - new contract fees	(13,400)	(12,400)
Business Engagement - reduced provision required in 2018/19	(8,800)	
Corporate business plan - additional provision deferred to 2019/20	(2,800)	3,800
Enterprise zone - planned underspend brought forward from 2017/18	36,300	
Enterprise zone - provision deferred to 2019/20	(35,300)	35,300
Enterprise zone - reduced provision in 2019/20		(9,000)
Surrey growth narrative - savings identified	(3,500)	(3,500)
Support services - variations in support service allocations	(5,200)	(9,900)
Recharges to other general fund services - increased recharge	(2,300)	(4,600)
Recharges to HRA - reduced recharge	13,900	500
Other net changes	1,056	2,290
2018/19 Probable outturn	699,186	
2019/20 Estimate		934,020

Corporate and democratic core

Democratic representation and management

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Mayor (including Deputy)				
Attendance allowance	4,300	4,600	4,600	4,600
Allowance	8,575	10,000	10,500	10,000
Floral displays	250	450	450	450
Mayor/Deputy Mayor's regalia	-	33	371	166
Travel	2,142	2,000	2,133	2,000
Senior and secretarial support	3,000	3,100	3,100	3,200
Law and governance services	29,500	33,900	34,400	34,400
Members				
Allowances	227,702	244,600	244,600	245,400
IT facilities and training	17,755	21,905	24,976	25,976
Training, travelling and subsistence	5,221	8,100	5,100	8,100
Printing, stationery etc.	5,148	6,430	6,275	6,120
Refreshments/vending	1,194	1,800	1,268	1,268
Support services				
Direct employee expenses	42,340	43,542	43,455	45,055
Transport recharge	1,880	1,730	1,700	0
Car allowances	100	100	100	100
Fees - Remuneration Panel	-	3,000	3,000	0
Fees - Planning Peer review	-	-	20,000	0
Financial services	57,700	55,700	55,700	57,400
Information technology	13,700	11,000	11,000	10,900
Corporate services	6,400	6,400	6,400	6,400
Office accommodation	140,900	155,400	155,400	106,300
Customer services	3,700	3,700	3,700	3,500
Law and governance services	276,100	290,200	290,200	298,400
Community services	14,700	14,300	14,300	12,340
Technical services	100	100	100	100
Depreciation and impairment losses				
Depreciation	-	89	0	0
Gross expenditure	862,407	922,179	942,828	882,175
Income				
Recharged to the Housing Revenue Account	26,800	29,400	29,400	28,900
Recharged to the Housing Revenue Account	47,300	48,500	48,500	48,500
Net expenditure	788,307	844,279	864,928	804,775

Corporate and democratic core

Democratic representation and management

Service description

Budget manager:	Corporate Head of Law and Governance - M. Leo
Service function:	Services to members. Mayoral and members' allowances and expenses Council Chamber, Committee Room, Mayor's Room and meeting rooms. Meetings of the Council and policy making committees Members' involvement in representing local interests
Legal status:	Local Government Act 1972. Local Government and Housing Act 1989.
Policy objectives:	Members' Allowances payable have been recommended by the Independent Remuneration Panel and adopted by the Corporate Management Committee.

Budget variations

	2018/19 Probable	2019/20 Estimate
	£	£
2018/19 Original estimate	844,279	844,279
Member's IT provision	3,100	4,100
Member's training expenses	(3,000)	
Fees of Remuneration panel		(3,000)
Fees - Planning Peer review	20,000	
Support services - variations in office accommodation allocations		(49,100)
Support services - variations in support service allocations		7,600
Other net changes	549	896
2018/19 Probable outturn	864,928	
2019/20 Estimate		804,775

Service statistics

	2017/18 Actual	2018/19 Estimate	2019/20 Estimate
	£	£	£
Allowance payable (per Councillor)			
Mayor's allowance	3,440	3,680	3,680
Deputy Mayor's allowance	860	920	920
Basic allowance (42 members)	3,440	3,680	3,680
Leader of the Council	6,880	7,360	7,360
Deputy Leader of the Council	1,720	1,840	1,840
Political Group Leaders (other than Leader of the Council) (2)	2,580	2,760	2,760
Members of Planning Committee (other than Chairman & Vice-Chairman)	2,007	2,147	2,147
Members of Corp. Man. not in receipt of other Special Allowance	860	920	920
Co-opted Members of the Standards Committee	430	460	460
Chairman of Englefield Green Committee	860	920	920
Chairman of Licensing Committee	3,440	3,680	3,680
Chairman of Planning Committee	6,020	6,440	6,440
Chairman of Regulatory Committee	1,720	1,840	1,840
Chairman of Standards and Audit Committee	1,135	1,214	1,214
Chairman of Other Policy Committees	3,440	3,680	3,680
Chairman of Overview and Scrutiny Committee	3,440	3,680	3,680
Vice-Chairman of Planning Committee	4,013	4,293	4,293
Vice-Chairman of Licensing Committee	1,720	1,840	1,840
Vice-Chairman of Regulatory Committee	860	920	920
Vice-Chairman of Standards and Audit Committee	430	460	460
Vice-Chairman of Other Policy Committees	1,720	1,840	1,840
Vice-Chairman of Overview and Scrutiny Committee	1,720	1,840	1,840
Chairman of Joint Committee	-	-	3,680
Vice-Chairman of Joint Committee	-	1,840	-

Elections

Budget for the year ending 31 March 2019

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	50,500	58,600	58,600	55,100
Training and recruitment	163	7,600	7,635	7,930
Premises related expenditure				
Rents, rates and insurance	2,000	14,460	14,553	19,924
Supplies and services				
Equipment, furniture and materials	-	2,300	185	100
Purchase of election equipment	320	0	3,157	2,000
General office expenses	3,079	13,527	12,305	12,598
Computing and communications	4,571	34,570	40,696	41,852
Fees - election expenses	951	38,740	39,823	44,500
Fees - election expenses travel	48	2,430	2,684	3,100
By Election provision	-	5,000	0	5,000
Other elections	2,695	0	0	0
Boundary reviews provision	100	5,000	100	4,900
Support services				
Financial services	15,700	12,100	10,100	10,200
Information technology	8,600	8,800	8,800	8,500
Corporate services	3,700	4,300	6,900	8,200
Office accommodation	5,700	7,100	7,100	5,500
Customer services	1,100	1,100	1,100	1,000
Law and governance services	11,600	8,000	8,200	9,600
Technical services	300	300	300	300
Gross expenditure	111,127	223,927	222,238	240,304
Income				
Sale, fees and charges - recovery of costs	0	0	22	0
Cost recovered - other elections	-	-	1,425	0
Gross income	0	0	1,447	0
Net expenditure	111,127	223,927	220,791	240,304

Elections

Service description

Budget manager:	Election Services Manager - K. Richards
Service function:	The conduct of all elections within the Borough.
Legal status:	Various statutes including Representation of the People Act 1983 Political Parties, Elections and Referendums Act 2000 Electoral Administration Act 2006 Local Government and Public Involvement in Health Act 2007
Policy objectives:	To aim for declaration of local election results by 1.30am.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	223,927	223,927
Salaries - provision for temporary posts dropping out		(3,500)
Purchase of election equipment - new provision		2,000
Purchase of computing and communications - new provision	1,700	
Computing and communications - increased maintenance provision	6,600	6,600
Full All Out Borough Election in 2019/20	(2,100)	10,700
By Election provision not required in 2018/19	(5,000)	
Boundary review provision reduced and moved to 2019/20	(4,900)	(100)
Support services - variations in support service allocations	800	1,600
Cost recovered - other elections	(1,400)	
Other net changes	1,164	(923)
2018/19 Probable outturn	220,791	
2019/20 Estimate		240,304

Service statistics

	<u>2016</u> Referendum	<u>2017</u> County	<u>2017</u> Parliamentary	<u>2018</u> Borough
Election dates	23 rd June	4 th May	8 th June	3 rd May
Percentage of electors voting	76.1%	31.0%	69.1%	41.7%
Number of wards/divisions	1	6	1	14
Count completed on	24 th June	5 th May	9 th June	4 th May
Time count completed	02:50	14:30	02:15	13:15
Number of postal votes issued	9,519	7,441	11,993	7,920

Public relations

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	60,306	87,000	82,500	75,400
Training and recruitment	-	700	0	0
Transport related expenditure				
Car allowances	200	200	200	200
Travelling expenses	-	100	0	0
Supplies and services				
Equipment, furniture and materials	610	3,292	2,020	4,804 (1)
General expenses	1,810	1,530	1,530	1,530
Magazine printing and distribution	0	0	10,000	18,000
Grants and subscriptions	2,206	2,500	2,100	2,100
Special events (Freedom of the borough)	5,190	0	0	0
Support services				
Financial services	9,800	11,000	11,000	11,300
Information technology	1,700	2,900	2,900	2,900
Corporate services	4,500	5,600	8,100	9,400
Office accommodation	11,100	14,400	14,400	11,200
Customer services	600	600	600	600
Law and governance services	2,900	2,800	3,000	4,900
Gross expenditure	100,922	132,622	138,350	142,334
Income				
Other income and recharges	14,000	15,600	15,600	16,600
Gross income	14,000	15,600	15,600	16,600
Net expenditure	86,922	117,022	122,750	125,734

Public relations

Service description

Budget managers:	Corporate Head of Strategy - S. Walsh (1) - Communications and Marketing Manager - Vacant
Service function:	The promotion of the Borough as a whole (i.e. not specific services) to the community. The posting of notices and maintenance of notice boards. Community Projects and Events.
Legal status:	Local Government Act 1972 and 1986
Policy objectives:	To build on the existing excellent reputation of Runnymede Borough Council within its community and with its stakeholders. To develop and maintain strong media relations, and to deliver the Council's communications strategy through sustainable and effective PR activities, using all the appropriate channels. To reach residents and stakeholders with imaginative, appropriately targeted and consistently communicated Runnymede Borough Council messages. To take responsibility for consistent messages in all internal and external-facing publications and communications.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	117,022	117,022
Salaries - amended to reflect changes in time allocations		(11,600)
Salaries - savings from deferred appointment	(4,500)	
Training and recruitment - provision removed	(700)	(700)
Equipment, furniture and materials - provision moved to 2019/20	(1,300)	1,300
Magazine printing and distribution - new provision	10,000	18,000
Support services - variations in support service allocations	2,700	3,000
Recharges to HRA - increased recharge		(1,000)
Other net changes	(472)	(288)
2018/19 Probable outturn	122,750	
2019/20 Estimate		125,734

Service statistics

	<u>2016</u> Actual	<u>2017</u> Actual	<u>2018</u> Actual
Number of notice boards @ 1 September	26	26	25

Council tax collection

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	406,107	245,300	245,300	262,000
Training and recruitment	1,775	2,180	3,350	5,350
Transport related expenditure				
Travelling and subsistence	2,082	1,250	1,100	1,000
Supplies and services				
General office expenses	10,003	15,180	8,825	9,125
Communications and computing	48,290	72,524	56,304	50,204
Services and expenses:				
- Fees	10,216	11,708	12,600	12,600
- Bank charges	12,000	12,000	12,600	13,480
Channel Shift savings	-	(52,000)	0	0
Support services				
Financial services	109,500	114,500	114,500	114,100
Information technology	59,400	58,000	65,800	65,700
Corporate services	21,600	24,500	28,700	31,000
Office accommodation	41,200	39,500	39,500	30,800
Customer services	194,400	197,700	197,700	185,800
Law and governance services	1,100	2,700	3,700	3,500
Technical services	400	400	400	400
Gross expenditure	918,073	745,442	790,379	785,059
Income				
Other grants and contributions:				
- Costs and penalties recovered	129,668	138,000	131,000	138,000
Gross income	129,668	138,000	131,000	138,000
Net expenditure	788,405	607,442	659,379	647,059

Council tax collection

Service description

Budget manager:	Head of Customer Services, Revenues and Benefits - L. Norman
Service function:	To administer the collection and recovery of Council Tax.
Legal status:	Local Government Finance Act 1992
Policy objectives:	To achieve a collection target of 98% of the total debit by 31st March

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	607,442	607,442
Salaries - change in time allocations due to reorganisation		16,700
Salaries - Restructuring report savings CMC Nov 2017		
Training and recruitment - increased provisions	1,200	3,200
General office expenses - provisions reduced	(6,400)	(6,100)
Communication and computing - provisions reduced	(16,800)	(16,300)
Computer developments - systems review CMC July 2017	600	(6,000)
Services and expenses - increase in fees and bank charges	1,500	2,400
Channel Shift savings CMC July 2017 - saved in Customer Services	52,000	52,000
Support services - variations in support service allocations	13,000	(6,000)
Income - reduction in costs recovered	7,000	
Other net changes	(163)	(283)
2018/19 Probable outturn	659,379	
2019/20 Estimate		647,059

Service statistics

	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Percentage of Council Tax collected in year	98.7%	98.6%	98.7%
Number of dwellings at 1 September	35,400	36,107	36,107
Net cost of collection per property	£17.16	£18.26	£17.92
Proportion of payers, paying by direct debit @ 1 September	75%	72%	73%

National non-domestic rate

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	146,904	116,500	116,500	106,700
Training and recruitment	708	2,300	2,300	1,300
Transport related expenditure				
Travelling and subsistence	1,947	1,500	1,350	1,350
Supplies and services				
General offices expenses	1,876	1,300	1,850	1,900
Communications and computing	15,685	14,140	13,634	12,340
Service and expenses:				
- Other fees	4,569	700	9,100	8,100
Support services				
Financial services	23,300	24,200	24,200	24,700
Information technology	22,800	21,200	21,400	21,400
Corporate services	4,000	4,300	4,900	5,300
Office accommodation	17,300	18,000	18,000	14,100
Customer services	1,100	1,100	1,100	1,000
Law and governance services	700	800	1,200	1,100
Community services	240	240	240	0
Technical services	300	300	300	300
Gross expenditure	241,429	206,580	216,074	199,590
Income				
Government grants:				
- Cost of collection allowance	131,332	130,000	145,000	148,000
- New burden grant	12,000	-	-	-
Other grants and contributions - costs recovered	11,471	17,000	10,000	10,000
Gross income	154,803	147,000	155,000	158,000
Net expenditure	86,626	59,580	61,074	41,590

National non-domestic rate

Service description

Budget manager:	Head of Customer Services, Revenues and Benefits - L. Norman
Service function:	To levy, collect and recover non domestic rates (commonly known as business rates) Non domestic rate was introduced on 1st April 1990 & replaced the general rate as the locally collected system of taxation for non-domestic property. All business rates collected are paid over to the national pool which is administered by the Government
Legal status:	Local Government Finance Act 1988
Policy objectives:	The collection target is to achieve 99% of the total debit collectable by 31st March

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	59,580	59,580
Salaries - amended to reflect staff changes and time allocations		(9,800)
Training and recruitment - provision reduced		(1,000)
Computer developments - systems review CMC July 2017	200	(1,500)
Services and expenses - increase in provision for fees	8,400	7,400
Support services - variations in support service allocations	1,200	(2,200)
Government grants - increase in collection allowance	(15,000)	(18,000)
Other grants and contributions - costs recovered	7,000	7,000
Other net changes	(306)	110
2018/19 Probable outturn	61,074	
2019/20 Estimate		41,590

Service statistics

	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Percentage of business rates collected in year	98.8%	98.8%	98.8%
Number of properties at 31 March	2,500	2,591	2,600
NNDR multiplier (set by Government)	49.3p	49.3p	50.4p
NNDR small business multiplier (set by Government)	48.0p	48.0p	49.1p
Total rateable value at 31 March	£140m	£140m	£140m
Gross cost of collection per chargeable hereditament	£82.63	£83.39	£76.77
Net cost of collection per chargeable hereditament	£23.83	£23.57	£16.00
Number of payers paying by direct debit @ 1 September	850	967	970
Proportion of payers, paying by direct debit @ 1 September	34.0%	38.1%	38.1%

Registration of electors

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	93,500	108,300	108,300	98,600
Training and recruitment	2,718	1,200	1,228	950
Transport related expenditure				
Travelling and subsistence	2,416	3,500	3,500	3,400
Supplies and services				
General office expenses	4,371	5,432	4,485	3,462
Communications and computing	8,975	10,375	7,589	7,494
Canvassing costs	36,418	41,040	47,570	45,287
Support services				
Financial services	4,900	5,400	7,400	7,400
Information technology	15,600	18,700	18,700	18,100
Corporate services	2,400	2,700	4,000	4,800
Office accommodation	10,700	15,800	15,800	12,200
Customer services	1,100	1,100	1,100	1,000
Law and governance services	4,900	5,100	5,400	5,400
Technical services	1,800	1,800	1,800	1,800
Gross expenditure	189,798	220,447	226,872	209,893
Income				
Grant received	20,514	22,565	18,052	18,000
Sales, fees and charges- sales of registers	2,304	3,100	2,000	2,000
Gross income	22,818	25,665	20,052	20,000
Net expenditure	166,980	194,782	206,820	189,893

Registration of electors

Service description

Budget manager:	Election Services Manager - K. Richards
Service function:	To maintain throughout the year and prepare and publish an accurate Register of Electors, listing all eligible residents as at 15th October.
Legal status:	Representation of the People Act 1983 as amended by the Representation of the People Act 1985, 1989, 2000. Representation of the People Act Regulations 2001. Political Parties, Elections and Referendums Act 2000 Electoral Administration Act 2006
Policy objectives:	To improve the quality and structure of the register and review canvassing areas and resources.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	194,782	194,782
Salaries - provision for temporary posts dropping out		(9,700)
Purchase of computing and communications - new provision	1,700	
Computing and communications - increased maintenance provision	6,700	6,700
Supplies and services reduction in other provisions	(5,600)	(7,300)
Support services - variations in support service allocations	3,600	100
Grant received - reduction in grant received	4,500	4,600
Sales, fees and charges- sales of registers - variation in income	1,100	1,100
Other net changes	38	(389)
2018/19 Probable outturn	206,820	
2019/20 Estimate		189,893

Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Actual	<u>2018/19</u> Probable
Number of Electors as at	Feb-17	Feb-18	Feb-19
Number of Electors	59,000	61,500	61,500
Net cost of register per elector	£2.26	£2.72	£3.36

Local land charges

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	99,801	91,300	90,600	93,300
Training and recruitment	249	300	0	250
Transport related expenditure				
Travelling and subsistence	100	100	100	100
Supplies and services				
General office expenses	150	135	135	135
Communications and computing	6,100	6,100	6,100	6,200
Services and expenses - payments to Surrey CC	34,300	39,400	37,000	37,000
Services and expenses - other	855	0	0	0
Support services				
Financial services	6,200	6,600	6,600	6,700
Information technology	21,900	21,300	21,300	21,200
Corporate services	1,800	1,800	2,700	3,500
Office accommodation	11,000	12,400	12,400	9,700
Customer services	1,900	1,900	1,900	1,800
Law and governance services	2,400	2,700	2,900	2,900
Technical services	62,200	62,200	62,200	46,700
Gross expenditure	248,955	246,235	243,935	229,485
Income				
Government Grant	10,374	0	0	0
Sales, fees and charges:				
- Sales	412	200	200	200
- Search fees	209,060	230,000	230,000	235,000
Gross income	219,846	230,200	230,200	235,200
Net expenditure (income)	29,109	16,035	13,735	(5,715)

Local land charges

Service description

Budget manager:	Principal Land Charges Officer - J. Ryan
Service function:	The maintenance of a register of local land charges as defined by statute (mainly restrictions and obligations relating to land) and the answering of searches and inquiries submitted by prospective purchasers of property in the Borough.
Legal status:	Local Land Charges Act 1975 Local authorities (charges for property searches) regulations 2008
Policy objectives:	To meet statutory obligations in a cost effective manner and within agreed deadlines.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	16,035	16,035
Direct employee expenses - salary allocations		2,600
Direct employee expenses - fidelity guarantee	(700)	(600)
Services and expenses - reduction in number of SCC fee payments	(2,400)	(2,400)
Support services - reduction in GIS allocation		(15,500)
Support services - variations in other support service allocations	1,100	(900)
Income - increase in fees from April 2019		(5,000)
Other net changes	(300)	50
2018/19 Probable outturn	13,735	
2019/20 Estimate		(5,715)

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2019/20</u> Estimate
Number of searches - LLC1 + Con29	949	930	930
LLC1 only	24	10	10
Con29 only	28	30	30
Number of telephone enquiries	600	600	600
Returned within standard of 10 days	55%	100%	100%

Contingencies planning

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	18,500	20,100	20,100	20,100
Training	-	500	500	500
Premises related expenditure				
Rent, rates and insurance - depot recharge	8,672	9,100	9,100	9,100
Grounds maintenance	16,000	16,500	16,500	16,500
Transport related expenditure				
Vehicle costs	12,671	8,040	11,280	13,010
Supplies and services				
Equipment, furniture and materials	793	1,100	1,000	1,000
General office expenses	3,848	4,050	4,050	4,050
Communications and computing	2,005	1,315	3,435	3,591
Third Party Payments				
Fees	54,998	56,000	55,000	56,100
Support services				
Financial services	3,600	3,600	3,600	3,600
Information technology	2,500	4,400	4,400	4,400
Corporate services	200	200	300	300
Office accommodation	4,100	9,200	9,200	7,200
Customer services	400	400	400	400
Law and governance services	1,400	1,400	1,400	1,400
Community services	25,800	24,600	24,600	25,100
Technical services	700	700	700	700
Depreciation and impairment losses				
Depreciation	3,127	490	3,127	3,119
Gross expenditure	159,314	161,695	168,692	170,170
Income				
Other fees and charges - dividends received	0	0	0	0
Net expenditure (income)	159,314	161,695	168,692	170,170

Contingencies planning

Service description

Budget manager:	Corporate Head of Strategy - S. Walsh
Service function:	To increase organisational resilience to disruptive events/emergencies. To provide training for staff. To ensure the provision of an emergency plans and emergency equipment.
Legal status:	Local Government Act 1972 (Section 138) Civil Contingencies Act 2004
Policy objectives:	To fulfil our statutory duties as a Category 1 responder in responding, maintaining and restoring council services as necessary.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	161,695	161,695
Vehicles - increased costs	3,200	5,000
Communications - new connection to the Hythe centre	2,100	2,200
Fees - variations in provision	(1,000)	100
Support services - variations in support service allocations	100	(1,400)
Depreciation - amendments to the capital programme and expenditure profile	2,600	2,600
Other net changes	(3)	(25)
2018/19 Probable outturn	168,692	
2019/20 Estimate		170,170

Costs Recoverable from SCC

Corporate land and property holdings

Management of current portfolio

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	442,407	526,200	620,200	376,200
Training and recruitment	20,181	5,400	3,550	3,650
Premises related expenditure				
Maintenance and upkeep	41,775	26,400	26,400	26,400
Maintenance and upkeep - garages	53,418	43,500	43,500	43,500
Fuel, rents, rates, insurance and service charge expenses	101,706	69,881	773,181	695,581
Grounds maintenance	11,879	7,100	7,200	7,200
Service charge expenditure	298,791	130,000	250,000	300,000
Transport related expenditure				
Travelling and subsistence	2,841	5,400	5,500	4,300
Supplies and services				
General office expenses	1,508	1,220	3,835	3,700
Advertising and marketing	39,003	30,000	71,700	30,000
Communications and computing	4,591	3,300	20,650	11,950
Fees and services	121,700	70,600	631,150	740,150
Miscellaneous expenses - compensation	406,000	0	7,000	0
Support services				
Financial services	25,900	27,800	27,800	46,000
Information technology	10,900	11,300	14,100	14,000
Corporate services	7,200	7,900	24,900	34,300
Corporate services - staffing	0	48,600	0	0
Office accommodation	21,200	21,200	21,200	19,900
Customer services	1,000	1,100	1,100	1,000
Law and governance services	56,800	39,900	60,600	120,900
Housing management service	34,700	34,700	34,700	34,700
Technical services	7,000	7,000	7,000	10,200
Depreciation and impairment losses				
Depreciation	201,749	28,955	295,504	305,345
Gross expenditure	1,912,249	1,147,456	2,950,770	2,828,976
Income				
Rents and leases	10,842,723	20,495,300	22,632,351	24,865,520
Other grants and contributions - costs recovered	66,825	3,750	338,800	214,800
Costs recovered - Service charges	246,732	130,000	250,000	300,000
Costs recovered - RBC Companies	38,900	87,000	206,000	127,000
Sales, fees and charges	15,336	1,500	5,000	15,000
Other income and recharges	7,200	0	19,800	19,800
Gross income	11,217,716	20,717,550	23,451,951	25,542,120
Net expenditure (income)	(9,305,467)	(19,570,094)	(20,501,181)	(22,713,144)

Corporate land and property holdings

Service description

Budget manager:	Corporate Director of Commercial Services - J. Rice
Service function:	The general management of corporate land and property including the giving of advice and information, and the maintenance of the property register. The revenue costs associated with the development of the Council's corporate property holding portfolio - including major acquisitions and disposals as well as on-going town centre revitalisation schemes.
Legal status:	Town and Country Planning Act 1959, 1971 and 1990. Local Government Planning and Land Act 1980. Local Government 1972 & 2003. Landlord and tenant Act 1954. Law of Property act 1925. Housing Act 2004. Health & Safety at Work Act 1974. Leasehold Reform Act 1967. Data Protection Act 2018.
Policy objectives:	We will complete a number of major disposals, including the Civic Offices to obtain valuable capital receipts. We will implement the Asset Management Strategy to ensure effective asset utilisation and manage acquisitions and disposals to achieve corporate objectives. To encourage economic activity in the Borough. To manage and maintain the Council's strategic land acquisitions in an efficient and effective manner. To manage efficiently the Council's property investment portfolio. To acquire vulnerable green belt land as opportunities permit.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	(19,570,094)	(19,570,094)
Salaries - change in time allocations	(50,000)	(50,000)
Salaries - Temp construction specialist		(39,000)
Salaries - additional costs of Temp Surveyors	100,000	
Salaries - Temp Database Project Manager - CMC Oct 2017		(46,200)
Salaries - Temp Legal Executive - CMC Oct 2017		(22,500)
Rent, rates, service charges, insurance - increased costs of vacant properties	703,300	625,700
Advertising & marketing - planned underspend brought forward from 2017/18	41,700	
Computing - implementation of new computer management system	17,150	8,450
Fees - Legal costs of letting vacant properties	599,550	708,550
Compensation payment	7,000	
Support services - increase in allocations for the revised structure	8,100	81,500
Depreciation - amendments to the capital programme and expenditure profile	266,549	276,390
Rent - additional target rent from new properties		(5,000,000)
Rent - variation to target income	(2,137,000)	630,000
Other income including increases in costs recovered	(477,350)	(284,350)
Other net changes	(10,086)	(31,590)
2018/19 Probable outturn	(20,501,181)	
2019/20 Estimate		(22,713,144)

Corporate land and property development

Development of portfolio

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	199,790	177,900	227,900	239,700
Training and recruitment	2,817	1,000	540	1,040
Transport related expenditure				
Travelling and subsistence	767	1,000	800	1,600
Supplies and services				
General office expenses	379	100	50	50
Services and expenses:				
- Bourne car park		0		
- Egham gateway	58,376	(225,500)	3,996,000	(3,172,500)
- Other feasibility work	68,563	125,200	49,085	50,000
- Ashdene	385,953	(225,000)	275,000	(275,000)
- St Judes	53,690	0	6,115	0
- Laser House	0	0	20,000	0
- Marshall Place	(48,859)	(157,000)	0	0
- 168 High Street - refurbishment costs	(94,683)	0	0	0
- 8 Station Road North - refurbishment costs	(7,576)	(99,000)	1,000	0
- Pine Trees	0	0	105,000	0
- Addlestone ONE	10,000	10,000	10,000	5,000
- Addlestone ONE (cost of sales)	(26,638)	0	18,000	8,000
Miscellaneous expenses - compensation	484	0	0	0
Support services				
Financial services	34,700	37,900	37,900	39,300
Information technology	2,500	1,800	1,800	1,800
Corporate services	4,100	4,500	4,500	4,800
Office accommodation	11,500	9,700	9,700	7,600
Customer services	1,600	1,700	1,700	1,600
Law and governance services	80,900	118,500	113,600	85,900
Technical services	2,800	1,100	1,100	2,200
Gross expenditure	741,163	(216,100)	4,879,790	(2,998,910)
Income				
Other income and recharges	0	0	0	0
Other income and recharges to capital	42,861	50,000	60,000	50,000
Gross income	42,861	50,000	60,000	50,000
Net expenditure (income)	698,302	(266,100)	4,819,790	(3,048,910)

Corporate land and property development

Service description

Budget manager:	Corporate Director of Commercial Services - J. Rice
Service function:	<p>Leading the regeneration of the main towns in the Borough.</p> <p>Increasing revenue income through the use of capital and exploiting commercial opportunities</p> <p>The general management of corporate land and property including acquisitions, deposits, development of property assets, asset management, the giving of advice and information, and the maintenance of the property register.</p>
Legal status:	<p>Localism Act 2011, Town and Country Planning Act 1959, 1971 and 1990.</p> <p>Local Government Planning and Land Act 1980. Local Government 1972 & 2003.</p> <p>Landlord and tenant Act 1954. Law of Property act 1925. Housing Act 2004.</p> <p>Health & Safety at Work Act 1974. Leasehold Reform Act 1967.</p> <p>Data Protection Act 2018.</p>
Policy objectives:	<p>To complete and fulfil the Medium Term Financial Plan transfers for income generation through major acquisition, town centre developments and where required disposals.</p> <p>To create and implement the Asset Management Strategy to ensure effective asset utilisation.</p> <p>To encourage economic activity and place shaping in the Borough.</p> <p>To manage and maintain the Councils strategic land acquisitions in an efficient and effective manner.</p>

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	(266,100)	(266,100)
Salaries - changes in time allocations	50,000	50,000
Feasibility provision - planned underspend brought forward from 2017/18	33,000	
Feasibility provision reduced	(108,000)	(75,000)
Capital schemes - Laser House viability study (CMC July 2018)	20,000	
Capital schemes - Pine Trees viability study (CMC July 2018)	80,000	
Capital schemes - Pine Trees viability study additional funds	25,000	
Capital schemes - Addlestone One - costs which cannot be capitalised	18,000	8,000
Capital schemes - Ashdene scheme abandoned, costs cannot be capitalised	225,000	225,000
Capital schemes - Ashdene new scheme costs to be capitalised in 2019/20	275,000	(275,000)
Capital schemes - other schemes delayed/deferred which defers the transfer to capital	4,478,500	(2,696,000)
Support services - variations in support service allocations	(4,900)	(32,000)
Other net changes	(5,710)	12,190
2018/19 Probable outturn	4,819,790	
2019/20 Estimate		(3,048,910)

Runnymede Business Partnership

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	32,700	34,700	24,700	55,300
Transport related expenditure				
Car allowances	900	900	900	900
Supplies and services				
Catering expenses	72	500	500	500
General office expenses	217	250	250	250
Communications and computing	1,094	975	1,903	1,900
Support services				
Financial services	2,700	2,800	2,800	2,800
Information technology	1,400	1,500	1,500	1,400
Corporate services	1,100	1,400	1,800	2,000
Office accommodation	5,000	5,300	5,300	4,100
Customer services	19,000	19,000	19,000	17,900
Law and governance services	100	200	300	300
Gross expenditure	64,283	67,525	58,953	87,350
Income				
Government grant	0	0	0	0
Other grants and contributions	0	0	1,003	1,000
Net expenditure	64,283	67,525	57,950	86,350

Service statistics

	<u>2016/17</u> Estimate	<u>2017/18</u> Estimate	<u>2018/19</u> Estimate
Businesses registered in on line business directory	1,300	1,200	1,200
Number of businesses entered on the App	1,300	1,200	1,200
Stand alone websites (RBP and App)	3	3	3
Number of sponsored breakfast forums	3	3	3
Attendees at breakfast forums - average	60	60	30
Number of sponsored newsletters	3	3	0
Circulation of sponsored newsletters - average	1,400	1,300	1,300
Loyalty card scheme - businesses in scheme	95	76	76
Loyalty cards scheme - card holders	6,450	8,150	8,000
Yellow Bus Service - number of registered students per day	450	460	460

Runnymede Business Partnership

Service description

Budget manager:	Corporate Head of Strategy - S. Walsh
Service function:	<p>The promotion of economic activity and liaison between the public and private sectors in areas of mutual interest</p> <p>The partnership is very active in attracting funding towards a wide range of joint business/Council initiatives.</p> <p>The breakfast forums are well attended and provide a good opportunity for networking. The business directory provides details of 80% of local businesses, whilst the three newsletters maintain good communication with local businesses. The Buy local campaign has been well received and focused attention on the benefits of shopping in town centres.</p> <p>There are also strong links between the Runnymede Travel Initiative and the Business Partnership and many successes (e.g. funding for school cycle shelters, rail station enhancements and yellow bus schemes) have been the result of joint working.</p> <p>The other benefit of these contacts with the business community on such a range of projects is that it has enabled discussion to take place on wider matters such as the Local Development Framework, the Airtrack Initiative as well as facilitating a genuine working relationship with the local business community. This type of relationship has been encouraged by government policy and the Council will be liaising with the business community when preparing the Community Strategy.</p>
Legal status:	Local Government Act 2000 and Local Government Act 2003
Policy objectives:	To encourage economic activity in the Borough and to maintain a good working relationship with local businesses.

Budget variations

	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
	£	£
2018/19 Original estimate	67,525	67,525
Salaries - amended to reflect changes in time allocations	(10,000)	20,600
Communications and computing	900	900
Services and expenses - contribution to costs	(1,000)	(1,000)
Support services - variations in support service allocations	500	(1,700)
Other net changes	25	25
2018/19 Probable outturn	57,950	
2019/20 Estimate		86,350

Civic Centre

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	69,300	71,100	71,100	82,300
Premises related expenditure				
Building maintenance	104,549	119,265	126,595	147,967
Fuel, light and water	102,343	100,000	166,400	180,300
Rates and insurance	319,045	380,760	360,814	368,814
Cleaning and domestic supplies	80,794	82,306	84,238	86,020
Grounds maintenance	4,163	4,425	3,930	4,133
Supplies and services				
Equipment, furniture and materials	1,121	1,557	1,457	1,400
Catering expenses	5,161	4,020	4,020	4,000
General expenses	2,935	3,800	3,800	3,700
Communications and computing	36,011	42,450	37,233	38,233
Services and expenses - catering fee/evening meetings	3,490	3,700	3,700	3,700
Services and expenses - consultancy	15,100	0	0	0
Reorganisation - office move	-	-	14,000	0
Support services				
Financial services	12,800	12,500	12,500	12,800
Information technology	43,500	45,300	45,300	45,300
Corporate services	1,200	1,300	2,300	2,300
Law and governance services	2,800	2,800	2,800	2,800
Community services	45,400	44,000	44,000	46,500
Technical services	24,700	23,200	23,200	30,000
Depreciation and impairment losses				
Depreciation	447,194	908,577	448,277	444,314
Gross expenditure	1,321,606	1,851,060	1,455,664	1,504,581
Income				
Sales, fees and charges	20,316	0	250	0
Rents and Leases	131,034	130,165	172,851	130,914
Other income and recharges				
- General fund services	1,295,700	1,510,100	1,526,000	1,176,900
- Housing Revenue Account	122,200	140,500	140,500	110,300
Gross income	1,569,250	1,780,765	1,839,601	1,418,114
Net expenditure (income)	(247,644)	70,295	(383,937)	86,467

Civic Centre

Service description

Budget managers:	Principal Building Services Manager - Mr R. Webb Information Systems Manager - Vacant (Communications) Parks and Amenities Manager - Mr P. Winfield (Grounds Maintenance) Corporate Director of Commercial Services - J. Rice (Rents)
Service function:	A control account for the monitoring of Civic Centre costs, including rents and service charges to Surrey Police, Surrey Library and Surrey Adult Care
Legal status:	Local Government Act 1972.
Policy objectives :	That the Council be held in high regard by all that come into contact with it.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	1,851,060	1,851,060
Salaries - amended to reflect changes in time allocations		11,200
Strategic building maintenance - planned underspends brought forward from 17/18	34,500	
Strategic building maintenance - variation in strategic maintenance plan	(27,200)	28,700
Fuel, light and water - increased provision	66,400	80,300
Rent of car park spaces	27,800	27,800
Business rates decreased costs	(45,500)	(37,500)
Communications and computing - provisions reduced	(5,200)	(4,200)
Reorganisation - office move	14,000	
Support services - variations in support service allocations	1,000	10,600
Depreciation - reflects revised property valuation	(460,300)	(464,300)
Other net changes	(896)	921
2018/19 Probable outturn - Gross expenditure	1,455,664	
2019/20 Estimate - Gross expenditure		1,504,581

Chertsey Depot

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	33,562	32,951	32,951	37,951
Training and recruitment	485	20	720	120
Premises related expenditure				
Strategic maintenance	37,868	18,481	30,757	14,072 (2)
Building maintenance	2,512	3,500	3,500	3,500
Fuel, light, cleaning and water	18,076	15,900	19,200	19,200
Rates and insurance	50,623	51,891	51,830	53,077
Grounds maintenance -yard	11,488	10,400	23,200	16,162
Transport related expenditure				
Transport recharges	5,020	4,670	5,840	5,840
Car allowances	300	300	300	300
Supplies and services				
Equipment, furniture and materials	2,599	2,300	2,300	2,300
Clothes, uniform and laundry	1,866	1,400	2,000	2,000
General expenses	1,597	2,088	1,764	1,800
Communications and computing	2,514	1,975	2,187	2,187
Special works provision	-	3,912	50	1,050
Support services				
Financial services	5,800	6,000	6,000	6,100
Information technology	7,500	8,300	8,300	8,200
Corporate services	1,400	1,600	1,700	1,900
Customer services	3,400	3,500	3,500	3,300
Law and governance services	-	-	100	300
Community services	1,500	1,500	1,500	1,400
Technical services	4,000	4,000	4,000	6,900
Depreciation and impairment losses				
Depreciation	66,108	62,809	66,286	65,434
Gross expenditure	258,218	237,497	267,985	253,093
Income				
Grants and contributions	-	-	6,000	0
Rents and leases	451	451	451	451 (3)
Other income and recharges	230,435	230,600	234,600	234,600
Gross income	230,886	231,051	241,051	235,051
Net expenditure (income)	27,332	6,446	26,934	18,042

Chertsey Depot

Service description

Budget manager:	Direct Services Organisation Manager - Mr D. Stedman (2) - Principal Building Services Manager - Mr R. Webb (Strategic maintenance) (3) - Corporate Director of Commercial Services - J. Rice (Rents)
Service function:	A control account for the monitoring of the general running cost of Chertsey depot before being recharged to services and accounts.
Legal status:	Local Government Act 1972.
Policy objectives :	To provide a secure operating base for the in house workforce and external contractors to secure the cost efficient long term provision of services.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	237,497	237,497
Salaries - amended to reflect changes in time allocations		5,000
Strategic building maintenance plan - planned underspend	12,300	
Strategic building maintenance plan - variation		(4,400)
Fuel, light, cleaning and water	3,300	3,300
Rates and insurance	(100)	1,200
Yard maintenance - vehicle washdown - planned underspend	6,800	
Yard maintenance - recycling storage - financed by contribution	6,000	
Transport recharges - variations	1,200	1,200
Special works provision deferred to 2019/20 to finance fuel pump upgrade	(2,862)	2,862
Support services - variations in support service allocations	200	3,200
Depreciation - amendments to the capital programme and expenditure profile	3,500	2,600
Other net changes	150	634
2018/19 Probable outturn - Gross expenditure	267,985	
2019/20 Estimate - Gross expenditure		253,093

Service statistics

The depot currently provides an operational base for the following major functions:-

- Community meals service (meals on wheels)
- Housing community transport service
- Refuse collection service
- Recycling service
- Street cleansing service
- Graffiti service
- Drainage service
- Car Parks Service
- Runnymede direct service
- Transport management service
- Workshop facility

Additionally, various units are let to supplier of services to the Council and for miscellaneous secure storage (e.g. polling booths)

Salaries of staff (by department)

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Department				
Chief executives	1,021,091	1,224,700	1,224,700	1,392,600
Law and governance services	752,031	825,500	825,500	874,400
Resources services	2,199,270	2,052,800	2,052,800	1,997,300
- Customer services	525,473	516,600	516,600	532,800
Housing and community services				
- Housing services	1,327,917	1,635,300	1,635,300	1,690,900
- Community services inc. safer runnymede	1,755,723	1,761,200	1,761,200	1,829,200
Technical services				
- Environmental services	1,454,736	1,605,300	1,605,300	1,707,700
- Planning services	1,546,295	1,690,600	1,690,600	1,551,000
Chief Executives AP and WP contingency	-	14,500	7,200	14,500
Pay award	-	0	0	0
Savings from vacancies/turnover	-	(272,000)	(452,000)	(274,000)
Apprenticeship provision	-	217,000	10,000	50,000
Transformation/restructuring	-	0	0	0
Adjustment for short term accumulated absences	10,400	0	0	0
Gross expenditure	10,592,936	11,271,500	10,877,200	11,366,400
Income				
Recharged to:				
Accrued leave: to General Fund summary page	9,200	0	0	0
General fund and trading services	9,528,287	10,112,400	10,112,400	10,386,800
Housing revenue account	1,052,303	1,199,600	1,199,600	1,189,100
Housing revenue account - accrued leave	1,200	-	-	-
Housing revenue account - termination costs	1,946	-	-	-
Housing revenue account - salary savings	-	(38,500)	(38,500)	(38,700)
Gross income	10,592,936	11,273,500	11,273,500	11,537,200
Net expenditure (income)	0	(2,000)	(396,300)	(170,800)

Employer's costs

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employers contributions				
Pension contributions for early retirees - annual	66,000	68,000	64,000	62,000
Pension contributions for early retirees - one off	60,317	0	0	0
Pension back-funding for previous years deficits	885,000	885,000	885,000	885,000
Pension unwinding of discount on local scheme	57,200	57,000	57,000	58,800
Pension contributions for current staff	1,384,618	1,565,000	1,565,000	1,560,000
Pensions sub-total	2,453,135	2,575,000	2,571,000	2,565,800
National insurance	1,069,543	1,213,000	1,213,000	1,209,000
Recruitment incentives etc.	49,520	59,780	54,650	66,215
In house training	14,070	16,000	16,000	11,500
Employer's insurances	66,079	66,750	36,980	36,980
Financial services	7,000	7,200	7,200	7,200
Municipal safety service	51,773	65,205	65,370	57,570
Insurance prepayment	(8,100)	0	0	0
Gross expenditure	3,703,020	4,002,935	3,964,200	3,954,265
Income				
Less recharges				
General fund services	2,407,312	2,739,800	2,739,800	2,760,900
Housing revenue account - services	273,333	317,900	317,900	309,400
Housing revenue account - back-funding	100,200	100,000	100,000	100,000
Housing revenue account - early retirees	11,000	11,000	11,000	11,000
Gross income	2,791,845	3,168,700	3,168,700	3,181,300
Net expenditure (income)	911,175	834,235	795,500	772,965

Officers Training and recruitment

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employee expenses				
Training expenditure within services	112,746	134,875	132,034	185,361
Project Training expenditure within services	7,823	18,400	21,500	18,600
Less: savings target	0	(20,000)	(20,000)	(20,000)
sub total	120,569	133,275	133,534	183,961
Staff recruitment expenditure	35,211	25,000	25,000	25,000
Fees	6,781	7,000	7,000	7,000
Gross expenditure	162,561	165,275	165,534	215,961
Income				
Training charged direct to:				
- General fund services	98,084	126,775	126,634	152,461
- Housing revenue account	8,415	10,500	10,900	40,000
- Employers costs - in house training	14,070	16,000	16,000	11,500
Advertising charged direct to:				
- General fund services	33,190	25,000	25,000	25,000
- Housing revenue account	895	0	0	0
Gross income	154,654	178,275	178,534	228,961
Net expenditure	7,907	(13,000)	(13,000)	(13,000)

Training and recruitment

Service description

Budget managers:	All Corporate Heads Head of Human Resources - F. Skene
Service function:	A control account for the monitoring of short course and post-entry training costs. A control account for the monitoring of staff advertising costs.
Legal status:	Local Government Act 1972
Policy Objective:	<p>The Council is committed to providing a quality customer orientated service to all residents and recognises that the effective training and development of staff will help achieve this aim. Training provision will be selected in a cost effective way, making the best use of training resources. Training opportunities will be taken which meet the following aims:-</p> <ul style="list-style-type: none"> - To continue the development of an effective quality policy relevant to Runnymede's needs - To fulfil the Authority's objectives as set by the appraisal scheme - To increase effectiveness in the way current tasks are undertaken - To develop skills and flexible to meet future needs - To respond to changes of policy and legislation - To enable staff to reach their full potential thereby increasing job satisfaction and morale - To aid their career progression within the Council - To fulfil the training and development requirements of professional bodies <p>Cost effective recruitment advertising Use of Surrey Jobs website for most vacancies</p>

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate - gross expenditure	165,275	165,275
Increase in training provisions	259	50,686
2018/19 Probable outturn - gross expenditure	165,534	
2019/20 Estimate - gross expenditure		215,961

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Training:				
Cost as percentage of all gross salaries	1.1%	1.2%	1.2%	1.6%
Cost per FTE member of staff employed	£333	£366	£367	£505
Staff recruitment:				
Cost as percentage of all gross salaries	0.4%	0.3%	0.3%	0.3%
Expenditure per FTE member of staff employed	£116	£88	£88	£88

Car allowances and leasing (by department)

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Department				
Chief executives	9,790	13,700	13,700	13,100
Law and governance services	7,924	8,100	8,100	8,100
Resources services	13,088	14,100	14,100	14,000
Housing and community services				
- Housing services	56,812	57,900	57,900	66,500
- Community services inc. safer runnymede	50,725	45,900	45,900	45,900
Technical services				
- Environmental services	51,250	52,200	52,200	52,200
- Planning services	58,958	62,600	62,600	62,600
Gross expenditure	248,547	254,500	254,500	262,400
Income				
Less recharges				
Cost recovered	2,662	2,800	2,800	2,800
General fund services	204,049	209,500	209,500	217,400
Housing revenue account	43,100	42,200	42,200	42,200
Gross income	249,811	254,500	254,500	262,400
Net income	(1,264)	0	0	0

Car allowances and leasing (by department)

Service description

Budget managers:	Head of Human Resources - F. Skene
Service function:	A control account for the monitoring of car allowance costs.
Legal status:	Local Government Act 1972
Policy objectives:	<p>To retain salary scales which are competitive and offer attractive employment packages to attract and retain high calibre staff. Local pay arrangements are in place.</p> <p>To achieve containment in manpower costs consistent with service needs. Staffing requirements to be reviewed in annual personnel reports.</p>

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate - gross expenditure	254,500	254,500
Other net changes		7,900
2018/19 Probable outturn - gross expenditure	254,500	
2019/20 Estimate - gross expenditure		262,400

Service statistics

	<u>2016</u> Actual	<u>2017</u> Actual	<u>2018</u> Actual
Post numbers @ 1 October			
Essential users	110	117	127
Car provision allowances	14	14	16
Leased cars	3	2	0
Car loans	1	1	0

Financial services

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	922,010	999,671	1,004,241	1,058,241
Training and recruitment	10,678	10,920	9,670	12,680
Transport related expenditure				
Travelling and subsistence	8,305	8,400	8,400	8,500
Supplies and services				
General office expenses	42,658	48,704	44,666	46,066
Communications and computing	93,123	116,350	124,764	113,790
Services and expenses:				
- Consultancy Advice (insurance)	3,000	3,000	6,000	3,000
- Other services and expenses	67,627	61,840	64,222	66,168
Third Party Payments				
- Consultancy services (audit)	58,400	60,000	68,200	60,000
- Consultancy services (insurance)	26,500	26,500	26,500	19,875
Support services				
Information technology	109,100	106,900	108,300	108,100
Corporate services	28,400	29,100	47,200	58,100
Office accommodation	126,800	142,800	142,800	108,200
Customer services	8,000	8,000	8,000	7,600
Law and governance services	8,100	4,200	6,600	6,700
Community services	240	240	240	240
Technical services	6,000	5,600	5,600	6,600
Depreciation and impairment losses				
Depreciation	27,213	28,570	24,107	18,607
Gross expenditure	1,546,154	1,660,795	1,699,510	1,702,467
Income				
Other grants, reimbursements and contributions	36,231	60,564	42,064	42,064
Sales, fees and charges	25,773	21,300	26,500	26,500
Miscellaneous income	9,682	20,000	10,000	10,000
Interest				
Other interest - on VAT refunds	609	0	0	0
Other income and recharges	1,515,125	1,548,400	1,567,200	1,587,800
Gross income	1,587,420	1,650,264	1,645,764	1,666,364
Net expenditure (income)	(41,266)	10,531	53,746	36,103

Financial services

Service description

Budget manager	Head of Financial Services - P. French
Service function:	<p>This is a management control account for the monitoring and allocation of financial services costs. Activities included under this account are:-</p> <ul style="list-style-type: none"> - Financial planning and advice - Budgeting and budget monitoring - Management accounting and information - Production and publication of statement of accounts - Purchasing and procurement - Payroll and payments service - Internal audit and insurance service - Collection of sundry accounts receivable - Income control and allocation - Treasury and taxation
Legal status:	<p>Local Government Act 1972. LGA 2003 (prudential system of capital finance, financial planning and budgeting); Audit Commission Act 1998 (accounts and audit regulations); Government and resource Accounts Act 2000 (whole of government accounts).</p>
Policy Objective:	<p>Support the effective overall financial management and procurement of the Council and individual services. Aid in the process of financial accountability between departments. Provide cost effective financial services and to identify opportunities for cost and efficiency savings.</p>

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate - gross expenditure	1,660,795	1,660,795
Allowance for pay inflation and overheads		25,500
Salaries - amended to reflect changes in time allocations	4,600	
Salaries - additional staffing - CMC Jan 2019		35,000
General office expenses - provision reduced	(4,000)	(2,600)
Computer systems - planned underspends brought forward from 2017/18	9,600	
Consultancy Advice (insurance)-planned underspend brought forward from 2017/18	3,000	
Consultancy services (audit) -planned underspend brought forward from 2017/18	8,200	
Other services and expenses		4,300
Third party payments (insurance) - provision reduced from 2019/20		(6,600)
Support services - projects and procurement service increased allocations	17,700	25,600
Support services - office accommodation allocation reduced		(34,600)
Support services - variations in other support service allocations	4,200	7,700
Depreciation - amendments to the capital programme and expenditure profile	(4,500)	(10,000)
Other net changes	(85)	(2,628)
2018/19 Probable outturn - gross expenditure	1,699,510	
2019/20 Estimate - gross expenditure		1,702,467

Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Actual	<u>2018/19</u> Estimate
Payroll				
Number of payments	5,779	6,334	6,334	6,350
Payments				
Number of invoices paid	9,205	9,200	9,615	9,600
Number of payments	6,038	6,300	6,501	6,600
Percentage paid by BACS-by number of regular payments	97.9%	98.0%	98.7%	98.0%
Percentage paid by BACS - by amount	90.3%	97.0%	90.9%	91.0%
Prompt payment BVPI	98%	98.0%	96.6%	98.0%
Insurance - number of claims	58	55	55	55
Debtors - number of invoices raised	21,002	23,500	21,221	21,500

Computer services

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	413,396	519,670	519,244	546,444
Training and recruitment	7,969	14,100	20,500	14,100
Transport related expenditure				
Travelling and subsistence	154	200	200	200
Supplies and services				
General office expenses	2,672	2,456	1,180	1,180
Communications and computing	212,898	219,002	212,298	211,727
Services and expenses - consultants	0	15,300	17,000	22,000
Support services				
Financial services	23,000	23,800	23,800	24,000
Information technology	2,000	1,800	1,800	1,800
Corporate services	8,000	10,000	27,900	38,400
Office accommodation	55,400	73,600	73,600	55,700
Customer services	1,300	1,300	1,300	1,200
Law and governance services	-	-	1,200	3,500
Depreciation and impairment losses				
Depreciation	97,498	86,353	85,166	85,480
Gross expenditure	824,287	967,581	985,188	1,005,731
Income				
Sales, fees and charges	1,617	210	100	100
Other income and recharges				
- Recharges to services	865,901	914,200	923,200	944,500
Gross income	867,518	914,410	923,300	944,600
Net expenditure (income)	(43,231)	53,171	61,888	61,131

Computer services

Service description

Budget managers:	Information Systems Manager - Vacant
Service function:	A control account for monitoring overall information technology costs.
Legal status:	Local Government Act 1972. Data Protection Act 1998. Other miscellaneous Acts.
Policy Objective:	To examine the use of IT as a means of achieving efficiency savings whilst enhancing the quality of service delivery. Develop Information and Communication Technology (ICT) Strategy.

Budget variations

	2018/19 Probable £	2019/20 Estimate £
2018/19 Original estimate - gross expenditure	967,581	967,581
Allowance for pay inflation and overheads		13,300
Salaries - amended to reflect changes in time allocations		13,474
Project training - planned underspends brought forward from 2017/18	6,400	
Communications and computing - reduction in provisions	(6,700)	(7,300)
Services and expenses - consultants provision increased	1,700	6,700
Support services - projects and procurement service increased allocations	17,900	26,400
Support services - office accommodation allocation reduced		(17,900)
Support services - variations in other support service allocations	1,200	5,600
Depreciation - changes to the capital programme	(1,200)	(900)
Other net changes	(1,693)	(1,224)
2018/19 Probable outturn - gross expenditure	985,188	
2019/20 Estimate - gross expenditure		1,005,731

Service statistics - systems supported

Primary Systems

Alcatel Omnipcx (VOIP Switch)	Northgate I@Work (Document Management System/Workflow)
Civica Public Protection (Environmental Services System)	Northgate (Revenues & Benefits)
Express (Electoral Registration)	Northgate Planning - M3 (Building and Development Control)
Exchange Microsoft (2010 email exchange)	Northgate Paris.NET Cash Receipting
Goss (Website)	Northgate Payroll (Moorepay bureau service)
Juniper/Netscreen (Firewalls)	Northgate TLC (Local Land Charges)
Microsoft Office 2010	Total Finance (Ledger, Creditors, Debtors, Purchase
Northgate (Housing)	Ordering, Budget Modelling and Bank Reconciliation)

Other Systems

AMS (Right Fax Express)	Junospulse (Remote working access)
ARTIFAX (Events/ leisure services)	KOFAX (Scanning software)
Associated Consultants (Mortgages management)	Simplify IT (Netapp backups)
Autocad from Autodesk (Computer aided design)	Lloyds (Web banking system)
Business Objects (Corporate database report writer)	Meraki (WiFi system)
Capital Charges (Asset manager)	Microsoft (Windows 7)
Cisco Works (Network troubleshooting)	Mscience (SMS text messaging system)
Clear Skies (Cemeteries)	Museum (Cataloguing system)
Codeman (Building maintenance)	ROCC (Waste management software)
Colony (Allotment software)	Softcat (Egress email security)
ELSA (Phone line back-up)	Sophos Endpoint (Security)
Equitrac (Print management)	Sophos Safeguard (PC encryption)
Experian Citizen View	Sophos Safeguard (USB encryption)
Flexiroute (vehicle planning/tracking system)	Sophos Webfilter (Internet access management)
GCSx Secure email	Spiceworks (Help desk)
Granta 5 (Access control)	SPUR (Decriminalised parking)
HR PRO (Personnel administration)	Symantec KVs Vault (email archiving)
Insurance Database (LACHS2)	Team Viewer (Remote access software)
Jontek (Community alarm)	Valuers Property Database (Estate management)

Corporate document management system

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	80,000	73,600	73,600	75,700
Training and recruitment	-	500	300	500
Supplies and services				
General office expenses	77	208	100	100
Communications and computing	16,032	33,600	16,094	31,600
Support services				
Financial services	5,800	5,200	5,200	5,300
Information technology	52,400	55,400	55,400	55,400
Corporate services	4,900	3,700	3,700	4,200
Office accommodation	22,700	15,300	15,300	11,900
Customer services	400	400	400	400
Law and governance services	-	-	300	900
Depreciation and impairment losses				
Depreciation	25,898	32,077	25,898	25,898
Gross expenditure	208,207	219,985	196,292	211,898
Income				
Other income and recharges	251,900	211,800	211,800	211,800
Gross income	251,900	211,800	211,800	211,800
Net expenditure (income)	(43,693)	8,185	(15,508)	98

Corporate document management system

Service description

Budget managers:	Head of Customer Services, Revenues and Benefits - L. Norman
Service function:	A new approach in relation to IT strategy and provision, moving towards a system which encompasses all forms of communication and the transfer of information electronically.
Legal status:	Local Government Act 1972 and 1986
Policy objectives:	To enable effective member communication by having remote access. Greater convenience for the public. To assist service departments to overcome the increasing pressure on limited resources. To reduce administrative costs.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate - gross expenditure	219,985	219,985
Allowance for pay inflation and overheads		1,900
Systems development costs - CMC July 2017 - deferred	(15,000)	
Computer systems - provisions reduced	(2,500)	(2,000)
Support services - variations in support service allocations	300	(1,900)
Depreciation - changes to the capital programme	(6,200)	(6,200)
Other net changes	(293)	113
2018/19 Probable outturn - gross expenditure	196,292	
2019/20 Estimate - gross expenditure		211,898

Post room management services

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	12,601	28,800	28,800	25,800
Training and recruitment	-	200	100	100
Supplies and services				
General office expenses	18	150	100	100
Communications and computing	6,871	13,530	4,954	13,020
Support services				
Financial services	2,800	3,300	3,300	3,300
Information technology	800	900	900	900
Corporate services	1,000	1,800	1,800	1,300
Office accommodation	18,900	23,900	23,900	17,100
Customer services	400	400	400	400
Law and governance services	-	-	200	500
Gross expenditure	43,390	72,980	64,454	62,520
Income				
Other income and recharges	44,000	62,700	77,300	65,500
Gross income	44,000	62,700	77,300	65,500
Net expenditure (income)	(610)	10,280	(12,846)	(2,980)

Post room management services

Service description

Budget managers:	Head of Customer Services, Revenues and Benefits - L. Norman
Service function:	Management of the post room facility
Policy objectives:	To facilitate effective incoming and outgoing communication and enable interaction between members, the public, companies and the Council.

Budget variations

	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
	£	£
2018/19 Original estimate - gross expenditure	72,980	72,980
Allowance for pay inflation and overheads		700
Salaries - amended to reflect changes in time allocations		(3,700)
Systems development costs - CMC July 2017 - deferred	(8,000)	
Support services - variation in allocations	200	(6,800)
Other net changes	(726)	(660)
2018/19 Probable outturn - gross expenditure	64,454	
2019/20 Estimate - gross expenditure		62,520

Runnymede web

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	46,000	113,900	81,400	78,500
Training and recruitment	317	2,870	1,600	1,600
Supplies and services				
General office expenses	-	1,200	5,750	6,200
Promotions and marketing	-	0	0	0
Communications and computing	2,611	22,600	29,100	38,400
Support services				
Financial services	3,000	3,700	3,700	3,700
Information technology	39,200	40,400	40,400	40,400
Corporate services	1,200	2,100	3,400	4,400
Office accommodation	5,100	12,700	12,700	9,900
Customer services	600	600	600	600
Law and governance services	-	-	400	1,100
Depreciation and impairment losses				
Depreciation	12,422	12,422	12,422	6,262
Gross expenditure	110,450	212,492	191,472	191,062
Income				
Other income and recharges	173,299	197,900	199,900	201,100
Gross income	173,299	197,900	199,900	201,100
Net expenditure (income)	(62,849)	14,592	(8,428)	(10,038)

Runnymede web

Service description

Budget managers:	Communications and Marketing Manager - Vacant
Service function:	The promotion of the Borough as a whole (i.e.. not specific services) to the community. To increasingly permit the public (if they so chose) to carry out their business with the Council electronically.
Legal status:	Local Government Act 1972 and 1986
Policy objectives:	That the Council be held in high regard by all that come into contact with it. Provide web-enabled transactions. Provide better public access to information and member support. To develop and promote good working relationships with other major institutions (both public and private sector) within the Borough.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate - gross expenditure	212,492	212,492
Allowance for pay inflation and overheads		2,900
Salaries - amended to reflect changes in time allocations		(38,300)
Salaries - staff appointment deferred	(32,500)	
Training and recruitment - provision reduced	(1,300)	(1,300)
Promotions - planned underspend brought forward from 2017/18	10,800	
Promotions - provision moved to 2019/20	(5,000)	5,000
Memberships/affiliations - provision moved to computer maintenance in 2019/20	(1,200)	
Web editing training - planned underspend brought forward from 2017/18	8,000	
Web editing training - provision moved to 2019/20	(1,500)	1,500
Computer system maintenance - provision		7,000
Computer system maintenance - provision virement		2,300
Computer system maintenance - CMC Jan 2019		5,000
Support services - variation in allocations	1,700	600
Depreciation - changes to the capital programme		(6,200)
Other net changes	(20)	70
2018/19 Probable outturn - gross expenditure	191,472	
2019/20 Estimate - gross expenditure		191,062

Service statistics

	<u>2015/16</u> Actual	<u>2016/17</u> Actual	<u>2017/18</u> Actual
Runnymede website - http://www.runnymede.gov.uk .			
Number of Home Page views	155,339	174,000	156,776
Unique new users i.e. separate individuals visiting website	173,296	260,000	242,029
Number of page views	1,006,530	1,300,000	1,347,000

Human resources

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	164,400	216,800	241,800	244,200
Training and recruitment	9,706	8,600	8,000	11,260
Transport related expenditure				
Travelling and subsistence	-	50	50	50
Supplies and services				
General office expenses	6,200	6,675	5,790	5,965
Communications and computing	6,464	4,700	5,215	5,415
Other professional services	7,630	0	9,300	0
Support services				
Financial services	5,600	6,100	6,100	6,200
Information technology	38,200	38,400	38,400	38,300
Corporate services	1,900	2,400	5,100	6,300
Office accommodation	18,800	25,500	25,500	19,900
Customer services	1,900	1,900	1,900	1,800
Law and governance services	300	1,100	6,400	9,600
Depreciation and impairment losses				
Depreciation	398	198	398	398
Gross expenditure	261,498	312,423	353,953	349,388
Income				
Other grants, reimbursements and contributions	9,000	9,000	9,000	9,000
Other income and recharges	269,700	265,700	270,300	329,600
Gross income	278,700	274,700	279,300	338,600
Net expenditure (income)	(17,202)	37,723	74,653	10,788

Human resources

Service description

Budget managers:	Head of Human Resources - F. Skene
Service function:	A control account for the monitoring of personnel costs. Recharges are made to services and other accounts on the basis of establishment posts.
Legal status:	Local Government Acts 1972 & 1988. Local Government and Housing Act 1989. Other miscellaneous Acts (especially Employment Legislation).
Policy Objective:	To have employment arrangements in place to meet statutory requirements and to recruit and retain high calibre staff to deliver council services. Local pay arrangements are in place. To achieve containment in manpower costs consistent with service needs. Staffing issues are reviewed in the Annual Pay and Workforce Report.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate - gross expenditure	312,423	312,423
Allowance for pay inflation and overheads		5,500
Salaries - SO42 November 2018 to make a post permanent	12,000	
Salaries - Virement to cover additional staffing cover	13,000	
Salaries - amended to reflect changes in time allocations		21,900
Training and recruitment - variations in provision	(600)	2,700
Fees - provision for equality pay review planned underspend brought forward	2,000	
Fees - virements from Chief Executive's contingency	7,300	
Support services - variation in allocations	8,000	6,700
Depreciation - changes to the capital programme	200	200
Other net changes	(370)	(35)
2018/19 Probable outturn - gross expenditure	353,953	
2019/20 Estimate - gross expenditure		349,388

Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Actual	<u>2018/19</u> Estimate
Number of established posts (full time equivalent) @ 1 st September	417	445	453
Number of staff employed (full time equivalent) @ 1 st September	349	362	364
Annual staff turnover	11.5%	14.9%	17.1%
Days lost due to sickness absence per FTE employee	10.6	11.1	11.0

Projects and Procurement services

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	21,600	89,200	205,600	286,400
Training and recruitment	374	6,550	700	8,250
Transport related expenditure				
Travelling and subsistence	-	-	200	500
Supplies and services				
General office expenses	736	1,800	640	730
Communications and computing	1,612	1,800	2,302	3,000
Other professional services				
Support services				
Financial services	2,500	2,500	5,100	5,100
Information technology	2,800	2,800	6,700	6,700
Corporate services	1,200	1,200	4,100	4,500
Office accommodation	3,700	4,200	16,900	16,600
Customer services	400	400	400	400
Law and governance services	14,400	14,400	16,700	16,900
Depreciation and impairment losses				
Depreciation	-	-	1,148	1,148
Gross expenditure	49,322	124,850	260,490	350,228
Income				
Other grants, reimbursements and contributions				
Other income and recharges	50,100	57,800	249,800	346,000
Gross income	50,100	57,800	249,800	346,000
Net expenditure (income)	(778)	67,050	10,690	4,228

Projects and Procurement services

Service description

Budget managers: Principal Projects and Procurement Manager - S. Hall

Service function: A control account for the monitoring of personnel costs. Recharges are made to services and other accounts on the basis of establishment posts.

Budget variations

	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
	£	£
2018/19 Original estimate - gross expenditure	124,850	124,850
Allowance for pay inflation and overheads		2,300
Salaries - Virement from Corporate Management	64,300	96,900
Salaries - additional posts confirmed - CMC Feb 2018		30,100
Salaries - Hours increased to full time - SO42	5,000	10,300
Salaries - Virement from Commercial Services	32,300	48,600
Salaries - Temporary part time staff - SO42	14,800	18,500
Training and recruitment - variations in provision	(5,900)	1,700
General office expenses - reduction in provision	(1,200)	
Support services - variation in allocations	24,400	24,700
Depreciation - changes to the capital programme	1,100	1,100
Other net changes	840	(8,822)
2018/19 Probable outturn - gross expenditure	260,490	
2019/20 Estimate - gross expenditure		350,228

Customer services

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	675,929	686,000	626,000	655,800
Training and recruitment	14,235	5,000	1,217	3,220
Transport related expenditure				
Travelling and subsistence	1,193	200	100	100
Supplies and services				
Equipment, furniture and materials	812	1,100	1,100	1,100
Clothing, uniforms	-	200	0	0
General office expenses	498	2,400	500	800
Communications and computing	24,722	35,777	37,897	52,254
Services and expenses	-	8,400	3,000	9,000
Channel shift savings	-	(52,000)	(52,000)	0
Support services				
Financial services	14,800	16,600	16,600	16,800
Information technology	52,700	59,100	59,100	59,100
Corporate services	12,900	12,800	15,900	21,600
Office accommodation	132,500	132,500	132,500	98,700
Law and governance services	1,100	3,500	5,400	5,200
Technical services	500	500	500	500
Gross expenditure	931,889	912,077	847,814	924,174
Income				
Other income and recharges	940,600	890,100	891,000	838,400
Gross income	940,600	890,100	891,000	838,400
Net expenditure (income)	(8,711)	21,977	(43,186)	85,774

Customer services

Service description

Budget managers:	Head of Customer Services, Revenues and Benefits - L. Norman
Service function:	A management control account for the monitoring of Customer services administrative support costs, before being recharged to services.
Legal status:	Local Government Act 1972
Policy objectives:	To provide the effective management and administration of Customer services based services and activities

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate - gross expenditure	912,077	912,077
Allowance for pay inflation		17,500
Salaries - contingency - CMC Oct 2017 - vired to Benefits in 2018/19	(60,000)	
Training and recruitment - variation in provision	(3,800)	(1,800)
Computer systems developments deferred to 2019/20 - CMC July 2017	(1,000)	1,000
Computer systems developments planned in 2019/20 - CMC July 2017		16,500
Professional services provision deferred to 2019/20	(6,000)	6,000
Support services - variations in support service allocations	5,000	(23,100)
Other net changes	1,537	(4,003)
2018/19 Probable outturn - gross expenditure	847,814	
2019/20 Estimate - gross expenditure		924,174

Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Actual	<u>2018/19</u> Estimate
Customer services - number of phone calls	136,000	99,000	90,000
Customer services - percentage of phone calls answered in 15 seconds	-	80%	85%

Law and governance services

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	787,000	850,700	924,700	951,100
Training and recruitment	7,127	9,475	10,995	10,810
Transport related expenditure				
Travelling and subsistence	4,693	4,904	4,750	4,750
Supplies and services				
General office expenses	34,695	42,738	44,050	45,327
Communications and computing	5,326	6,950	6,950	8,050
Services and expenses	1,246	11,750	11,450	11,450
Support services				
Financial services	23,900	24,800	26,700	26,700
Information technology	54,400	54,400	52,500	52,500
Corporate services	19,800	19,800	26,600	31,300
Office accommodation	62,000	73,500	76,800	60,400
Customer services	2,200	2,200	2,600	2,600
Technical services	1,800	1,800	1,800	1,800
Depreciation and impairment losses				
Depreciation	4,954	3,806	3,806	1,919
Gross expenditure	1,009,141	1,106,823	1,193,701	1,208,706
Income				
Other grants, reimbursements and contributions	16,096	18,300	18,800	23,300
Sales, fees and charges	29,396	15,070	20,030	20,030
Other income and recharges	985,001	1,012,900	1,108,300	1,147,600
Gross income	1,030,493	1,046,270	1,147,130	1,190,930
Net expenditure (income)	(21,352)	60,553	46,571	17,776

Law and governance services

Service description

Budget managers:	Corporate Head of Law and Governance - M. Leo Legal Services Manager - P. Ionta Democratic Services Manager - B. Fleckney
Service function:	A management control account for monitoring legal, democratic services, property and administration service costs. Services are charged on the basis of various output measures.
Legal status:	Local Government Act 1972 and 2000 Local Government Miscellaneous Provisions Act 1976
Policy Objective:	To support the effective running of the Council and its services.

Budget variations

	2018/19 Probable £	2019/20 Estimate £
2018/19 Original estimate - gross expenditure	1,106,823	1,106,823
Allowance for pay inflation and overheads		21,700
Salaries - new Data Protection post - CMC January 2017	21,000	30,500
Salaries - new Legal post - CMC January 2018	61,000	61,000
Support services - increased allocations to reflect service provided	10,500	(1,200)
Other net changes	(5,622)	(10,117)
2018/19 Probable outturn - gross expenditure	1,193,701	
2019/20 Estimate - gross expenditure		1,208,706

Service statistics

	<u>2015/16</u> Actual	<u>2016/17</u> Actual	<u>2017/18</u> Actual
Number of freedom of information enquiries	557	645	722
Number of formal committee and Council meetings	84	84	83

Planning Technical admin services

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	174,400	187,100	187,100	190,000
Training and recruitment	1,205	500	500	500
Supplies and services				
General office expenses	73	573	73	70
Support services				
Financial services	4,900	5,200	5,200	5,100
Information technology	5,100	5,500	5,500	5,500
Corporate services	3,700	3,800	5,700	7,200
Office accommodation	25,600	25,600	25,600	20,000
Customer services	600	600	600	600
Law and Governance	300	1,100	1,700	1,600
Technical services	300	300	300	600
Gross expenditure	216,178	230,273	232,273	231,170
Income				
Other income and recharges	225,000	229,900	229,900	227,800
Gross income	225,000	229,900	229,900	227,800
Net expenditure (income)	(8,822)	373	2,373	3,370

Planning Technical admin services

Service description

Budget managers:	Technical Admin Manager - J. Kitchenside
Service function:	A management control account for the monitoring of technical management costs, before being recharged to services.
Legal status:	Local Government Act 1972 Local Government Miscellaneous Provisions Act 1977 Local Government Act 2000
Policy Objective:	To provide the effective management and administration of technical based activities

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate - gross expenditure	230,273	230,273
Allowance for pay inflation and overheads		4,800
General office expenses - reduced provision	(500)	(500)
Support services - variations in support service allocations	2,500	(1,500)
Other net changes	0	(1,903)
2018/19 Probable outturn - gross expenditure	232,273	
2019/20 Estimate - gross expenditure		231,170

Building services

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	377,000	380,500	352,900	334,900
Training and recruitment	1,107	2,000	1,300	1,500
Transport related expenditure				
Travelling and subsistence	12,724	12,700	12,640	11,340
Supplies and services				
Equipment, furniture and materials	702	260	260	260
Protective clothing	118	100	100	100
General office expenses	1,813	2,344	2,890	2,730
Communications and computing	7,183	4,250	6,350	5,450
Insurance	13,721	13,723	9,749	9,749
Support services				
Financial services	9,200	9,300	9,300	9,400
Information technology	15,000	15,700	15,700	15,700
Corporate services	7,200	7,700	12,600	16,900
Office accommodation	30,100	34,100	34,100	26,600
Customer services	13,300	13,800	13,800	13,000
Law and governance	400	1,400	2,100	2,100
Community services	1,800	1,800	1,800	1,800
Technical services	400	400	400	400
Depreciation and impairment losses				
Depreciation	425	195	425	425
Gross expenditure	492,193	500,272	476,414	452,354
Income				
Other grants, reimbursements and contributions	181,626	192,423	210,423	211,800
Other income and recharges	295,300	311,300	229,500	247,800
Gross income	476,926	503,723	439,923	459,600
Net expenditure (income)	15,267	(3,451)	36,491	(7,246)

Building services

Service description

Budget manager:	Principal Building Services Manager - R. Webb
Service function:	A management control account for the monitoring of technical services administrative support and building services costs, before being recharged to services.
Legal status:	Local Government Act 1972
Policy objectives:	To provide the effective management and administration of planning and technical based services and activities

Budget variations

	2018/19 Probable £	2019/20 Estimate £
2018/19 Original estimate - gross expenditure	500,272	500,272
Allowance for pay inflation		9,700
Salaries - Energy Management posts - coded to Energy Management budget	(61,600)	(61,600)
Salaries - post changes	4,000	4,000
Salaries - temporary casuals provision	30,000	
Car allowance recharge reduced		(1,300)
Computer maintenance - changes in provisions	2,100	1,200
Insurance - decrease in Public Liability premiums	(4,000)	(4,000)
Support services - variation in allocations to reflect service provided	5,600	1,700
Other net changes	42	2,382
2018/19 Probable outturn - gross expenditure	476,414	
2019/20 Estimate - gross expenditure		452,354

Geographical information service

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	78,600	90,600	90,600	86,200
Training and recruitment	349	1,160	930	1,150
Transport related expenditure				
Travelling and subsistence	-	100	50	50
Supplies and services				
General office expense	-	900	500	500
Communications and computing	10,498	15,000	10,804	11,500
Services and expenses - fees and consultancy	1,625	1,625	1,625	1,625
Support services				
Financial services	3,800	3,500	3,500	3,400
Information technology	34,000	33,500	33,500	33,500
Corporate services	1,800	1,800	2,500	3,000
Office accommodation	11,200	12,700	12,700	9,900
Customer services	2,000	2,100	2,100	2,000
Law and governance	-	-	200	600
Depreciation and impairment losses				
Depreciation	1,167	1,166	1,167	1,167
Gross expenditure	145,039	164,151	160,176	154,592
Income				
Other income and recharges	159,600	159,600	159,600	162,600
Gross income	159,600	159,600	159,600	162,600
Net expenditure (income)	(14,561)	4,551	576	(8,008)

Geographical information service

Service description

Budget manager: Principal GIS Officer - C. Buckmaster

Service function:

- 1 A corporate system to enable the identification of all property related data within the Borough through a unique property referencing system.
- 2 The capture of planning data for the land charges service.
- 3 The corporate provision of digital and paper maps and mapping of Council and other data for Council staff and the general public through internet services.
- 4 The maintenance and improvement of the corporate address gazetteer which feeds into the national address infrastructure.
- 5 The analysis of spatial data to guide policy decisions.

Legal status: The Infrastructure for Spatial Information in Europe Directive 2007/2/EC (INSPIRE)
Local Land Charges Act 1975
Implementing electronic government strategy
Planning policy statement 12 : Local development frameworks

Policy objectives: To meet statutory obligations in a cost effective manner and within agreed deadlines.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate - gross expenditure	164,151	164,151
Allowance for pay inflation		2,300
Salaries - amended to reflect changes in time allocations		(6,700)
General office expense - provision reduced	(400)	(400)
Computer maintenance - savings	(4,200)	(3,500)
Support services - variations in support service allocations	900	(1,200)
Other net changes	(275)	(59)
2018/19 Probable outturn - gross expenditure	160,176	
2019/20 Estimate - gross expenditure		154,592

Runnymede direct services

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	171,691	186,100	186,100	158,500
Training and recruitment	287	740	730	730
Premises related expenditure				
Depot accommodation	14,400	15,200	15,200	15,200
Grounds maintenance	1,938	2,644	2,500	2,500
Transport related expenditure				
Vehicle recharges	48,650	38,020	40,110	49,160
Supplies and services				
Equipment, materials, clothing etc.	5,261	6,363	7,739	6,081
Communications and computing	1,070	1,150	1,100	1,100
Support services				
Financial services	5,200	5,400	5,400	4,700
Corporate services	3,800	3,900	6,200	8,000
Customer services	1,600	1,700	1,700	1,600
Law and governance	-	-	700	1,900
Community services	1,700	1,700	1,700	1,700
Technical services	200	200	200	200
Depreciation and impairment losses				
Depreciation	17,743	16,425	18,643	17,743
Gross expenditure	273,540	279,542	288,022	269,114
Income				
Other grants and contributions - costs recovered	4,950	0	0	0
Other income and recharges	267,850	275,600	276,700	278,600
Gross income	272,800	275,600	276,700	278,600
Net expenditure (income)	740	3,942	11,322	(9,486)

Runnymede direct services

Service description

Budget managers:	Direct Services Organisation Manager - D. Stedman
Service function:	A management control account for the small residual group established from the former Highways DSO.
Legal status:	Various enactment's allowing discretionary enhancement of the Borough's capabilities.
Policy objectives:	To give a limited emergency planning capability and assist with other tasks.

Budget variations

	2018/19 Probable £	2019/20 Estimate £
2018/19 Original estimate - gross expenditure	279,542	279,542
Allowance for pay inflation		4,700
Salaries - amended to reflect changes in time allocations		(32,300)
Equipment - increase in provision	1,400	
Vehicles - increase in running costs	2,100	11,100
Support services - variations in support service allocations	3,000	5,200
Depreciation - charges now allocated direct to services	2,200	1,300
Other net changes	(220)	(428)
2018/19 Probable outturn - gross expenditure	288,022	
2019/20 Estimate - gross expenditure		269,114

Radio Stations

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	1,800	800	800	800
Premises Related Expenditure				
Depot Recharge	800	800	800	800
Transport Related Expenditure				
Travelling and Subsistence	100	0	0	0
Supplies and Services				
Equipment, Furniture and Maintenance	209	1,000	500	500
Communications and Computing	740	850	800	800
Support Services				
Financial Services	1,600	1,600	1,600	1,600
Customer Services	600	600	600	600
Safer Runnymede	2,000	2,100	2,100	2,100
Gross expenditure	7,849	7,750	7,200	7,200
Income				
Other Income and Recharges	8,000	8,000	8,000	8,000
Gross income	8,000	8,000	8,000	8,000
Net expenditure (income)	(151)	(250)	(800)	(800)

Service description

Budget manager: Direct Services Organisation Manager - D. Stedman

Service function: Provision and maintenance of radio network.

Transport Overheads

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	57,712	89,200	89,200	80,100
Training and recruitment	298	0	0	0
Premises Related Expenditure				
Depot Recharge	20,400	24,000	24,000	24,000
Transport Related Expenditure				
Garaging Recharge	52,500	52,500	52,500	52,500
Vehicle Recharge	1,661	1,380	1,740	1,350
Car Allowances	300	300	300	300
Supplies and Services				
General Office Expenses	1,722	3,200	3,100	3,200
Support Services				
Financial Services	23,500	22,900	22,900	23,100
Information Technology	500	500	500	500
Corporate services	3,700	4,200	4,200	4,700
Customer Services	600	600	600	600
Law and governance	-	-	100	200
Depreciation and Impairment Losses				
Depreciation	172	172	172	172
Gross expenditure	163,065	198,952	199,312	190,722
Income				
Other Income and Recharges - Recharged to Vehicles	163,600	171,600	168,300	200,300
Gross income	163,600	171,600	168,300	200,300
Net expenditure (income)	(535)	27,352	31,012	(9,578)

Service description

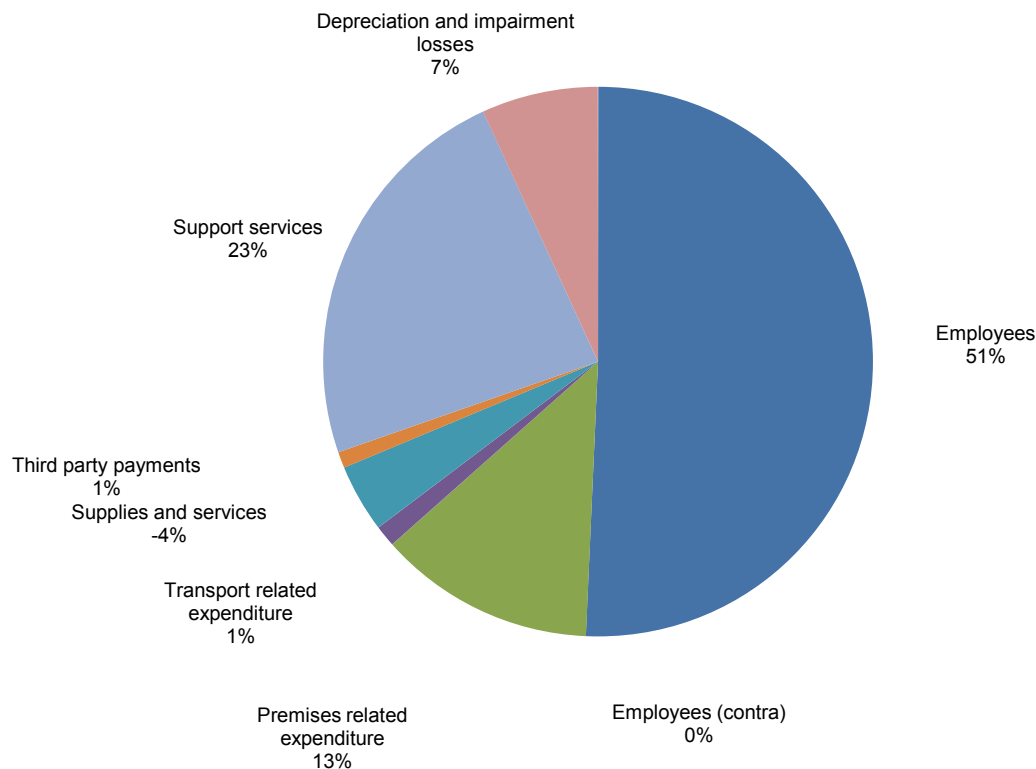
Budget manager:	Transport Manager - B Saunders
Service function:	Management and supervision of maintenance of works vehicles.
Legal status:	Various enactment's relevant to the use of

Corporate Management Committee

Subjective analysis

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
Employees	6,885,184	7,209,384	7,016,856	7,235,646
Employees (contra)				
Premises related expenditure	1,072,805	915,913	1,818,798	1,819,350
Transport related expenditure	176,172	166,444	169,543	179,800
Supplies and services	2,393,833	1,471,951	6,953,154	-570,121
Third party payments	139,898	142,500	149,700	135,975
Support services	3,203,280	3,375,680	3,488,680	3,353,280
Depreciation and impairment losses	906,068	1,182,304	986,546	977,431
Gross expenditure	14,777,240	14,464,176	20,583,277	13,131,361
<u>Income</u>				
Government grants	174,220	152,565	163,052	166,000
Costs and penalties recovered - includes other grants & contribu	741,499	656,037	1,224,515	1,076,964
Rents and leases	10,974,208	20,625,916	22,805,653	24,996,885
Land charges fees	209,060	230,000	230,000	235,000
Other fees and charges	105,445	61,380	64,102	73,830
Recharges to other services	7,775,587	8,133,800	8,424,290	8,245,750
Gross income	19,980,019	29,859,698	32,911,612	34,794,429
Net expenditure	(5,202,779)	(15,395,522)	(12,328,335)	(21,663,068)

Expenditure Analysis 2019/2020



Housing Revenue Account

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
General management	1,721,260	1,814,460	1,764,030	1,736,950
Special services management	601,976	658,565	670,058	753,038
Supporting people for Council tenants	140,096	147,950	119,700	131,950
Mobile home site (Net)	(150,342)	(90,140)	(140,610)	(66,400)
Housing repairs	5,756,213	8,058,200	6,666,090	8,233,190
Less funded from major repairs reserve	(2,327,800)	(4,574,000)	(2,803,000)	(4,915,000)
Sale of Council houses administration	0	0	0	0
Other HRA Expenditure	426,460	477,800	402,800	482,200
Debt charges	3,425,944	3,425,950	3,425,950	3,425,950
Depreciation charges	3,232,310	1,789,400	2,055,400	2,055,400
Total expenditure	12,826,117	11,708,185	12,160,418	11,837,278
<u>Income</u>				
Rent from dwellings	16,312,583	16,121,400	16,066,100	15,949,300
Non-dwelling rents and income	177,222	163,800	200,300	187,500
Interest on balances	121,348	115,000	185,200	232,600
Total income	16,611,153	16,400,200	16,451,600	16,369,400
Surplus (deficit) in the year	3,785,036	4,692,015	4,291,182	4,532,122

Housing revenue account working balance

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Balance brought forward	17,506,018	19,324,413	19,423,195	21,472,477
Add surplus (less deficit) in the year	3,785,036	4,692,015	4,291,182	4,532,122
Capital expenditure - new purchases	(586,830)	(910,000)	(910,000)	(910,000)
Capital expenditure - new build programme	(1,281,029)	(2,307,500)	(1,331,900)	(1,522,400)
Capital expenditure - further potential schemes	0	(1,824,200)	0	(2,555,000)
Balance carried forward	19,423,195	18,974,728	21,472,477	21,017,199
Major Repairs Reserve balance	4,736,420	288,402	3,818,820	486,220
Total balances	24,159,615	19,263,130	25,291,297	21,503,419

General management

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	634,979	647,800	625,400	654,700
Redundancy Payments	5,724	0	0	0
Training and recruitment	10,609	12,900	14,700	43,100
<u>Premises related expenses</u>				
Council tax - empty dwellings	11,471	6,000	6,000	6,000
<u>Transport related expenditure</u>				
Travelling and subsistence	16,930	16,300	16,300	15,300
<u>Supplies and services</u>				
General office expenses	47,983	54,970	54,520	48,970
Communications and computing	37,579	49,300	54,300	41,840
Payment of rent - collection fees	5,565	6,500	5,500	5,500
Legal and other expenses	16,297	65,850	62,550	95,200
Property development consultation (New)	75,000	75,000	75,000	0
Insurance	220,673	235,720	187,270	176,100
Removal and disturbance expenses	66,319	75,000	75,000	75,000
DHP top-up	50,000	50,000	50,000	50,000
<u>Support services</u>				
Financial services	202,900	205,600	205,600	206,800
Information technology	78,600	80,900	80,900	77,800
Corporate Services	35,100	32,100	43,800	49,900
Office accommodation	63,300	66,100	66,100	52,000
Customer services	102,400	105,800	105,800	99,500
Law and governance	61,800	44,500	46,000	50,200
Technical services	3,800	3,740	3,740	3,740
Committee servicing	26,800	29,400	29,400	28,900
Central expenses allocation	16,000	16,100	12,000	12,000
Capital Charges	4,080	4,080	2,850	0
Gross expenditure	1,793,909	1,883,660	1,822,730	1,792,550
<u>Income</u>				
Grants & contributions	4,280	0	0	0
Legal expenses recovered	2,495	3,000	3,000	3,000
Other Costs Recovered	104	0	0	0
Insurance premiums recharged	26,270	26,500	16,000	12,800
Recharge to General Fund	39,500	39,700	39,700	39,800
Gross income	72,649	69,200	58,700	55,600
Net expenditure	1,721,260	1,814,460	1,764,030	1,736,950

General management

Service description

Budget manager:	Interim Head of Housing & Community Development - Mr C Stratford
Service function:	General management of the Council's housing stock including <ul style="list-style-type: none"> - Policy and management - Tenancy applications and selection of tenants - Rent collection and accounting
Legal status:	Sections 20 - 27 of the Housing Act 1985.
Policy objectives:	Set out in the HRA business plan and the strategic plan.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	1,814,460	1,814,460
<u>Employees</u>		
Annual PRP & pay awards		21,000
Additional staffing included in 2018 Housing Business Plan		46,000
Higher than estimated costs of having to use Agency staff to cover vacancies	20,700	
Reduced Salary allocations transferred to other Housing budgets	(43,100)	(60,100)
Increased Training provision - (Hsg Ctte Jan 2019)		30,000
<u>Premises</u>		
Reduced Insurance premiums following 2018 re-tender.	(38,000)	(46,000)
<u>Supplies & Services</u>		
Price of purchasing the Northgate Texting module 2018/19 only		(8,000)
Additional IT consultancy advice included in 2018 Housing Business Plan		25,000
Property development consultancy budget (2017/18 & 2018/19 only)		(75,000)
<u>Support Services</u>		
Variations in support service allocations	9,000	(3,400)
Removal of Commercial Services recharge as function to be taken on by Housing		
Other net changes	970	(7,010)
2018/19 Probable outturn	1,764,030	
2019/20 Estimate		1,736,950

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Average management cost per dwelling	£596	£630	£611	£603

Special services management

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Managerial and administrative staff	63,600	77,300	80,600	74,700
Scheme managers	33,800	34,900	34,900	84,500
Caretaking and cleaning	98,057	103,350	93,700	126,750
<u>Premises related expenses</u>				
Building maintenance (tenants initiatives)	49,257	59,000	70,800	60,200
Energy and utility costs	116,701	125,150	119,250	125,100
Rent, rates and insurance	4,205	4,380	2,550	2,550
Cleaning and domestic supplies	35,356	21,050	32,910	33,000
Grounds maintenance	82,192	89,830	88,200	89,780
<u>Transport related expenditure</u>				
Use of vehicles	9,385	9,800	11,340	11,350
Car allowances	2,800	2,300	2,300	3,300
<u>Supplies and services</u>				
General expenses - TV Licences	1,290	1,500	1,500	1,500
General expenses (tenants participation)	14,271	25,200	11,500	20,800
Communications and computing	7,440	7,680	7,680	7,820
Community First Initiative	15,963	30,000	30,000	30,000
<u>Support services</u>				
Financial services	19,100	18,900	18,900	18,900
Information technology	4,300	4,600	4,600	4,600
Corporate Services	7,900	7,800	8,700	10,700
Office accommodation	8,100	6,900	6,900	5,400
Law & Governance	0	0	14,000	16,300
Customer services	20,800	21,100	21,100	19,800
Technical services	2,280	2,640	2,640	2,640
Community services	22,500	23,600	23,600	22,340
<u>Capital Charges</u>	1,408	985	1,408	1,408
Gross expenditure	620,705	677,965	689,078	773,438
<u>Income</u>				
Sales, fees and charges	15,664	14,900	15,520	16,900
Rents and leases	3,065	4,500	3,500	3,500
Net expenditure	601,976	658,565	670,058	753,038

Note
Special services management
Service description

Budget managers:	Interim Housing Maintenance Manager - Mr S. Corcoran Tenancy Manager - Mrs A Kendall
Service function	Services to HRA tenants including the running costs and management of, plant (e.g. lifts) lighting of staircases and courtyards; caretaking; cleaning and ground maintenance; sheltered accommodation managers; and other services (mainly shared) to HRA tenants.
Legal status	Sections 20 - 27 of the Housing Act 1985. Housing Act 1985 s27BA (consultation with tenants with respect to management)

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	658,565	658,565
Planned Underspend B/fwd from 2017/18 - Estates Improvements	40,000	
<u>Employees</u>		
Annual PRP & pay awards		6,800
Changes in Salary allocations transferred to/from other Housing budgets	3,300	(9,400)
Additional staffing included in 2018 Housing Business Plan		76,000
Reduced staff costs largely offset by increased agency costs	(9,650)	(2,950)
<u>Premises</u>		
Reduction in premises costs	(28,200)	
Anticipated fluctuations in cost of utilities	(5,900)	
Increased cleaning costs (incl. use of agency cleaners to cover vacancies)	11,860	11,950
Reduction in Tenants participation costs due to vacant post/changed arrangements	(13,700)	(4,400)
Support Services - variations in support service allocations	14,900	15,140
Other net changes	(1,117)	1,333
2018/19 Probable outturn	670,058	
2019/20 Estimate		753,038

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Number of sheltered housing schemes	5	5	5	5
Number of sheltered housing units	210	210	210	210

Supporting people (for Council tenants)

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	174,400	182,100	182,100	180,700
<u>Transport related expenditure</u>				
Staff travelling and subsistence	2,700	2,200	2,200	2,200
<u>Supplies and services</u>				
Furnishing - renewals	24,443	17,250	17,250	17,600
Community alarm system recharge	90,400	113,600	113,600	115,100
<u>Support services</u>				
Financial services	3,600	3,800	3,800	3,800
Corporate Services	3,300	3,400	5,400	7,100
Customer Service Recharge	400	0	0	0
Office accommodation	5,200	5,900	5,900	4,600
Law & Governance	0	0	600	1,700
Gross expenditure	304,443	328,250	330,850	332,800
<u>Income</u>				
Supporting people grant	119,682	25,000	27,200	13,600
Costs recovered	0	0	5,950	5,950
Sheltered dwellings tenants charges	35,090	150,000	174,000	177,000
Charges to clients - Community Alarms	9,575	5,300	4,000	4,300
Gross income	164,347	180,300	211,150	200,850
Net expenditure	140,096	147,950	119,700	131,950

Supporting people (for Council tenants)

Service description

Budget manager:	Tenancy Manager - Mrs A Kendall
Service function:	To provide support for housing tenants, primarily in our sheltered stock and those using the community alarm scheme.
Legal status:	Housing Act 1985 s11A (provision of welfare services) Section 128 of the Leasehold Reform, Housing and Urban Development Act 1993. Section 2 of the Local Government Act 2000.
Policy objective:	To provide support for vulnerable clients and collect appropriate Support charges.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	147,950	147,950
Reduced Salary allocations transferred to other Housing budgets		(1,400)
Reduced Safer Runnymede monitoring recharge		1,500
Support Services - variations in support service allocations	2,600	4,100
<u>Income</u>		
Supporting People subsidy being phased out from April 2017	(2,200)	11,400
New client Management charge in sheltered schemes	(24,000)	(27,000)
Changes in estimated clients contributions (those not covered by SP subsidy)	1,300	1,000
Costs recovered as part of the Surrey Heath arrangements	(5,950)	(5,950)
Other net changes		350
2018/19 Probable outturn	119,700	
2019/20 Estimate		131,950

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Numbers of sheltered properties	210	210	210	210
Recipients of community alarm service (Including sheltered housing tenants)	464	575	450	450

Mobile home site

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	9,900	20,100	9,000	7,600
Wages	500	600	600	700
<u>Premises related expenses</u>				
Maintenance of vans and site	4,716	5,600	5,600	5,700
Fuel, light, cleaning and water	18,802	21,300	19,000	19,500
Rates, insurance and telephone	351	900	800	800
<u>Transport related expenditure</u>				
Car Allowances	500	600	600	600
<u>Support services</u>				
Financial services	2,900	3,000	3,000	3,000
Corporate Services	700	900	1,000	1,100
Office accommodation	1,400	2,300	2,300	1,900
Customer services	700	1,200	1,200	1,200
Law and governance	100	100	200	200
<u>Other items</u>				
Capital (caravan renewal)	0	43,200	0	87,200
Gross expenditure	40,569	99,800	43,300	129,500
<u>Income</u>				
<u>Fees and charges</u>				
Sale of mobile homes - commission	10,000	10,000	5,000	10,000
Site rents (net of voids)	109,220	116,000	116,240	122,600
Rent of mobile homes (net)	52,155	44,960	44,960	45,360
Water charges	19,086	18,530	17,260	17,490
Miscellaneous	450	450	450	450
Gross income	190,911	189,940	183,910	195,900
Net expenditure	(150,342)	(90,140)	(140,610)	(66,400)

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Council owned mobile homes	17	17	17	17
Privately owned mobile homes	52	52	52	52
Mobile home rent (council units only)	£52.92	£52.40	£52.40	£51.88
Large mobile home rent (council units only)	£79.40	£78.60	£78.60	£77.81
Site rent (all mobile homes)	£32.57	£33.80	£33.87	£35.05 est

Mobile home site

Service description

Budget manager:	Tenancy Manager - Mrs A Kendall
Service function	Supervision, management and maintenance of the Councils mobile home site at Heathervale, providing both private pitches and accommodation for homeless families.
Legal status	Section 24 of the Caravan Sites and Control of Development Act 1960
Note: The budget for this service does not include the capital charge for the Heathervale Site.	

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	(90,140)	(90,140)
<u>Expenditure</u>		
Reduced Salary allocations transferred to other Housing budgets	(11,100)	(12,500)
Reduction in utility charges provision	(2,300)	(1,800)
Annual caravan renewal budget deferred to 2018/19	(43,200)	43,200
Caravan Renewal provision inflated for 2019/20		800
Support Services - variations in support service allocations	200	(100)
<u>Income</u>		
Reduced sales commission as no caravans sold yet in 2018/19	5,000	
Reduction in level of utility recharges based upon actual costs in 2017/18	1,270	1,370
Rent reduction (1%) from April 2019		450
Increased site rents - (increased by RPI)		(4,050)
Increased rental income arising from extra weeks rent in 2019/20		(3,500)
Other net changes	(340)	(130)
2018/19 Probable outturn	(140,610)	
2019/20 Estimate		(66,400)

Housing repairs - maintenance

Budget for the year ending 31 March 2020

	2017/18 Actual £	2018/19 Estimate £	2018/19 Probable £	2019/20 Estimate £
Planned maintenance				
Cyclic works - external decorations	242,666	240,000	240,000	240,000
Cyclic works - communal decorations	26,450	27,000	27,000	27,000
Cyclic works - OAP decorations	22,006	42,000	25,000	20,000
Annual maintenance and inspection (net)	480,348	513,800	541,500	453,500
Rolling repairs programme	24,988	45,000	45,000	45,000
Total planned maintenance	796,458	867,800	878,500	785,500
Special works				
Major works	1,305,748	2,371,000	1,945,000	3,723,000
Sheltered scheme works	17,133	30,000	40,000	130,000
Minor works	15,390	45,000	10,000	0
Total special works	1,338,271	2,446,000	1,995,000	3,853,000
Total planned and special works	2,134,729	3,313,800	2,873,500	4,638,500
Demand maintenance				
Houses, flats and communal areas	631,850	680,000	710,000	680,000
Temporary Accommodation units	22,368	25,000	18,000	25,000
Sheltered housing	61,498	60,000	76,000	60,000
Total demand maintenance	715,716	765,000	804,000	765,000
Major improvement schemes				
Central heating	199,234	400,000	200,000	162,000
Kitchen and bathroom upgrades	805,685	1,773,000	618,000	900,000
Total major improvement schemes	1,004,919	2,173,000	818,000	1,062,000
Other maintenance				
Void repairs and decoration allowances	733,109	513,000	608,000	527,000
Disabled conversions (net)	432,940	410,000	510,000	250,000
Total other maintenance	1,166,049	923,000	1,118,000	777,000
Insurance claims (excl. rent loss)				
Insured costs	6,145	103,000	103,000	103,000
- Less policy excess	(1,000)	(3,000)	(3,000)	(3,000)
Gross cost of insurance claims	5,145	100,000	100,000	100,000
Gross Expenditure	5,026,558	7,274,800	5,713,500	7,342,500
Income				
Insurance company settlement of claims	5,145	100,000	100,000	100,000
Gross Income	5,145	100,000	100,000	100,000
Total maintenance budget	5,021,413	7,174,800	5,613,500	7,242,500

See next page for supervision costs

Housing repairs - maintenance

Service description

Budget manager:	Interim Housing Maintenance Manager - Mr S. Corcoran
Service function:	To maintain and enhance the condition of the Council's Housing stock.
Legal status:	Section 11 of the Landlord and Tenants Act 1985
Policy objectives:	To provide a customer focussed repairs service which maintains and improves the condition of our stock.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	7,174,800	7,174,800
<u>Planned maintenance</u>		
Variations to the estimated costs of decoration programmes	(17,000)	(22,000)
Net changes in cost of cyclical maintenance contracts	27,700	(60,300)
<u>Special works</u>		
Special major works: planned programme changes	261,000	2,039,000
Replacement houses at Farm Close now funded from Capital Programme	(687,000)	(687,000)
Changes in costs of Disabled adaptations	100,000	(160,000)
Changes in costs of Special Sheltered housing works	10,000	100,000
Reduction in the level of Minor Works	(35,000)	(45,000)
<u>Demand maintenance:</u> change in costs of repairs	39,000	
<u>Major improvement schemes</u>		
Changes in the central heating programme	(200,000)	(238,000)
Changes in the kitchen and bathrooms upgrade programme	(1,155,000)	(873,000)
<u>Void works</u>		
Changes to numbers and costs of void works.	95,000	14,000
Other net changes - Rolling repairs		
2018/19 Probable outturn	5,613,500	
2019/20 Estimate		7,242,500

Housing repairs - supervision

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
Salaries	410,700	521,700	645,100	600,800
Training costs	2,667	2,600	3,000	2,000
Car allowances	21,000	21,700	25,100	25,100
Supplies and services	7,433	15,100	29,290	16,850
<u>Support services</u>				
Financial services	47,900	48,400	48,400	48,600
Information technology	45,100	44,800	44,800	44,700
Corporate Services	15,400	18,500	44,900	57,700
Office accommodation	43,900	57,900	57,900	45,300
Customer services	95,800	99,300	99,300	93,300
Law and governance	8,100	8,400	9,800	10,700
Technical services	26,800	34,800	34,800	34,000
Community services	13,900	14,100	14,100	15,540
Recharges	(3,900)	(3,900)	(3,900)	(3,900)
Total supervision costs	734,800	883,400	1,052,590	990,690
Total maintenance costs (previous page)	5,021,413	7,174,800	5,613,500	7,242,500
Gross housing repairs expenditure	5,756,213	8,058,200	6,666,090	8,233,190

Improvement works counting as capital expenditure

(For information only)

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Special major works	1,305,748	2,371,000	1,945,000	3,723,000
Sheltered scheme works	17,133	30,000	40,000	130,000
Central heating programme	199,234	400,000	200,000	162,000
Kitchen and bathroom upgrade works (incl extensions)	805,685	1,773,000	618,000	900,000
Total capital repairs	2,327,800	4,574,000	2,803,000	4,915,000
Major repairs to be met from new repairs reserve	2,327,800	4,574,000	2,803,000	4,915,000

Housing repairs - supervision

Service description

Budget manager:	Interim Housing Maintenance Manager - Mr S. Corcoran
Service function:	The cost of supervising the maintenance of the Council's Housing Stock
Legal status:	Section 11 of the Landlord and Tenants Act 1985
Policy objectives:	To improve maintenance of the housing stock. To maintain high levels of tenant satisfaction. To achieve and maintain the decent homes standard.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	883,400	883,400
Annual PRP & pay awards		17,200
Restructuring of the maintenance establishment (Hsg Ctte - March 2018)	153,800	153,800
Reduced Salary allocations transferred to other Housing budgets	(27,000)	(88,500)
Purchase of new contractors IT portal (Hsg Ctte - October 2018)	13,650	2,000
Support Services - variations in support service allocations	27,800	23,640
Other net changes	940	(850)
2018/19 Probable outturn	1,052,590	
2019/20 Estimate		990,690

Service statistics

	<u>2018/19</u> Estimate	<u>2019/20</u> Estimate
<u>Demand maintenance</u>		
Number of orders completed	7,500	7,500
Average cost per order	£102.00	£102.00
Average cost per dwelling	£269	£269
<u>Void repairs</u>		
Voids completed in year	280	320
Average cost per void property	£1,761	£1,584
<u>Major works programmes (properties improved)</u>		
Upgrading central heating systems	140	80
Replacement kitchens	200	150
Replacement bathrooms	230	150

Sale of Council houses

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	8,600	12,600	12,600	11,200
<u>Transport related expenditure</u>				
Car allowances	200	300	300	300
<u>Supplies and services</u>				
Valuation and other fees	2,420	4,700	2,700	4,000
<u>Support services</u>				
Financial services	3,100	3,500	3,500	3,500
Corporate Services	0	200	300	300
Office accommodation	300	1,400	1,400	1,100
Customer services	2,600	2,700	2,700	2,500
Law and governance	7,000	5,300	5,300	5,800
Technical services	300	300	300	500
Gross expenditure	24,520	31,000	29,100	29,200
Charged to capital receipts	(24,520)	(31,000)	(29,100)	(29,200)
Met by the Housing Revenue Account	0	0	0	0

Sale of Council houses

Service description

Budget managers:	Tenancy Manager - Mrs A Kendall
Service function	To administer the Right to Buy scheme.
Legal status	Part V of the Housing Act 1985, as amended by Part II of the Leasehold Reform, Housing and Urban Development Act 1993.
Policy objectives:	Process Right To Buy applications quickly and efficiently.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	0	0
Net reduction in costs	(1,900)	(1,800)
Reduction in costs, offset by reduced contribution from Capital Receipts	1,900	1,800
Other net changes		
2018/19 Probable outturn	0	
2019/20 Estimate		0

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Right to Buy applications received	12	20	10	15
Actual / estimated council house sales.	7	10	5	6

HRA debt charges and depreciation

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Debt charges</u>				
Interest on borrowings	3,425,944	3,425,950	3,425,950	3,425,950
Dealing charges				
Net expenditure	3,425,944	3,425,950	3,425,950	3,425,950
 <u>Depreciation transferred to major repairs reserve</u>				
Depreciation	3,232,310	1,789,400	2,055,400	2,055,400
Net expenditure	3,232,310	1,789,400	2,055,400	2,055,400

See table opposite for accumulated balances and movements on account.

HRA debt charges and depreciation

Service description

Budget managers: Senior Accountant (Housing) - Mr C. Mitchell

Service function This page details the major changes relating to the HRA revenue budgets as a consequence of the "Housing Reform" in April 2012.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	5,215,350	5,215,350
Increased annual depreciation charge transferred to Major Repairs Reserve	266,000	266,000
2018/19 Probable outturn	5,481,350	
2019/20 Estimate		5,481,350

Major Repairs Reserve summary

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Opening balance at start of year	3,848,602	3,073,002	4,736,420	3,818,820
Contribution to reserve	3,232,310	1,789,400	2,055,400	2,055,400
Capital expenditure funded from reserve	(2,327,800)	(4,574,000)	(2,803,000)	(4,915,000)
Reprovision of Farm Close (Capital Exp)	(16,692)		(170,000)	(473,000)
Net movement in year	887,818	(2,784,600)	(917,600)	(3,332,600)
Balance at year end	4,736,420	288,402	3,818,820	486,220

Other HRA expenditure

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>HRA pension backfunding</u>	100,000	100,000	100,000	100,000
<u>HRA staff - accrued leave</u>	1,400	0	0	0
<u>HRA leased properties</u>	(39)	0	0	0
<u>Cost of capital charge</u>	43,000	43,000	43,000	43,000
<u>Provision for uncollectable rents</u>	94,399	115,000	50,000	115,000
<u>Contribution to corporate expenses</u>	187,700	219,800	209,800	224,200
Gross expenditure	426,460	477,800	402,800	482,200

Other HRA expenditure

Service description

Budget managers:	Head of Housing - Ms M. Ward Senior Accountant (Housing) - Mr C. Mitchell
Service function	Miscellaneous accounting entries and corporate recharges

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	477,800	477,800
Reduction in the annual provision for bad debts as the impacts of welfare reform and benefit changes have not yet affected collection rates.	(65,000)	
Reduction in Corporate expenses recharges	(10,000)	(9,000)
Increased Fraud charge arising from expanded service provision		13,400
2018/19 Probable outturn	402,800	
2019/20 Estimate		482,200

Dwelling rents and service charges income

Budget for the year ending 31 March 2020

Rents from dwellings

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
Income				
<u>Rent debit</u>				
General stock dwellings	16,093,089	15,897,700	15,944,600	15,837,000
Tenants service charges	173,816	177,500	177,500	182,700
Rents of shared ownership properties	210,164	211,000	210,700	214,400
Heating charges	41,257	36,200	36,000	31,700
Gross rent for dwellings	16,518,326	16,322,400	16,368,800	16,265,800
<u>Less voids (rent loss on empty dwellings)</u>				
General stock dwellings	201,601	196,700	298,000	311,900
Tenant service charges	3,563	3,600	4,000	4,000
Heating charges	579	700	700	600
Total voids on dwellings	205,743	201,000	302,700	316,500
Net rent for dwellings	16,312,583	16,121,400	16,066,100	15,949,300

Dwelling rents and service charges income

Service description

Budget manager:	Head of Housing - Ms M. Ward
Service function	The collection of rent and heating charges on dwellings due on Council properties let to residents.
Legal status	The primary legislation relating to housing management and the collection of rents are included in sections 20 - 27 of the Housing Act 1985.
Policy objective:	To maximise rental collection thereby minimising the level of arrears. Implement rent increases in line with the DCLG's rent restructuring guidelines. Manage voids to minimise vacancies and loss of Income.

Budget variations

	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	16,121,400	16,121,400
<u>Dwellings</u>		
Compulsory rent reduction from April 2019 (1.0%)		(155,560)
Change to rent debit as a consequence of changing stock levels	42,840	25,850
Introduction of Affordable rents on new properties (2019/20 full year)	(1,700)	48,400
Increase in the anticipated level of voids	(95,540)	(94,590)
<u>Tenants service charges</u>		
Change in affected properties & charges from April 2019		5,200
Increase in the anticipated void loss	(400)	(400)
<u>DIYSO properties</u>		
Rent increase from April 2019 (3.3%)		6,850
Additional rent week (53) in 2019/20		3,920
Change in estimated number of units in DIYSO portfolio.	(300)	(7,370)
<u>Heating charges</u>		
Reduction in heating charges to avoid over recovery	(200)	(4,400)
2018/19 Probable outturn	16,066,100	
2019/20 Estimate		15,949,300

Service statistics

	<u>2017/18</u> Actual	<u>2018/19</u> Estimate	<u>2018/19</u> Probable	<u>2019/20</u> Estimate
Average number of houses & flats	2,828	2,826	2,830	2,833
Average number of void houses & flats	36	35	53	53
Average number of DIYSO properties	68	66	66	64

Non-dwelling rents and income

Budget for the year ending 31 March 2020

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Non-dwelling rents and income</u>				
Rents of other properties	59,063	58,200	58,000	58,000
Leasehold service charges	95,145	92,000	117,000	109,000
Mead Court service charges	12,027	13,600	13,200	20,500
Miscellaneous receipts (e.g. small land sales)	10,880	0	12,100	0
Insurance Commision	107	0	0	0
Sub total - other rents and income	177,222	163,800	200,300	187,500
<u>Investment and mortgage income</u>				
Interest on balances	121,348	115,000	185,200	232,600
Sub total - interest	121,348	115,000	185,200	232,600
Total non-dwelling rents and income	298,570	278,800	385,500	420,100

Non-dwelling rents and income

Service description

Budget managers:	Head of Housing - Ms M. Ward Senior Accountant (Housing) - Mr C. Mitchell
Service function	The collection of other HRA. rents and income
Legal status	The primary legislation relating to the collection of HRA income are contained in The Housing Act 1985, and the Local Government and Housing Act 1989.

Budget variations

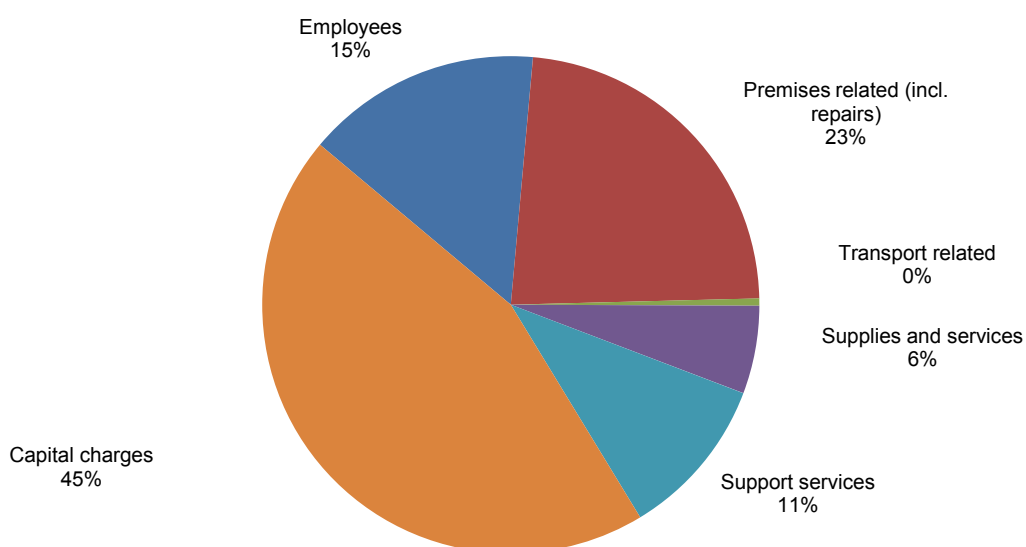
	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
2018/19 Original estimate	278,800	278,800
<u>Leasehold service charges</u>		
Changes in charges to reflect level of works to be recovered	25,000	17,000
<u>Mead Court service charges</u>		
Changes in charges to reflect level of works to be recovered	(400)	6,900
<u>Miscellaneous Receipts</u>		
Increased income accruing from granting of an access licence	12,100	
<u>Interest receivable</u>		
Changes in estimated HRA working balance and interest rates	70,200	117,600
Other net changes	(200)	(200)
2018/19 Probable outturn	385,500	
2019/20 Estimate		420,100

Housing revenue account

Subjective analysis

	<u>2017/18</u> Actual £	<u>2018/19</u> Estimate £	<u>2018/19</u> Probable £	<u>2019/20</u> Estimate £
<u>Expenditure</u>				
Employees	1,554,936	1,715,950	1,801,700	1,886,750
Premises related (incl. repairs)	3,021,770	3,077,210	3,255,610	2,857,330
Transport related	53,515	53,200	58,140	58,150
Supplies and services	683,076	827,370	777,660	706,280
Support services	1,191,880	1,249,780	1,294,480	1,293,860
Capital charges	6,706,742	5,263,415	5,528,608	5,525,758
Gross expenditure	<u>13,211,919</u>	<u>12,186,925</u>	<u>12,716,198</u>	<u>12,328,128</u>
<u>Income</u>				
Net rents	16,397,944	16,190,060	16,200,000	16,029,160
Grants and Contributions	155,377	151,500	143,200	126,400
Fees and charges	278,886	378,780	435,380	428,390
Interest	121,348	115,000	185,200	232,600
Recharges to General Fund	43,400	43,600	43,600	43,700
Gross income	<u>16,996,955</u>	<u>16,878,940</u>	<u>17,007,380</u>	<u>16,860,250</u>
Net expenditure	<u>(3,785,036)</u>	<u>(4,692,015)</u>	<u>(4,291,182)</u>	<u>(4,532,122)</u>

Expenditure Analysis 2019/20



Fees and charges

Housing Revenue Account

	From April 2019 £	VAT treatment
<u>Average council house rents (per week)</u>		
Bedsit	65.55	Outside scope
1 bed dwelling	90.37	Outside scope
2 bed dwelling	108.28	Outside scope
3 bed dwelling	118.44	Outside scope
4 bed dwelling	128.69	Outside scope
5 or more bed dwelling	151.63	Outside scope
(Unless specifically reported elsewhere the rents for Corporate Properties and the Leisure Services properties, managed by Housing will be increased by an inflationary increase)		
<u>Tenants service charges (per week)</u>		
Torin Court	1.13	Outside scope
Hampshire Court	5.76	Outside scope
Middlesex Court	5.76	Outside scope
Surrey Towers	5.76	Outside scope
Sussex Court	5.59	Outside scope
Audley & Southam House	1.34	Outside scope
Fairoaks Court	1.02	Outside scope
Oaklands Court	1.13	Outside scope
Beomonds	19.50	Outside scope
Darley Dene	11.96	Outside scope
Floral House	10.38	Outside scope
Grove Court	10.91	Outside scope
Heatherfields	8.80	Outside scope
<u>Independent Retirement Living (IRL)</u>		
Use of Guest Bedrooms by relatives and friends of tenants in sheltered housing - charge per night per person	(Incl VAT) 13.00	Standard
Disabled persons Buggy store - Battery Charging, per week	(Incl VAT) 2.20	Standard
Hairdresser per hour	(Incl VAT) 6.10	Standard
Chiropodist per day	21.00	Exempt
<u>Heathervale Way mobile home site - New Haw</u>		
Net site rent per pitch per week	35.05	Exempt
Rent of council mobile homes	51.88	Exempt
Rent of new larger council mobile homes	77.81	Exempt

Fees and charges

Housing Revenue Account

	From April 2019 £	VAT treatment
<u>Heating and hot water charges - Independent Retirement Living</u>		
Charge per week		
- Beomonds and Floral House	6.70	Outside scope
- Heatherfields	3.60	Outside scope
<u>Tenants fee for denying access to premises (includes VAT)</u>		
Where a tenant breaks an agreement to make available, access to housing staff and contractors (The Director of Housing and Community Services is authorised to vary this charge as appropriate).	(Incl VAT) 50.00	Standard
<u>Independent Retirement Living - Management & Administration charge</u>		
- Weekly Management & Administration charge	17.00	Outside scope
<u>Weekly charge for Community Alarm service</u>		
- Full charge for HRA tenants	3.10	Outside scope

Fees and charges

Housing General Fund Services

	From April 2019 £	VAT treatment
<u>Houses in multiple occupation (HMO) licensing costs</u>		
Basic fee	650.00	Outside scope
Assisted application or undeclared HMO	800.00	Outside scope
Reduction for multiple applications from same applicant	76.00	Outside scope
Reduction for renewal of fees	73.00	Outside scope
<u>Homeless persons accommodation</u>		
Bed and breakfast accommodation		
- flat rate room charge per week	175.00	Outside scope
- breakfast charge per person per week	0.00	Outside scope
The Borough Housing Manager is authorised to increase these charges to certain recipients of supplementary benefit from the DHSS whose lodging allowances are higher than these charges.		

Fees and charges

Meals and transport charges

		From April 2019 £	VAT treatment
<u>Meals at Home and Day centres</u>			
Monday - Friday	Cost per two course meal	4.30	Outside scope
	Cost per three course meal	5.10	Outside scope
Saturday and Sunday	Cost per two course meal	4.80	Outside scope
	Cost per three course meal	5.40	Outside scope
	Afternoon Tea	2.70	Outside scope
<u>Community transport</u>			
Fare for return transport to day centres (Monday - Friday)		3.60	Zero Rated
Journey within one zone (minimum fare)		3.00	Zero Rated
Journey to each subsequent zone		2.40	Zero Rated
		From Sept 2019 £	
<u>Yellow Bus school fares</u>			
Daily fares	Fare for 1 child	3.50	Zero Rated
	Fare for 2 siblings	5.00	Zero Rated
	Fare for 3 siblings	6.50	Zero Rated

Fees and charges

Careline system

		From April 2019 £	VAT treatment
<u>New weekly charging structure.</u>			
Full weekly charge (price to include a free smoke alarm on take up of contract) (plus VAT)		4.90	Standard

Fees and charges

Centre lettings

		From April 2019 £	VAT treatment
<u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u>			
Monday to Friday	5pm to 11pm	22.50	Exempt
Saturday	9am to 5pm	28.75	Exempt
Saturday	5pm to 11pm	41.00	Exempt
<u>Commercial hire/trade shows (per hour)</u>			
Saturdays only	9am to 11pm	47.00	Exempt
<u>Catering facilities</u>			
Full use of kitchen		65.00	Exempt
Full use of tea bar		N/A	Exempt
Use of public address system		N/A	Exempt
<u>Registered charities</u>			
A 20% reduction is available per booking upon application to the Day Centre Manager. It is proposed that there will be no additional charge for the use of the tea bar or public address system when a booking is taken			
<u>Hairdressing salons - hourly rates</u>			
Eileen Tozer Day Centre	(Incl VAT)	7.00	Standard
Manor Farm Day Centre	(Incl VAT)	7.40	Standard
Woodham and New Haw Day Centre	(Incl VAT)	7.40	Standard
These rates are based upon the standard of facilities available			
<u>Chiropodist fees (full day)</u>		27.00	Exempt
<u>Day centre bathing</u>			
Manor Farm (only)		17.00	Outside scope

Fees and charges

Chertsey Museum

	From Sept 2019 £	VAT treatment
<u>School's membership scheme</u>		
<u>Annual membership fee</u>		
Schools with 0 - 150 pupils	25.00	Outside Scope
Schools with 151 - 250 pupils	35.00	Outside Scope
Schools with 251+ pupils	45.00	Outside Scope
<u>Talks held at Museum</u>		
<u>Member schools</u>		
One 1/2 day session	60.00	Outside Scope
Two 1/2 day session (same day)	80.00	Outside Scope
<u>All day sessions at the museum (max 32 children)</u>		
<u>Member schools</u>		
Tudor activity day	105.00	Outside Scope
WW2 activity day	95.00	Outside Scope
Viking day (with re-enactor)	195.00	Outside Scope
Viking day (no re-enactor)	105.00	Outside Scope
Roman/Greek activity day	125.00	Outside Scope
Victorian activity day	115.00	Outside Scope
Anglo Saxon day	115.00	Outside Scope
Big dig	170.00	Outside Scope
<u>Talks held at schools within 10 miles of Chertsey Museum (approx 90 minutes)</u>		
<u>Member schools</u>		
One session (max.32 children per session)	50.00	Outside Scope
Two of the same sessions (in the same half day)	80.00	Outside Scope
Three of the same sessions (in same day)	105.00	Outside Scope
Two hour toy/seaside workshop (max. 60 children per session)	85.00	Outside Scope
2 x Two hour toy/seaside workshop (in the same day)	135.00	Outside Scope
Tudor workshop	95.00	Outside Scope
2 x Tudor workshop	170.00	Outside Scope
Lego Clock workshop - 30 children	75.00	Outside Scope
Lego Clock workshop - 60 children (two sessions)	100.00	Outside Scope
Prehistoric workshop - 30 children	80.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)	110.00	Outside Scope
<u>Talks held at Schools within 11-15 miles of Chertsey Museum (approx 90 minutes)</u>		
<u>Member schools</u>		
One session (max.32 children per session)	65.00	Outside Scope
Two of the same sessions (in the same half day)	95.00	Outside Scope
Three of the same sessions (in same day)	120.00	Outside Scope
Two hour toy/seaside workshop (max. 60 children per session)	100.00	Outside Scope
Two hour toy/seaside workshop (in the same day)	150.00	Outside Scope
Tudor workshop	110.00	
2 x Tudor workshop	185.00	
Lego Clock workshop - 30 children	90.00	Outside Scope
Lego Clock workshop - 60 children (two sessions)	115.00	Outside Scope
Prehistoric workshop - 30 children	95.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)	125.00	Outside Scope
*non members pay additional £10 booking		

Fees and charges

Chertsey Museum			
		From Sept 2019 £	VAT treatment
<u>Talks held at schools within 16-20 miles of Chertsey Museum (Approx 90 minutes)</u>			
<u>Member schools</u>			
One session (max.32 children per session)		80.00	Outside Scope
Two of the same sessions (in the same half day)		110.00	Outside Scope
Three of the same sessions (in same day)		135.00	Outside Scope
Two hour toy/seaside workshop (max. 60 children per session)		115.00	Outside Scope
Two hour toy/seaside workshop (in the same day)		165.00	Outside Scope
Tudor workshop		125.00	
2 x Tudor workshop		200.00	
Lego Clock workshop - 30 children		105.00	Outside Scope
Lego Clock workshop - 60 children (two sessions)		130.00	Outside Scope
Prehistoric workshop - 30 children		110.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)		140.00	Outside Scope
<u>School assemblies (max.30 mins)</u>			
School Assemblies - schools within Runnymede (max. 30 mins)		45.00	Outside Scope
School Assemblies - schools outside Runnymede (max. 30 mins)		55.00	Outside Scope
School Assemblies - non member schools (max. 30 mins)		75.00	Outside Scope
<u>Talks to groups</u>			
At the Museum outside of opening hours - Borough Community Groups		35.00	Outside Scope
At the Museum outside of opening hours - Non Borough Community Groups		50.00	Outside Scope
Talks held outside the Museum - Borough Community Groups		35.00	Outside Scope
Talks held outside the Museum - Non Borough Community Groups		55.00	Outside Scope
<u>Children's activities at the Museum</u>			
Children's activity session per child - price based on activity		POA	Exempt
Concessionary activity session per child		POA	Exempt
<u>Use of photocopier</u>			
A4 Copies	(plus VAT)	0.45	Standard
A3 Copies	(plus VAT)	0.52	Standard
<u>Charge for late return of school loan boxes</u>	(plus VAT)	25.00	Standard
<u>Missing item from loan boxes (per day)</u>	(plus VAT)	10.00	Standard
*non members pay additional £10 booking			
<u>Photographic orders</u>			
101.6mm by 152.4mm (4" by 6")	(plus VAT)	3.00	Standard
127mm by 177.8mm (5" by 7")	(plus VAT)	3.50	Standard
152.4mm by 203.2mm (6" by 8")	(plus VAT)	4.00	Standard
203.2mm by 254mm (8" by 10")	(plus VAT)	5.50	Standard
304.8mm by 457.2mm (12" by 18")	(plus VAT)	10.00	Standard
Handling charge (1 per order)	(plus VAT)	2.00	Standard
Postage charge	(plus VAT)	2.00	Standard
Members of the following groups are entitled to a discount of 10% on certain items in the Museum shop:			
- Friends of the Museum			
- Members of the Museum Association			
- Members of the National Art Collection Fund			
- Runnymede Loyalty Card holders			
School charges are increased at the start of the academic year in September although increases in material costs are passed on at time of booking			

Allotments		
	From April 2019 £	VAT treatment
Charge per 25m ² (rod) per annum:		
- Payment by annual direct debit	16.40	Outside Scope
- Payment by other means	18.80	Outside Scope
There is a 50% abatement for all senior citizens over 60 years of age		
(Due to statute the fees and charges for allotments are set one year in advance)		
	From April 2020 £	
Charge per 25m ² (rod) per annum:		
- Payment by annual direct debit	16.80	Outside Scope
- Payment by other means	19.20	Outside Scope
There is a 50% abatement for all senior citizens over 60 years of age who had an allotment before the 1st April 2019. New allotment holders who take a site on or after the 1st April 2019 will only be entitled to the 50% abatement once they have reached the state pension age.		

Fees and charges

Community Halls

				From April 2019 £	VAT treatment
<u>Chertsey Hall</u>					
<u>Community use (Monday to Friday)</u>					
Main Hall	9am to 5pm	(per hour)	(plus VAT)	22.26	Standard
	5pm to 11pm	(per hour)	(plus VAT)	29.75	Standard
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	9.48	Standard
	5pm to 11pm	(per hour)	(plus VAT)	13.48	Standard
Meeting Room C	9am to 5pm	(per hour)	(plus VAT)	6.06	Standard
	5pm to 11pm	(per hour)	(plus VAT)	9.15	Standard
Meeting Room D	9am to 5pm	(per hour)	(plus VAT)	7.80	Standard
	5pm to 11pm	(per hour)	(plus VAT)	11.85	Standard
<u>Community use (Saturdays and Sundays)</u>					
Main Hall	9am to 5pm	(per hour)	(plus VAT)	30.38	Standard
	5pm to 11pm	(per hour)	(plus VAT)	40.40	Standard
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	13.77	Standard
	5pm to 11pm	(per hour)	(plus VAT)	18.31	Standard
Meeting Room C	9am to 5pm	(per hour)	(plus VAT)	9.56	Standard
	5pm to 11pm	(per hour)	(plus VAT)	12.71	Standard
Meeting Room D	9am to 5pm	(per hour)	(plus VAT)	12.27	Standard
	5pm to 11pm	(per hour)	(plus VAT)	16.32	Standard
<u>Business (Monday to Sunday)</u>					
Main Hall	9am to 11pm	(per hour)	(plus VAT)	46.86	Standard
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	18.91	Standard
Meeting Room C	9am to 11pm	(per hour)	(plus VAT)	12.39	Standard
Meeting Room D	9am to 11pm	(per hour)	(plus VAT)	16.39	Standard
<u>Functions</u>					
Main Hall	9am to 11pm	(per hour)	(plus VAT)	64.27	Standard
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	29.40	Standard
Meeting Room C	9am to 11pm	(per hour)	(plus VAT)	17.81	Standard
Meeting Room D	9am to 11pm	(per hour)	(plus VAT)	23.06	Standard
<u>Stage lighting</u>					
With Access			(plus VAT)	54.28	Standard
<u>Use of kitchen</u>					
Up to 80 people (catering)			(plus VAT)	28.66	Standard
80 to 160 people (catering)			(plus VAT)	58.96	Standard
160 people and over (catering)			(plus VAT)	86.20	Standard
Beverages only			(plus VAT)	16.05	Standard
Beverages (Meeting Rooms only)			(plus VAT)	10.90	Standard
Beverages only - regular hirers			(plus VAT)	6.46	Standard
Catering - regular hirers	up to 80 people		(plus VAT)	17.34	Standard
Catering - regular hirers	80 up to 160 people		(plus VAT)	34.47	Standard
Catering - regular hirers	160+ people		(plus VAT)	50.70	Standard
Use of Bar Area			(plus VAT)	20.40	Standard
<u>Licensed bar</u>					
Licensed Bar (If available)			(plus VAT)	68.98	Standard

Fees and charges

Community Halls

				From April 2019 £	VAT treatment
<u>The Hythe Centre</u>					
<u>Community use (Monday to Friday)</u>					
Main Hall	9am to 5pm	(per hour)	(plus VAT)	22.26	Standard
	5pm to 11pm	(per hour)	(plus VAT)	29.75	Standard
Small Hall	9am to 5pm	(per hour)	(plus VAT)	10.60	Standard
	5pm to 11pm	(per hour)	(plus VAT)	14.56	Standard
Meeting Room 1	9am to 5pm	(per hour)	(plus VAT)	6.06	Standard
	5pm to 11pm	(per hour)	(plus VAT)	9.15	Standard
Meeting Room 2/Bar Lounge	9am to 5pm	(per hour)	(plus VAT)	7.80	Standard
	5pm to 11pm	(per hour)	(plus VAT)	11.85	Standard
<u>Community use (Saturdays and Sundays)</u>					
Main Hall	9am to 5pm	(per hour)	(plus VAT)	30.38	Standard
	5pm to 9pm	(per hour)	(plus VAT)	40.40	Standard
Small Hall	9am to 5pm	(per hour)	(plus VAT)	14.76	Standard
	5pm to 9pm	(per hour)	(plus VAT)	19.63	Standard
Meeting Room 1	9am to 5pm	(per hour)	(plus VAT)	9.56	Standard
	5pm to 9pm	(per hour)	(plus VAT)	12.71	Standard
Meeting Room 2 /Bar Lounge	9am to 5pm	(per hour)	(plus VAT)	12.27	Standard
	5pm to 9pm	(per hour)	(plus VAT)	16.32	Standard
<u>Business (Monday to Sunday)</u>					
Main Hall	9am to 11pm	(per hour)	(plus VAT)	46.86	Standard
Small Hall	9am to 11pm	(per hour)	(plus VAT)	20.59	Standard
Meeting Room 1	9am to 11pm	(per hour)	(plus VAT)	12.39	Standard
Meeting Room 2 /Bar Lounge	9am to 11pm	(per hour)	(plus VAT)	16.39	Standard
<u>Functions</u>					
Main Hall	9am to 11pm	(per hour)	(plus VAT)	64.27	Standard
Small Hall	9am to 11pm	(per hour)	(plus VAT)	33.68	Standard
Meeting Room 1	9am to 11pm	(per hour)	(plus VAT)	17.81	Standard
Meeting Room 2 /Bar Lounge	9am to 11pm	(per hour)	(plus VAT)	23.06	Standard
<u>Use of kitchen</u>					
Up to 80 people			(plus VAT)	28.66	Standard
80 to 160 people			(plus VAT)	58.96	Standard
160 people and over			(plus VAT)	86.20	Standard
Beverages only			(plus VAT)	16.05	Standard
Beverages (Meeting Rooms only)			(plus VAT)	10.90	Standard
Beverages only - regular			(plus VAT)	6.46	Standard
Catering - regular hirers	up to 80 people		(plus VAT)	17.34	Standard
Catering - regular hirers	up to 160 people		(plus VAT)	34.48	Standard
Catering - regular hirers	160+ people		(plus VAT)	50.70	Standard
Use of bar area inc bar lounge			(plus VAT)	40.80	Standard
<u>Licensed bar</u>					
Licensed bar			(plus VAT)	68.98	Standard

Fees and charges

Community Halls

Community Halls

Visual and audio aids

35mm carousel projector and screen	(plus VAT)	29.38	Standard
House P.A. system including microphone (not Thorpe Village Hall)	(plus VAT)	39.37	Standard
Tape and CD decks (Chertsey Hall only) c/w ipod dock	(plus VAT)	56.82	Standard

Additional / miscellaneous (Chertsey Hall)

Box Office facility	(plus VAT)	14.99	Standard
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Equipment:

Indoor Bowls carpet and woods	(per hour : 2 hours min)	(plus VAT)	5.33	Standard
Overhead projector /presentation projector	(per booking)	(plus VAT)	29.78	Standard
Television and video recorder / DVD	(per booking)	(plus VAT)	29.78	Standard
Portable screen	(per booking)	(plus VAT)	14.99	Standard
Flip chart and pad	(per booking)	(plus VAT)	14.99	Standard
Radio microphone and receiver	(per booking)	(plus VAT)	40.40	Standard
Portable PA system and microphone	(per booking)	(plus VAT)	57.74	Standard
2 way radios	(per booking)	(plus VAT)	19.28	Standard
Additional microphones	(per microphone)	(plus VAT)	7.14	Standard
CD player C/W Ipod dock	(per booking Regular customers)	(plus VAT)	5.30	Standard
CD player C/W Ipod dock	(per booking)	(plus VAT)	10.71	Standard
Electric piano	(per booking Regular customers)	(plus VAT)	5.30	Standard
Electric piano	(per booking)	(plus VAT)	10.71	Standard
Extension leads	(per booking)	(plus VAT)	2.57	Standard

Notes for Community Halls

- Hiring's to registered Charities are by law exempt from VAT and therefore no VAT will be added to the above charges
- A 10% discount is given on regular bookings (i.e. 10 or more bookings within a year) However, the 10% discount will only be allowed if total booking fee is paid by the date stipulated.
- A deposit may be required for the hire of facilities and for equipment at the Authority's discretion.
- Up to a 20% discount may be given to community bookings of 6 hours or more in any one day.
- Business / Commercial Rates apply to dance, aerobic or keep fit classes.
- Where applicable Insurance is charged at 12% of the total hire fee. See booking form for details.
- Prices are subject to variation from time to time to reflect any amendments approved by the Council.
- Minimum booking charge is 2 hours for any one booking.
- Hires are charged on an Hourly basis
- The Head of Community Development has the delegated authority to make reductions and develop marketing packages to promote usage
- Cancellations - all cancellations will be subject to an administrative fee of 10% of total cost excluding VAT
- Functions on Monday - Thursday may be subject to a 10% discount
- Functions of six hours or more may be given upto 20% discount
- Commercial Hire 250% x Community Rate

Fees and charges			
Parks and open spaces			
	From April 2019 £	VAT treatment	
<u>Bowls (includes VAT)</u>			
Green fees per person			
Per hour	7.30		Standard
Per hour (senior citizens/juniors/registered disabled)	3.90		Standard
Per match	12.30		Standard
Per match (senior citizens/juniors/registered disabled)	6.20		Standard
Per season	117.00		Standard
Per season (senior citizens/juniors/registered disabled)	58.00		Standard
<u>Football pitches with changing - per match (includes VAT)</u>			
Full size pitches			
Senior clubs	104.00		Standard
Junior clubs	52.00		Standard
Small pitches up to 1hour 30 mins	50.00		Standard
<u>Football pitches without changing - per match (includes VAT)</u>			
Full size pitches	40.00		Standard
Small pitches up to 1hour 30 mins	33.00		Standard
<u>Croquet (includes VAT)</u>			
Adults per Person per Hour	5.20		Standard
Juniors/Senior Citizens/Registered Disabled per Person per Hour	2.75		Standard
<u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u>			
Court fees (team games) per hour per court	32.00		Standard
Court fees (junior games) per hour per court	27.00		Standard
Floodlighting per hour per court	10.70		Standard
<u>Cricket (includes VAT)</u>			
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields			
Games commencing Before 5.00 p.m.	106.00		Standard
Games commencing After 5.00 p.m.	67.00		Standard
Junior Games	53.00		Standard
<u>Additional and miscellaneous charges (includes VAT)</u>			
For Football, Hockey and Cricket Clubs, the majority of whose members live outside the Runnymede District	59.00		Standard
Team use of park for training - per hour	25.50		Standard
Team use of park for training (junior teams) - per hour	13.00		Standard
<u>Other Charges</u>			
Hire of rooms in pavilions - per hour (min 2 hours)	19.00		Exempt
<u>Events</u>			
Community and charity events	No charge		
Firework displays			
Less then 15 minutes	220.00		Standard
More then 15 minutes	POA		Standard
Fairgrounds			
Operational days	585.00		Standard
Non operational days	323.00		Standard
Circuses	POA		Standard
Special interest and club events	POA		Standard
POA - fee will depend on scale and type of event. A refundable ground deposit ranging from £50 to £3,000 depending on the scale and type of event will be chargeable for all events			
<u>Homewood Park car park (includes VAT) introduced from December 2014 (Monday to Saturday)</u>			
	Disabled Person	No Charge	Standard
No return within 3 hours	Fee up to 3 hours	No Charge	Standard
	All Day Fee	2.50	Standard

Fees and charges

Cemeteries

		From April 2019 £	VAT treatment
<u>Exclusive Right of Burial</u>			
<u>Standard grave space 2.44m x 1.22m (8' x 4') for coffin burial</u>			
Exclusive burial rights	100 years - for immediate use	1,535.00	Outside Scope
	100 years - for future use	2,287.00	Outside Scope
Exclusive burial rights - single child grave	100 years	535.00	Outside Scope
Extended burial rights	25 years	196.00	Outside Scope
<u>"Classic traditional" grave space for coffin burial</u> (to accommodate a brick built vault)			
Exclusive burial rights	100 years - for immediate use	2,636.00	Outside Scope
	100 years - for future use	3,803.00	Outside Scope
Extended burial rights	25 years	896.00	Outside Scope
<u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u>			
Exclusive burial rights	100 years - for immediate use	715.00	Outside Scope
	100 years - for future use	1,082.00	Outside Scope
Extended burial rights	25 years	200.00	Outside Scope
<u>Vault</u>			
The right to construct a walled grave or vault		2,163.00	Outside Scope
<u>Interment fees (private and public grave)</u>			
Adult coffin		1,188.00	Outside Scope
Casket burial or oversized coffin		1,250.00	Outside Scope
Child not exceeding 14 years		247.00	Outside Scope
Cremated remains		252.00	Outside Scope
Stillborn child or child not exceeding one month (in private grave)		227.00	Outside Scope
Stillborn child or foetal remains - Children's Memorial Garden (for Ashford and St Peter's Hospital Trust only)			
Muslim section Englefield Green - weekdays (normal hours)		1,188.00	Outside Scope
Muslim section Englefield Green - outside normal hours and weekends		POA	Outside Scope
Burial, Interment and Vault fees will be trebled in respect of non-residents			

Fees and charges

Cemeteries

	From April 2019 £	VAT treatment
<u>Memorial fees</u>		
* Right to place a headstone no higher than 986mm (3' 3")	208.00	Outside Scope
* Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")	208.00	Outside Scope
* Right to place a Book or tablet memorial	156.00	Outside Scope
* Right to place a headstone on child grave space	156.00	Outside Scope
* Right to place a kerb set not to exceed 1220mm x 50.8mm(4' x 2') on child grave space	141.00	Outside Scope
* Right to place memorial on Classic grave space	830.00	Outside Scope
Additional inscription	84.00	Outside Scope
* These fees will be trebled in respect of Non-Runnymede residents		
<u>Genealogy search fees</u>		
Enquiry with known date of death, up to three names	35.00	Outside Scope
Enquiry with only approximate date of death (+/-2 years), up to 3 names	41.00	Outside Scope
<u>Exhumation</u>		
For supervision only removal of coffin	POA	Outside Scope
For supervision only removal of cremated remains	POA	Outside Scope
<u>Garden of Remembrance (Addlestone)</u>		
Interment	252.00	Outside Scope
Provision and installation of plaque by the Council	113.00	Outside Scope
<u>Administration and other fees</u>		
Registration of transfer of exclusive right of burial (will or probate provided)	89.00	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	99.00	Outside Scope
Copy of exclusive right of burial	89.00	Outside Scope
Postponement or cancellation of burial after notice has been given	357.00	Outside Scope
Charge for chapel (Per hour - minimum charge)	89.00	Outside Scope
Selection fee - for Cemeteries Registrar to attend	150.00	Outside Scope
Completion of Exhumation Applications	99.00	Outside Scope

Fees and charges

Crime and disorder

<u>Safer Runnymede (Includes VAT)</u>		
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CCTV System - supply of copy DVDs		
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CCTV System - supply of copy photograph		
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CCTV System - viewing DVD footage (per hour or part thereof)		
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From April 2019 £

VAT treatment

140.71

Standard

22.82

Standard

61.55

Standard

Fees and charges

Refuse collection

Trade refuse

	From April 2019 £	VAT treatment
Sack collection	155.00	Outside Scope
120 litre wheeled bins	275.00	Outside Scope
240 litre wheeled bins	432.00	Outside Scope
360 litre wheeled bins	528.00	Outside Scope
660 litre wheeled bins	675.00	Outside Scope
1100 litre bulk containers	895.00	Outside Scope
1100 litre bulk containers - lockable	927.00	Outside Scope

Waste collection outside the borough is subject to VAT at the standard rate.

Fees and charges

Refuse collection

	From April 2019 £	VAT treatment
<u>Domestic refuse</u>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
New bins		
- 120 litre bin	43.00	Outside Scope
- 240 litre bin	53.00	Outside Scope
- 360 litre bin (Families of 6 or more only)	100.00	Outside Scope
- 660 litre bin	200.00	Outside Scope
-1100 litre bin (communal facilities)	310.00	Outside Scope
-1100 litre bin - lockable (communal facilities)	324.00	Outside Scope
Second hand / refurbished (when available)		
- 120 litre bin	28.00	Outside Scope
- 240 litre bin	36.00	Outside Scope
- 360 litre bin (Families of 6 or more only)	71.00	Outside Scope
Upgrade from		
- 120 litre bin to 240 litre bin	35.00	Outside Scope
- 240 litre bin to 360 litre bin	70.00	Outside Scope
<u>One off payments</u>		
Charge for contaminated bins and additional collections		
- 240 litre bin	40.00	Outside Scope
- 360 litre bin	60.00	Outside Scope
- 660 litre bin	80.00	Outside Scope
-1100 litre bin	100.00	Outside Scope

Fees and charges

Refuse collection

	From April 2019 £	VAT treatment
<u>State schools, churches etc. - fortnightly refuse collection</u>		
Service cost including hire, administration and collection		
120 litre wheeled bins		
- Administration and Container hire charge	55.00	Outside Scope
- Collection charge	74.00	Outside Scope
	129.00	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	89.00	Outside Scope
- Collection charge	114.00	Outside Scope
	203.00	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	111.00	Outside Scope
- Collection charge	123.00	Outside Scope
	234.00	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	114.00	Outside Scope
- Collection charge	163.00	Outside Scope
	277.00	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	135.00	Outside Scope
- Collection charge	184.00	Outside Scope
	319.00	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	151.00	Outside Scope
- Collection charge	184.00	Outside Scope
	335.00	Outside Scope

Fees and charges

Recycling and Green Waste

	From April 2019 £	VAT treatment
<u>Recycling initiatives</u>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
New bins		
- 120 litre bin	21.00	Outside Scope
- 240 litre bin	30.00	Outside Scope
- 360 litre bin (Families of 6 or more only)	35.00	Outside Scope
- 660 litre bin	200.00	Outside Scope
- 1100 litre bin (communal facilities)	310.00	Outside Scope
- 1100 litre bin - lockable (communal facilities)	324.00	Outside Scope
Second hand / refurbished (when available)		
- 120 litre bin	16.00	Outside Scope
- 240 litre bin	21.00	Outside Scope
- 360 litre bin (Families of 6 or more only)	30.00	Outside Scope
Upgrade from		
-120 litre bin to 240 litre bin	16.00	Outside Scope
-240 litre bin to 360 litre bin	21.00	Outside Scope
<u>Recycling for schools and sports (gyms) only - fortnightly collection</u>		
Service cost including hire, administration and collection		
120 litre wheeled bins		
- Administration and Container hire charge	55.00	Outside Scope
- Collection charge	37.00	Outside Scope
	92.00	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	89.00	Outside Scope
- Collection charge	57.00	Outside Scope
	146.00	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	111.00	Outside Scope
- Collection charge	61.00	Outside Scope
	172.00	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	114.00	Outside Scope
- Collection charge	82.00	Outside Scope
	196.00	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	135.00	Outside Scope
- Collection charge	92.00	Outside Scope
	227.00	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	151.00	Outside Scope
- Collection charge	92.00	Outside Scope
	243.00	Outside Scope
Food waste	No charge	Outside Scope
<u>Green garden waste scheme</u>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
120 litre bin	22.00	Outside Scope
240 litre bin	29.00	Outside Scope
Annual subscription charge:		
120 litre bin	35.00	Outside Scope
Each additional wheeled bin	35.00	Outside Scope
240 litre bin	56.00	Outside Scope
Each additional wheeled bin	56.00	Outside Scope

Fees and charges

Car parking charges

	From Jan 2019 £	VAT treatment
<u>On street parking (includes VAT)</u>		
First residents permit	50.00	Standard
Additional permits	75.00	Standard
Daily visitor permits (max 120 per property per year)	2.00	Standard
Amendment to permit	15.00	Standard
<u>Waivers / bay suspensions</u>		
Waiver certificate (per vehicle) up to 3 days	15.00	Standard
each additional day	5.00	Standard
Bay suspension (each marked bay) up to 3 days	65.00	Standard
each additional day	10.00	Standard
<u>Pay and display parking (including pay by phone)</u>		
<u>Town Centre (higher scale) car parks</u>		
<u>Short stay parking (includes VAT)</u>		
<u>(Monday to Saturday unless otherwise indicated)</u>		
Egham (Precinct Extension)		
Disabled Persons	No charge	Standard
Fee up to 1 hour	1.30	Standard
Fee 1 to 2 hours	2.50	Standard
Fee 2 to 3 hours	3.50	Standard
<u>Medium Stay parking (includes VAT)</u>		
<u>(Monday to Saturday)</u>		
Egham (Hummer Road); Chertsey (Beomonds)		
Disabled Person	No charge	Standard
Fee up to 1 hour	1.30	Standard
Fee 1 to 2 hours	2.50	Standard
Fee 2 to 3 hours	3.50	Standard
Fee 3 to 4 hours	4.00	Standard
Fee 4 to 5 hours	4.50	Standard
Fee 5 to 6 hours	5.50	Standard
<u>Long stay parking (includes VAT)</u>		
<u>(Monday to Saturday)</u>		
Egham (Waspe Farm); Chertsey (Library); Virginia Water (British Legion) and (Memorial Gardens);		
Chertsey (Woodlands) Monday to Sunday		
Disabled Person	No charge	Standard
Fee up to 1 hour	1.30	Standard
Fee 1 to 2 hours	2.50	Standard
Fee 2 to 3 hours	3.50	Standard
Fee 3 to 4 hours	4.00	Standard
Fee 4 to 5 hours	4.50	Standard
All Day Fee	7.00	Standard

Fees and charges

Car parking charges

			From Jan 2019 £	VAT treatment
<u>Pay and display parking</u>				
<u>Out of Town (Lower Scale) car parks (includes VAT)</u>				
<u>(Monday to Saturday)</u>				
St Judes Road, Victoria Street, Pooley Green and Gogmore Farm				
	Disabled Person		No charge	Standard
	Fee up to 1 hour (Not Pooley Green)		0.60	Standard
	Fee 1 to 2 hours		1.20	Standard
	Fee 2 to 3 hours		2.00	Standard
	Fee 3 to 4 hours		3.00	Standard
	Fee 4 to 5 hours		3.50	Standard
	All Day Fee (Not Gogmore Farm)		5.50	Standard
<u>Penalty charge notice</u>				
	Parking in excess of hours to which a full charge is applicable		50.00	Outside Scope
	Unless payment of £25.00 is made within 14 days of issue			
	Parking in a disabled persons parking place without displaying a badge		70.00	Outside Scope
	Unless payment of £35.00 is made within 14 days of issue			
<u>Season/permit parking (includes VAT)</u>				
<u>Season Ticket (Monday to Saturday)</u>				
Covering Chertsey Library and				
	Non-resident	(per annum)	700.00	Standard
Waspe Farm car parks				
	Non-resident	(per quarter)	250.00	Standard
	Resident	(per annum)	300.00	Standard
	Resident	(per quarter)	100.00	Standard
<u>Car park permits (Monday to Saturday)</u>				
Beomonds, British Legion, Hummer Road,				
	Non-resident	(per annum)	700.00	Standard
Memorial Gardens, Precinct Extension,				
	Non-resident	(per quarter)	250.00	Standard
Woodlands				
	Resident	(per annum)	300.00	Standard
	Resident	(per quarter)	100.00	Standard
<u>Car park permits (Monday to Saturday)</u>				
Gogmore Farm				
		(per annum)	500.00	Standard
<u>Car park permits (Monday to Saturday)</u>				
Victoria Street, St Judes Road and Pooley Green				
		(per annum)	125.00	Standard
		(per quarter)	50.00	Standard
<u>Contract car parking</u>				
Chertsey (Beomonds Row, White Hart Row)				
	Non-resident	(per annum)	750.00	Standard
	Non-resident	(per quarter)	225.00	Standard
	Resident	(per annum)	250.00	Standard
	Resident	(per quarter)	75.00	Standard
Contract Parking Key Deposit (Refundable on return of the key)			40.00	Outside Scope

Fees and charges

Other environment and sustainability charges

	From April 2019 £	VAT treatment
<u>Food hygiene and Health and Safety Courses</u>		
All courses (including those in a foreign language) will be chargeable per person. All fees will be set at the discretion of the Environmental Health and Licensing Manager to cover costs.	POA	Standard
Food Export Certificate	96.00	Outside Scope
Re-inspections requested by food businesses	153.00	Outside Scope
<u>Environmental offences</u>		
<u>Penalty fines:</u>		
Noise Act domestic offence (reduced to £64 if paid within 10 days)	Set locally to statute maximum 80.00	Outside Scope
Noise Act commercial/licenses offence	500.00	Outside Scope
Failure to produce waste transfer notice (reduced to £240 if paid within 10 days)	300.00	Outside Scope
Failure to produce waste carrier papers (reduced to £240 if paid within 10 days)	300.00	Outside Scope
Failure to provide waste receptacles (reduced to £80 if paid within 10 days)	Set locally to statute maximum 100.00	Outside Scope
<u>Smoke free enforcement</u>		
<u>Penalty fines:</u>		
Smoking in a smoke free place (reduced to £30 if paid within 15 days)	50.00	Outside Scope
Failing to display no-smoking signage (reduced to £150 if paid within 15 days)	200.00	Outside Scope
<u>Abandoned vehicles</u>		
Fixed penalty notice fee (reduced to £160 if paid within 10 days)	200.00	Outside Scope
<u>Littering and dog fouling/control fixed penalty fines</u>		
Littering (reduced to £80 if paid within 10 days)	100.00	Outside Scope
Dog fouling/control (reduced to £80 if paid within 14 days)	100.00	Outside Scope

All courses (including those in a foreign

Fees and charges

Other environment and sustainability charges

	From April 2019 £	VAT treatment
<u>Water sampling charges</u>		
Risk assessment (each assessment)	500.00	Outside Scope
Sampling (each visit)	100.00	Outside Scope
Investigation (each investigation)	100.00	Outside Scope
Granting and authorisation (each authorisation)	100.00	Outside Scope
Analysing a sample:		
taken under regulation 10	25.00	Outside Scope
taken during check monitoring	100.00	Outside Scope
taken during audit monitoring	500.00	Outside Scope
No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of the analysis of a previous sample.		
<u>Air Pollution fees</u>		
All courses (including those in a foreign		
The setting of fees and charges for Local Air Pollution Prevention and Control (LAPPC) and Local Air - Integrated Pollution Prevention and Control (LA-IPPC) is determined annually by DEFRA (Department for Environment Food and Rural Affairs) under the regime falling within the Pollution Prevention and Control Act 1999. The appropriate fees can be accessed from the following link:		
https://www.runnymede.gov.uk/article/14095/Environmental-Permits		Outside Scope
Alternatively the appropriate fees and charges can be obtained from the Environmental Health and Licensing Manager within the Environmental Health & Licensing Section at Runnymede Borough Council. environmentalhealth@runnymede.gov.uk or 01932 838383		
<u>Register of authorised processes</u>		
Complete register	870.00	Outside Scope
Individual entry	128.00	Outside Scope
<u>Contaminated Land</u>		
Basic contaminated land enquiry at an hourly rate	91.00	Outside Scope
Contaminated land enquiry for one property	202.00	Outside Scope
Contaminated land enquiry for more than one property	387.00	Outside Scope
<u>Dog control charges</u>		
<u>Minimum charge during normal office hours</u>		
Statutory charge for the return of a seized stray dog plus	25.00	Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable	67.00	Outside Scope
	92.00	
<u>Minimum charge for collection outside of normal office hours</u>		
Statutory charge for the return of a seized stray dog plus	25.00	Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable	106.00	Outside Scope
	131.00	
The collection fee may be increased where additional charges are incurred		

Fees and charges

Other environment and sustainability charges

	From April 2019 £	VAT treatment
<u>Highway and engineering charges</u>		
<u>Copies of plans etc. (includes VAT)</u>		
A4 Size	12.00	Standard
A3 Size	13.25	Standard
Larger than A3 size	27.50	Standard
A minimum fee for replying to technical questions	156.00	Standard
The Chief Executive has the authority to increase the charge made where substantially more work than usual is required.		
<u>Rechargeable works (includes VAT)</u>		
At cost of works plus 20%		Standard
<u>Street naming and numbering</u>		
<u>Existing properties</u>		
Individual property naming or renaming including notification	63.25	Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	15.75	Outside Scope
Renaming a street : requested by residents including notification		Outside Scope
<u>New addresses</u>		
New development of first plot	63.25	Outside Scope
New development for plots 2 -5 (per plot)	32.25	Outside Scope
New development for plots 6 - 10 (per plot)	27.00	Outside Scope
New development for plots 11 - 20 (per plot)	21.50	Outside Scope
New development for plots 21 and greater (per plot)	15.75	Outside Scope
Additional charge, where this includes naming of a street (per street)	106.00	Outside Scope
Additional charge, where this includes the naming of a building (e.g. block of flats) (per block)	106.00	Outside Scope
Guidance to change or allocate a new address to your property can be accessed by following this link: http://www.runnymede.gov.uk/article/14492/Fees-street-naming-and-numbering		

Fees and charges

Other environment and sustainability charges

	From April 2019 £	VAT treatment
<u>Miscellaneous fees and charges</u>		
<u>Graffiti removal (includes VAT)</u>		
Removal of extensive graffiti from private property (per hour)	75.00	Standard
<u>Sale of technical documents</u>		
Fee at the discretion of the Environmental Health and Licensing Manager	POA	Standard
<u>Street trading consents</u>		
Basic fee	870.00	Outside Scope
Additional annual charge for each day of the week a trader operates	200.00	Outside Scope
<u>Annual animal licence fees</u>		
Higher Tier activities (exc. Home board and day care dogs) New application	335.96	Outside Scope
Higher Tier activities (exc. Home board and day care dogs) Renewal	227.67	Outside Scope
Lower Tier activities (Home board and day care dogs) New application	311.89	Outside Scope
Lower Tier activities (Home board and day care dogs) Renewal	203.61	Outside Scope
Additional activity charge	45.73	Outside Scope
Enforcement charge	160.56	Outside Scope
Re-rating fee	185.35	Outside Scope
Transfer / variation	50.00	Outside Scope
Copy of licence	30.00	Outside Scope
<u>Vet fees</u>		
If Veterinary Inspections are necessary in order to grant above licences		Outside Scope

Fees and charges

Premises and alcohol related licences

Licensing Act 2003

Main application fee

The application fee for a new premises licence, or conversion of an existing licence is based on rateable values as follows:-

Non City / Town Centre

		From April 2019 £	VAT treatment
Band A	Rateable value £0 to £4,300	100.00	Outside Scope
Band B	£4,301 to £33,000	190.00	Outside Scope
Band C	£33,001 to £87,000	315.00	Outside Scope
Band D	£87,001 to £125,000	450.00	Outside Scope
Band E	£125,001 and above	635.00	Outside Scope

City / Town Centre where they are exclusively/ primarily used to sell alcohol

Band D	£87,001 to £125,000	900.00	Outside Scope
Band E	£125,001 and above	1,905.00	Outside Scope

Annual charge

The annual charge is due one year after the application fee was paid and is based on rateable values as follows:-

Non City / Town Centre

Band A	Rateable value £0 to £4,300	70.00	Outside Scope
Band B	£4,301 to £33,000	180.00	Outside Scope
Band C	£33,001 to £87,000	295.00	Outside Scope
Band D	£87,001 to £125,000	320.00	Outside Scope
Band E	£125,001 and above	350.00	Outside Scope

City / Town Centre where they are exclusively/ primarily used to sell alcohol

Band D	£87,001 to £125,000	640.00	Outside Scope
Band E	£125,001 and above	1,050.00	Outside Scope

Minor variations to premises licences and club premises certificates as per the Legislative reform order 2009

89.00 Outside Scope

Fees and charges

Premises and alcohol related licences

	From April 2019 £	VAT treatment
<u>Exceptionally large capacity sites</u>		
This is an additional charge for large events based on the number of attendees as follows:		
<u>New licence</u>		
5,000 to 9,999	1,000.00	Outside Scope
10,000 to 14,999	2,000.00	Outside Scope
15,000 to 19,999	4,000.00	Outside Scope
20,000 to 29,999	8,000.00	Outside Scope
30,000 to 39,999	16,000.00	Outside Scope
40,000 to 49,000	24,000.00	Outside Scope
50,000 to 59,999	32,000.00	Outside Scope
60,000 to 69,999	40,000.00	Outside Scope
70,000 to 79,999	48,000.00	Outside Scope
80,000 to 89,999	56,000.00	Outside Scope
90,000 and over	64,000.00	Outside Scope
No fee shall be payable in respect of the above licences for an entertainment at a church hall, chapel hall or other similar building		
<u>Annual fee</u>		
The Annual fee is half the above thereafter		
5,000 to 9,999	500.00	Outside Scope
10,000 to 14,999	1,000.00	Outside Scope
15,000 to 19,999	2,000.00	Outside Scope
20,000 to 29,999	4,000.00	Outside Scope
30,000 to 39,999	8,000.00	Outside Scope
40,000 to 49,000	12,000.00	Outside Scope
50,000 to 59,999	16,000.00	Outside Scope
60,000 to 69,999	20,000.00	Outside Scope
70,000 to 79,999	24,000.00	Outside Scope
80,000 to 89,999	28,000.00	Outside Scope
90,000 and over	32,000.00	Outside Scope
<u>Personal Licences</u>		
Application for a grant of personal licence	37.00	Outside Scope
<u>Temporary events</u>		
Temporary event notice	21.00	Outside Scope

Fees and charges

Premises and alcohol related licences

	From April 2019 £	VAT treatment
<u>Other licences</u>		
Theft, loss, etc. of premises licences or summary	10.50	Outside Scope
Application for a provisional statement where premises being built etc.	315.00	Outside Scope
Notification of change of name or address	10.50	Outside Scope
Application to vary licence to specify individual as premises supervisor	23.00	Outside Scope
Application for transfer of premises licence	23.00	Outside Scope
Interim authority notice following death etc. of licence holder	23.00	Outside Scope
Theft, loss etc. of certificate or summary	10.50	Outside Scope
Notification of change of name or alteration of rules of club	10.50	Outside Scope
Change of relevant registered address of club	10.50	Outside Scope
Theft, loss etc. of temporary event notice	10.50	Outside Scope
Theft, loss etc. of personal licence	10.50	Outside Scope
Duty to notify change of name or address	10.50	Outside Scope
Right of freeholder etc. to be notified of licensing matters	21.00	Outside Scope

No fee shall be payable in respect of the above licences for an entertainment at a church hall, chapel hall or other similar building occupied in connection with a place of public religious worship, or at village hall, parish or community hall or other similar building. At the discretion of the Council no fee may be payable if the entertainment is of an educational or other like character or is given for charitable or other like purposes.

Fees and charges

Gambling licences

	From April 2019 £	VAT treatment
<u>Gambling Act 2005 licences and permits</u>		
Registration of a society to promote a lottery		
- Initial application fee	40.00	Outside Scope
- Annual	20.00	Outside Scope
<u>Gaming machine permits</u>		
Clubs with 3 or more machines Annual fee	100.00	Outside Scope
Licensed premises gaming machine permit		
Conversion of existing permit	100.00	Outside Scope
New Permit	150.00	Outside Scope
First annual fee	50.00	Outside Scope
Annual fee	50.00	Outside Scope
Fee to vary permit	100.00	Outside Scope
Fee for transfer	25.00	Outside Scope
Fee for copy of permit	15.00	Outside Scope
Club gaming permit		
Conversion of existing permit	100.00	Outside Scope
New Permit	200.00	Outside Scope
New (fast-track) clubs only	100.00	Outside Scope
First annual fee	50.00	Outside Scope
Annual fee	50.00	Outside Scope
Fee to vary permit	100.00	Outside Scope
Fee to renew	200.00	Outside Scope
Fee for copy of permit	15.00	Outside Scope
Club machine permit		
Conversion of existing permit	100.00	Outside Scope
New Permit	200.00	Outside Scope
New (fast-track) clubs only	100.00	Outside Scope
First annual fee	50.00	Outside Scope
Annual fee	50.00	Outside Scope
Fee to vary permit	100.00	Outside Scope
Fee to renew	200.00	Outside Scope
Fee for copy of permit	15.00	Outside Scope

Fees and charges

Gambling licences

	From April 2019 £	VAT treatment
<u>Gaming machine permits</u>		
Prize gaming permit		
Conversion of existing permit	100.00	Outside Scope
New Permit	300.00	Outside Scope
Fee to renew	300.00	Outside Scope
Fee to change name	25.00	Outside Scope
Fee for copy of permit	15.00	Outside Scope
Unlicensed family entertainment centre permit		
Conversion of existing permit	100.00	Outside Scope
New Permit	300.00	Outside Scope
Fee to renew	300.00	Outside Scope
Fee to change name	25.00	Outside Scope
Fee for copy of permit	15.00	Outside Scope
<u>Regional Casino premises licence</u>		
Initial fee	15,000.00	Outside Scope
Annual fee	15,000.00	Outside Scope
<u>Large Casino premises licence</u>		
Initial fee	10,000.00	Outside Scope
Annual fee	10,000.00	Outside Scope
<u>Small Casino premises licence</u>		
Initial fee	8,000.00	Outside Scope
Annual fee	5,000.00	Outside Scope
Converted Casino premises licence	3,000.00	Outside Scope
Annual fee		
<u>Bingo premises licence</u>		
Initial fee	3,500.00	Outside Scope
Annual fee	1,000.00	Outside Scope
<u>Adult gaming centre premises licence</u>		
Initial fee	2,000.00	Outside Scope
Annual fee	1,000.00	Outside Scope
<u>Betting premises (track) licence</u>		
Initial fee	2,500.00	Outside Scope
Annual fee	1,000.00	Outside Scope
<u>Betting shop premises licences</u>		
Initial fee	3,000.00	Outside Scope
Annual fee	600.00	Outside Scope
Variation to a betting (other) premises licence	1,200.00	Outside Scope
<u>Family entertainment centre licences</u>		
Initial fee	2,000.00	Outside Scope
Annual fee	750.00	Outside Scope

Fees and charges

Taxi licences

	From April 2019 £	VAT treatment
No fee shall be payable in respect of the above licences for an entertainment at a church hall, chapel hall or other similar building		
<u>Taxi and Hackney Carriage licensing fees (outside scope of VAT)</u>		
<u>Vehicle applications</u>		
Hackney Carriage licence	271.00	Outside Scope
Private hire vehicle licence	236.00	Outside Scope
Temporary Hackney Carriage/private hire vehicles for period of 14 days extendable to 28 days when the licence is for a replacement vehicle provided by a specialist company while accident damage repair is carried out on a licensed Hackney Carriage or private hire vehicle	142.00	Outside Scope
<u>Changes to licence</u>		
Change of vehicle during the licensing period (i.e. transfer to replacement vehicle for balance of licence period - existing plate must be returned)	98.00	Outside Scope
Change of vehicle licence type during the licensing period (e.g. from Hackney Carriage to private hire)	103.00	Outside Scope
Change of drivers licence during the licensing period (e.g. From private hire to Hackney Carriage drivers licence)	39.00	Outside Scope
<u>Drivers licence new applications</u>		
Combined Hackney Carriage and private hire drivers licence - one year	242.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	445.00	Outside Scope
Private hire drivers licence - one year	242.00	Outside Scope
Private hire drivers licence - three year	445.00	Outside Scope
<u>Drivers licence renewals</u>		
Combined Hackney Carriage and private hire drivers licence - one year	178.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	388.00	Outside Scope
Private hire drivers licence - one year	178.00	Outside Scope
Private hire drivers licence - three year	388.00	Outside Scope
No		
<u>Private hire operators licence (valid for 1 year)</u>		
1 vehicle owner/driver	176.00	Outside Scope
2 - 5 vehicles	198.00	Outside Scope
6 - 20 vehicles	281.00	Outside Scope
21 - 40 vehicles	392.00	Outside Scope
41 - 60 vehicles	504.00	Outside Scope
61 - 80 vehicles	615.00	Outside Scope
81 - 100 vehicles	726.00	Outside Scope
<u>Private hire operators licence (valid for 5 years)</u>		
1 vehicle owner/driver	525.00	Outside Scope
2 - 5 vehicles	547.00	Outside Scope
6 - 20 vehicles	630.00	Outside Scope
21 - 40 vehicles	741.00	Outside Scope
41 - 60 vehicles	853.00	Outside Scope
61 - 80 vehicles	964.00	Outside Scope
81 - 100 vehicles	1,075.00	Outside Scope
<u>Pre application and other charges</u>		
Failure to keep appointment / comply with renewal procedures	50.00	Outside Scope
Knowledge test including re-takes	65.00	Outside Scope
New drivers information pack	25.00	Outside Scope
Disclosure & Barring Service (DBS) fixed fee (£44) plus processing charges £18.50 Runnymede Borough Council and £9 Surrey County Council.	71.50	Outside Scope

Any change of vehicle during the licensing period will be charged at the appropriate vehicle licence rate. Credit will not be given for unexpired period of vehicles or drivers licences if the licence is surrendered.

Fees and charges

Other licences

	From April 2019 £	VAT treatment
<u>Registration fees</u>		
Ear piercing, electrolysis, tattooing and acupuncture		
- Practitioners	205.00	Outside Scope
- Premises	205.00	Outside Scope
Sex establishments Initial fee	918.00	Outside Scope
Sex establishments Annual fee	918.00	Outside Scope
<u>Mobile homes site licences</u>		
Application for new site licence (includes £50.00 for single unit site)	300.00	Outside Scope
plus an additional £6.00 for each additional unit up to 101 units		
plus an additional £5.00 for each additional unit up to 201 units		
plus an additional £4.00 for each additional unit over 201		
Site inspection	50.00	Outside Scope
Fit and proper person test	102.00	Outside Scope
Application to transfer or amend a site licence	295.00	Outside Scope
Application for a minor amendment to a site licence	200.00	Outside Scope
Application for a replacement copy of a site licence	25.00	Outside Scope
Annual licence fee for a single unit site	50.00	Outside Scope
plus an additional £6.00 for each additional unit up to 101 units		
plus an additional £5.00 for each additional unit up to 201 units		
plus an additional £4.00 for each additional unit over 201		
Fee for the deposit of site rules	75.00	Outside Scope
<u>Other licences and permits</u>		
Scrap metal dealers site licence (3 year licence)	349.00	Outside Scope
Scrap metal collectors licence (3 year licence)	223.00	Outside Scope
Charity collection permits:		
House to house collections	Free	Outside Scope
Street collections	Free	Outside Scope
<u>Certificate of suitability</u>		
Film certification	344.00	Outside Scope

Fees and charges

Planning and Building Control Services

	From April 2019 £	VAT treatment
<u>Borough Local Plan (second alteration) adopted version 2001</u>		
Hard copy (proposal map only)	26.50	Outside Scope
The Local Plan is also available on the Internet on www.runnymede.gov.uk		
<u>Planning fees</u>		
Planning application fees	Set by Statute	Outside Scope
<u>Pre-Application advice service fees</u>		
– Set by the Planning Committee on 21 June 2017		Standard
High hedges complaint fee – Charge for processing and resolving dispute	687.00	Outside Scope
<u>Building control fees</u>		
Set by the Planning Committee (last set on 1 October 2010) with guidance issued by Local Authority Building Control	Increase by 5% from 01 April 2019	Standard
Regularisation fees - set separately by the Planning Committee with guidance issued by Local Authority Building Control	Increase by 5% from 01 April 2019	Outside Scope

Fees and charges

Planning and Building Control Services

	From April 2019 £	VAT treatment
<u>Supply of Planning and Building Control histories, technical enquiries, background information and for checking compliance with planning Consents and conditions.</u>		
A minimum fee in respect of enquiries involving site inspections for the purpose of checking compliance with planning conditions	235.00	Outside Scope
A minimum fee for general enquiries for the supply of planning and building control histories and background information on sites	92.00	Outside Scope
Building Control completion letter	42.00	Outside Scope
<u>Search and copying fees, paper/electronic (micro-fiche) (includes VAT)</u>		
Search and copying fees - planning decision notices	33.00	Standard
Copies of 106 Agreements and appeal decisions	33.00	Standard
Background papers / miscellaneous documents	3.50	Standard
A4 print from website	0.30	Standard

Fees and charges

Corporate and Business Services

	From April 2019 £	VAT treatment
<u>Register of Electors</u>		
Sale of Register of Electors - published full registers - charges set by legislation		
Data format	20.00	Outside Scope
plus for every 1,000 entries or part thereof	1.50	Outside Scope
Printed paper format	10.00	Outside Scope
plus for every 1,000 entries or part thereof	5.00	Outside Scope
Sale of Overseas register of Electors - published full registers - charges set by legislation		
Data format	20.00	Outside Scope
plus for every 100 entries or part thereof	1.50	Outside Scope
Printed paper format	10.00	Outside Scope
plus for every 100 entries or part thereof	5.00	Outside Scope
Sale of Register of Electors - marked registers - charges set by legislation		
Data format	10.00	Outside Scope
plus for every 1,000 entries or part thereof	1.00	Outside Scope
Printed paper format	10.00	Outside Scope
plus for every 1,000 entries or part thereof	2.00	Outside Scope
Sale of Register of Electors - published edited registers - charges set by legislation		
Data format	20.00	Outside Scope
plus for every 1,000 entries or part thereof	1.50	Outside Scope
Printed paper format	10.00	Outside Scope
plus for every 1,000 entries or part thereof	5.00	Outside Scope

Fees and charges

Corporate and Business Services

	From April 2019 £	VAT treatment
<u>Local land charges search fees</u>		
Personal search - charge set by the Lord Chancellor	Nil	Outside Scope
Each extra taxable assessment - charge set by the Lord Chancellor	Nil	Outside Scope
LLC 1 Search form:-		
Commercial	45.00	Outside Scope
Residential	45.00	Outside Scope
Each extra taxable assessment	10.00	Outside Scope
Search any one part of the register	11.00	Outside Scope
CON 29 enquiry form:-		
Commercial	240.00	Standard
Residential	190.00	Standard
Each extra taxable assessment	30.00	Standard
Optional part II enquiry	21.00	Standard
Additional enquiry	42.00	Standard
General:-		
Copy Search	11.00	Standard
Copy of legal agreement (including plans)	33.00	Standard
<u>Council Tax</u>		
Court costs	94.50	Exempt
<u>Business Rates</u>		
Court costs	138.00	Outside Scope
<u>Other charges</u>		
Data Protection Subject Access Request - per request - charges set by legislation		Outside Scope
Provision of photocopies of documents under the Local Government (Access to Information Act 1986) (per page)	0.30	Standard
Provision of photocopies generally		
A4 documents (per page)	0.30	Standard
A3 documents (per page)	0.40	Standard

Fees and charges

Corporate and Business Services

	From April 2019 £	VAT treatment
<u>Corporate Properties</u>		
Garage rentals (per week)		
If included with house	12.50	Outside Scope
Private rental	15.00	Standard
Sale of property enquiries - refundable if sale proceeds	1,000.00	Standard
<u>Runnymede Business Partnership</u>		
Sale of directory		
Hard copy	Free	
Digital copy (Companies within Borough)	60.00	Outside Scope
Digital copy (Companies outside Borough)	120.00	Outside Scope
Renewal for full entry on the iRunnymede App		
One entry renewal	40.00	Standard
Two entry renewal (same company)	30.00	Standard
<u>Civic Centre accommodation charges</u>		
Council Chamber		
Community use per hour	40.00	Standard
Semi commercial use per hour	80.00	Standard
Commercial use per hour	120.00	Standard
Committee Room		
Community use per hour	20.00	Standard
Semi commercial use per hour	40.00	Standard
Commercial use per hour	60.00	Standard
Foyer/Meeting Rooms		
Community use per hour	10.00	Standard
Semi commercial use per hour	20.00	Standard
Commercial use per hour	30.00	Standard
Out of hours reception cover	35.00	Standard
<u>Sale of agendas and civic publications</u>		
Sale of copy agendas per annum		
Residents groups etc. - All Committees	126.00	Outside Scope
Residents groups etc. - individual main Committee only (except Planning)	35.00	Outside Scope
Residents groups etc. - Planning Committee only	105.00	Outside Scope
Commercial organisations - All Committees	499.00	Outside Scope
Commercial organisations - Individual Main Committee only (except Planning)	110.00	Outside Scope
Commercial organisations - Planning Committee only	324.00	Outside Scope
Sale of copy agendas - Individual copies	3.50	Outside Scope
Sale of copy minute book		
Residents groups etc. - per annum	52.50	Outside Scope
Residents groups etc. - per individual copy	9.45	Outside Scope
Commercial organisations - per annum	180.00	Outside Scope
Commercial organisations - per individual copy	46.00	Outside Scope

Runnymede Capital Programme									
Scheme details	Approval Date	Approved Budget	Actual to 31 Mar 18	Revised 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Comments
		£	£	£	£	£	£	£	
Housing Services									
Improvement Grants/Loans (private sector properties)									
Disabled Facilities Grants	CMC - Jan 2015	2,660,000		520,000	535,000	535,000	535,000	535,000	Funded by grant
Discretionary Renovation Grants	CMC - Jan 2015	149,007		29,103	29,976	29,976	29,976	29,976	
Minor Works Assistance Grants	CMC - Jan 2015	84,355		16,475	16,970	16,970	16,970	16,970	
Loans - Granted	CMC - Jan 2015	200,000		40,000	40,000	40,000	40,000	40,000	
Moving Home Scheme Loans	CMC - Jan 2015	146,944		28,700	29,561	29,561	29,561	29,561	
Capital Schemes (non-council housing)									
New Housing Schemes - Grants to partner organisations (Provision)	CMC - June 2014	1,500,000		300,000	300,000	300,000	300,000	300,000	
Capital Schemes (HRA Housing)									
Purchase of Property	Hsg - Sept 2016	6,500,000		1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	Part financed by use of Housing receipts not paid to the Government Pool - New Build Housing.
Ilex and Cherrywood New Houses	CMC - Mar 2017	2,475,649	1,675,649	800,000					Part financed by use of Housing receipts not paid to the Government Pool - New Build Housing.
Reprovision of flood damaged houses (Farm Close)	Hsg - Sept 2016	778,555	35,555	270,000	473,000				Funded from Major Repairs Reserve
St Georges Development, Addlestone	CMC - Sept 2017	2,692,252	476,252	140,000	2,076,000				Subject to future Cttee report (70% HRA 30% Cap Receipts)
Dunkirk Nursery Land Purchase	CMC - Nov 2017	3,814,196	108,196	956,000	2,750,000				Funded 30% from retained Capital receipts. (1-4-1 set aside receipts)
HRA Grants to Registered Providers	CMC - June 2018	500,000		237,892	262,108				Funded 100% from 1-4-1 set aside receipts
Conversion of garages into temporary accommodation	TBA	900,000			900,000				Subject to future Cttee report (70% HRA 30% Cap Receipts)
Grant to Salvation Army - New Shower Facilities	TBA	10,000			10,000				Subject to future committee report - Funded from Disabled Facility Grants
Redevelopment of accommodation in New Haw	TBA	6,000,000				6,000,000			Subject to Cttee report - Assumes funded from sales
	Sub-totals	28,410,958	2,295,652	4,638,170	8,722,615	8,251,507	2,251,507	2,251,507	
Environment & Sustainability									
Environmental Services									
Vehicle fleet replacement programme:	CMC - Mar 2018	2,810,741		383,741	2,205,000	222,000			Subject to future committee report (Based on replacement schedule Dec 18)
Runnymede Roundabout	CMC - Oct 2014	500,000	250,000.00	250,000					
VW car park reprovision	CMC - Aug 2016	44,665	44,665						
Memorial Gardens Car Park VW	CMC - Feb 2017	305,335	238,130	67,205					
River Thames Flooding Scheme	CMC - Oct 2017	5,000,000				2,000,000	2,000,000	1,000,000	
	Sub-totals	8,660,741	532,795	700,946	2,205,000	2,222,000	2,000,000	1,000,000	
Community Development									
Community Transport									
Vehicle fleet replacement programme:		616,146		182,146	146,000			288,000	Subject to future committee report (Based on replacement schedule Dec 18)
Safer Runnymede									
CCTV Equipment Replacement	-	830,642	155,642	135,000	135,000	135,000	135,000	135,000	
Spelthorne CCTV Wireless Contract	-	159,400		159,400					Fully funded by contributions
Grant Aid to Sporting and Community Organisations									
Grants to Local Organisations	-	128,000	26,500	21,500	20,000	20,000	20,000	20,000	Annual provision available to draw down
Sports & Leisure Development									
Egham Leisure Centre Development	CMC - June 2017	18,993,566	8,570,762	8,622,804	900,000	900,000			
Parks and Open Spaces									
Marshall Place Open Space, New Haw	CMC - Sept 2014	79,311	59,459	19,852					
Fernlands Open Space	CMC - Sept 2011	73,094	59,887	13,207					
Kings Lane Open Space play area	CS - Jan 2017	28,000		28,000					Funded by contributions
Runnymede Pleasure Ground	CMC - Sept 2017	4,781,000		250,000	4,531,000				
Securing Sites	TBA	350,000			250,000	100,000			Subject to annual committee reports

Runnymede Capital Programme									
Scheme details	Approval Date	Approved Budget	Actual to 31 Mar 18	Revised 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Comments
		£	£	£	£	£	£	£	
Replacement play area programme	TBA	150,000					100,000	100,000	Subject to annual committee reports
Grounds Maintenance Vehicles	TBA				150,000				Subject to future committee report
Sub-totals		26,189,158	8,872,250	9,431,908	6,132,000	1,155,000	255,000	543,000	
Corporate & Business Services									
<u>General Schemes</u>									
Provision for Asset Management	-	2,035,000		35,000	500,000	500,000	500,000	500,000	Subject to future committee reports & dilapidation surveys
ANPR System - Waitrose/Travelodge, Egham	CMC - Sept 2017	90,000		90,000					
Marshall Place redevelopment	CMC - Jun 2016	2,700,000	179,232	2,079,634	378,115	63,019			
Development Loans - RBCI	CMC - Nov 2014	27,322,571	9,829,095	16,462,612	1,030,864				Non-financial investment
Development Loan to RBCI	CMC - Sept 2018	1,000,000		1,000,000					Non-financial investment
Surrey Boom Credit Union Grant (Surrey Save)	TBA	100,000			100,000				Non-financial investment - Subject to future committee report
<u>ICT Scheme</u>									
ICT Hardware Replacement (Incl Members)	CMC - Oct 2017	530,471	84,132	46,339	100,000	100,000	100,000	100,000	Annual provision available to draw down -
ICT Upgrades & Developments	-	656,030	40,979	215,051	100,000	100,000	100,000	100,000	Annual provision available to draw down
VDI - Virtual Desktop Infrastructure Solution	CMC - June 2017	221,109	131,109		22,500	22,500	22,500	22,500	Subject to future committee report
CRM System and Online Portal	CMC - Jul 2017	175,000	123,900	51,100					Subject to future committee report
Runnymede Website Upgrade	TBA	25,000				25,000			Subject to future committee report
E- Procurement System	TBA	20,000			20,000				Subject to future committee report
Retendering Major Systems - Finance, Planning and Housing	TBA	900,000			150,000	300,000	300,000	150,000	Subject to future committee report
<u>Runnymede Regeneration Programme</u>									
Addlestone ONE Project	CMC - Sept 2014	80,234,000	69,760,119	9,078,679	1,395,202				
Egham Gateway West:									
- 168 High Street Egham	CMC - Dec 2017	2,570,000	1,589,829	920,171	60,000				
- 8 Station Road, Egham	CMC - Mar 2017	143,500	101,628	41,872					
- 6 Station Road, Egham	SO42 - Nov 2016	852,500	542,270	310,230					
- Egham Gateway West Development	Council - Nov 2016	89,102,000			40,000,000	44,602,000	4,500,000		
- 7 Church, Egham	CMC - Mar 2017	446,440	441,620	4,820					
- Land purchase	CMC - Mar 2017	191,820		191,820					
Redevelopment in Englefield Green	CMC - Dec 2016	6,000,000		600,000	3,500,000	1,900,000			
167 High Street, Egham	CMC - Dec 2018	1,320,000		132,000	1,188,000				
<u>Property Investment Strategy Purchases</u>									
Prior year purchases / Future provision	CMC - Dec 2016	64,617,075		64,617,075					Non-financial investment
Waitrose/Travelodge, Egham		47,445		47,445					Non-financial investment
River Bourne Health Club, Chertsey	CMC - Aug 2016	2,657,000		2,657,000					Non-financial investment
Compass House, Chertsey - Car Park Remediation Works	CMC - Sept 2017	26,622,743	26,571,719	51,024					Non-financial investment
Unither House, Chertsey	CMC - Jun 2017	7,659,000	7,386,863	272,137					Non-financial investment
Egham Business Park	CMC - Dec 2016	32,252,000	30,984,234	1,267,766					Non-financial investment
Thorpe Industrial Estate, Egham (Royal Mail Distribution Centre)	CMC - Dec 2017	5,785,000	545,000	5,240,000					Non-financial investment
World Duty Free Warehouse, Windsor Rd, Egham	CMC - Mar 2018	21,066,100	20,912,005	154,095					Non-financial investment
Pine Trees Estate - Business Park, Egham	CMC - Mar 2018	84,000,000		84,000,000					Non-financial investment
VW Financial Services HQ, Milton Keynes	CMC - May 2018	52,966,500		52,966,500					Non-financial investment
Axis One, Langley	CMC - May 2018	20,258,950		20,258,950					Non-financial investment
Volvo HQ, Maidenhead	CMC - June 2018	12,704,250		12,704,250					Non-financial investment
Chertsey Metrode Development	CMC - July 2018	18,820,000		9,000,000	9,574,688	245,312			Non-financial investment
New Globe House, Vanwall Business Park, Maidenhead	CMC - Oct 2018	17,900,000		17,900,000					Non-financial investment
Sub-totals		583,991,503	169,223,733	302,395,570	58,119,369	47,857,831	5,522,500	872,500	
Summary									
Housing Services		28,410,958	2,295,652	4,638,170	8,722,615	8,251,507	2,251,507	2,251,507	

Runnymede Capital Programme									
Scheme details	Approval Date	Approved Budget	Actual to 31 Mar 18	Revised 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Comments
		£	£	£	£	£	£	£	
Community Services		26,389,158	8,872,250	9,431,908	6,132,000	1,155,000	255,000	543,000	
Environment & Sustainability		8,660,741	532,795	700,946	2,205,000	2,222,000	2,000,000	1,000,000	
Corporate and Business Services		583,991,503	169,223,733	302,395,570	58,119,369	47,857,831	5,522,500	872,500	
	Total	647,452,360	180,924,430	317,166,594	75,178,984	59,486,338	10,029,007	4,667,007	
Method of Financing									
<u>Direct Revenue Contributions:</u>									
HRA Balances				2,241,400	4,980,480	910,000	910,000	910,000	70% of HRA property Purchases and New Builds
HRA Major Repairs reserve				270,000	473,000				Farm Close 100%
GF Balances - Hardware Computer Replacement				46,339	122,500	122,500	122,500	122,500	
GF Balances - Safer Runnymede CCTV Equipment				135,000	135,000	135,000	135,000	135,000	
<u>Earmarked Reserves:</u>									
Equipment Repairs and Renewals Reserve					1,000,000	647,000	500,000	638,000	All vehicle and Equipment schemes
Property Repairs and Renewals Reserve					500,000	500,000	500,000	500,000	Offsets Provision for Asset Management
<u>Other Grants & Contributions:</u>									
Disabled Facilities Grants				520,000	545,000	535,000	535,000	535,000	
Spelthorne CCTV Wireless Contract				159,400					
Runnymede Roundabout				250,000					Funded from s106/Planning Tarriff money
Kings Land Open Space play area				28,000					
<u>Capital Resources</u>									
Capital Receipts - usable				18,913,579	9,574,573	8,599,526	2,436,507	1,436,507	
Capital Receipts - housing replacement, Set Aside Receipts				1,192,492	2,307,628	390,000	390,000	390,000	30% of HRA property Purchases and New Builds
<u>Prudential Borrowing</u>									
Marshall Place redevelopment				2,079,634	378,115				
Ashdene House redevelopment				600,000	3,500,000	1,900,000			
Property Investment Strategy Purchases				271,136,242	9,574,688	245,312			
Addlestone Regeneration				9,078,679					
Egham Regeneration				191,820	40,000,000	44,602,000	4,500,000		
Egham Leisure Centre				8,622,804	900,000	900,000			
167 High Street, Egham				132,000	1,188,000				
<u>Internal Borrowing</u>				1,569,206					
	Sub-totals			317,166,594	75,178,984	59,486,338	10,029,007	4,667,007	