

RUNNYMEDE BOROUGH COUNCIL

BUDGET INFORMATION 2022 - 23

ITEM

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Council Tax Setting for 2022/23
Medium Term Financial Strategy

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Synopsis

The following pages contain a summary of the budget for 2022/23 and the Medium-Term Financial Strategy (MTFS) 2021/22 to 2024/25 alongside commentary on the main elements of financial risk faced by the Council.

The major review of how government intend to fund local authorities, the “Fair Funding Review” has been delayed by the pandemic until 2022 and is to be implemented in 2023/24. In the winter of 2021/22, the impacts of Covid are still being felt across the UK.

For that reason, the MTFS is based on current forecasts and shows a reasonable, risk-based view of the Council’s financial position. The MTFS is highly indicative at this stage until the Council’s income streams settle at their post-pandemic levels and the Fair Funding Review takes place, providing additional certainty for longer-term financial planning.

Business Rates Retention (BRR)

In 2020/21, balances increased significantly, especially the Business Rates Equalisation Reserve, mainly due to government grants and the spending restraints imposed by the Council to restrict expenditure to front line service delivery and essential spending.

The business rates element of the collection fund is in deficit, in part due to additional rates relief for businesses, introduced by government, for which councils were compensated for via a grant payment. The earmarked reserve of over £10m will be used to make good that deficit without using the day-to-day revenue income of the Council.

In 2020/21, the government paid the Council a grant of £9.6m, with a further £3.3m in 2021/22, to compensate for lost business rates income. Government have recently clarified that the grant is to be used to cover the full amount of income foregone due to the additional rate relief, including the shares attributable to both Surrey CC and the government itself, not just this council’s share. The reserve is used to account for the timing difference between collection of rates income, the receipt of grant payments and any end-of-year reconciliations. The reserve will be used over the next three years to equalise the use of General Fund earmarked reserves, helping to protect the Council’s positive cash flows.

While no district in Surrey receives government grant, the Surrey business rate income provides government with around £130m to re-distribute to those councils in receipt of Revenue Support Grant (RSG)

Since Business Rate Retention was introduced, Runnymede has been in every Surrey “business rates pool”, mainly as every year since 2012 the rateable value of the borough has increased significantly. The object of the pool is to:

- Maximise the resources retained by each member of the pool.
- Minimise the collective risk of a significant fall in income collected across the pool as shown in the table over the page.

In one year, the London Borough of Croydon joined the Surrey pool which increased this Council’s income. When the whole of London pool was formed it was not possible to invite a London authority close to Surrey. The London councils did not form a pool in 2021/22 and

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will not form a pool in 2022/23. The proposed pool is shown below and includes the London Borough of Sutton.

The revised pool for 2022/23 represents those Surrey councils who are best placed to make the most financial gain to the pool members. The inclusion of LB Sutton means the pool can be increased from 4 to 5 district councils.

2020/21		2021/22		2022/23	% change needed to hit the safety net
Surrey CC		Surrey CC		Surrey CC	
				LB Sutton	
Spelthorne		Spelthorne	Out, replaced by	Elmbridge	6%
Runnymede		Runnymede		Runnymede	16%
			Increase to 5 districts	Mole Valley	10%
Epsom & Ewell	Out, replaced by	Surrey Heath		Surrey Heath	9%
Woking	Out, replaced by	Tandridge	Out, replaced by	Woking	7%

The last column deals with risk – Waverley, Guildford, Reigate and Banstead are either claiming safety net or are within 2% change of hitting the safety net trigger. If they joined the pool then government would expect the pool to make up a significant proportion of their loss, should any occur. Runnymede is always likely to be a pool member as the levy is more than double any other district. For that reason, the proposed pool seeks to maximise gain and minimise risk.

The governance arrangements for sharing gains are simple:

- 50% to the districts, share then based on levy share
- 50% to the County Council and LB Sutton, then based on levy share

If there is a loss by one or more councils, the gains are scaled back so no council should lose out from pooling. If a council is to leave, or join a pool, it can also consider other factors to benefit their council and / or the pool. This includes level of provision for bad debts, appeals etc.

With the inclusion of LB Sutton, the pool could gain an additional £4.2m to be shared between pool members as shown in the table below.

	Business rate projections 2022/23									
	Pool Members - District						TOTAL	LB Sutton	Surrey County Council	Grand total
	Elmbridge	Mole Valley	Runnymede	Surrey Heath	Woking					
£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	
Forecast income (40% district, 10% county), 50% Government	27.5	19.6	26.0	15.7	20.2	109.0	19.0	55.8	183.8	
Government additional levy	(23.6)	(16.5)	(20.3)	(12.8)	(16.8)	(90.0)	19.8	64.4	(5.8)	
	3.9	3.1	5.7	2.9	3.4	19.0	38.8	120.2	178.0	
Additional levy on growth	(0.8)	(0.9)	(1.9)	(0.6)	(0.6)	(4.8)			(4.8)	
Safety net (Waverley only)										
Net income to the Pool	3.1	2.2	3.8	2.3	2.8	14.2	38.8	120.2	173.2	
Pooling gains	0.3	0.4	0.9	0.2	0.3	2.1	0.5	1.6	4.2	
	3.4	2.6	4.7	2.5	3.1	16.3	39.3	121.8	177.4	

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Before pooling calculations are carried out the business rates income is split, 50% to government, 10% to Surrey CC and 40% to Runnymede – then government apply an additional levy as shown below to claw back 50% of increases in the tax collected.

In total the business rates collected by all the district and borough councils is £558 million – the government take 50% of this, then an additional levy is imposed based on each councils assessed level of need. Before pooling gains the Council has assumed it will retain around 5% of the total income collected. The levy paid to government is redistributed to councils who still receive Revenue support grant

	£m	%
Total collected	558	
Allocated		
Government	407	73%
Surrey CC	122	22%
Districts	29	5%
	558	100%

The pandemic has delayed both the business rates review and the Fair Funding review. In late 2021 or early 2022 the Council will receive the detail behind the local government settlement, which will be a one-year settlement for 2022/23 only. The Government plans to consult on the long-term funding of local authorities in 2022 for implementation in 2023/24.

In November 2021 government have made it clear that an earlier proposal to increase from 50% to 75% the growth that local authorities would retain will now not be implemented

In previous years this Council has assumed the business rates retained will be reduced by 0.5m year on year as government spending seems to focus on the NHS, adult social care, children's services, and education. Pending the implementation of the "Fair Funding Review" the Council is effectively setting a one-year budget. The MTFS assumes that the business rates retained is still reduced by 0.5m year on year, albeit from a much higher baseline than anticipated.

General Inflation

When the Council sets its final budget for 2022/23 in February 2022 an allowance is made for inflation for the year. While there is some uncertainty on inflation rates, mainly due to supply and demand issues, the Councils General Fund working balance can be used to adjust budgets retrospectively. The inflation rates for 2022/23 have been increased to account for the increase in employers NI, minimum wage, energy price increases etc. The original budget assumed an increase in costs of £392k. Recent developments mean a further £429k has been added in 2022/23 and all subsequent years.

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	----- Inflation -----			
	2022/23	2023/24	2024/25	2025/26
Pay - Inflation	2.00%	2.00%	2.00%	2.00%
Prices - General	2.00%	2.00%	2.00%	2.00%
Prices - Rents	0.00%	1.00%	1.00%	1.00%
Prices - Taxation	3.10%	2.00%	2.00%	2.00%
Prices - Energy	10.00%	5.00%	3.00%	3.00%
Prices - Fuel	10.00%	3.00%	3.00%	3.00%
Prices - RPI	5.00%	2.00%	2.00%	2.00%

After some increases in income, the above rates add £821,000 to the budget requirement in 2022/23. In contrast a £5 a year council tax band D, or average tax, will generate and additional £368,000. The inflationary gap, or cost pressure, of £453,000, together with anticipated reductions in the share of business rates income, is one reason why the Council has focused resources on its regeneration strategies which commenced in 2012/13 with the Addlestone One development followed by a significant investment in Egham. These investments generate a commercial rental stream and provide additional dwellings in the Borough

Government Funding

In the eighteen months to summer 2021 the government provided significant funding to all local authorities to deal with the pandemic, including compensating for some lost income from car parking, trade waste etc. Those schemes have now ended in June 2021.

For some years now the Council has not received any Revenue Support Grant but did receive a “time limited” reward grant for bringing empty homes back into use and increasing the stock of new homes in the Borough – for example 200 new homes in the Addlestone One development. The reward grant was entitled “New Homes Bonus” and the forecasts below factored into the financial plans show this grant stopping in 2023/24.

Forecast of New Homes Bonus - 2019 /20 to 2023/24						
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	£	£	£	£	£	£
Year 6	506,845					
Year 7	42,507	42,507				
Year 8	32,594	32,594	32,594			
Year 9	563,744	563,744	563,744	563,744		
Year 10		1,019,075				
Year 11			3,080			
Year 12				343,515		
Year 13					0	
Year 14						0
	1,145,690	1,657,920	599,418	907,259	0	0

The Council’s financial strategy continues to rely on the income it receives from council tax, a small share of the business rates but mainly from income raised from the services it provides, such as “Meals at Home”, careline and the commercial rent income.

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The financial settlement announced by the Government in December gave the Council extra money for the New Homes Bonus (for one year – included in the above figures) based on new properties brought into rating during the previous 12 months, the Council also received some unexpected money from the continuation of the Lower Tier Services Grant (originally assumed to be an additional Covid Relief grant) and a new Services Grant which includes funding to partially offset the 1.25% increase in employer National Insurance contributions.

Commercial income

The Council owns a significant number of properties which has grown significantly since 2012 in both scope, capital value and net contribution to the General Fund income when the Council invested resources in the regeneration programme. The pandemic has increased the rent arrears owed which are being actively managed and provision has been made for those arrears of over £3m in the budget. The Council works constructively with tenants to recover those arrears and the table below shows that the allowance for bad debt and void can be reduced by over £1m.

Over the next few years, the Council is setting aside prudent sums to cover void periods should a tenant vacate premises and a provision for bad debts. The Council also maintains two earmarked reserves to manage risk around dilapidation costs and to fund any significant reductions in income e.g., tenants requiring less office space due to homeworking etc. Some significant rents have break clauses between 2026 to 2028. Those earmarked reserves mitigate the risk of a re-gear of a lease including a rent free or rent reduction agreement.

The Council has only borrowed fixed interest rate loans, for a fixed period and are mainly interest only loans. For that reason, the Council sets aside part of its income each year to fully repay loans when they mature, the minimum revenue provision or MRP. By entering into only fixed rate loans, the Council's interest charges are fixed in the long term for up to fifty years. In the section to follow the Council uses its cash reserves to defray borrowing to make further savings.

Commercial income projections	2021/22		2022/23	2023/24	2024/25
	Original	Revised	Original	Original	Original
	£'000	£'000	£'000	£'000	£'000
Gross income	27,866	27,083	28,415	29,421	30,121
Less					
Provision for voids and bad debts	(4,180)	(3,115)	(2,557)	(1,912)	(1,958)
Included in the Council's draft MTFS	23,686	23,968	25,858	27,509	28,163
Capital financing charges	(15,097)	(12,670)	(13,480)	(14,239)	(14,783)
Set aside to repay debt	(3,973)	(4,275)	(4,586)	(4,884)	(5,161)
Net income to fund services	4,616	7,023	7,792	8,386	8,219

The regeneration strategy is focused on the economic vitality of the Borough and providing a mix of homes for owner occupier, private rent and affordable rent. The table below demonstrates that over the last few years the assets have appreciated in value by £29m. On assets valued at £541m the Council has debt of £434m. The Council's financial strategy is based upon income generation and has no immediate plans to reduce the asset portfolio.

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By applying capital receipts to fund the regeneration strategy, and assuming a difference of 1.7% between borrowing costs and investment income, using capital receipts and internal borrowing of £78.1m, the Council avoids interest charges of £1.3m every year.

Value of our commercial assets			
	Value at 31/3/19	Value at 31/3/20	Value at 31/3/21
	£	£	£
Asset value at 31 March	478,789,203	522,690,274	541,736,000
Purchase costs	462,913,442	494,519,049	512,583,546
	15,875,761	28,171,225	29,152,454
Actual borrowing	361,270,000	423,372,094	434,435,497
Internal funding	101,643,442	71,146,955	78,148,049
	462,913,442	494,519,049	512,583,546

Budget adjustments

The Medium-Term Financial Strategy (MTFS) is set over three financial years and shows that the General Fund working balance does not fall below £7m. The Council has set a minimum working balance of just under £3m. The summary of the adjustments to the MTFS, by committee, approved by Council in February 2021 demonstrate how significant adjustments to the Council's financial plans have been, mainly due to the pandemic since 2020.

	Probable 2021/22	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25
	£'000	£'000	£'000	£'000
Corporate property income	(282)	(2,172)	(3,823)	(4,477)
Other increases in income or cost reduction	(719)	(2,532)	(2,576)	(2,507)
	(1,001)	(4,704)	(6,399)	(6,984)
Increased costs	167	2,797	2,409	2,172
Inflation	0	821	1,285	1,721
	(834)	(1,085)	(2,704)	(3,090)

For the year 2021/22 the main reason for the additional spending of £1.1m have been reported to Council and include:

- Projects planned to start in 2020/21 which could not be completed due to the pandemic, the budget has been carried forward as a previous year underspend
- Income shortfalls in car parking, trade waste etc.

In the latter half of that year the Council restructured mainly its senior officer restructure and a voluntary redundancy programme will reduce net costs by £380k every year from April 2022 onwards. That is a saving after creating new posts including

- A "bid officer" – it is clear much of any new government funding will be subject to a bidding process rather than any form of general revenue grant. This post is a corporate resource to increase funding available to the Council

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- A “Climate Change “officer to join the Chief Executive’s office to work on the Councils Climate Change Strategy

In preparing the budget for 2022/23 onwards the Council is aware of a number of cost pressures where a detailed business case has not been completed for detailed consideration by elected members. Some other schemes are included in the draft budgets but are not approved until Council considers a detailed report and implementation plan.

General Fund reserves

The Council maintains a working balance to fund any unforeseen new costs or reductions in income to the year ending March 2023 when it approves a budget in February 2022. The Council prepares a risk-based analysis around the level of balances that could be called upon in any financial year. It is still the case that the Council maintains its General Fund working balance at no less than £3m.

The Council’s earmarked reserves are part of its risk management strategy. In particular, the Commercial Income Equalisation and Property Repairs and Renewals reserves are there to protect the Council’s income stream from its commercial activities, which are the main reason the Council’s use of General Fund working balances are so low. It is the S151 officers view that those earmarked reserves are much more, not less, likely to be called upon for the purpose intended over the next year as the aftereffects of the remaining coronavirus measures are removed.

The Council currently manages £541million of investment property which generates approximately £25million for the General Fund. Ideally, as a minimum, the Council would wish to set aside 10% of this income to put into the above two reserves to pay for future known and unknown events. At present only 6% of income is set aside annually which is split evenly between the two reserves.

It was therefore agreed by Council to transfer a further £595,000 (being the additional government grant received as part of the finance settlement) into the Property Repairs and Renewals Earmarked reserve in 2022/23 to help protect the crucial investment income stream from any serious future unknown events.

While economists have differing views on likely inflation rates in 2022 it is also predicted the Bank of England interest rates will rise in the near future. This may increase investment income, but not historic borrowing costs.

In the outturn report to Council for 2021 the just under £10m received from government to compensate for the £10m shortfall in business rates – the deficit must be recovered using that earmarked reserve over a three-year period as highlighted in the paragraphs above relating to business rates.

The table below shows the estimates, over a three-year period of how the reserves are likely to be used.

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	Balance at 31 March 2021	Movement in 2021/22	Balance at 31 March 2022	Movement in 2022/23	Balance at 31 March 2023	Movement in 2023/24	Balance at 31 March 2024
	£000	£000	£000	£000	£000	£000	£000
General Fund Working Balance	15,188	-1,106	14,082	-250	13,832	-1,239	12,593
Business Rates (NNDR) equalisation reserve	10,880	-3,147	7,733	-3,147	4,586	-3,147	1,439
Englefield Green Maintenance	237		237		237		237
Equipment repairs and renewals reserve	889	-735	154	22	176	316	491
Infrastructure Feasibility Reserve	222	-20	202	-162	40		40
Insurance Reserve	106		106		106		106
Investment Property income equalisation reserve **	3,750	750	4,500	750	5,250	750	6,000
Maintenance of graves in perpetuity	35		35		35		35
Museum purchase and conservation fund	2		2		2		2
Property repairs and renewals reserve	1,945	-1,195	750	700	1,450	250	1,700
Section 106 and other contributions reserve	4,525	-2,263	2,263	-1,131	1,131	-566	566
Total	37,779	-7,715	30,064	-3,219	26,845	-3,636	23,209

The MTFs demonstrates that the Council is financially stable for several years, though the drive to reduce costs through efficient and effective business systems, shared service provision etc. will continue.

Capital plans

All capital expenditure, unless funded by selling other assets to generate a capital receipt, or a capital grant or contribution from others, must be funded from the Council's annual revenue stream. The Council's Capital and Treasury Management Strategy dictates that only commercial asset acquisitions and regeneration schemes can be funded by loan finance. This is to ensure the revenue income from those assets reduces the Council's underlying need to borrow every year, contributes each year to earmarked reserves and the primary regeneration objective of improving the wellbeing and economic prosperity of the Borough.

Recent legislation now prohibits commercial investment, but not regeneration schemes. The capital strategy is summarised in the table below.

The Council maintains a Housing Revenue Account (HRA) which accounts for all expenditure and income relating to the dwellings the Council maintains to provide rented accommodation. Works to the Council housing stock are totally funded by rent collected from the tenants.

The capital programme, investment and borrowing strategy with the required prudential indicators being was considered by Council in February 2022. A summary of the capital programme is shown below

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	2021/22	2022/23	2023/24	2024/25	2025/26
	£'000	£'000	£'000	£'000	£'000
EXPENITURE					
Housing Revenue Account (HRA)	10,156.4	15,350.0	15,600.0	13,800.0	13,800.0
Housing General Fund	1,360.3	651.5	651.5	651.5	651.5
	11,516.7	16,001.5	16,251.5	14,451.5	14,451.5
Environmental Services					
River Thames flood scheme	2,000.0	2,000.0	1,000.0		
A320 road improvement			2,000.0		
Other environmental schemes	109.1	550.0	0.0	386.0	312.0
Community services	1,060.9	526.0	232.0	4,711.3	508.0
Corporate Management					
General	11,837.0	7,045.0	500.0	500.0	2,400.0
Digital services & transformation	1,831.3	1,575.7	722.5	222.5	222.5
Corporate property assets	51,196.9	12,940.0	6,520.0		
TOTAL	79,551.9	40,638.2	27,226.0	20,271.3	17,894.0
FUNDED BY:					
HRA revenue balances	6,355.4	7,830.0	15,200.0	8,280.0	7,780.0
HRA Major Repairs Reserve	2,976.0	7,000.0			
Earmarked revenue reserves	3,429.5	1,373.5	934.5	1,000.5	1,110.5
Grants and other contributions	4,987.8	651.5	651.5	651.5	651.5
Capital receipts	15,606.3	14,943.2	5,440.0	5,339.3	2,852.0
Prudential borrowing	46,196.9	8,840.0	5,000.0	5,000.0	5,500.0
	79,551.9	40,638.2	27,226.0	20,271.3	17,894.0

The main schemes to be funded include

- A contribution of up to £5m towards the Thames flooding relief scheme led by government
- A contribution of up to £2m to Surrey County Council for improvement to the A320
- The Corporate management Committee spend relates to the completion of the Egham Magna Square regeneration scheme, raising the Councils energy efficiency ratings and improving its digital services infrastructure.
- The Housing Committee spend includes Disabled facility and improvement grants, maintenance of the stock and significant sums on building new dwellings in the Borough

The table below shows the planned use of the available capital receipts. While these have been depleted over the last two years the Council has opportunities to:

- Develop regeneration schemes on land it owns in Chertsey, Egham and Addlestone which will generate capital receipts
- Make further revenue contributions to the Repairs and Renewals fund from revenue resources

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Capital Receipts Summary	2021/22	2022/23	2022/23	2024/25	2025/26
	£	£	£	£	£
Set Aside for Debt repayments					
Receipts at 1 April 2020	1,010,970	0	0	0	54,970
Add new receipts in the year	250,000	250,000	250,000	250,000	320,000
Less Applied during the year	(1,260,970)	(250,000)	(250,000)	(195,030)	0
Anticipated year end balance	0	0	0	54,970	374,970
Set Aside for 1-4-1 Replacements					
Receipts at 1 April 2020	2,981,036	2,463,207	2,130,307	1,797,407	2,261,607
Add new receipts in the year	307,100	307,100	307,100	984,200	984,200
Less Applied during the year	(824,929)	(640,000)	(640,000)	(520,000)	(520,000)
Anticipated year end balance	2,463,207	2,130,307	1,797,407	2,261,607	2,725,807
General Usable Receipts					
Receipts at 1 April 2020	3,578,866	3,015,055	448,080	10,078,296	5,582,700
Add new receipts in the year	14,217,500	11,736,215	14,430,215	323,715	323,715
Less Applied during the year	(14,781,311)	(14,303,190)	(4,799,999)	(4,819,311)	(2,331,999)
Anticipated year end balance	3,015,055	448,080	10,078,296	5,582,700	3,574,416
TOTAL useable receipts applied	15,606,240	14,943,190	5,439,999	5,339,311	2,851,999
TOTAL year end balance available	5,478,262	2,578,387	11,875,703	7,844,307	6,300,223

Borrowing Strategy

The Housing Revenue Account debt is to completely fund the government buy out of the HRA subsidy system.

In the General Fund Council policy is to only borrow to fund assets which will generate sufficient income to pay the interest costs, set aside income to fully repay the loan when it matures and contribute towards the cost of the regeneration scheme's borrowing needs.

- To date all loans have been at fixed maturity dates and fixed rates of interest. The average rate is currently 2.39%.
- In 2018 the Council agreed to take a loan from a private sector bank of £40m. This loan is an annuity loan, so each year the debt outstanding will reduce and is a fixed interest rate loan at 2.88% over 40 years.
- When interest rates have moved up slightly, the Council has borrowed short term loans to fund projects such as Egham gateway. It locks into long term loans when interest rates favor the Council

The Council's asset base has been growing for some time. Assets which fund the Council's regeneration plans are valued at £542 million and make up over half of the Council's asset

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base. The total borrowing is a mixture of commercial assets, regeneration schemes and the building of a new leisure complex in Egham. The table below shows the maturity profile of the Councils loan portfolio

	2022-25	2025-30	2031-35	2036-45	2046-55	2056-70	2071-85	TOTAL	Annual interest	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	%
Housing Revenue Account	1,956	10,000	30,000	30,000	30,000			101,956	3,426	3.36%
General Fund										
Maturity	46,336	35,000	20,000		10,000	394,000	10,000	515,336	11,677	2.27%
Annuity						40,000		40,000	1,150	2.87%
	46,336	35,000	20,000	0	10,000	434,000	10,000	555,336	12,826	2.31%
General fund maturity profile	8.3%	6.3%	3.6%	0.0%	1.8%	78.2%	1.8%	100.0%		

Part of the cash reserves of over £80m the Council holds is the set aside to repay debt, the Minimum Revenue Provision. This provision allows the Council to fully repay debt when it matures and not refinance loans at higher interest rates

Minimum Revenue Provision		
	Annual charge to the General Fund	Cumulative set aside
	£'000	£'000
31 March 2016	137	137
31 March 2017	535	672
31 March 2018	1,529	2,201
31 March 2019	3,162	5,363
31 March 2020	3,289	8,652
31 March 2021	3,820	12,472
31 March 2022	4,275	16,747
31 March 2023	4,586	21,333

Council tax rates

Runnymede Borough Council has the lowest tax in Surrey one of the lowest in England. For several years now the government has set "referendum limits" for all local authorities. For several years now very low tax rate council, including Runnymede, have been allowed to increase their tax by 3% or £5 a year, whichever is the highest. If a council wishes to set a higher tax rate it must hold a referendum, at its own cost, to seek the electorates approval to set a higher tax rate.

The table below illustrates the impact on the Council's income if in 2022/23 and beyond the Council cannot raise the tax rate by £5 a year.

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	2021/22	2022/23	2023/24	2024/25
Tax base	34,524	34,524	34,524	34,524
	£	£	£	£
Tax rate - £5 a year increase	174.59	179.59	184.59	189.59
Percentage increase		2.9%	2.8%	2.7%
Annual income	6,027,545	6,200,165	6,372,785	6,545,405
Tax rate - 2% referendum limit	174.59	178.08	181.64	185.28
Increase in £		3.49	3.56	3.63
Annual income	6,027,545	6,148,096	6,271,058	6,396,479
Annual reduction in income		52,069	101,727	148,926

The Council is required under Statute to make a formal resolution in respect of the amount of Council Tax to be levied in the Runnymede Borough for the financial year commencing 1 April 2022. In February 2022 the Council approved a tax rise of £4.96 in the band D rate resulting in a 2.84% increase in the Runnymede Borough Council element of the Council Tax for 2022/23. The Full Council Tax Budget and resolution is set out below.

Conclusions

The Council has sufficient revenue reserves to continue to provide the same level of service using reserves for several years.

1. In 2022/23 the government intend to provide long term certainty on how local authorities will be funded in 2023/24 onwards
2. The Council is working up detailed regeneration plans in Addlestone and Egham initially which will increase capital receipts and provide revenue income
3. Shared service to produce efficiency savings and improved resilience to the service are in train with a number of neighbouring councils
4. The transformation agenda involving Digital Services is well developed and continues to make efficiency gains as well as improve residents' ability to communicate and transact with the Council
5. There are several new government initiatives which cannot be evaluated including:
 - The Environment Act and the possibility to require the Council to collect all green waste and not make a charge.
 - Planning reforms
 - The reset of the Business Rates revaluation and revised rates retention scheme

Medium Term Financial Strategy, Budget & Council Tax 2022/23

Full Council Approval (10 February 2022)

- i) that the Runnymede Borough Council Tax be increased by £4.96 (band D equivalent) for 2022/23;**
- ii) £595,000 of the additional grant money received from the provisional Finance Settlement be transferred to the Property Repairs and Renewals Reserve;**
- iii) the revised budget for 2021/22; and the Budget for 2022/23 as amended in light of the final Local Government Finance Settlement**
- iv) the amended Medium-Term Financial Strategy 2021/22 to 2024/25; and**
- v) the Council Tax Resolution for 2022/23 as set out below:**

Following consideration of the budget-related matters referred to in items 7 to 11 on the agenda and the reference from the Housing Committee, the Council is required under Statute to make a formal resolution in respect of the amount of Council Tax to be levied in Runnymede Borough for the financial year commencing 1 April 2022. If the recommendations above are approved, this will result in a 2.84% increase in the Runnymede Borough Council element of the Council Tax for 2022/23. The figures below have been calculated in accordance with regulations made under Sections 31B (3) and 34 (4) of the Local Government Finance Act 1992 (as amended) ("the Act").

- 1.** The Council Tax Base 2022/23 for the Council has been calculated as 34,524.0 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012
- 2.** That the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Act:
 - (a)** £71,855,392.00 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)** £65,656,607.80 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act.
 - (c)** £6,198,784.20 being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by this Council in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year.
 - (d)** £179.55 being the amount at 2(c) above, divided by the Council Tax base (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

Medium Term Financial Strategy, Budget & Council Tax 2022/23

(f) £179.55 being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the Council Tax base, 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 2022/23 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	119.70	139.65	159.60	179.55	219.45	259.35	299.25	359.10

Being the amounts given by multiplying the amount at 2(f) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a 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.

3. To note for the year 2022/23 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:

Valuation Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
County Council	1,084.26	1,264.97	1,445.68	1,626.39	1,987.81	2,349.23	2,710.65	3,252.78
Police & Crime Commissioner	197.05	229.89	262.73	295.57	361.25	426.93	492.62	591.14

4. That, having calculated the aggregate in each case of the amounts in 2(g) and 3 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 2022/23 for each of the categories of dwellings:

Valuation Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Total Council Tax due	1,401.01	1,634.51	1,868.01	2,101.51	2,568.51	3,035.51	3,502.52	4,203.02

5. The Council has determined that its relevant basic amount of Council Tax for 2022/23 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 2022/23 is excessive and therefore the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Act.

6. The payment dates for the statutory ten monthly instalments scheme be set to run from 1 April 2022 to 1 January 2023.

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 2021/22 to 2024/25 - General Fund Summary

	Estimate 2021/22 £'000	Probable 2021/22 £'000	Forecast 2022/23 £'000	Forecast 2023/24 £'000	Forecast 2024/25 £'000
Base Budget 2021/22 agreed by Council Feb 2021	(2,314)	(2,314)	(2,314)	(2,314)	(2,314)
Efficiencies & Revenue reductions	(500)				
Budget Adjustments		(824)	(1,047)	(2,704)	(3,090)
Adjusted base budget A	(2,814)	(3,138)	(3,361)	(5,018)	(5,404)
Accounting adjustments:					
- Reversal of depreciation charges	(2,737)	(2,737)	(2,737)	(2,737)	(2,737)
- Capital charge to HRA	(43)	(43)	(43)	(43)	(43)
- Other Accounting Adjustments	0	(100)	0	0	0
Transfers to/from reserves:					
- Business Rates Equalisation reserve	(3,880)	(3,147)	(3,147)	(3,147)	0
- Equipment repairs and renewals reserve	750	750	750	750	750
- Property repairs and renewals reserve	500	750	1,345	750	750
- Investment Property income equalisation reserve	0	750	750	750	750
- Surrey Infrastructure Feasibility Fund	0	(20)	(162)	0	0
Treasury and Financing					
- Investment & Dividend Income	(209)	(259)	(440)	(612)	(829)
- Interest on loans to RBC companies	(1,477)	(1,496)	(1,862)	(2,025)	(2,025)
- Capital Financing	15,097	12,670	13,480	14,239	14,783
- Minimum Revenue Provision (MRP)	3,973	4,275	4,586	4,884	5,161
Government Grants (Non-Service Specific)					
- New Homes Bonus	(599)	(599)	(907)	0	0
- Services Grant	0	0	(127)	0	0
- Lower Tier Services Grant	(800)	(800)	(126)	0	0
- Covid 19 LA Support Grants	0	(416)	0	0	0
Budget requirement B	7,761	6,440	7,998	7,791	11,156
Funded by:					
- Business rates retention scheme	(2,780)	(2,700)	(3,800)	(3,300)	(2,800)
- Share of Business Rates (surplus)/deficit for prior years	3,880	3,147	3,147	3,147	0
- Share of Council Tax (surplus)/deficit for prior years	44	44	(166)	0	0
- Share of Business Rate Enterprise Zone receipts	0	107	170	0	0
- Share of Business Rate Pooling Fund gain	0	(100)	(900)	0	0
Sub total of government funding C	1,144	498	(1,549)	(153)	(2,800)
Net demand (B less C)	8,905	6,938	6,449	7,638	8,356
Tax base - Band D equivalent numbers					
Band D tax per year	33,404	33,404	34,524	34,674	34,824
Council tax income D	(5,832)	(5,832)	(6,199)	(6,399)	(6,601)
Use of / (contribution to) Working Balance	3,073	1,106	250	1,239	1,755

	A	B	C	D	E	F	G	H
1	Adjustments to the 2021/22 base budget							
2								
3				Probable	Forecast	Forecast	Forecast	Comments
4				2021/22	2022/23	2023/24	2024/25	
5				£'000	£'000	£'000	£'000	
6								
7	Housing Committee							
8								
9	NEW Changes							
10			Home Improvement Agency - staffing		106	106	106	Following Community Services Business Plan 2018?
11			Home Improvement Agency - changes in costs of Handyman service	18	(20)	(20)	(20)	Adjustments to Handyman service budget - moved to staffing costs wef 2022/23
12			Homes First - Additional staffing resource			9	9	CMC 14 Oct 2021 (to be funded from HoRA grants in 2021/22 & 2022/23)
13			Digital Transformation - Housing Register	8	13	13	13	Reallocation of Housing IT system costs & Enterprise Licence between GF & HRA
14			Benefits - increased use of Hybrid mail	10	10	10	10	(Net of reduced postage recharges)
15								
16	LEGACY Changes							
17			Homelessness Reduction Act Grant - funding of staff costs			200	200	One off receipt in base budget for 22/23. Removed from base budget thereafter
18			Reduction in estimated net costs of B&B accommodation	(20)	(10)	(10)	(10)	Net of reduced rental income (@ 40%)
19			Enabling - needs survey			35		last carried out in 2018
20			Housing Benefits - Changes in levels of Administrative grants		15	15	15	Changes in levels of Administrative grants
21			Digital Transformation - Locata computer maintenance		(6)	(13)	(13)	System finishes 30/9/22 as per IT
22								
23	Community Services Committee							
24								
25	NEW Changes							
26			Community Services/Development Consultation		28	28	28	Potential regradings for additional responsibilities/harmonisation
27			Day Centre Administration - Grants	(74)				March GD shielding CEV grant money
28			Day Centre Administration - SFC & COMF grant	(18)				
29			Day Centre Administration - Grants and Contributions		(52)	(52)	(52)	Contribution to cover the cost of providing Social Prescribing
30			Day Centre Administration - Sales, Fees and charges	(93)	(117)	(117)	(117)	Correction to income received from the Surrey Heath contract
31			Community Meals		20	20	20	Surrey Heath income down by £20k as over estimated at the start of the contract
32			Community Transport - Net variations in provision	(388)				
33			Careline income - Woking BC (net of costs)		(19)	(19)	(19)	
34			Safer Runnymede - Out of Hours Contracts - Spelthorne BC		(5)	(5)	(5)	
35			Safer Runnymede - computer equipment	8	12	12	12	new contracts
36			Safer Runnymede - CCTV Contracts		(150)	(150)	(150)	
37			Safer Runnymede - CCTV costs recovered	(15)	(17)	(17)	(17)	
38			Grant Aid - Christmas Lights etc	10	10	10	10	Historic annual virement from Chief Executive's Contingency budget being addressed
39			Grant Aid - Englefield Green Funding	17	17	17	17	
40			Egham Orbit - slow return of rental payments		(200)	(200)	(200)	
41			Leisure Development- Consultancy and legal advice	12				Cost of an independent financial review for Achieve Lifestyle
42			Family support program 21/22	89	89	89	89	Agreed at committee in 2020/21 but omitted by budget manager 21/22 budget setting process
43			Museum - reduced income from fees and school affiliation fees c/fwd from last year	5				
44			Public Halls - staff vacancies	(10)				
45			Public Halls - Income returning to pre-covid levels		(62)	(114)	(114)	Assumes 50% in 22/23 and 100% in 23/24 onwards
46			Public Halls - Rents and leases		16	16	16	Halls no longer being used as a Vaccination centre
47			Public Halls - Government SFC & COMF grant	(119)				We have received 2 payments one for £33,980 & the second one for £85,000
48			Parks - Contribution towards surrey Travellers site	(75)	(45)	(45)	(45)	Slipped into 2022/23 and provision reduced from £75k to 30k

	A	B	C	D	E	F	G	H
1	Adjustments to the 2021/22 base budget							
2								
3				Probable	Forecast	Forecast	Forecast	Comments
4				2021/22	2022/23	2023/24	2024/25	
5				£'000	£'000	£'000	£'000	
49			Parks - Income from Southampton to London Pipeline renewal project	(13)			(55)	CMC - 24 June 2021. Additional £50k EIP payment to be put in an earmarked reserve for use on Chertsey Meads
50			Parks - Reduced income from camping at Barrbrook farm	15	10			
51			Parks - St Ann's cottage	14				Cottage not let at St Anns
52			Parks - Grounds Maintenance Review - Consultancy	35				CMC - Oct 2021 (agreed via SO42)
53			Parks - Grounds Maintenance Review - In-sourcing or expanded contract			200	200	Provision based on initial options ranging between £100k & £300k additional cost.
54			Parks - Grounds Maintenance Review - Aviator Park security fees	5	5	5	5	Locking up the skate park
55			Cemeteries - reduction in income from fees and charges	34	30			
56								
57	LEGACY Changes							
58			Planned Underspend carried forward from 2020/21	44				
59			Day Centres - Letting Income		(6)	(6)	(6)	Income recovery post covid19 pandemic
60			Parks & Open Spaces - Income		(6)	(15)	(15)	Income recovery post covid19 pandemic
61			Parks & open spaces - Grounds maintenance		(6)	(6)	(8)	Works deferred due to covid19 pandemic c/fwd to 21/22. Removed from base budget thereafter
62			Parks & open spaces - public toilets			(10)	(10)	Additional costs of cleaning carried out during covid19 pandemic falling away
63			Safer Runnymede - contract income		(5)	(5)	(5)	New Surrey heath contract - OOH Corporate Properties response service
64								
65	Environment and Sustainability Committee							
66								
67	NEW Changes							
68			Air quality £3,000 one off provision - subject to committee report	(3)	3			Planned underspend - Deferred to 2022/23
69			Recycling SEP financial mechanism - fixed payment (net)	(5)	(5)	(5)	(5)	Officer group (01.06.20) was due to discuss future income for 2021/22 onwards. Waiting for update from SB/PB. Income received in 2020/21 £87k. 04.06.21 new fixed payment (net) provided by SCC £92k, assumed this payment will continue.
70			Refuse/Recycling - Change in allowances/Driver training	11	132	132	132	Subject to Cttee agreement - report going to E&S 17 November 2021
71			Green waste - purchase of bins/income	(85)	(90)	(90)	(90)	Income higher than estimated offset by additional expenditure for purchase of bins
72			Refuse and recycling - sale of bins	(10)	(2)	(2)	(2)	Increased sales to developers
73			Trade waste - disposal costs	(17)	(15)	(15)	(15)	2021/22 Price per tonne less than estimated, saving based on revised tonnage, assumed 2% increase in price per tonne for 2022/23
74			Trade waste - income	(24)	(30)	(30)	(30)	Higher than estimated
75			Trade Waste - Government SFC & COMF grant	(10)				
76			Refuse - bulky waste project on hold	4				No income expected in 2021/22
77			Refuse - one off collections	3				Income lower than estimated
78			Street cleansing - litter and dog fouling fines	20	20	20	20	Contract finished 01.01.20, assumed no replacement for 2021/22 or beyond (possible J.E.T. work)
79			Car Parks - Government SFC & COMF grant	(93)				
80			Car parks - Chertsey Library	70				Charging suspended whilst vaccination centre is operating, expected to stay open until September, 11.08.21 centre now expected to stay open until March 2022
81			Car parks - Chertsey Woodlands	100				NHS testing to cease March 2022
82			Car parks - other P&D income	215	187	50	0	Income lower than estimated. Assumes gradual return of custom over life of MTFS
83			Car parks - non resident permits and season tickets	55	25			Income lower than estimated. Assumes gradual return of custom over life of MTFS
84			Car Parks - PCN income	40	(45)	(45)	(45)	Based on estimated income provided
85			Car Parks - Potential ANPR income			(100)	(100)	Assumes that car parks are updated in 2022/23
86			On Street Parking - PCN income	(5)	(95)	(95)	(95)	Based on estimated income provided
87			Environmental Maintenance - RBC	(8)				Hanging baskets and troughs cancelled for 2021/22
88			Borough Highways - income	6				Income from street naming and numbering lower than estimated
89								

	A	B	C	D	E	F	G	H
1	Adjustments to the 2021/22 base budget							
2								
3				Probable	Forecast	Forecast	Forecast	Comments
4				2021/22	2022/23	2023/24	2024/25	
5				£'000	£'000	£'000	£'000	
90	LEGACY Changes							
91			Planned Underspends carried forward from 2020/21	12				
92			Pollution control - equipment		6			Equipment Calibration/purchase every 3 years. 01.10.21 this can be extended to every 5 years
93			Environmental Maintenance - RBC roundabout sponsorship income			(10)	(10)	Income recovery post covid19 pandemic
94			Borough Highways - North Thames cycleways project	20	162			
95								
96	Licensing Committee							
97								
98	LEGACY Changes							
99			Licensing - Alcohol & Related Licensing income		(7)	(7)	(7)	Income recovery post covid19 pandemic
100			Licensing - Government SFC & COMF grant	(4)				
101								
102	Regulatory Committee							
103								
104	NEW Changes							
105			Taxi Licensing - Income Loss	10	14	14	14	Expected loss of income due a decrease in Taxi Licenses applications and renewals
106			Licensing - Government SFC & COMF grant	(4)				
107								
108	Planning Committee							
109								
110	NEW Changes							
111	Planning Policy & Implementation							
112			Neighbourhood Planning Forum - Egham Hythe	(4)	4			Grant from RBC to Egham Hythe - 4k expected to be used in 2022/23
113			Neighbourhood Planning Forums		30	30	30	RBC contributions to Neighbourhood Planning Forums
114			Local Plan - Digitisation of the planning system			25		Measures to help achieve central governments digital ambitions
115			Local Plan - Provision for Consultancy for Local Plan		100	100	200	Infrastructure needs evidence, viability work for local plan, habitats and sustainability appraisals, flood risk assessments, air quality modelling, green belt review etc
116			Local Plan- Planning & Development Advice	(25)				Moved to 2022/23 to fund Counsel Fees for Local Plan and Environmental Protection SPD for Planning Policy
117			Local Plan - Counsel Fees		25			15k funded by savings in Planning & Development Advice in 2021/22 and 10k Growth
118			Planning Policy - Environmental Protection SPD		10			Funded by savings in Planning & Development Advice in 2021/22
119			Planning Policy - Government Grants	15	5			Decrease in expected Government Grants
120			Planning Policy - Conservation Area Work not completed in previous year	(2)	2			Cost expected in 2022/23
121								
122	Development Management							
123			Development Management - Longcross Garden Village Grant	78	(65)	(43)		Allocation of £130K received in advance in Feb-21 - 2021/22 budget was 100k
124			Development Management - Longcross Garden Village Grant	22	65	43		New expenditure against the £130K grant received in advance in Feb-21
125			Development Management - Padd Farm Legal Cost recovered	(149)				Legal cost recovered. One off receipt in 2021/22
126			Development Management - Padd Farm - Court Costs - Enforcement costs	70				£225k supplementary budget agreed by CMC Jan 21. Less £155 already on the base budget (estimated on Nov 2020).
127			Development Management - Planning Application Fees	(200)				Income in 2021/22 is expected to be grated than estimated
128			Development Management - Planning Application Fees		(120)	(60)	0	The income recovery from 2022/23 is expected to be less than estimated in previous forecast
129			Development Management - Planning Advice	0	0	9	9	Further losses of income estimated from 2023/24
130			Development Management - Provision for Appeals		100	100	100	
131								

	A	B	C	D	E	F	G	H	
1	Adjustments to the 2021/22 base budget								
2									
3					Probable	Forecast	Forecast	Forecast	Comments
4					2021/22	2022/23	2023/24	2024/25	
5					£'000	£'000	£'000	£'000	
132	Building Control								
133	Building Control - Income Loss COVID19			60					21/22 Income will be affected by the covid, hopefully 22/23 income will return to normal levels
134	Building Control - Government SFC & COMF grant			(34)					
135									
136	LEGACY Changes								
137	Planned Underspends carried forward from 2020/21			130					
138	Local Plan- Planning and Development Advice				(75)	(75)	(75)		One off provision moved forward to 2021/22. Removed from base .budget thereafter
139	Local Plan- Planning and Development - Conservation & Urban Design Advice				(20)	(20)	(20)		One off provision moved forward to 2021/22. Removed from base .budget thereafter
140	Padd Farm - Court Costs - Enforcement costs				(43)	(43)	(43)		Estimated Enforcement Receiver costs in 21/22. Removed from base budget thereafter
141	Padd Farm Legal Cost recovered				300	300	300		One off receipt in base budget for 21/22. Removed from base budget thereafter
142	Longcross Garden Village Grant				100	100	100		One off receipt in base budget for 21/22. Removed from base budget thereafter
143	Longcross Garden Village - Planning Performance Agreement				12	12	12		One off receipt in base budget for 21/22. Removed from base budget thereafter
144									
145	Corporate Management Committee - Non Property								
146									
147	NEW Changes								
148	Corporate Management - Economic development strategy				42	37	17		
149	Corporate Management - Fraud			25	51	51	51		increased third party costs
150	Corporate Management - Fraud			(30)	(30)	(30)	(30)		CMC July 2021 - increased costs offset by recharges to HRA
151	Public Accountability - External Audit - reduced provision for fee increase			(8)	(8)	(8)	(8)		
152	Public accountability - External audit - increase in charges			39					for 20/21 audit
153	Public Accountability - External Audit - contribution from PSAA			(7)					
154	Council tax - increased use of Hybrid mail			20	20	20	20		
155	Council tax - reduced costs and penalties recovered			30					
156	Business rates - Business support administration grant			(167)					additional grant unspent
157	Contingencies Planning - Hydrosnakes replacement				15				
158	Contingencies Planning - Community resilience volunteers				4	1	1		
159	Salaries - variance over salary vacancy target			(260)					savings from increased vacancies (excluding VR)
160	Salaries - Savings from restructuring/VR schemes			(165)	(380)	(380)	(380)		
161	Employers costs - Increase in Employers National Insurance Contributions				120	120	120		Estimated based on 1% on £12m
162	Training budgets			(40)					In House & General provisions reduced
163	Car Allowances - general savings from reduced use			(30)	(30)	(20)	(10)		
164	Overhaul of Essential Car User Allowance				(25)	(99)	(99)		CMC Nov 2021
165	Civic Centre - business rates budget reduced			(11)	(11)	(11)	(11)		
166	Civic Centre - increased lettings income reelections			(24)					
167	Civic Centre - increased rental income			(21)	(9)	(9)	(9)		
168	Chertsey Depot - cleaning restructured			10	10	10	10		
169	Financial services - ACE recruitment costs not saved			30					
170	Financial services - Internal Audit Increase in contract charges			4	4	4	4		Increase in daily audit fees from 1 April 2021
171	Financial services - Insurance services - Hardening insurance market				40	40	40		Assumed 5% increase in premiums based on recent history & ongoing insurance negotiations
172	Financial services - increased costs recovered			(18)	(18)	(18)	(18)		
173	Miscellaneous income - interest receivable			(82)					
174	Digital services - additional IT training costs			12					
175	Digital services - additional IT maintenance costs			37	36	35	34		Citrix & Wi-Fi related maintenance

	A	B	C	D	E	F	G	H
1	Adjustments to the 2021/22 base budget							
2								
3				Probable	Forecast	Forecast	Forecast	Comments
4				2021/22	2022/23	2023/24	2024/25	
5				£'000	£'000	£'000	£'000	
176			Document management - savings in IT maintenance costs	(15)	(15)	(15)	(15)	
177			Runnymede Web - savings in IT maintenance costs	(7)	(7)	(7)	(7)	
178			Human Resources - Restructuring		29	29	29	Subject to Cttee approval
179			Legal & Governance - Legal services staffing - temp additional commercial property staffing		(60)	(60)	(60)	CMC February 2021 - approved to 31 March 2022
180			Law & Governance - Legal & Democratic Services Review		100	100	100	To be confirmed - At top of scale cost
181								
182			LEGACY Changes					
183			Planned Underspends carried forward from 2020/21	44				
184			Public Accountability - Enterprise zone		(15)	(15)	(15)	£15k One off budget provision in 2021/22. Removed from base budget thereafter
185			Democratic Representation - Media training			4		Training for CLT & Members. Estimated requirement every 4 years starting in 2019/20.
186			Democratic Representation - Independent remuneration panel	3			3	Provision required every 3 years (2021/22 & 2024/25)
187			Elections - Borough running expenses	3	63	30	30	Borough only 2022/23, shared in 2023/24 & 2024/25
188			Elections - Market supplement extended to July 2023			(4)	(6)	CMC July 2021
189			Local Land Charges - Income		(10)	(10)	(10)	Income achieved in 2021/22 because of stamp duty relief.
190			Salaries - apprenticeship provision not fully utilised		15	30	45	CMC June 2017. Full provision never used.
191			Employers costs - increase in pension %		25	25	25	Effects of Triennial review (April 2020 & April 2023)
192			Training budget - management development	(17)	2	(20)	(20)	£37k one off provision in 2020/21 of which £15k deferred to 2021/22. Leaving a balance of £22k in 2022/23. Remove from base budget thereafter
193			Financial services Insurance - broker fees			5		Tender consultancy advice every 5 years (2023/24)
194			Digital Transformation - Revenue increased computer maintenance costs	21	16	11	6	
195			Digital Transformation - Adobe maintenance savings		(7)	(7)	(7)	
196			Digital Transformation - Customer services computer maintenance savings		(10)	(10)	(10)	Agreed at CMC May 2020 - old system costs ceasing
197								
198			Corporate Management Committee - Land & Property					
199								
200			NEW Changes					
201			Income from purchase of Two Rivers, Chertsey (net of borrowing costs)		(125)	(125)	(125)	
202			Addlestone One - S&W cat ladder instalment	6				To enable better ventilation and fire safety access
203			Addlestone One - The Light - Professional advice	5				Professional advice re restructure of the lease due to impact of COVID
204			Abbey Groves - GX Tech - Professional advice	5				Professional advice re potential lease surrender due to impact of COVID
205			St Judes - remedial works & compensation for loss of income	28				Damp issues ongoing from previous remedial works, £28k estimate loss of income to RBCI, need estimate of cost of works
206			Pine Trees - Tenable carpet fit out contribution & glazing repairs	67				Landlord contribution to tenant's carpet fit out, contractual agreement but Finance not informed. Further glazing repairs required
207			Magna Sq - Student Block service charges	20				
208			Egham Bus Park - roof repairs consultancy	20				may be recoverable from developer
209			Egham Waitrose car park - income loss due Covid restrictions	25				
210								
211			LEGACY Changes					
212			Planned Underspends carried forward from 2020/21	188				
213			Property Development - Ashdene - development cost to be capitalised	276	272	272	272	Base budget assumed capitalisation of initial project costs in 21/22, project now aborted, site to be sold
214			Property Development - Pine Trees - Feasibility		(40)	(40)	(40)	£85k part deferred to 2021/22. Removed from base budget thereafter
215			Property Development - Addlestone One residential marketing costs			(16)	(16)	Remaining units not expected to sell until remedial works completed. Removed from base budget thereafter

	A	B	C	D	E	F	G	H
1	Adjustments to the 2021/22 base budget							
2								
3				Probable	Forecast	Forecast	Forecast	Comments
4				2021/22	2022/23	2023/24	2024/25	
5				£'000	£'000	£'000	£'000	
216			Property Development - Egham Gateway residential marketing costs		(10)	(35)	(35)	Initial marketing costs, assume still some cost in 21/23. Removed from base budget thereafter as offset by capital receipt
217			Staffing - Staff reorganisation		30	30	30	CMC December 2020
218			Corporate property - Property surveys		(45)	(45)	(45)	Stock condition, EPC rating, Tree surveys and insurance reinstatement value surveys. After initial spend reduces to maintenance costs only.
219			Corporate property income/rents	(282)	(2,172)	(3,823)	(4,477)	See Property income tab
220			Corporate property income - Audio Visual Information Boards		(5)	(5)	(5)	Income recovery post covid19 pandemic
221			Laser House - Surveyors Fees		(5)	(5)	(5)	One off cost in base budget for 21/22. Removed from base budget thereafter
222			LSC Laser House - Planned Redecoration aborted	(33)	(33)	(33)	(33)	One off cost in base budget for 21/22, project aborted, remove from base budget and thereafter
223			LSC Laser House - void costs until building sold		(35)	(54)	(54)	One off cost in base budget for 21/22. Removed from base budget thereafter - assume still some cost in 22/23, then all void costs drop out
224			Pine Trees - Legal/Marketing for letting vacant units			(145)	(145)	Budget unlikely to be used in 21/22 due to depressed market for office space, move to 22/23 then drops out
225			Addlestone One - additional void costs		(45)	(62)	(90)	assumes vacancies will decrease by 25% per year
226			Magna Sq - void costs	50	210	120		Assumes minimal revenue costs while under construction follows by reducing vacancies. Unbudgeted NDR costs in 21/22 due to delays to project
227								
228	General							
229								
230	NEW Changes							
231			Strategic maintenance plan - additional savings identified	(53)				
232			Transport costs - savings	(121)				savings due to reduced vehicle usage during Covid
233			GF recharges to the HRA	(46)	(98)	(98)	(98)	increase in recharges
234								
235	LEGACY Changes							
236			Strategic maintenance plan	(32)	(53)	(51)	(65)	Variations in Strategic Maintenance Plan as agreed at CMC February 2021
237			Transport costs - repairs		10	20	30	Increasing costs as vehicles get older
238			Inflation/Other Adjustments	(80)	794	1,285	1,721	
239								
240								
241	Total Budget Adjustments			(824)	(1,047)	(2,704)	(3,090)	
242								
243								
244								

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General Fund Summary Revenue Account

Council Budget for the Year Ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure on Services</u>				
Housing Committee	1,543,197	2,050,009	2,072,139	2,229,070
Community Services Committee	3,912,566	5,507,175	4,707,320	4,870,489
Environmental and Sustainability Committee	3,250,844	4,067,145	4,219,724	4,453,171
Licensing Committee	8,293	30,885	26,348	25,429
Regulatory Committee	86,864	97,873	92,439	105,325
Planning Committee	1,391,390	1,645,277	1,619,933	2,047,735
Corporate Management Committee	(16,688,673)	(15,712,263)	(16,735,997)	(17,651,960)
Efficiencies and revenue reductions	0	(500,000)	0	0
Net Expenditure on Services	(6,495,519)	(2,813,899)	(3,998,094)	(3,920,741)
<u>Transfers and Financing Adjustments</u>				
Accounting and Other Adjustments:				
Reversal of Depreciation Charge	(2,232,141)	(2,736,854)	(1,976,574)	(2,178,067)
Cost of Capital Charge to HRA	(43,000)	(43,000)	(43,000)	(43,000)
Other accounting adjustments	1,051,409	0	0	0
Transfer to/(from) Reserves:				
Business Rates Equalisation Reserve	8,000,000	(3,880,000)	(3,147,000)	(3,147,000)
Equipment repairs and renewals reserve	1,286,000	750,000	750,000	750,000
Property repairs and renewals reserve	445,000	500,000	750,000	1,345,000
Investment Property income equalisation reserve	0	0	750,000	750,000
Infrastructure Feasibility Study Reserve	122,000	0	(20,000)	(162,000)
Financing and Investment Income:				
Investment Income	(353,639)	(209,000)	(259,000)	(440,000)
Interest on loans to RBC companies	(1,460,731)	(1,477,000)	(1,496,000)	(1,862,000)
Capital financing costs	12,149,650	15,097,000	12,670,000	13,480,000
Minimum Revenue Provision	3,819,919	3,973,000	4,275,000	4,586,000
Taxation and Non-Specific Grant Income:				
Council Tax income	(5,782,890)	(5,832,000)	(5,832,000)	(6,198,784)
Council Tax surplus/deficit	0	44,000	44,000	(165,770)
Business Rates Retention (net)	(10,425,862)	1,100,000	454,000	(1,383,000)
New Homes Bonus	(1,657,919)	(599,418)	(599,418)	(907,260)
Services Grant	0	0	0	(127,777)
Lower Teir Services Grant	0	(800,000)	(800,000)	(125,888)
Other Grants	(1,242,569)	0	(416,000)	0
Use of / (Contribution to) Working Balance	(2,820,292)	3,072,829	1,105,914	249,713

Council Tax Income Calculation

Council Tax Base (note 1)	34,099	33,404	33,404	34,524
Basic Amount of Council Tax (note 2)	£169.59	£174.59	£174.59	£179.55
<u>Notes</u>				
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

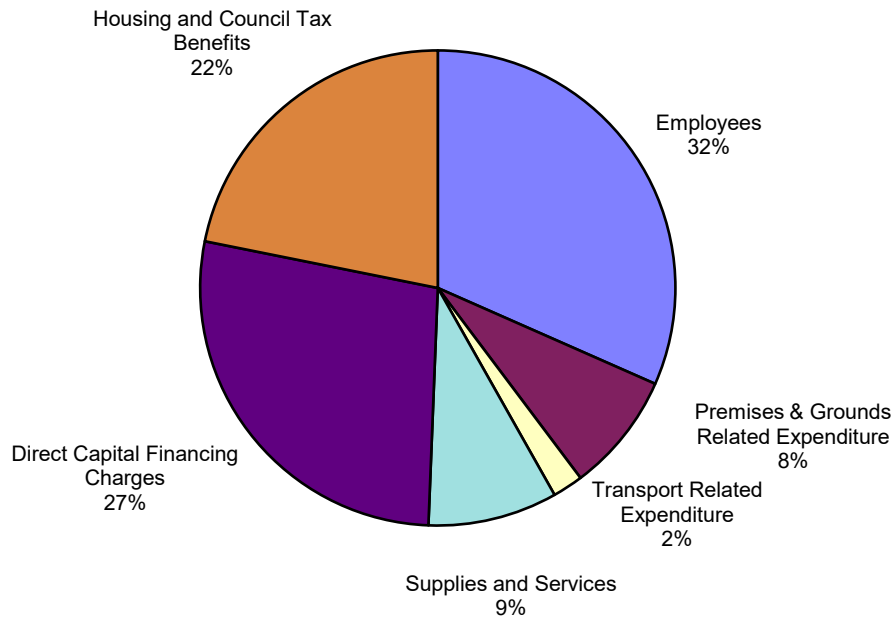
	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2020/21</u> Probable £	<u>2022/23</u> Estimate £
<u>EXPENDITURE</u>				
Employees	18,153,057	19,985,643	19,320,972	20,742,719
Premises & Grounds Related Expenditure	4,885,462	5,167,358	5,343,978	5,338,661
Transport Related Expenditure	1,056,992	1,395,686	1,058,995	1,363,412
Supplies and Services	5,601,426	4,797,479	5,796,435	5,777,485
Direct Capital Financing Charges	15,972,326	19,034,265	16,940,089	18,061,075
Housing and Council Tax Benefits	16,724,281	15,177,000	14,885,000	14,335,000
Gross Expenditure	62,393,544	65,557,431	63,345,469	65,618,352
<u>INCOME</u>				
Housing Benefits Subsidy	16,850,839	15,207,500	14,923,800	14,373,800
Government Grants	4,951,096	1,966,983	2,750,865	1,664,510
Grants, Contributions, Donations and Sponsorship	2,714,523	2,640,475	2,936,711	2,470,589
Fees and Charges	4,776,962	6,620,698	6,385,720	7,084,749
Rents and Leases	25,544,333	24,571,850	24,871,364	27,082,020
Recycling Scheme	86,563	88,464	93,458	93,040
Recharges to Other Services	2,088,040	2,373,736	2,253,887	2,076,627
Investment Income	1,814,370	1,686,000	1,755,000	2,302,000
Council Tax	5,782,890	5,788,000	5,788,000	6,364,554
Business Rates retained	10,425,862	-1,100,000	-454,000	1,383,000
Other Income	31,358	10,896	17,750	9,750
Gross Income	75,066,836	59,854,602	61,322,555	64,904,639
Movement in reserves	(12,673,292)	5,702,829	2,022,914	713,713

Movement in General Fund Working Balance

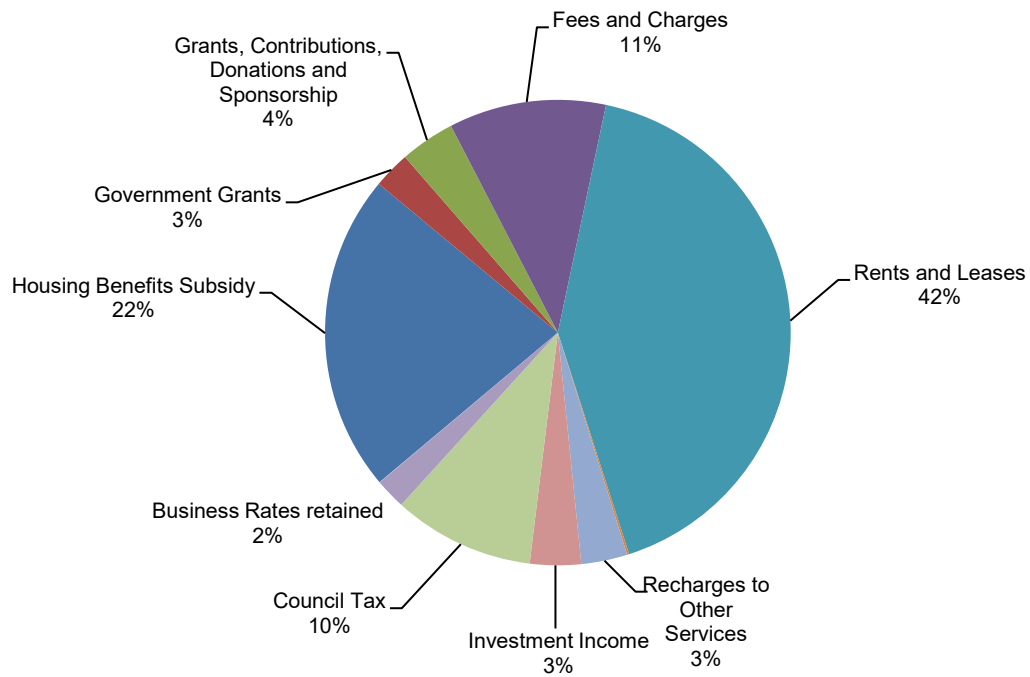
	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Movement in reserves (above)	(12,673,292)	5,702,829	2,022,914	713,713
Transfer to/(from) earmarked reserves	9,853,000	(2,630,000)	(917,000)	(464,000)
Use of / (Contribution to) General Fund Working Balance	(2,820,292)	3,072,829	1,105,914	249,713

GENERAL FUND SUBJECTIVE ANALYSIS

Gross Expenditure 2022/23



Gross Income 2022/23



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Housing Committee

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Summary</u>				
<u>Runnymede renewal</u>				
Private sector renewal assistance	23,200	48,700	48,900	51,700
Care and repair service	28,049	959	28,779	91,879
Housing enforcement	12,753	134,420	132,690	138,250
<u>Homes first</u>				
Housing strategy and enabling	104,640	71,050	69,900	60,450
Housing advice and register	413,998	506,730	516,330	543,870
Property leases, working with partners	33,167	37,700	30,650	34,500
Homelessness	236,642	231,000	227,760	245,704
Magna Carta Lettings	176,547	263,030	262,010	271,730
<u>Benefits service</u>				
Housing and Council Tax benefits	514,200	756,420	755,120	790,987
Net expenditure	<u>1,543,197</u>	<u>2,050,009</u>	<u>2,072,139</u>	<u>2,229,070</u>

Private sector renewal assistance

Service description

Budget manager: Corporate Head of Community Services - Mr D Williams

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)

Private sector renewal assistance

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	9,900	35,200	35,200	37,200
Training and recruitment	0	300	300	300
<u>Transport related expenditure</u>				
Travelling and subsistence	700	900	900	700
<u>Support services</u>				
	12,600	12,300	12,500	13,500
Net expenditure	23,200	48,700	48,900	51,700

Runnymede care and repair (home improvement) service

Service description	
Budget manager:	Corporate Head of Community Services - Mr D Williams
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)

Runnymede care and repair (home improvement) service

Budget for the year ending 31 March 2023				
	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
<u>Employees</u>				
Salaries	32,100	28,500	28,500	136,300
<u>Transport related expenditure</u>				
Travelling and subsistence	500	1,200	900	900
<u>Supplies and services</u>				
General office expenses	4,759	4,750	4,800	4,800
Computer maintenance	366	200	370	370
Handyman Services	19,928	20,000	38,000	0
<u>Support services</u>				
	26,040	25,940	25,840	29,140
Gross expenditure	83,693	80,590	98,410	171,510
Income				
<u>Fees and charges</u>				
Surrey County Council Supporting People grant:	1,014	25,000	15,000	25,000
- Core Grant	26,519	26,519	26,519	26,519
- Handyman Services	28,112	28,112	28,112	28,112
Gross income	55,645	79,631	69,631	79,631
Net expenditure	28,049	959	28,779	91,879

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

Legal status:

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

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)

Housing enforcement (housing standards)

Budget for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	40,900	149,900	149,900	154,300
Training and recruitment	407	750	650	900
<u>Transport related expenditure</u>				
Travelling and subsistence	2,400	3,350	3,250	3,250
<u>Supplies and services</u>				
General office expenses	100	200	200	200
Communications	6	2,720	5,490	2,900
Legal fees	0	0	4,850	0
<u>Support services</u>				
	22,200	21,500	21,500	22,700
Gross expenditure	66,013	178,420	185,840	184,250
<u>Income</u>				
<u>Fees and charges</u>				
HMO Licensing fee income	53,260	44,000	48,300	46,000
Costs recovered	0	0	4,850	0
Gross income	53,260	44,000	53,150	46,000
Net expenditure	12,753	134,420	132,690	138,250

Housing strategy and enabling

Service description

Budget manager: Corporate Head of Housing - Mr A Vincent

Service function:

Strategic decisions and activities associated with effective planning and delivery to meet the housing needs of residents across all tenures.

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
- 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

Housing strategy and enabling

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Housing enabling role</u>				
Salaries & Agency staff costs	9,500	6,500	6,500	7,100
Staff training	0	200	0	250
Car allowances	100	150	100	100
Support services	17,600	13,800	13,800	14,500
Total - Housing enabling service	27,200	20,650	20,400	21,950
<u>Housing strategy</u>				
Salaries	71,040	40,400	40,400	29,800
Car allowances	400	600	600	100
Support services	4,600	4,700	4,700	4,800
Total - Housing strategy service	76,040	45,700	45,700	34,700
<u>Other related budgets</u>				
Supplies and services	1,400	1,700	800	800
Housing redevelopment resource	0	3,000	3,000	3,000
Total - Supplies and services	1,400	4,700	3,800	3,800
Net expenditure	104,640	71,050	69,900	60,450

Housing advice and housing register

Service description

Budget manager:	Homelessness, Housing Advice & Allocations Manager - Mr A Kefford
Service function:	The main functions are to <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 Councils allocations policy for social housing.
Legal status:	Housing Act 1996 (as amended by the Homelessness Act 2002) sections 167 & 168 (allocation Homelessness Reduction Act 2017, due to be implemented in April 2018.
Policy objectives:	To provide a comprehensive housing advice service that helps applicants to secure or retain accommodation in both private & public sectors.

Housing advice and housing register

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Housing advice</u>				
Salaries	171,600	211,700	211,700	220,700
Training and recruitment	978	400	400	500
Travelling and subsistence	2,838	3,800	3,750	2,600
Support services	50,580	50,680	50,200	51,000
Total - Housing advice service	225,996	266,580	266,050	274,800
<u>Housing register</u>				
Salaries	110,800	163,100	163,600	168,300
Training and recruitment	1,049	200	200	300
Car allowances	2,700	3,600	3,600	2,800
Support services	43,900	44,000	44,000	44,300
Depreciation (New IT)	3,169	6,500	14,800	26,610
Total - Housing register service	161,618	217,400	226,200	242,310
<u>Other related budgets</u>				
Printing, stationery, booklet etc.,	3,290	4,050	2,380	2,460
Systems Upgrades & annual support	20,019	13,000	18,000	19,600
Clients medical expenses	1,475	4,000	2,000	3,000
Housing applicant checks	1,600	1,700	1,700	1,700
Agency Payments Surrey CC	20,000	20,000	20,400	20,800
Total - Supplies and services	46,384	42,750	44,480	47,560
Grants & Contributions	20,000	20,000	20,400	20,800
Costs recovered				
Net expenditure	413,998	506,730	516,330	543,870

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

Property Leases

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	1,900	3,200	3,200	3,500
Travelling and subsistence	100	100	100	0
<u>Premises related expenses</u>				
Building maintenance - Ongoing maintenance	25,225	45,000	40,950	31,500
Void costs - utilities & C. Tax payments due	6,222	1,620	1,130	1,640
Rental payments to Landlords	132,694	127,500	121,000	104,200
<u>Support services</u>	13,800	13,900	12,600	11,500
Gross expenditure	179,941	191,320	178,980	152,340
<u>Income</u>				
Rents received	101,495	109,000	104,700	82,200
Rusham Road Lease	26,500	26,500	26,500	26,500
Grants & Contributions	18,779	18,120	17,130	9,140
Gross income	146,774	153,620	148,330	117,840
Net expenditure	33,167	37,700	30,650	34,500

Homelessness

Service description

Budget manager: Homelessness, Housing Advice & Allocations Manager - Mr 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 This incudes:-

The provision of temporary accommodation including Bed & Breakfast facilities, and the provision of

Legal status:

Housing Act 1996 part 6 & 7 as amended by the Homelessness Act 2002; Housing Act 2004 (PSH 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

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	267,900	293,900	293,900	354,100
Training and recruitment	360	1,000	750	2,500
<u>Transport related expenditure</u>				
Travelling and subsistence	4,400	6,100	6,000	6,100
<u>Premises related expenses</u>				
Building maintenance	360	5,000	2,000	5,000
Bed and breakfast accommodation	14,338	75,000	50,000	70,000
<u>Supplies and services</u>				
General expenses	2,645	27,000	16,600	51,800
Transform - Winter Shelter	0	5,000	0	0
<u>Support services</u>				
	80,500	73,000	72,760	74,060
<u>Capital Charges</u>				
	369	0	750	744
Gross expenditure	370,872	486,000	442,760	564,304
<u>Income</u>				
Fees and Charges	1,434	0	0	0
Rents (includes bed and breakfast rents)	8,105	30,000	20,000	28,000
Grants applied	124,691	225,000	195,000	290,600
Gross income	134,230	255,000	215,000	318,600
Net expenditure	236,642	231,000	227,760	245,704

Magna Carta Lettings

Service description

Budget manager: Homelessness, Housing Advice & Allocations Manager - Mr A Kefford

Service function:

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

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.

Magna Carta Lettings

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	124,800	131,500	131,500	137,200
Training and recruitment	1,232	3,250	1,780	3,300
<u>Transport related expenditure</u>				
Travelling and subsistence	2,400	3,350	3,300	3,050
<u>Premises related expenses</u>				
Building maintenance	1,776	6,800	12,000	12,000
Property Rents	511,506	570,000	590,000	597,000
Other property costs	14,366	15,000	15,000	15,000
<u>Supplies and services</u>				
General expenses	4,142	9,050	7,550	9,700
Rental deposits and guarantees (unrecoverable)	9,403	37,200	37,000	37,000
<u>Support services</u>				
	48,880	49,880	49,880	50,480
Gross expenditure	718,505	826,030	848,010	864,730
<u>Income</u>				
Rental income	504,718	560,000	583,000	590,000
Grants applied	37,240	3,000	3,000	3,000
Gross income	541,958	563,000	586,000	593,000
Net expenditure	176,547	263,030	262,010	271,730

Benefits service

Service description

Budget manager:	Corporate Head of Customer, Digital and Collection 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 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Administrative expenses and subsidies				
Expenditure				
<u>Employees</u>				
Salaries	519,450	562,900	562,900	555,700
Training and recruitment	1,803	5,700	5,820	5,850
<u>Transport related expenditure</u>				
Travelling and subsistence	143	400	300	200
<u>Supplies and services</u>				
General office expenses	24,088	22,950	31,350	31,350
Computer maintenance	58,743	40,000	70,900	58,700
External audit fees - grant claims	13,375	13,400	13,400	14,000
<u>Support services</u>	378,720	379,320	379,320	381,820
Capital Charges	13,533	9,250	13,630	14,167
Sub total - Administrative costs	1,009,855	1,033,920	1,077,620	1,061,787
Government subsidies (administration)				
General administration subsidy	237,565	225,500	273,000	232,000
Specific grants for new initiatives	131,532	21,500	10,700	0
Sub total - Government subsidies	369,097	247,000	283,700	232,000
Net expenditure on administration	640,758	786,920	793,920	829,787
Benefits granted and Government subsidy				
Benefits granted				
Local housing allowances	10,747,975	9,560,000	9,300,000	8,800,000
Local housing allowances - local scheme	5,913	9,000	5,000	5,000
Rent rebates (Incl. non - HRA rebates)	5,970,025	5,607,000	5,580,000	5,530,000
Rent rebates - local scheme	368	1,000	0	0
Sub total - Benefits granted	16,724,281	15,177,000	14,885,000	14,335,000
Government subsidies (benefits)				
Local housing allowances subsidy	10,752,135	9,560,000	9,300,000	8,800,000
Rent rebates subsidy (incl. non - HRA)	5,954,103	5,590,000	5,570,000	5,520,000
Local scheme subsidy	4,711	7,500	3,800	3,800
Incentive areas subsidy	139,890	50,000	50,000	50,000
Sub total - subsidy and other items	16,850,839	15,207,500	14,923,800	14,373,800
Net expenditure on benefits granted	(126,558)	(30,500)	(38,800)	(38,800)
Net expenditure on benefits service	514,200	756,420	755,120	790,987

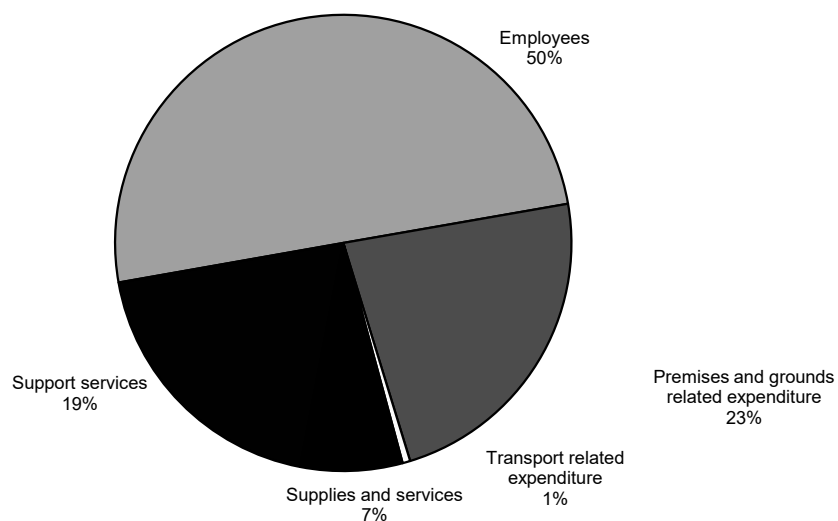
Housing Committee

Subjective analysis

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees	1,365,719	1,638,600	1,637,200	1,818,100
Premises and grounds related expenditure	706,487	845,920	832,080	836,340
Transport related expenditure	16,681	23,550	22,800	19,800
Supplies and services	185,339	229,920	278,790	262,180
Support services	699,420	689,020	687,100	697,800
Capital charges	17,071	15,750	29,180	41,521
Revenue expenditure	2,990,718	3,442,760	3,487,150	3,675,741
Housing benefits granted	16,724,281	15,177,000	14,885,000	14,335,000
Total expenditure	19,714,999	18,619,760	18,372,150	18,010,741
<u>Income</u>				
Housing benefits subsidy	16,850,839	15,207,500	14,923,800	14,373,800
Government grants	387,876	265,120	300,830	241,140
Grants and contribution to costs	236,562	302,631	273,031	369,031
Fees and charges	696,525	794,500	802,350	797,700
Gross income	18,171,802	16,569,751	16,300,011	15,781,671
Net expenditure	1,543,197	2,050,009	2,072,139	2,229,070

Expenditure Analysis 2022/23

(excluding Housing Benefits granted)



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Community Services Committee

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Summary</u>				
Older people services				
Older people services administration	(125,251)	(33,819)	(212,070)	(46,861)
Centres for older people	591,137	666,789	671,362	608,773
Community meals service	46,344	104,070	70,193	82,475
Community alarm (Careline)	12,853	54,077	55,077	(33,716)
Community transport services				
Runnymede community transport	401,065	605,718	178,071	603,161
Community Safety				
Safer Runnymede	508,509	525,019	478,217	372,215
Community Safety Partnership	61,084	64,600	63,700	66,900
Assistance to voluntary organisations				
Grant aid	306,196	351,187	381,787	364,987
Cultural and related services				
Leisure and sports development	336,482	663,504	731,387	546,831
Chertsey Museum service	185,679	234,500	224,986	238,689
Allotments	22,356	27,751	26,932	32,943
Community halls	287,368	425,100	267,281	325,688
Parks and open spaces	1,354,039	1,758,692	1,674,265	1,626,523
Environmental and regulatory services				
Cemeteries and closed churchyards	(75,295)	59,987	96,132	81,881
Net expenditure	<u>3,912,566</u>	<u>5,507,175</u>	<u>4,707,320</u>	<u>4,870,489</u>

Older people services administration

Service description

Budget manager: Business Centre Manager - Corporate Head of Community Services - 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 for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	130,037	214,067	214,067	291,500
Training and recruitment	1,563	27,942	27,942	27,942
<u>Premises related expenses</u>				
Runnymede direct services - day centres	3,314	3,300	3,300	2,900
<u>Transport related expenditure</u>				
Travelling and subsistence	4,200	9,200	9,200	9,906
Community services van	500	500	500	500
<u>Supplies and services</u>				
Equipment, furniture and materials	0	0	0	0
General office expenses	18,557	18,001	26,899	18,441
Communications and computing	2,034	2,867	1,967	1,974
Services and expenses	0	0	0	0
Grants and subscriptions - lunch club	0	400	400	400
Miscellaneous expenses - third party insurance	6,612	6,423	6,271	6,582
Support services	130,860	128,900	133,500	171,820
Gross expenditure	297,678	411,600	424,046	531,965
<u>Income</u>				
Government Grant	280,770	0	0	0
Grants and Contributions	124,785	101,600	195,076	154,020
Sales Fees and charges	17,374	343,819	441,040	424,806
Gross Income	422,929	445,419	636,116	578,826
Net expenditure	(125,251)	(33,819)	(212,070)	(46,861)

Centres for older people

Service description

Budget manager:	Business Centre Manager - Corporate Head of Community Services - 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 for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	400,264	675,728	675,728	588,807
Training And Recruitment	0	600	600	612
<u>Premises related expenses</u>				
Building maintenance	56,413	49,218	31,228	37,706
Energy costs	26,734	35,564	35,564	38,793
Water services	5,058	5,845	5,845	5,962
Rent, rates and insurance	27,888	28,444	27,922	28,515
Cleaning and domestic supplies	10,634	26,215	26,215	26,719
Grounds maintenance	1,959	2,312	2,312	2,360
<u>Transport related expenditure</u>				
Car allowances	1,200	2,120	2,120	1,300
<u>Supplies and services</u>				
Equipment, furniture and materials	17,063	42,278	42,278	42,729
Catering expenses	4,723	83,383	83,383	85,822
Clothes, uniform and laundry	0	545	545	555
General office expenses	80	276	276	281
Communications and computing	5,690	5,144	5,144	5,248
Services and expenses	2,921	8,653	8,834	9,162
Support services	30,800	30,800	32,500	47,940
Depreciation and impairment losses	75,892	75,930	97,134	97,134
<u>Savings target</u>				
Closure of 1 Centre over the Christmas period	(2,000)	(2,000)	(2,000)	(2,000)
Gross expenditure	665,319	1,071,055	1,075,628	1,017,645
<u>Income</u>				
Grants and contributions	26,450	108,750	108,750	108,750
Sales, fees and charges	47,733	294,965	294,965	299,560
Surrey Heath Partnership working	0	0	0	0
Rents and leases	0	551	551	562
Gross income	74,183	404,266	404,266	408,872
Net expenditure	591,137	666,789	671,362	608,773

Centres for older people

Notes

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
<u>Net direct Expenditure of centres</u>	£	£	£	£
Eileen Tozer centre	191,241	182,441	176,805	98,900
Manor Farm centre	164,135	158,934	148,645	120,258
Woodham and New Haw centre	148,285	103,523	101,136	118,787
Windle Valley - SHBC	0	109,055	110,936	132,884
Windle Valley - SHBC Saturday Club	0	19,266	19,266	23,170
Other costs (depreciation etc.)	87,476	93,570	114,774	114,774
	591,137	666,789	671,562	608,773

Community meals service (meals-on-wheels)

Service description	
Budget manager:	Business Centre Manager - Corporate Head of Community Services - 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 for the year ending 31 March 2023				
	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	117,287	305,916	305,916	299,415
Training & Recruitment	0	500	500	510
<u>Premises expenses</u>				
Depot recharge	4,700	4,700	4,700	4,700
Cleaning and domestic supplies	217	333	333	340
<u>Transport related expenditure</u>				
Direct transport costs	34,001	47,497	49,240	50,550
Car allowances	100	1,400	1,400	2,000
<u>Supplies and services</u>				
Equipment, furniture and materials	1,751	6,110	6,110	6,132
Catering expenses	92,308	149,700	149,700	152,694
Clothes, uniforms and laundry	203	1,315	1,315	1,341
General Office	0	161	161	164
Communications and computing	208	960	960	979
Support services	17,700	17,900	19,600	30,300
Gross expenditure	268,475	536,492	539,935	549,125
<u>Income</u>				
Grants and contributions - SCC care contribution	5,000	9,089	9,089	9,089
Surrey Heath Partnership working	0	0	0	0
Sales, fees and charges	217,131	423,333	460,653	457,561
Gross income	222,131	432,422	469,742	466,650
Net expenditure	46,344	104,070	70,193	82,475

Community alarm (careline system)

Service description

Budget manager:	Business Centre Manager - Corporate Head of Community Services - 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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	230,900	405,337	405,337	343,200
Training & Recruitment	0	100	100	100
<u>Transport related expenditure</u>				
Car allowances	9,200	27,936	27,936	16,800
<u>Supplies and services</u>				
Equipment, furniture and materials (purchase of new units)	34,119	85,000	85,000	85,000
General office expenses	1,543	1,657	1,657	1,688
Communications and computing	963	2,447	2,447	2,496
Support services	142,020	166,020	167,020	172,720
Gross expenditure	418,745	688,497	689,497	622,004
<u>Income</u>				
Sales, Fees and Charges	44,583	0	0	0
Rents and leases:				
- Full charge to clients	248,009	516,220	516,220	535,220
- Other charges				
Recharges to HRA services	113,300	118,200	118,200	120,500
Gross income	405,892	634,420	634,420	655,720
Net expenditure	12,853	54,077	55,077	(33,716)

Runnymede community transport

Service description

Budget manager:	Business Centre Manager - Corporate Head of Community Services - Mr D Williams
Service function:	To provide accessible transport services for older Runnymede residents and those with disabilities and to promote and implement the Runnymede Travel initiative
Legal status:	1985 Transport Act Health Service and Public Health Act 1968 (DHSS Circular 17/71) 1990 NHS and Community Care Act. Local Government Act 2003, Highways Act 1980 and associated legislation.
Policy objective:	To provide a safe, efficient and cost effective transport service for vulnerable people living in Runnymede and 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 for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	293,322	899,878	607,402	886,733
Training and recruitment	0	2,843	1,718	2,861
<u>Premises related expenses</u>				
Building Maintenance	0	162	162	165
Depot recharge	10,400	10,400	10,400	10,400
Cleaning and Domestic Supplies	353	3,400	400	2,650
<u>Transport related expenditure</u>				
Direct Transport Costs	0	256	106	258
Transport recharges	118,968	361,862	192,570	357,194
Hire of buses	160,446	0	0	0
Travelling and subsistence	300	4,510	2,510	4,500
<u>Supplies and services</u>				
Furniture and equipment	1,187	6,033	4,173	6,066
Clothes, uniform and laundry	80	4,035	2,297	4,071
General office expenses	400	1,494	900	1,494
Communications and computing	10,228	18,664	10,973	18,445
Services and expenses	1,500	0	0	0
Support services	43,500	44,600	46,300	59,740
Depreciation and impairment losses	76,518	94,283	64,477	74,170
Gross expenditure	717,202	1,452,420	944,388	1,428,747
<u>Income</u>				
<u>Grants and contributions</u>				
Section 106 agreements towards the school bus scheme	83,715	0	109,603	0
Sponsorship income towards school buses		0	0	0
Surrey County Council partnership work towards communi	144,735	285,000	285,000	285,000
Surrey County Council grant support: towards community transport				
- social services	13,026	94,946	94,946	94,946
- transport unit	28,737	68,317	68,317	68,317
Vehicle fuel rebate	9,408	18,020	15,520	15,520
Sales, fees and charges	33,516	377,419	189,931	358,803
Recharge to Services	3,000	3,000	3,000	3,000
Gross income	316,137	846,702	766,317	825,586
Net expenditure	401,065	605,718	178,071	603,161

Runnymede community transport

Notes

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Net expenditure includes the following:</u>				
Community transport	318,060	341,740	277,174	387,817
Travel Initiative	83,005	263,978	(99,103)	215,344
	<u>401,065</u>	<u>605,718</u>	<u>178,071</u>	<u>603,161</u>

Safer Runnymede

Service description

Budget managers:	Community Services Manager - Safer Runnymede - Mr L Bygrave
Service function:	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. Provide a communications centre in the event of any major emergency. Provide a point of contact to the public for reporting and dealing with anti-social behaviour
Legal status:	Criminal Justice and Public Order Act 1994, Section 163 Crime and Disorder Acts 1998 and 2003
Policy objectives:	To protect life and property 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

Budget for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	705,800	723,600	723,600	740,600
Training and recruitment	2,245	3,500	1,070	2,200
<u>Premises related expenses</u>				
Utility costs	1,757	2,000	2,000	2,200
Rents, rates and insurance	3,362	3,396	3,369	3,374
Grounds maintenance	889	791	791	797
<u>Transport related expenditure</u>				
Travelling and subsistence	0	200	100	200
Car allowances	1,400	1,800	1,800	1,600
<u>Supplies and services</u>				
Equipment, furniture and materials	103,203	111,470	106,883	121,451
Catering expenses	90	100	100	102
Clothes, uniform and laundry	0	500	500	500
General office expenses	1,019	1,997	2,166	2,337
Communications and computing	65,691	77,033	85,263	89,499
Services and expenses	36,972	1,952	1,952	1,991
Miscellaneous Expenses	156	162	162	165
Support services	131,200	141,000	141,000	148,900
Depreciation and impairment losses	127,262	136,927	103,992	106,153
Gross expenditure	1,181,047	1,206,428	1,174,748	1,222,069
<u>Income</u>				
Costs recovered from third parties (for services)	402,642	402,589	417,711	570,074
Sales fees and charges	596	1,200	1,200	1,200
Recharges to services	269,300	277,620	277,620	278,580
Gross income	672,538	681,409	696,531	849,854
Net expenditure	508,509	525,019	478,217	372,215

Community safety partnership

Service description

Budget managers:	Community Services Manager - Safer Runnymede - Mr L Bygrave Community Safety Officer - Ms K Walker
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	48,800	53,100	53,100	55,200
Training and Recruitment	995	1,000	0	1,000
<u>Premises related expenses</u>				
Grounds maintenance	400	400	400	400
<u>Transport related expenditure</u>				
Travelling and subsistence	0	0	0	0
Car allowances	100	200	200	200
<u>Supplies and services</u>				
Services and expenses	0	0	0	0
Grants and subscriptions	3,000	5,000	3,000	5,000
Miscellaneous expenses:				
- Joint Action Group (JAG)	780	2,900	2,900	2,900
- New Projects	2,909	0	3,120	3,120
Support services	7,100	7,100	7,100	7,200
Gross expenditure	64,084	69,700	69,820	75,020
<u>Income</u>				
Sales, fees and charges	0	100	0	0
Other grants and contributions	3,000	5,000	6,120	8,120
Gross income	3,000	5,100	6,120	8,120
Net expenditure	61,084	64,600	63,700	66,900

Grant aid

Service description

Budget manager:	Democratic Services Manager - B. Fleckney (1) - Community Development Officer - C. Noble (2) - Corporate Head of Community Services - D Williams
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 for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Probable</u>	<u>Estimate</u>
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	41,500	44,100	44,100	24,300
Training and Recruitment	0	1,500	1,500	1,500
<u>Transport related expenses</u>				
Car allowances	1,000	1,300	1,300	0
<u>Supplies and services</u>				
<u>Corporate grants</u>				
General	500	700	700	700
Christmas Decorations	9,728	7,200	17,200	17,200
Runnymede Access Liaison group	1,500	1,500	1,500	1,500
<u>Community related grants</u>				
Citizens Advice Bureau	103,731	103,700	103,700	103,700
Runnymede Association of Voluntary Services	33,000	33,000	33,000	33,000
Partnership Officer grants	1,637	3,787	8,087	8,087
Community First initiative	7,332	35,000	35,000	35,000
Englefield Green Funding	0	0	17,000	17,000
<u>Leisure grants</u>				
General provision	1,125	4,400	4,400	4,400
Grants for community events	2,300	4,800	4,800	4,800
Addlestone Community Assoc.	2,900	2,900	2,900	2,900
Arts	0	800	800	800
<u>Property related grants</u>				
Rent abatement grants	68,642	76,100	75,400	75,400
Support services	31,300	30,400	30,400	34,700
Gross expenditure	306,196	351,187	381,787	364,987
Net expenditure	306,196	351,187	381,787	364,987

Leisure and sports development

Service description

Budget Managers: Business Centre Manager - Corporate Head of Community Services - Mr D. Williams

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 for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Probable</u>	<u>Estimate</u>
	£	£	£	£
<u>Employees</u>				
Direct employee expenses	122,107	171,450	163,085	177,702
Training and recruitment	259	1,000	800	1,002
<u>Premises related expenses</u>				
Building maintenance	(30)	0	0	0
Rent, rates and insurance	11,158	17,759	12,686	17,187
<u>Transport related expenditure</u>				
Travelling and subsistence	0	203	1,161	1,162
Transport Insurance	230	0	234	239
Car allowances	4,300	5,800	5,800	2,800
<u>Supplies and services</u>				
Equipment, furniture and materials	44	2,740	3,317	4,400
Clothes, uniform and laundry	0	2,500	0	1,800
General office expenses	11,134	18,077	16,270	16,629
Communications and computing	1,109	1,304	500	500
Services and Expenses	0	0	12,000	0
Family Support program	89,000	0	89,000	89,000
Miscellaneous Expenses	4,650	15,000	13,300	13,000
Grants and subscriptions	0	2,000	2,000	2,000
Public liability insurance	701	679	661	693
Support services	45,920	46,240	46,240	52,440
Depreciation and impairment losses	413,694	419,222	407,903	402,177
Gross expenditure	704,275	703,974	774,957	782,731
<u>Income</u>				
Grants and contributions	5,772	40,470	32,421	35,900
Sales, fees and charges	10,472	0	11,149	0
Rent and Leases	351,550	0	0	200,000
Gross Income	367,793	40,470	43,570	235,900
Net expenditure	336,482	663,504	731,387	546,831

Notes

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Probable</u>	<u>Estimate</u>
	£	£	£	£
<u>Net expenditure includes the following:</u>				
Arts development	16,800	29,000	29,000	21,616
Sports development	19,228	34,908	34,332	26,094
Surrey Youth Games	28,500	38,600	30,818	36,110
Holiday Activities	0	0	0	0
Family Support Program	89,000	0	89,000	89,000
General expenditure	182,954	560,996	548,237	374,011
	336,482	663,504	731,387	546,831

Chertsey Museum service

Service description

Budget manager:	Business Centre Manager - Museum Curator E Warren Senior Building and Projects Manager - Mr. K Mistry (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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	147,033	174,581	174,581	184,206
Training and recruitment	964	434	434	442
<u>Premises related expenses</u>				
Building maintenance	18,503	17,579	6,397	7,677
Energy and utility costs	4,424	5,594	5,594	6,409
Rent, rates and insurance	46,467	46,675	46,675	47,445
Cleaning and domestic supplies	1,064	1,486	1,486	1,498
Grounds maintenance	302	530	530	535
<u>Transport related expenditure</u>				
Travelling expenses	0	102	102	104
Car allowances	600	800	800	800
<u>Supplies and services</u>				
Equipment, furniture and materials	1,238	1,999	1,999	2,039
Catering expenses	0	48	48	49
General office expenses	6,150	7,720	7,720	7,864
Communication and computing	6,060	5,676	5,076	5,217
Service and expenses	382	880	780	882
Miscellaneous expenses:				
- Exhibits and exhibitions	6,920	15,444	15,444	15,680
- Museum projects	5,580	8,000	8,000	8,000
Support services	44,800	45,700	45,700	49,700
Depreciation and impairment losses	1,313	740	740	0
Gross expenditure	291,799	333,988	322,106	338,547
<u>Income</u>				
Government Grants	17,550	0	1,700	0
Grants and contributions:				
- Olive Matthews Collection Trust	70,043	70,238	71,463	72,001
- Museum projects	9,573	8,000	8,000	8,000
- Other grants	1,852	2,202	2,225	2,225
Sales, fees and charges	7,103	19,048	13,732	17,632
Gross income	106,120	99,488	97,120	99,858
Net expenditure	185,679	234,500	224,986	238,689

Allotments

Service description

Budget manager: Business Centre Manager - Assistant Head of Green Space - Mr. C Dulley

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 for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	20,200	22,200	22,200	22,900
Training & Recruitment	0	0	0	0
<u>Premises related expenses</u>				
Building maintenance	(650)	425	425	434
Energy and utility costs	3,407	2,980	2,780	2,927
Rents, rates and insurance	35	33	33	34
Grounds maintenance	8,340	11,199	11,199	11,502
<u>Transport related expenditure</u>				
Use of vehicles	1,699	1,790	1,740	2,250
<u>Supplies and services</u>				
Communications and computing	275	617	617	648
Support services	22,400	22,100	22,100	26,600
Gross expenditure	55,705	61,344	61,094	67,295
<u>Income</u>				
<u>Rents and leases:</u>				
Rents and leases:				
- Rents and Leases	7,073	7,000	7,073	7,000
- Rent of plots to private individuals	23,416	23,641	24,113	24,319
- Rent from self management schemes	2,859	2,852	2,876	2,933
Sales Fees and Charges	0	100	100	100
Gross Income	33,349	33,593	34,162	34,352
Net expenditure	22,356	27,751	26,932	32,943

Community Halls

Service description

Budget managers: Business Centre Manager - Corporate Head of Community Services - Mr D Williams

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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
<u>Employees</u>				
Direct employee expenses	129,312	159,400	150,000	132,000
Training and recruitment	0	530	530	530
<u>Premises related expenses</u>				
Building maintenance	32,993	39,748	22,640	19,216
Energy and utility costs	27,216	28,264	28,264	30,848
Rent, rates and insurance	18,681	24,631	24,651	25,431
Cleaning and domestic supplies	7,443	9,283	9,283	9,475
Grounds maintenance	3,117	3,199	3,199	3,355
<u>Transport related expenditure</u>				
Travelling and subsistence	1,900	2,600	2,600	2,300
<u>Supplies and services</u>				
Equipment, furniture and materials	1,561	5,001	5,001	5,101
Catering Expenses	0	200	0	0
Clothes, uniform and laundry	0	682	682	694
General office expenses	518	738	738	752
Communications and computing	3,521	3,549	3,249	3,308
Services and expenses	598	1,549	1,549	1,580
Support services	131,260	131,760	131,760	135,760
<u>Depreciation and impairment Losses</u>				
Depreciation	62,665	71,208	58,802	58,802
Gross expenditure	420,784	482,342	442,948	429,152
Income				
Government Grants	117,563	0	118,980	0
Sales, fees and charges	(6,348)	23,622	23,067	85,594
Rents and leases	22,200	33,620	33,620	17,870
Gross income	133,415	57,242	175,667	103,464
Net expenditure	287,368	425,100	267,281	325,688

Notes

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Net direct expenditure of halls				
General expenditure	115,053	258,940	127,254	216,644
Chertsey Hall	120,644	92,914	91,518	79,230
The Hythe Centre	51,474	55,027	50,097	31,173
Thorpe Village Hall	196	18,219	(1,588)	(1,361)
Community Events	0	0		
	287,368	425,100	267,281	325,688

Parks and open spaces

Service description

Budget managers:	Business Centre Manager - Assistant Head of Green Space - Mr. C Dullely Senior Building and Projects Manager - Mr. K Mistry (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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	611,043	817,568	772,137	679,544
Training and recruitment	1,619	10,024	10,024	10,186
<u>Premises related exp</u>				
Building maintenance	70,807	100,494	63,740	89,060
Energy and utility costs	36,641	38,284	39,378	41,611
Rent, rates and insurance	37,188	36,535	35,397	35,956
Cleaning and domestic supplies	26,630	30,004	30,104	31,361
Grounds maintenance	475,144	581,564	604,764	592,432
Grounds maintenance - Sangs	75,012	0	0	0
<u>Transport related expenditure</u>				
Use of vehicles	15,737	20,050	18,740	21,810
Travelling expenses	0	100	100	102
Car allowances	10,000	13,300	13,300	14,400
<u>Supplies and services</u>				
Equipment, furniture and materials	54,867	63,695	63,340	64,550
Clothes, uniform and laundry	762	2,300	2,250	2,344
General office expenses	2,409	4,400	4,440	4,394
Communications and computing	11,033	10,859	11,259	11,451
Services and expenses	4,082	10,920	50,425	15,939
Grants and subscriptions (Basingstoke Canal contribution)	8,000	8,000	8,000	8,000
Miscellaneous expenses:	13,464	89,111	13,206	44,417
Support services	184,660	184,180	184,180	189,280
Depreciation and impairment losses	104,812	112,506	87,764	87,688
Gross expenditure	1,743,909	2,133,894	2,012,548	1,944,525
<u>Income</u>				
Government Grants	34,868	0	4,170	0
Grants and contributions	16,488	29,700	14,700	20,000
Contribution from SANGS	75,012	0	0	0
Sales, fees and charges	21,911	56,190	56,969	62,368
Rents and leases	102,567	135,616	131,294	135,984
Other income and recharges:				
- Parks management recharge to services	109,907	145,800	116,400	92,900
- Investments / commuted payments	29,119	7,896	14,750	6,750
Gross income	389,870	375,202	338,283	318,002
Net expenditure	1,354,039	1,758,692	1,674,265	1,626,523

Cemeteries and closed churchyards

Service description

Budget manager:	Business Centre Manager - Cemeteries Manager - Ms. A McGurl Senior Building and Projects Manager - Mr. K Mistry (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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	66,500	87,000	87,000	73,555
Training and recruitment	0	500	300	1,000
<u>Premises related expenses</u>				
Building maintenance	15,668	19,533	18,920	18,952
Energy and utility costs	3,713	2,961	3,190	3,391
Rent, rates and insurance	9,054	9,223	10,226	10,516
Cleaning and domestic	938	956	878	900
Grounds maintenance	103,822	122,335	122,335	124,769
<u>Transport related expenditure</u>				
Travelling and subsistence	1,500	2,000	2,000	2,000
<u>Supplies and services</u>				
Equipment, furniture and materials	99	881	881	905
Communications and computing	1,826	2,014	4,014	2,113
General Office Expenses	455	0	0	
Services and expenses	26	204	104	220
Support services	44,780	47,280	47,280	48,480
Depreciation and impairment losses	560	560	560	560
Gross expenditure	248,941	295,447	297,688	287,361
<u>Income</u>				
Sales, fees and charges	323,869	235,100	201,200	205,120
Rent and leases	356	360	356	360
Other income	11	0	0	0
Gross income	324,236	235,460	201,556	205,480
Net expenditure	(75,295)	59,987	96,132	81,881

Notes

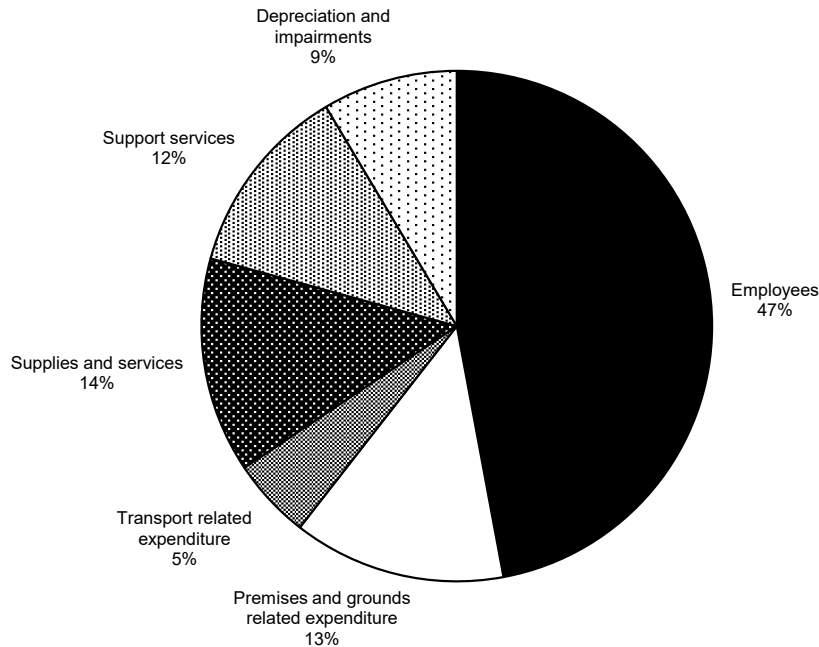
	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Net direct expenditure includes:</u>				
Cemeteries	(92,343)	25,887	62,032	52,666
Closed churchyards	17,048	34,100	34,100	29,215
	(75,295)	59,987	96,132	81,881

Community Services Committee

Subjective analysis

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees	3,069,751	4,802,398	4,441,771	4,547,547
Premises and grounds related expenditure	1,116,150	1,327,754	1,259,715	1,300,902
Transport related expenditure	367,382	505,526	335,559	492,975
Supplies and services	884,849	1,207,334	1,298,093	1,317,485
Support services	1,008,299	1,043,980	1,054,680	1,175,580
Depreciation and impairments	862,716	911,376	821,372	826,684
Gross expenditure	7,309,148	9,798,369	9,211,191	9,661,174
Income				
Government grants	450,751	0	124,850	0
Grants, donations and sponsorship	542,582	841,332	1,021,230	881,888
Sales, fees and charges	1,120,583	2,177,487	2,111,719	2,482,820
Rents and leases	758,030	719,860	716,103	924,248
Recharges to other services	495,507	544,620	515,220	494,980
Other income	29,130	7,896	14,750	6,750
Gross income	3,396,583	4,291,195	4,503,872	4,790,686
Net expenditure	3,912,566	5,507,175	4,707,320	4,870,489

Expenditure Analysis 2022/2023



Environment and Sustainability Committee

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Summary				
Environmental and regulatory services				
Environmental administration	(71)	(110)	(215)	590
Environmental enforcement	(509)	60	89	59
Pollution control	240,509	276,845	273,055	296,617
Local air pollution	47,220	48,530	50,900	56,812
Occupational health, safety and welfare	89,570	108,050	107,780	113,250
Food safety and hygiene	173,532	186,685	186,270	194,818
Pest control and dog warden service	20,387	21,550	21,250	22,200
Animal welfare licensing	9,055	7,300	5,170	11,850
Recycling and environmental initiatives	1,292,423	1,479,094	1,435,686	1,550,496
Green waste collection	(189,691)	(149,837)	(259,253)	(222,926)
Refuse collection - domestic	873,755	1,034,999	1,002,825	1,120,001
Refuse collection - trade waste	(210,827)	(25,832)	(92,093)	(117,280)
Street cleansing	1,033,935	982,038	976,291	1,013,761
Public conveniences	17,530	19,042	20,360	19,793
Flood mitigation	149,004	232,780	240,143	228,634
Energy management and climate change	65,685	67,795	67,595	71,695
Highways and transport services				
Car parks	(358,976)	(416,212)	(29,374)	(236,232)
On street car parking enforcement	12,105	29,809	33,567	5,015
Environmental maintenance - RBC	38,488	52,310	45,286	55,150
Environmental maintenance - SCC Agency	37,640	38,820	36,848	35,748
Borough highways functions	(98,091)	62,354	88,418	222,757
Markets and street trading	11,600	12,318	11,118	11,718
Engineering services	(3,429)	(1,243)	(1,992)	(1,355)
Net expenditure	<u>3,250,844</u>	<u>4,067,145</u>	<u>4,219,724</u>	<u>4,453,171</u>

Environmental administration

Service description

Budget manager: Corporate Head of Environmental Services - Vacant

Service function: To administer the environmental flare computer system

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	6,100	5,900	5,900	7,600
Training and recruitment	-	500	500	500
Transport related expenditure				
Travelling and subsistence	-	100	100	100
Car allowances	200	300	300	200
Supplies and services				
General office expenses	126	130	125	130
Communications and computing	15,800	16,100	16,000	16,800
Support services	6,000	6,000	6,000	6,200
Depreciation and impairment losses	1,903	960	960	16,860
Gross expenditure	30,129	29,990	29,885	48,390
Income				
Other income and recharges	30,200	30,100	30,100	47,800
Gross income	30,200	30,100	30,100	47,800
Net expenditure (income)	(71)	(110)	(215)	590

Environmental enforcement

Service description

Budget manager:	Corporate Head of Environmental Services - Vacant
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.

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	39,500	41,000	42,000	43,800
Training and recruitment	-	50	0	50
Premises related expenses				
Grounds maintenance	-	-	500	1,500
Transport related expenditure				
Car allowances	1,800	2,400	2,400	2,520
Supplies and services				
Equipment, furniture and materials	-	-	1,500	3,000
Protective clothing	-	80	250	350
Communications and computing	91	130	239	239
Support services	13,700	9,900	9,900	10,300
Gross expenditure	55,091	53,560	56,789	61,759
Income				
Other grants and contributions	-	-	3,200	6,800
Other income and recharges	55,600	53,500	53,500	54,900
Gross income	55,600	53,500	56,700	61,700
Net expenditure	(509)	60	89	59

Pollution control

Service description

Budget manager:	Corporate Head of Environmental Services - Vacant
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	174,800	186,500	186,500	198,500
Training and recruitment	1,696	2,500	3,600	2,400
Premises related expenses				
Grounds maintenance	-	500	150	500
Transport related expenditure				
Travelling and subsistence	-	125	100	125
Car allowances	4,200	6,700	6,700	6,100
Supplies and services				
Equipment, furniture and materials	1,530	2,240	905	8,155
Catering Expenses	-	300	325	300
General office expenses	551	1,190	885	922
Communication and computing	2,554	3,040	2,140	2,140
Services and expenses:				
- Contaminated land	8,897	10,100	10,000	10,100
- Other expenses	6,605	3,250	2,315	2,475
Support services	62,600	63,200	63,200	67,700
Gross expenditure	263,433	279,645	276,820	299,417
Income				
Government grants	18,745	0	0	0
Sales, fees and charges	4,179	2,800	3,765	2,800
Gross income	22,924	2,800	3,765	2,800
Net expenditure	240,509	276,845	273,055	296,617

Notes

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable	<u>2022/23</u> Estimate £
Net expenditure includes:				
General pollution control	194,409	216,105	212,790	235,145
Contaminated land	46,100	60,740	60,265	61,472
	240,509	276,845	273,055	296,617

Local air pollution

Service description

Budget manager:	Corporate Head of Environmental Services - Vacant
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	36,600	38,300	38,300	39,700
Transport related expenditure				
Car allowances	800	1,200	1,200	1,000
Supplies and services				
Services and expenses	1,277	1,580	2,500	2,612
Air quality provision	-	-	-	3,000
Support services	11,400	11,700	11,700	13,300
Gross expenditure	50,077	52,780	53,700	59,612
Income				
Sales, fees, charges (air pollution authorisation)	2,857	4,250	2,800	2,800
Gross income	2,857	4,250	2,800	2,800
Net expenditure	47,220	48,530	50,900	56,812

Occupational health, safety and welfare

Service description

Budget manager:	Corporate Head of Environmental Services - Vacant
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	75,700	78,400	78,400	81,100
Training and recruitment	-	300	100	300
Transport related expenditure				
Travelling and subsistence	-	30	30	30
Car allowances	700	3,000	3,000	2,700
Supplies and services				
Equipment, furniture and materials	-	50	0	50
General office expenses	3,470	1,250	1,250	1,250
Communication and computing	-	120	100	120
Support services	24,700	24,900	24,900	27,700
	Gross expenditure	104,570	108,050	113,250
Income				
Government grants	15,000	0	0	0
	Gross income	15,000	0	0
	Net expenditure	89,570	107,780	113,250

Food safety and hygiene

Service description

Budget manager:	Corporate Head of Environmental Services - Vacant
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	133,300	136,700	136,700	143,300
Training and recruitment	2,073	2,650	3,055	3,098
Transport related expenditure				
Travelling and subsistence	-	100	30	100
Car allowances	2,900	5,900	5,900	4,200
Supplies and services				
Equipment, furniture and materials	338	700	550	700
General office expenses	11	350	210	350
Communication and computing	1,925	1,885	1,425	1,470
Services and expenses	-	200	200	200
Miscellaneous expenses	-	1,500	1,200	1,500
Support services	37,900	38,200	38,200	41,400
Gross expenditure	178,447	188,185	187,470	196,318
Income				
Government grants	4,000	0	0	0
Other grants and contributions (costs recovered)	915	1,500	1,200	1,500
Gross income	4,915	1,500	1,200	1,500
Net expenditure	173,532	186,685	186,270	194,818

Pest control and dog warden service

Service description

Budget manager:	Corporate Head of Environmental Services - Vacant
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	4,400	4,500	4,500	4,800
Transport related expenditure				
Car allowances	200	200	200	200
Supplies and services				
General office expenses	50	50	50	50
Communications and computing	200	300	100	100
Services and expenses:				
- Stray dogs, kennelling and vets fees etc.	4,157	4,500	5,800	4,600
- Stray dogs retainer fee	5,000	5,100	5,000	5,250
Support services	7,200	7,400	7,400	7,700
Gross expenditure	21,207	22,050	23,050	22,700
Income				
Sales, fees and charges(dog control charges)	820	500	1,800	500
Gross income	820	500	1,800	500
Net expenditure	20,387	21,550	21,250	22,200

Animal welfare licensing

Service description

Budget manager:	Corporate Head of Environmental Services - Vacant
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	10,600	10,800	10,800	11,400
Training and recruitment	-	1,000	200	1,000
Transport related expenditure				
Car allowances	300	400	400	400
Supplies and services				
Communications and computing	150	0	150	150
Services and expenses	727	1,500	1,500	1,500
Support services	4,100	4,100	4,100	4,300
Gross expenditure	15,877	17,800	17,150	18,750
<u>Income</u>				
Government grants	713	0	780	0
Sales, fees and charges	6,109	10,500	11,200	6,900
Gross income	6,822	10,500	11,980	6,900
Net expenditure	9,055	7,300	5,170	11,850

Recycling and environmental initiatives

Service description

Budget manager:	Direct Services Organisation Manager - S. Barnes
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 for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	734,729	853,900	852,600	942,900
Training and recruitment	900	1,778	7,878	7,878
Premises related expenses				
Depot recharge	29,100	38,800	38,800	38,800
Grounds maintenance	3,700	3,300	3,300	3,300
Transport related expenditure				
Transport recharges	226,401	265,172	230,012	274,330
Transport insurance	1,012	1,012	1,334	1,361
Travelling and subsistence	-	50	50	50
Car allowances	200	200	200	200
Supplies and services				
Equipment, furniture including bins	29,986	32,500	32,500	32,500
Protective clothing	5,067	5,000	6,300	6,400
General office expenses	-	1,000	800	800
Communications and computing	12,251	15,276	13,106	15,306
Services and expenses (contaminated DMR loads)	1,385	0	0	0
Recycling initiatives	7,297	20,000	20,000	20,000
Public liability insurance	6,613	6,163	6,240	6,552
Support services	76,400	77,500	77,500	83,600
Depreciation and impairment losses	283,886	276,307	275,624	241,759
Gross expenditure	1,418,927	1,597,958	1,566,244	1,675,736
Income				
Sales, fees and charges	39,541	30,000	36,700	31,800
Recycling credits	(801)	1,100	1,518	1,100
Recycling scheme - Surrey County Council	87,364	87,364	91,940	91,940
Recharge to services	400	400	400	400
Gross income	126,504	118,864	130,558	125,240
Net expenditure	1,292,423	1,479,094	1,435,686	1,550,496

Green waste collection

Service description

Budget managers:	Direct Services Organisation Manager - S. Barnes
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	167,133	167,900	168,800	191,000
Training and recruitment	160	290	1,390	1,390
Premises related expenses				
Depot Recharge	9,900	9,900	9,900	9,900
Grounds Maintenance	3,800	3,400	3,400	3,400
Transport related expenditure				
Transport recharges	46,509	77,970	54,200	71,300
Transport insurance	126	126	167	170
Car allowances	100	100	100	0
Supplies and services				
Equipment, furniture and materials including bins	34,892	25,100	35,100	30,100
Protective clothing	901	900	1,100	1,100
Communications and computing	5,094	6,300	4,000	4,200
Public liability insurance	1,357	1,265	1,280	1,344
Support services	37,100	37,400	37,400	38,900
Depreciation and impairment losses	21,932	24,854	24,812	24,612
	Gross expenditure	329,004	355,505	341,649
		377,416		
Income				
Sales, fees and charges	518,353	505,000	600,560	600,000
Recharge to services	342	342	342	342
	Gross income	518,695	505,342	600,902
		600,342		
	Net income	(189,691)	(149,837)	(259,253)
		(222,926)		

Refuse collection - domestic

Service description

Budget manager:	Direct Services Organisation Manager - S. Barnes
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	525,848	540,500	541,700	613,000
Training and recruitment	540	1,110	4,810	4,810
Premises related expenses				
Depot recharges	19,100	25,400	25,400	25,400
Cleaning and domestic supplies	117	0	0	0
Grounds maintenance	3,700	3,300	3,300	3,300
Transport related expenditure				
Transport recharges	165,523	200,380	169,730	204,850
Transport insurance	1,012	1,012	1,334	1,361
Car allowances	206	300	300	200
Supplies and services				
Equipment, furniture and materials including bins	35,433	37,600	37,600	37,600
Protective clothing	3,040	3,000	3,800	3,900
General office expenses	349	1,050	550	550
Communication and computing	7,408	9,662	8,320	9,330
Public liability insurance	4,749	4,426	4,482	4,706
Support services	85,600	85,700	85,700	90,300
Depreciation and impairment losses	138,145	159,959	151,699	159,094
Gross expenditure	990,770	1,073,399	1,038,725	1,158,401
Income				
Other grants and contributions	74,950	0	0	0
Sales, fees and charges	42,065	38,400	34,700	38,400
Recharge to services	-	-	1,200	0
Gross income	117,015	38,400	35,900	38,400
Net expenditure	873,755	1,034,999	1,002,825	1,120,001

Refuse collection - trade waste

Service description

Budget manager:	Direct Services Organisation Manager - S. Barnes
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	75,885	129,500	130,300	90,200
Training and recruitment	84	150	750	750
Premises related expenses				
Depot recharges	4,500	4,500	4,500	4,500
Transport related expenditure				
Transport recharges	34,061	46,550	36,070	47,490
Transport insurance	126	126	167	170
Car allowances	100	100	100	0
Supplies and services				
Equipment, furniture and materials including bins	1,166	5,000	5,000	5,000
Protective clothing	473	500	600	600
General office expenses	636	1,000	1,000	1,000
Communication and computing	1,198	1,400	1,200	1,400
Services and expenses (Disposal of trade waste)	139,709	247,000	229,500	231,800
Public liability insurance	768	716	725	761
Support services	46,100	46,200	46,200	46,600
Depreciation and impairment losses	2,869	826	565	549
Gross expenditure	307,675	483,568	456,677	430,820
Income				
Government grants	7,913	0	10,370	0
Sales, fees and charges	466,827	472,600	496,600	505,000
Recharge to services	43,762	36,800	41,800	43,100
Gross income	518,502	509,400	548,770	548,100
Net income	(210,827)	(25,832)	(92,093)	(117,280)

Street cleansing

Service description

Budget managers:	Direct Services Organisation Manager - S. Barnes (1) - Corporate Head of Environmental Services - Vacant
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	707,852	649,100	643,900	670,400
Training and recruitment	880	1,600	2,900	1,600
Premises related expenses				
Depot recharge	19,100	22,200	22,200	22,200
Cleaning and domestic supplies	-	300	300	300
Grounds maintenance	81,937	87,200	86,500	87,200
Transport related expenditure				
Transport recharges	148,724	187,060	164,940	190,130
Direct transport costs	209	227	267	270
Car allowances	400	700	700	600
Supplies and services				
Equipment, furniture and materials	17,908	22,500	22,500	22,500
Clothes, uniform and laundry	4,955	4,900	6,100	6,300
General office expenses	4,354	4,400	4,400	4,400
Communications and computing	7,847	9,630	9,630	9,830
Services and expenses (litter and dog fouling fees)	-	40,500	500	500
Services and expenses (other)	267	130	100	130
Public liability insurance	3,847	3,585	3,630	3,812
Support services	118,100	108,800	108,800	113,400
Depreciation and impairment losses	76,455	61,606	61,384	45,889
Gross expenditure	1,192,835	1,204,438	1,138,751	1,179,461
Income				
Other grants and contributions (costs recovered)	200	100	100	100
Sales, fees and charges (litter & dog fouling fines)	-	60,000	0	0
Recharge to services	158,700	162,300	162,360	165,600
Gross income	158,900	222,400	162,460	165,700
Net expenditure	1,033,935	982,038	976,291	1,013,761

Street cleansing

Notes

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	
	Actual	Estimate	Probable	Estimate	
	£	£	£	£	
Net expenditure includes:					
Street cleansing	971,327	947,913	922,942	958,737	
Anti-graffiti and street care team	11,157	10,565	10,519	10,564	
Abandoned vehicle collection	32,961	33,360	32,630	34,160	(1)
Litter and dog fouling	18,490	(9,800)	10,200	10,300	(1)
	1,033,935	982,038	976,291	1,013,761	

Public conveniences

Service description

Budget manager:	Direct Services Organisation Manager - S. Barnes (1) - Corporate Head of Assets and Regeneration - A. Williams
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £	
Expenditure					
Employees					
Direct employee expenses	27,870	26,700	29,000	28,100	
Training and recruitment	80	150	150	150	
Premises related expenses					
Building maintenance	415	3,659	1,164	2,041	(1)
Utilities, rates and insurance	1,176	1,099	1,228	1,444	
Depot recharge	1,500	1,500	1,500	1,500	
Cleaning materials	1,671	2,200	2,000	2,000	
Transport related expenditure					
Transport recharges	5,732	4,630	6,080	6,520	
Supplies and services					
Clothes, uniform and laundry	450	400	600	600	
Communications and computing	98	100	100	100	
Support services	12,340	12,540	12,540	15,840	
Depreciation and impairment losses	5,998	6,064	5,998	5,998	
Gross expenditure	57,330	59,042	60,360	64,293	
Income					
Other grants and contributions	2,000	2,000	2,000	2,000	
Recharge to services	37,800	38,000	38,000	42,500	
Gross income	39,800	40,000	40,000	44,500	
Net expenditure	17,530	19,042	20,360	19,793	

Flood mitigation

Service description

Budget manager:	Principal Engineer - Vacant
Service function:	Maintenance of water courses (ditches, etc.); monitoring of local land drainage needs; working in partnership with LLFAs and other Authorities to ensure flood risks are managed effectively, including in relation to taking decisions on development.
Legal status:	The Land Drainage Act 1991; The Flood Risk Regulations 2009; Flood and Water Management Act 2010 (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. To liaise with the Environment Agency in carrying out its functions. To provide advice on planning applications for flood risks.

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	31,400	98,400	98,400	93,900
Training and recruitment	1,100	0	0	0
Premises related expenses				
Depot recharge	5,200	5,200	5,200	5,200
Grounds maintenance	71,421	87,450	96,450	89,000
Transport related expenditure				
Car allowances	2,100	3,000	3,000	2,900
Supplies and services				
Equipment insurance	2	2	6	6
Protective clothing	-	100	200	200
General office expenses	1,794	1,330	1,331	1,430
Communication and computing	6,127	6,800	5,380	5,900
Support services	47,100	47,500	47,500	48,100
Gross expenditure	166,244	249,782	257,467	246,636
Income				
Other grants and contributions (costs recovered)	17,240	17,002	17,324	18,002
Gross income	17,240	17,002	17,324	18,002
Net expenditure	149,004	232,780	240,143	228,634

Energy management and climate change

Service description

Budget manager:	Head of External Projects - M. Steward
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	67,400	69,100	69,100	80,100
Training and recruitment	504	600	600	600
Transport related expenditure				
Travelling and subsistence	-	255	255	255
Car allowances	1,000	1,400	1,400	100
Supplies and services				
Equipment, furniture and materials	-	500	500	500
Catering expenses	-	100	100	100
General office expenses	2,850	1,000	1,000	1,000
Communications and computing	431	540	340	340
Miscellaneous expenses - promotion of events	-	1,500	1,500	1,500
Support services	26,500	26,700	26,700	23,000
Gross expenditure	98,685	101,695	101,495	107,495
Income				
Recharge to housing revenue account	33,000	33,900	33,900	35,800
Gross income	33,000	33,900	33,900	35,800
Net expenditure	65,685	67,795	67,595	71,695

Car parks

Service description

Budget manager:	Corporate Head of Customer, Digital and Collection Services - L. Norman
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	102,000	111,700	112,700	103,500
Training and recruitment	46	255	1,550	1,090
Premises related expenses				
Depot, rents, rates and utilities	116,268	121,700	114,394	115,100
Cleaning materials	225	200	0	0
Grounds maintenance	41,771	41,158	41,158	41,729
Transport related expenditure				
Transport recharges	3,744	5,740	7,480	6,888
Car allowances	2,200	3,050	3,050	825
Supplies and services				
Equipment, furniture and materials	12,307	14,602	13,802	14,027
Clothes, uniform and laundry	273	637	1,225	350
General office expenses	86	6,796	6,450	6,860
Communications and computing	9,032	8,870	12,538	9,678
Services and expenses	9,424	13,727	11,625	12,725
Public liability insurance	5,629	5,246	5,312	5,578
Support services	71,460	71,960	74,460	78,160
Depreciation and impairment losses	5,026	2,926	2,926	25,637
Gross expenditure	379,491	408,567	408,670	422,147
Income				
Government grants	408,450	0	93,365	0
Sales fees and charges:				
- Rents, concessions, etc.	379	379	379	379
- Pay and display income & pay by phone income	222,023	636,000	250,500	448,800
- Penalty charge notices	17,022	70,000	30,000	115,500
- Season tickets and permits	78,993	118,400	63,800	93,700
Other income and recharges	11,600	0	0	0
Gross income	738,467	824,779	438,044	658,379
Net income	(358,976)	(416,212)	(29,374)	(236,232)

On street car parking enforcement

Service description

Budget manager:	Corporate Head of Customer, Digital and Collection Services - L. Norman
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	86,100	91,000	93,000	144,500
Training and recruitment	46	255	1,550	2,020
Premises related expenses				
Depot recharge	5,100	5,100	2,600	0
Cleaning materials	165	200	0	0
Grounds maintenance	66	0	0	0
Transport related expenditure				
Transport recharges	3,744	5,740	7,480	12,792
Car allowances	1,600	2,120	2,120	1,645
Supplies and services				
Equipment, furniture and materials	328	357	328	434
Clothes, uniform and laundry	273	637	2,275	650
General office expenses	934	3,009	2,350	3,350
Communications and computing	9,392	9,550	14,718	17,916
Services and expenses	3,124	4,236	4,236	7,175
Public liability insurance	477	445	450	473
Support services	40,660	40,960	43,460	46,560
Depreciation and impairment losses	17	0	0	0
Gross expenditure	152,026	163,609	174,567	237,515
Income				
Government grants	29,325	0	0	0
Sales, fees and charges (penalty charge notices)	90,291	120,000	125,000	214,500
Sales, fees and charges (resident permits/waivers etc.)	20,305	13,800	16,000	18,000
Gross income	139,921	133,800	141,000	232,500
Net expenditure (income)	12,105	29,809	33,567	5,015

Environmental maintenance - RBC

Service description

Budget manager:	Direct Services Organisation Manager - S. Barnes (1) Assistant Head of Green Space - C. Dulley
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	800	800	800	900
Premises related expenses				
Grounds maintenance:				
- Runnymede in Bloom - general costs	5,883	17,970	9,936	17,970
- Shrubs, flowerbeds and tree planting	19,376	18,700	18,700	19,000
- Sponsored roundabouts	10,368	15,000	15,000	15,300
Transport related expenditure				
Transport recharges	179	240	250	280
Support services	23,500	23,600	23,600	25,700
	Gross expenditure	60,106	76,310	68,286
	79,150			
Income				
Other grants and contributions:				
- Sponsored roundabouts	21,618	24,000	23,000	24,000
	Gross income	21,618	24,000	23,000
	24,000			
	Net expenditure	38,488	52,310	45,286
				55,150

Environmental maintenance - SCC agency

Service description

Budget manager:	Direct Services Organisation Manager - S. Barnes
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	17,500	15,100	15,100	15,600
Premises related expenses				
Depot recharge	900	900	900	900
Grounds maintenance:				
- Verge grass cutting	69,900	69,900	69,900	69,900
- Verge weed control	12,550	16,000	16,000	16,000
Transport related expenditure				
Car allowances	100	100	100	0
Supplies and services				
Communications and computing	100	100	100	100
Support services	7,400	7,500	7,500	6,000
Depreciation and impairment losses	149	179	119	119
Gross expenditure	108,599	109,779	109,719	108,619
Income				
Other Grants and contributions				
- Costs recovered from Surrey County Council	70,959	70,959	72,871	72,871
Gross income	70,959	70,959	72,871	72,871
Net expenditure (income)	37,640	38,820	36,848	35,748

Borough highways functions

Service description

Budget manager:	Principal Engineer - Vacant (1) - Corporate Head of Planning Policy and Economic Development - R. Raynaud
Service function:	Enhancement of town centre maintenance, provision of street furniture such as street nameplates, bus shelters and benches; 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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £	
Expenditure					
Employees					
Direct employee expenses	6,200	23,600	23,600	20,600	
Premises related expenses					
Building maintenance (war memorials)	-	2,900	2,900	2,958	
Rent, water and insurance	136	104	105	106	
Grounds maintenance	8,500	10,900	10,900	11,000	
Transport related expenditure					
Car allowances	500	700	700	700	
Supplies and services					
Equipment, furniture and materials	10,094	18,550	18,689	18,693	
General office expenses	2,041	1,900	2,000	2,000	
Surrey infrastructure studies	2,549	0	20,000	162,000	(1)
Support services	19,800	20,300	20,300	21,100	
Gross expenditure	49,820	78,954	99,194	239,157	
Income					
Other grants and conts - Surrey infrastructure studies	124,557	0	0	0	
Sales, fees and charges	23,354	16,600	10,776	16,400	
Gross income	147,911	16,600	10,776	16,400	
Net expenditure	(98,091)	62,354	88,418	222,757	

Markets and street trading

Service description

Budget manager:	Corporate Head of Law and Governance - M. Leo (1) - Community Development Officer - A. Mukadam (2) - Democratic Services Manager - B. Fleckney	(Markets) (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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £	
Expenditure					
Supplies and services					
General office expenses	-	418	418	418	(2)
Miscellaneous expenses - trial markets	-	0	0	0	(1)
Support services	11,600	11,900	10,700	11,300	
Gross expenditure	11,600	12,318	11,118	11,718	

Engineering services overheads

Service description

Budget manager: Principal Engineer - Vacant

Service function: To administer the engineering services overheads

Budget for the year ending 31 March 2023

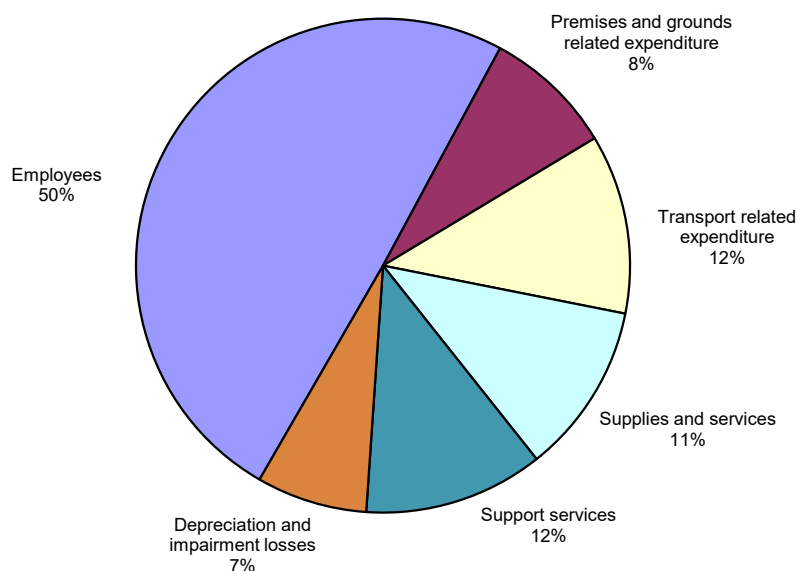
	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	2,000	2,000	2,000	1,900
Training and recruitment	-	2,367	1,767	2,400
Transport related expenditure				
Travelling and subsistence	-	100	100	100
Car allowances	100	100	100	0
Supplies and services				
General office expenses	593	40	41	45
Communications and computing	678	750	600	600
Support services	17,300	17,500	17,500	17,700
Gross expenditure	20,671	22,857	22,108	22,745
Income				
Other income and recharges to services	24,100	24,100	24,100	24,100
Gross income	24,100	24,100	24,100	24,100
Net expenditure (income)	(3,429)	(1,243)	(1,992)	(1,355)

Environment and Sustainability Committee

Subjective analysis

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees	3,041,826	3,296,955	3,314,900	3,556,836
Premises and grounds related expenditure	547,545	620,640	608,285	611,448
Transport related expenditure	656,808	828,715	712,146	843,162
Supplies and services	471,495	668,390	642,996	804,682
Support services	808,560	801,460	805,260	844,860
Depreciation and impairment losses	536,380	533,681	524,087	520,517
Gross expenditure	<u>6,062,614</u>	<u>6,749,841</u>	<u>6,607,674</u>	<u>7,181,505</u>
<u>Income</u>				
Government grants	484,146	0	104,515	0
Other grants and contributions	312,439	115,561	119,695	125,273
Sales, fees and charges	1,533,118	2,099,229	1,684,580	2,095,479
Recycling credits	(801)	1,100	1,518	1,100
Recycling scheme	87,364	87,364	91,940	91,940
Recharges to services	395,504	379,442	385,702	414,542
Gross income	<u>2,811,770</u>	<u>2,682,696</u>	<u>2,387,950</u>	<u>2,728,334</u>
Net expenditure	<u>3,250,844</u>	<u>4,067,145</u>	<u>4,219,724</u>	<u>4,453,171</u>

Expenditure Analysis 2022/23



Licensing Committee

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Summary</u>				
Alcohol and related licensing	8,293	30,885	26,348	25,429
Net expenditure	8,293	30,885	26,348	25,429

Alcohol and related licensing

Service description

Budget manager:	Corporate Head of Environmental Services -
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 for the year ending 31 March 2023

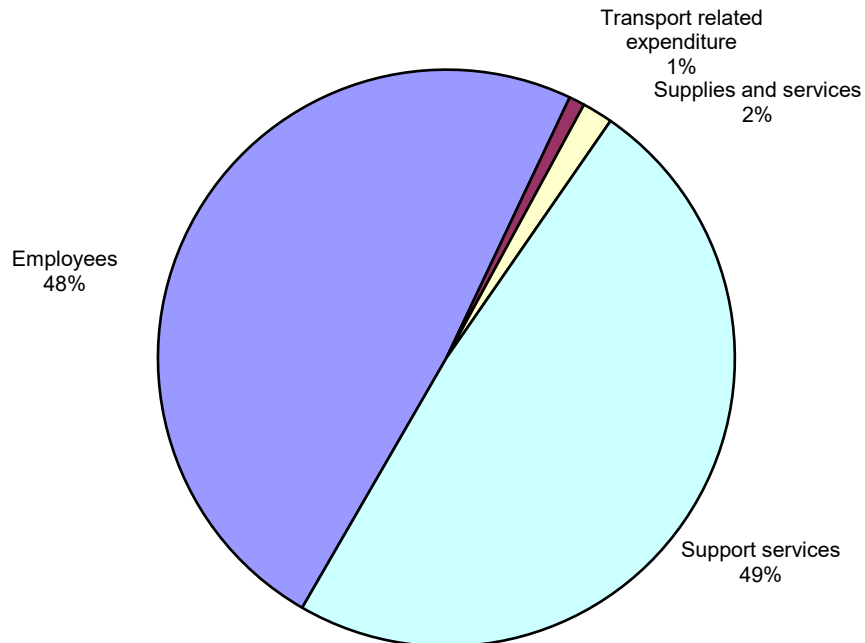
	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	42,700	43,300	43,300	45,300
Training and recruitment	53	200	200	200
Transport related expenditure				
Car allowances	700	1,025	1,000	825
Supplies and services				
Equipment, furniture and materials	125	210	210	210
General office expenses	0	310	160	310
Communication and computing	650	600	578	584
Counsel & Barristers Fees	990	0	165	500
Support services	36,400	42,500	42,500	45,500
Gross expenditure	81,618	88,145	88,113	93,429
<u>Income</u>				
Government grants	11,925	0	3,765	0
Sales, fees and charges:				
Application fees	2,325	930	1,670	3,500
Annual fees	54,250	50,000	50,000	53,500
Other fees and charges	4,825	6,330	6,330	11,000
Gross income	73,325	57,260	61,765	68,000
Net expenditure	8,293	30,885	26,348	25,429

Licensing Committee

Subjective analysis

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees	42,753	43,500	43,500	45,500
Transport related expenditure	700	1,025	1,000	825
Supplies and services	1,765	1,120	1,113	1,604
Support services	36,400	42,500	42,500	45,500
Gross expenditure	81,618	88,145	88,113	93,429
<u>Income</u>				
Government grants	11,925	0	3,765	0
Fees and charges	61,400	57,260	58,000	68,000
Gross income	73,325	57,260	61,765	68,000
Net expenditure	8,293	30,885	26,348	25,429

Expenditure Analysis 2021/22



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Regulatory Committee

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Summary</u>				
Gambling	10,093	8,615	8,615	8,865
Taxi licensing	59,855	74,188	67,717	79,590
Other licences	16,916	15,070	16,107	16,870
Net expenditure	86,864	97,873	92,439	105,325

Gambling

Service description

Budget manager:	Corporate Head of Environmental Services -
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	10,100	10,400	10,400	10,500
Training and recruitment	53	200	200	200
Transport related expenditure				
Car allowances	100	115	115	115
Support services	7,800	7,900	7,900	8,300
Gross expenditure	18,053	18,615	18,615	19,115
<u>Income</u>				
Sales, fees and charges				
Gaming, lotteries and amusement permits	1,810	2,050	2,050	2,900
Betting premises licences	5,400	7,200	7,200	6,600
Family entertainment centre licences	750	750	750	750
Gross income	7,960	10,000	10,000	10,250
Net expenditure	10,093	8,615	8,615	8,865

Taxi licensing

Service description

Budget manager:	Corporate Head of Environmental Services -
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	76,300	84,800	72,600	75,400
Training and recruitment	93	340	340	340
Premises related expenses				
Rent, rates and insurance (taxi bay rentals)	5,030	5,200	5,280	5,580
Transport related expenditure				
Travelling and Subsistence	1,300	1,725	1,725	1,525
Supplies and services				
Equipment, furniture and materials	1,204	2,275	2,275	2,275
Clothes, uniform and laundry	0	70	70	70
General office expenses	599	1,000	1,000	1,000
Communication and computing	650	600	300	300
Services and expenses	1,982	3,100	3,100	3,100
Support services	36,600	36,800	36,800	37,900
Gross expenditure	123,758	135,910	123,490	127,490
<u>Income</u>				
Government grants	12,000	0	3,765	0
Costs recovered (DBS checks)	2,228	3,000	3,000	3,000
Sales, fees and charges	49,675	58,722	49,008	44,900
Gross income	63,903	61,722	55,773	47,900
Net expenditure (income)	59,855	74,188	67,717	79,590

Other licences

Service description

Budget manager:	Corporate Head of Environmental Services -
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 for the year ending 31 March 2023

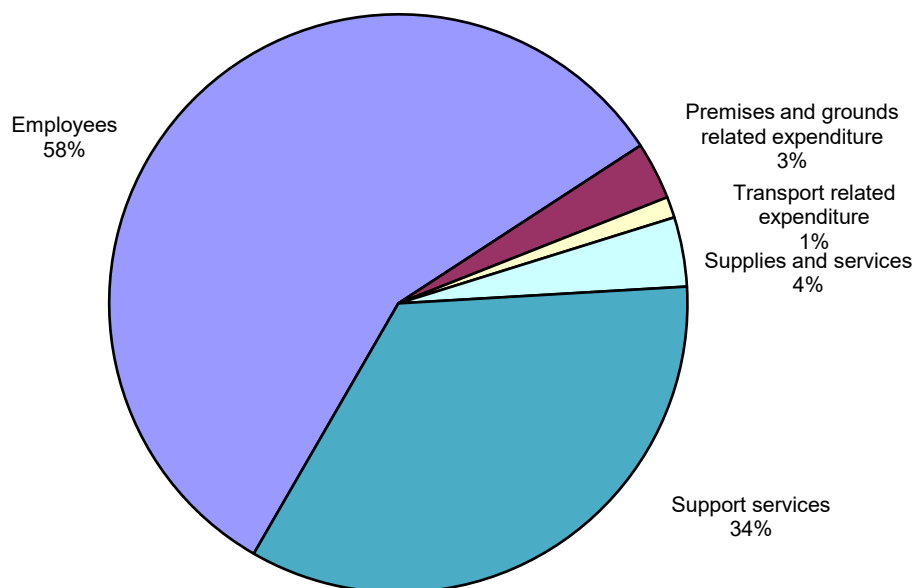
	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	12,700	13,300	13,300	13,300
Training and recruitment	0	70	70	70
Transport related expenditure				
Car allowances	300	400	400	400
Support services	12,700	12,700	12,700	13,300
Gross expenditure	25,700	26,470	26,470	27,070
<u>Income</u>				
Sales, fees and charges	8,784	11,400	10,363	10,200
Gross income	8,784	11,400	10,363	10,200
Net expenditure	16,916	15,070	16,107	16,870

Regulatory Committee

Subjective analysis

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees	99,246	109,110	96,910	99,810
Premises and grounds related expenditure	5,030	5,200	5,280	5,580
Transport related expenditure	1,700	2,240	2,240	2,040
Supplies and services	4,435	7,045	6,745	6,745
Support services	57,100	57,400	57,400	59,500
Gross expenditure	167,511	180,995	168,575	173,675
<u>Income</u>				
Government grants	12,000	0	3,765	0
Costs recovered	2,228	3,000	3,000	3,000
Sales, fees and charges	66,419	80,122	69,371	65,350
Gross income	80,647	83,122	76,136	68,350
Net expenditure	86,864	97,873	92,439	105,325

Expenditure Analysis 2021/22



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Planning Committee

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Summary				
Planning Policy and Strategy	448,526	664,820	752,796	797,190
Development Management	726,677	761,921	620,579	1,112,972
Building Control:				
Non Fee Related	175,719	188,210	184,329	163,318
Fee Related	40,468	30,326	62,229 -	25,745
Net Expenditure	<u>1,391,390</u>	<u>1,645,277</u>	<u>1,619,933</u>	<u>2,047,735</u>

Planning Policy and Strategy

Service Description

Budget Manager:	Local Plans Manager - Mrs R Raynaud
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.

Planning Policy and Strategy

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	313,271	422,700	422,700	470,700
Training and Recruitment	3,971	3,600	3,900	3,900
Premises Related expenditure				
Hire of facilities	-	200	200	600
Transport Related Expenditure				
Travelling and Subsistence	800	1,950	1,950	1,850
Supplies and Services				
General Office Expenses	3,299	3,800	2,900	4,850
Communication and Computing	2,373	3,250	1,656	1,820
Services and Expenses:				
- Consultancy	-	-	-	-
- Urban Design Advice	-	8,000	10,000	10,000
- Other Professional Fees	-	-	41,000	10,000
- Counsel Fees- all Inquiry Fees	11,033	-	-	-
- Planning and Development Advice	10,304	-	2,000	-
- Land Registry and Courier Fees	1,367	-	54	50
Neighbourhood Planning Forum	12,724	-	16,563	34,000
Local Plan				
- Counsel Fees	- 5,167	-	-	25,000
- Other fees	2,811	-	-	-
- Planning and Development Advice	-	95,000	108,553	100,000
Support Services	134,220	141,320	141,320	144,420
Gross Expenditure	491,006	679,820	752,796	807,190
Income				
Grants received	42,480	15,000	-	10,000
Gross Income	42,480	15,000	-	10,000
Net Expenditure	448,526	664,820	752,796	797,190

Development Management

Service Description

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

Development Management

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	927,103	1,149,700	1,187,700	1,402,700
Training and Recruitment	15,780	15,900	15,900	16,900
Premises Related Expenditure				
Direct Services Team recharge - Enforcement	1,400	1,300	1,300	1,300
Transport Related Expenditure				
Travelling and Subsistence	21,207	29,100	29,100	20,000
Supplies and Services				
General Office Expenses	13,732	20,166	20,166	20,166
Communication and Computing	45,994	48,977	41,882	42,091
Services and Expenses:				
- Appeals and Court Cases	24,310	37,000	37,000	132,000
- Padd Farm	68,930	42,950	156,070	-
- Adas Farm	-	-	-	-
- Longcross Garden Village	-	10,000	10,000	10,000
- Other Fees and Consultancy	24,585	32,094	32,094	32,094
Public Liability Insurance	2,035	1,897	1,920	2,016
Support Services	534,325	545,337	531,005	430,005
Gross Expenditure	1,679,401	1,934,421	2,064,137	2,109,272
Income				
Grant Received	173,459	100,000	22,000	65,000
Contributions / Costs Recovered	27,933	-	-	-
Padd Farm Legal Fees Recovered	-	300,000	449,058	-
Sales, Fees and Charges:				
- Planning Application Fees	600,735	600,000	800,000	720,000
- Advice to Public Fees	107,245	59,000	59,000	59,000
- Plans, Consents & Prints	5,852	6,000	6,000	6,000
- Planning Performance Agreement (PPA) Advice	37,500	37,500	37,500	25,000
- Community Infrastructure Levy (CIL)	-	70,000	70,000	70,000
Recharge to Services	-	-	-	51,300
Gross Income	952,724	1,172,500	1,443,558	996,300
Net Expenditure	726,677	761,921	620,579	1,112,972

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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	99,000	102,300	102,300	85,000
Training and Recruitment	2,439	4,770	4,100	4,770
Transport Related Expenditure				
Travelling and Subsistence	4,000	5,400	5,375	4,500
Supplies and Services				
General Office Expenses	5,247	9,738	5,742	7,038
Communication and Computing	3,755	4,570	4,250	4,078
Services & Miscellaneous Expenses	678	632	652	722
Support Services	60,600	60,800	61,910	57,210
Gross Expenditure	175,719	188,210	184,329	163,318

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.

Budget for the year ending 31 March 2023

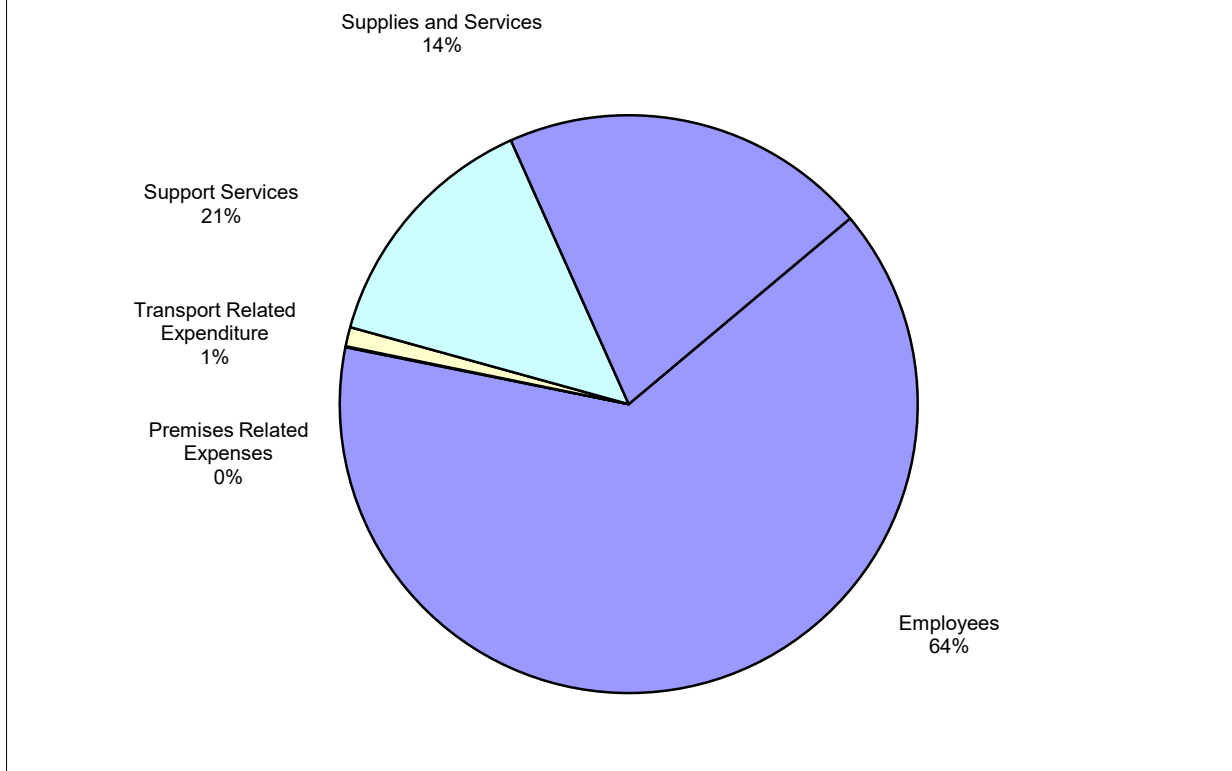
	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	242,400	250,100	250,100	201,300
Transport Related Expenditure				
Travelling and Subsistence	9,400	12,600	12,600	10,300
Supplies and Services				
General Office Expenses	-	600	600	600
Communication and Computing	6,920	7,529	7,628	7,628
Services and Expenses	10,876	30,600	16,500	30,600
Public Liability Insurance	2,035	1,897	1,921	2,017
Support Services	72,400	72,500	73,610	67,810
Gross Expenditure	344,031	375,826	362,959	320,255
Income				
Grant Received	78,488	-	15,730	-
Sales, Fees and Charges				
Sales	2,597	1,500	1,600	1,700
Fees and Charges - Application/ Inspection Fees	222,478	344,000	283,400	344,300
Gross Income	303,563	345,500	300,730	346,000
Net Expenditure (Income)	40,468	30,326	62,229	- 25,745

Planning Committee

Subjective Analysis

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees	1,603,964	1,949,070	1,986,700	2,185,270
Premises Related Expenses	1,400	1,500	1,500	1,900
Transport Related Expenditure	35,407	49,050	49,025	36,650
Supplies and Services	247,841	358,700	519,151	476,770
Support Services	801,545	819,957	807,845	699,445
Gross Expenditure	2,690,157	3,178,277	3,364,221	3,400,035
<u>Income</u>				
Government grants	294,427	115,000	37,730	75,000
Contributions / Costs Recovered	27,933	300,000	449,058	-
Sales, Fees and Charges	976,407	1,118,000	1,257,500	1,277,300
Gross Income	1,298,767	1,533,000	1,744,288	1,352,300
Net Expenditure	1,391,390	1,645,277	1,619,933	2,047,735

Expenditure Analysis 2022/23



Corporate Management Committee

Budget for the year ending 31 March 2023

Summary	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Corporate and democratic services				
Corporate management	789,161	984,115	966,263	949,531
Democratic representation and management	955,633	1,000,134	996,449	1,028,423
Central services to the public				
Council tax collection	749,160	668,765	726,324	706,654
National non domestic rate	(139,446)	66,090	(89,583)	79,801
Registration of electors	181,732	157,994	150,610	181,900
Elections	141,978	193,017	197,251	230,306
Communications service	145,133	235,000	218,900	215,500
Local land charges	780	4,600	4,925	4,013
Contingencies planning	1,282,585	195,917	198,057	218,059
Business services				
Corporate land and property holdings - current portfolio	(22,434,703)	(20,405,659)	(20,416,046)	(22,756,176)
Corporate land and property holdings - development	395,899	12,690	341,990	344,917
Runnymede Business Partnership	31,140	96,250	93,011	0
Control and establishment budgets				
Civic Centre	(57,132)	201,353	(346,102)	(155,134)
Chertsey Depot	(15,168)	(27,138)	(31,740)	(24,332)
Staff costs	252,800	(130,500)	(391,500)	(94,500)
Employers costs	925,520	565,200	485,806	943,298
Staff training and recruitment	6,690	(42,500)	(61,500)	(42,500)
Car allowances	(116)	0	(30,000)	0
Financial services	(23,870)	30,229	(103,314)	(55,703)
Computer services	51,694	202,491	194,593	297,290
Corporate document management system	(11,610)	27,773	(23,481)	(22,661)
Post room management services	(16,653)	390	290	890
Runnymede web	(20,141)	(429)	7,903	733
Human resources	4,863	17,843	(28,501)	31,627
Projects and procurement services	(9,616)	41,915	24,206	130,556
Customer services	(40,440)	55,899	60,773	57,152
Law and governance services	(19,300)	101,965	88,556	75,271
Planning technical services	(4,800)	(7,130)	(7,130)	0
Building support services	209,632	36,639	46,137	0
Geographical information service	(25,374)	3,972	(1,814)	5,128
Runnymede direct services	7,204	(8,744)	(4,676)	(10,263)
Radio station	(1,200)	100	0	1,100
Transport overheads	(708)	9,496	(2,654)	7,160
Net expenditure (income)	(16,688,673)	(15,712,263)	(16,735,997)	(17,651,960)

Corporate and democratic core

Corporate management

Service description

Budget manager: Chief Executive - P. Turrell
(1) - Assistant Chief Executive - A. Fahey
(2) - Corporate Head of Finance - P. French
(3) - Corporate Head of Planning Policy & Economic Development - R. Raynaud

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.

Corporate and democratic core

Corporate management

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	385,366	460,550	460,550	412,150
Training and recruitment	1,599	2,075	2,075	8,075
Transport related expenditure				
Travelling and subsistence	-	220	220	220
Car allowances	7,200	9,600	8,100	7,400
Supplies and services				
Equipment, furniture and materials	4,205	2,150	1,950	100
Catering expenses	21	550	100	500
General office expenses	56,099	40,800	48,782	43,810
Communications and computing	9,674	9,770	4,220	20,880
Services and expenses	105,901	137,510	178,605	138,375
Grants and subscriptions	-	2,500	3,500	13,500
Miscellaneous expenses	-	85,000	47,100	81,200
Third party payments	43,407	45,000	69,600	96,000
Support services	404,440	412,740	412,740	381,200
Depreciation & Impairment	471	0	471	471
Gross expenditure	1,018,383	1,208,465	1,238,013	1,203,881
Income				
Other grants and contributions - EDS/External audit	17,672	0	6,900	0
Recharges to other general fund services - Bank charge	34,550	34,550	34,550	34,550
Recharges to the Housing Revenue Account				
- Corporate fraud	50,000	50,000	80,000	80,000
- External audit	12,000	24,800	35,300	24,800
- Corporate costs	115,000	115,000	115,000	115,000
Gross income	229,222	224,350	271,750	254,350
Net expenditure	789,161	984,115	966,263	949,531

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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	46,408	49,550	49,550	74,100
Other employee costs	356,732	373,890	373,890	390,835
Training and recruitment	759	4,500	3,500	3,500
Premises related expenditure				
Rents, rates and insurance	278	770	1,170	770
Ground maintenance	-	450	450	460
Transport related expenditure				
Travelling expenses	431	4,700	4,700	4,700
Travelling allowance	100	2,100	2,100	2,000
Supplies and services				
Equipment, furniture and materials	21	10	631	10
Catering expenses	430	2,068	2,478	2,068
General office expenses	3,958	4,180	3,980	4,380
Communications and computing	2,016	2,116	1,300	1,500
Services and expenses	-	-	3,000	0
Support services	636,800	649,800	643,700	641,100
Gross expenditure	1,047,933	1,094,134	1,090,449	1,125,423
Income				
Recharged to the Housing Revenue Account				
Committee servicing	33,300	34,000	34,000	35,000
Members allowances	59,000	60,000	60,000	62,000
Net expenditure	955,633	1,000,134	996,449	1,028,423

Corporate and democratic core

Democratic representation and management

Service statistics

	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Actual	Estimate
	£	£	£
Allowance payable (per Councillor)			
Mayor's allowance	5,112	5,184	5,184
Deputy Mayor's allowance	1,278	1,296	1,296
Basic allowance (41 members)	4,086	4,143	5,500
Basic attendance allowance (41 members)	1,026	1,038	1,038
Leader of the Council	10,224	10,368	11,000
Deputy Leader of the Council	2,556	2,592	5,500
Political Group Leaders (other than Leader of the Council) (4)	3,834	3,888	-
Political Group Leaders (other than Leader of the Council) allowance per member		-	425
Members of Planning Committee (other than Chairman & Vice-Chairman)	2,973	3,012	3,012
Members of Corp. Man. not in receipt of other Special Allowance	1,278	1,296	1,296
Co-opted Members of the Standards Committee	471	477	477
Chairman of Englefield Green Committee	1,278	1,296	1,296
Chairman of Licensing Committee	5,112	5,184	5,184
Chairman of Planning Committee	8,931	9,048	9,048
Chairman of Regulatory Committee	2,556	2,592	2,592
Chairman of Standards and Audit Committee	1,686	1,710	5,184
Chairman of Other Policy Committees	5,112	5,184	5,184
Chairman of Overview and Scrutiny Committee	5,112	5,184	5,184
Vice-Chairman of Planning Committee	5,949	6,024	6,024
Vice-Chairman of Licensing Committee	2,556	2,592	2,592
Vice-Chairman of Regulatory Committee	1,278	1,296	1,296
Vice-Chairman of Standards and Audit Committee	639	648	2,592
Vice-Chairman of Other Policy Committees	2,556	2,592	2,592
Vice-Chairman of Overview and Scrutiny Committee	2,556	2,592	2,592
Chairman of Joint Committee (2021/22)	-	5,184	-
Vice-Chairman of Joint Committee (2022/23)	2,556	-	2,592

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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	71,672	70,800	70,800	51,400
Training and recruitment	143	2,575	1,699	675
Premises related expenditure				
Rents, rates, utilities and insurance	2,650	7,900	7,045	14,700
Grounds maintenance	-	1,200	845	2,000
Cleaning and domestic supplies	-	-	75	75
Transport related expenditure				
Travelling expenses	-	1,200	395	400
Supplies and services				
Equipment, furniture and materials	-	30	(1,194)	160
Catering expenses	-	100	282	300
Clothes, uniforms and laundry	-	-	1,700	0
General office expenses	6,260	6,330	13,471	11,200
Communications and computing	17,488	20,417	19,144	42,163
Services and expenses	0	27,250	26,339	58,200
Miscellaneous expenses	335	5,315	317	333
Support services	41,600	49,900	56,333	48,700
Gross expenditure	140,148	193,017	197,251	230,306
Income				
Sales, fees and charges - recovery of costs	(1,830)	0	0	0
Gross income	(1,830)	0	0	0
Net expenditure	141,978	193,017	197,251	230,306

Communications Service

Service description

Budget managers:	Communications and Marketing Manager - P. Le Riche
Service function:	The promotion of the Council as a whole (including 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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	109,776	197,500	180,500	177,900
Training and recruitment	960	2,000	2,000	2,000
Transport related expenditure				
Travelling expenses	29	100	100	100
Car allowances	100	200	200	500
Supplies and services				
Equipment, furniture and materials	249	1,700	4,900	1,900
General office expenses	10,039	14,100	7,100	16,100
Communications and computing	7,995	7,000	4,500	7,500
Services and expenses	-	-	10,000	1,200
Grants and subscriptions	85	300	300	300
Support services	38,900	39,100	39,100	39,800
Gross expenditure	168,133	262,000	248,700	247,300
Income				
Sales, fees and charges	4,000	4,000	800	800
Advertising Contributions	-	-	6,000	6,000
Other income and recharges	19,000	23,000	23,000	25,000
Gross income	23,000	27,000	29,800	31,800
Net expenditure	145,133	235,000	218,900	215,500

Council tax collection

Service description

Budget manager:	Corporate Head of Customer, Digital & Collection Services - 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 98.6% of the total debit by 31st March

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	260,200	281,000	281,000	284,700
Training and recruitment	1,230	3,850	2,450	2,600
Transport related expenditure				
Travelling expenses	-	300	300	300
Car allowances	700	900	900	1,200
Supplies and services				
General office expenses	3,111	4,650	6,600	6,650
Communications and computing	24,336	21,930	25,730	25,730
Services and expenses	82,404	55,880	72,880	78,880
Support services	465,200	465,700	465,700	465,600
Depreciation and impairment	6,321	0	6,209	6,439
Gross expenditure	843,502	834,210	861,769	872,099
Income				
Government grants	9,815	445	445	445
Other grants and contributions:				
- Costs and penalties recovered	84,527	165,000	135,000	165,000
Gross income	94,342	165,445	135,445	165,445
Net expenditure	749,160	668,765	726,324	706,654

National non-domestic rate

Service description

Budget manager:	Corporate Head of Customer, Digital & Collection Services - 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 98.8% of the total debit collectable by 31st March

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	109,100	116,700	116,700	119,000
Training and recruitment	-	1,300	1,150	1,150
Transport related expenditure				
Travelling expenses	-	50	0	0
Car allowances	1,000	1,300	1,300	1,800
Supplies and services				
General office expenses	-	100	100	100
Communications and computing	13,792	13,100	15,560	15,660
Services and expenses	1,398	5,600	5,500	5,500
Support services	71,240	71,940	71,940	71,440
Depreciation and impairment	4,934	0	4,967	5,151
Gross expenditure	201,464	210,090	217,217	219,801
Income				
Government grants:				
- Cost of collection allowance	136,412	132,000	132,000	132,000
- Other government grants	202,555	0	166,800	0
Other grants and contributions - costs recovered	1,943	12,000	8,000	8,000
Gross income	340,910	144,000	306,800	140,000
Net expenditure	(139,446)	66,090	(89,583)	79,801

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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	96,200	41,990	47,737	71,700
Training and recruitment	292	1,170	1,120	1,130
Transport related expenditure				
Travelling expenses	-	100	100	100
Car allowances	2,500	3,400	3,400	1,700
Supplies and services				
Equipment, furniture and materials	(158)	250	250	250
General office expenses	9,170	15,320	8,850	10,620
Communications and computing	31,277	37,724	38,020	38,520
Services and expenses	362	7,000	7,500	7,500
Support services	52,740	53,040	53,040	54,040
Gross expenditure	192,383	159,994	160,017	185,560
Income				
Government grants	9,032	0	5,747	0
Sales, fees and charges- sales of registers	1,619	2,000	1,500	1,500
Other income and recharges	-	-	2,160	2,160
Gross income	10,651	2,000	9,407	3,660
Net expenditure	181,732	157,994	150,610	181,900

Local land charges

Service description

Budget manager:	Local Land Charges Manager - 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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	96,312	100,700	100,700	102,600
Training and recruitment	-	250	0	0
Transport related expenditure				
Car allowances	100	100	100	100
Supplies and services				
General office expenses	130	150	130	130
Communications and computing	3,912	3,600	4,195	4,333
Services and expenses	38,275	40,000	40,000	40,000
Support services	94,300	95,400	95,400	96,200
Depreciation and impairment	-	-	-	5,950
Gross expenditure	233,029	240,200	240,525	249,313
Income				
Government grants	7,988	0	0	0
Sales, fees and charges:				
- Sales	451	300	300	300
- Search fees	223,810	235,300	235,300	245,000
Gross income	232,249	235,600	235,600	245,300
Net expenditure (income)	780	4,600	4,925	4,013

Contingencies planning

Service description

Budget manager:	Head of External Projects & Climate Change - M. Steward
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	22,100	34,200	34,200	30,800
Premises related expenditure				
Rent, rates and insurance - depot recharge	9,800	9,800	9,800	9,800
Grounds maintenance	16,500	14,200	14,200	14,200
Transport related expenditure				
Transport recharges	17,112	17,330	15,970	19,470
Supplies and services				
Covid 19 Expenditure	1,104,199	0	0	0
Equipment, furniture and materials	60	1,600	1,600	16,600
General office expenses	4,016	4,179	4,265	4,363
Communications and computing	3,373	4,170	3,350	3,450
Services and expenses	432	0	4,234	4,000
Third party payments	57,641	59,400	59,400	61,200
Support services	44,300	48,100	48,100	52,700
Depreciation and impairment losses	3,052	2,938	2,938	1,476
Net expenditure	1,282,585	195,917	198,057	218,059

Corporate land and property holdings

Management of current portfolio

Service description

Budget manager:	Corporate Head of Assets & Regeneration - A. Williams
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 maximise all commercial income producing opportunities including: redevelopment and regeneration seeking opportunities to add value to assets through commercial dealings, lease variations or asset disposals. We will provide an Asset Management Service that delivers a comprehensive and proactive "Corporate Landlord" approach to the commercial and operational property portfolio. To encourage economic activity in the Borough. To manage and maintain the Councils strategic land acquisitions in an efficient and effective manner.

Corporate land and property holdings

Management of current portfolio

Budget for the year ending 31 March 2023

Expenditure	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Employees				
Direct employee expenses	740,648	541,500	541,500	822,794
Training and recruitment	1,783	5,000	5,000	7,900
Premises related expenditure				
Building maintenance	135,384	120,850	181,736	110,593
Energy costs	51,357	67,700	105,150	112,450
Water services	3,320	3,500	5,700	5,500
Rent, rates and insurance	1,054,608	1,124,800	1,308,700	1,246,012
Cleaning and domestic supplies	320	0	2,000	2,000
Grounds maintenance	5,391	6,900	26,900	6,900
Service charge expenditure	753,713	500,000	500,000	500,000
Transport related expenditure				
Travelling expenses	0	250	250	290
Car allowances	2,000	2,700	2,700	4,100
Supplies and services				
Equipment, furniture and materials	0	0	6,000	1,260
Catering expenses	0	100	100	100
Clothes, Uniform & Laundry	0	0	0	100
General office expenses	3,490	59,950	53,900	66,280
Communications and computing	13,760	10,250	10,250	15,070
Services and expenses	309,636	790,400	863,500	608,550
Service charge expenditure	93,627	200,000	200,000	200,000
Miscellaneous expenses	(363,594)	20,400	78,517	41,717
Third Party Payments	0	0	0	25,000
Support services	357,900	359,900	359,900	446,700
Depreciation and impairment losses	177,880	284,846	119,127	119,295
Gross expenditure	3,341,223	4,099,046	4,370,930	4,342,611
Income				
Rents and leases	24,608,131	23,686,105	23,968,376	25,857,887
Rents and leases - Target from new property	0	0	0	125,000
Other grants and contributions - costs recovered	237,152	2,800	2,800	2,800
Costs recovered - Service charges	868,543	700,000	700,000	700,000
Costs recovered - RBC Companies & Other	41,300	80,000	80,000	98,500
Sales, fees and charges	0	15,000	15,000	15,000
Other income and recharges	20,800	20,800	20,800	299,600
Gross income	25,775,926	24,504,705	24,786,976	27,098,787
Net expenditure (income)	(22,434,703)	(20,405,659)	(20,416,046)	(22,756,176)

Corporate land and property development

Development of portfolio

Service description

Budget manager:	Corporate Head of Assets & Regeneration - A. Williams
Service function:	Leading the regeneration of the main towns in the Borough. Increasing revenue income through the use of capital and exploiting commercial opportunities
Legal status:	Localism Act 2011, 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:	To complete and fulfil the Medium Term Financial Plan transfers for income generation through major acquisition, town centre developments and where required disposals. To encourage economic activity and place shaping in the Borough. To manage and maintain the Councils strategic land acquisitions in an efficient and effective manner.

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	135,400	113,800	113,800	186,327
Training and recruitment	1,112	1,540	1,540	1,540
Premises related expenditure				
Rent, rates and insurance	(302)	0	1,000	1,000
Transport related expenditure				
Travelling expenses	0	500	500	300
Car allowances	400	650	650	650
Supplies and services				
Equipment, furniture and materials	0	1,000	1,000	0
General office expenses	25,591	25,000	25,000	48,000
Communications and computing	22	0	0	0
Services and expenses	213,796	146,200	187,500	173,200
Support services	125,600	127,000	127,000	126,300
Gross expenditure	501,619	415,690	457,990	537,317
Income				
Other income and recharges to capital	105,720	403,000	116,000	192,400 1)
Gross income	105,720	403,000	116,000	192,400
Net expenditure (income)	395,899	12,690	341,990	344,917

Additional Analysis

1) Barbara Clarke Ho Project aborted, cost not capitalised	0	0	276,000
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Runnymede Business Partnership

Service description

Budget manager:	Corporate Head of Planning Policy & Economic Development - R. Raynaud
Service function:	<p>To develop an economic assessment and strategy for the Borough to promote smart economic growth.</p> <p>To grow the Business Runnymede membership and maintain the Business Runnymede website and publish a regular newsletter to inform local businesses of business support, funding and property opportunities.</p> <p>To host networking events and training seminars</p> <p>To identify and access funding to help deliver projects</p> <p>To work in partnership with other local authorities, Surrey County Council, Chambers of Commerce, EM3 LEP and government departments to help deliver infrastructure and other economic development projects and sub-regional economic strategy.</p> <p>To support the work of Commercial Services in delivering regeneration developments.</p> <p>To work in partnership with local businesses and other stakeholders to support events and markets and other initiatives to improve the vitality and viability of the Borough's three town centres.</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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	15,900	76,500	76,500	0
Transport related expenditure				
Car allowances	700	900	900	0
Supplies and services				
Catering expenses	-	200	200	0
General office expenses	190	250	611	0
Communications and computing	2,350	2,700	2,200	0
Services and expenses	-	200	200	0
Grants and subscriptions	963	0	0	0
Miscellaneous expenses	-	3,300	200	0
Support services	12,000	12,200	12,200	0
Gross expenditure	32,103	96,250	93,011	0
Income				
Government grant	0	0	0	0
Other grants and contributions	963	0	0	0
Net expenditure	31,140	96,250	93,011	0

2022/23 Estimates now included in Economic Development

Civic Centre

Service description

Budget managers:	Facilities Contract Manager - Mr L. Badham Corporate Head of Customer, Digital & Collection Services - L. Norman (Communications) Corporate Head of Assets & Regeneration - A. Williams (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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	84,700	84,700	84,700	0
Premises related expenditure				
Building maintenance	94,612	148,468	72,968	147,339
Fuel, light and water	172,800	170,300	170,300	175,800
Rates and insurance	401,279	411,240	400,950	413,950
Cleaning and domestic supplies	87,854	86,320	89,500	90,800
Grounds maintenance	4,133	4,233	4,233	4,233
Supplies and services				
Equipment, furniture and materials	701	300	300	300
Catering expenses	3,670	4,400	3,400	3,600
General Office expenses	3,720	3,900	3,400	3,800
Communications and computing	57,030	44,300	35,950	36,960
Services and expenses	19,023	3,200	1,800	3,500
Support services	143,922	145,200	145,200	243,200
Depreciation and impairment losses	362,639	578,426	190,964	218,018
Gross expenditure	1,436,083	1,684,987	1,203,665	1,341,500
Income				
Sales, fees and charges	194	8,000	31,800	0
Rents and Leases	177,721	165,434	186,434	174,434
Other income and recharges				
- General fund services	1,200,200	1,195,100	1,216,433	1,207,100
- Housing Revenue Account	115,100	115,100	115,100	115,100
Gross income	1,493,215	1,483,634	1,549,767	1,496,634
Net expenditure (income)	(57,132)	201,353	(346,102)	(155,134)

Chertsey Depot

Service description

Budget manager:	Direct Services Organisation Manager - Mr S. Barnes Facilities Contract Manager - Mr L. Badham (Strategic maintenance) Corporate Head of Assets & Regeneration - A. Williams (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 for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	21,426	20,800	20,800	25,100
Training and recruitment	40	420	420	420
Premises related expenditure				
Strategic maintenance	13,188	9,621	16,254	6,379
Building maintenance	6,274	3,300	3,300	3,300
Fuel, light, cleaning and water	28,905	22,300	40,100	42,200
Rates and insurance	53,509	54,880	53,630	55,430
Grounds maintenance -yard	8,813	10,600	10,600	10,600
Transport related expenditure				
Transport recharges	4,212	6,750	5,540	7,190
Car allowances	100	200	200	100
Supplies and services				
Equipment, furniture and materials	683	2,200	2,200	2,200
Clothes, uniform and laundry	1,718	2,000	2,100	2,100
General office expenses	(108)	1,700	1,700	1,700
Communications and computing	1,397	1,520	1,220	1,220
Services and expenses	6,755	100	23,525	100
Miscellaneous expenses	-	3,000	0	0
Support services	28,700	28,900	28,900	52,300
Depreciation and impairment losses	49,471	63,922	10,822	11,980
Gross expenditure	225,083	232,213	221,311	222,319
Income				
Rents and leases	451	451	451	451
Other income and recharges	239,800	258,900	252,600	246,200
Gross income	240,251	259,351	253,051	246,651
Net expenditure (income)	(15,168)	(27,138)	(31,740)	(24,332)

Salaries of staff (by department)

Service description

Budget manager:	All Corporate Heads
Service function:	A control account for the monitoring of staff salaries.
Legal status:	Local Government Act 1972. Superannuation Act 1972 and associated regulations. Miscellaneous other enactment's relating to the employment of staff.
Policy objectives:	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 employment costs consistent with service needs.

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Department				
Chief executives	686,904	717,000	717,000	857,400
Human resources	255,077	242,100	242,100	303,200
Commercial services	1,319,511	664,300	664,300	778,300
Law and governance services	1,156,276	1,047,500	1,047,500	994,900
Finance	886,593	899,900	899,900	827,800
Customer, digital & collection services	1,784,353	1,972,300	1,972,300	2,149,900
Housing services	1,875,809	2,194,700	2,194,700	2,325,200
Community services	607,666	703,700	703,700	943,800
Community development	1,185,339	1,299,500	1,299,500	1,189,000
Environmental services	1,001,009	1,268,700	1,268,700	1,295,100
Planning development management	1,107,240	1,266,400	1,266,400	1,205,800
Planning policy & economic development	332,006	490,100	490,100	480,600
Chief Executives contingency	-	14,500	14,500	14,500
Savings from vacancies/turnover	-	(240,000)	(440,000)	(250,000)
Apprenticeship additional provision	-	60,000	160,000	175,000
Transformation/restructuring	-	0	(165,000)	(76,000)
Adjustment for short term accumulated absences	285,000	0	0	0
Gross expenditure	12,482,783	12,600,700	12,335,700	13,214,500
Income				
Recharged to:				
General fund and trading services	10,829,503	11,253,300	11,253,300	11,716,700
Housing revenue account	1,368,280	1,512,900	1,512,900	1,634,300
Housing revenue account - accrued leave	32,200	-	-	0
Housing revenue account - salary savings	-	(35,000)	(39,000)	(42,000)
Gross income	12,229,983	12,731,200	12,727,200	13,309,000
Net expenditure (income)	252,800	(130,500)	(391,500)	(94,500)

Employer's costs

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employers contributions				
Pension contributions for early retirees - annual	60,000	60,000	62,000	62,000
Pension contributions for early retirees - one off	193,816	0	0	0
Pension back-funding for previous years deficits	744,996	770,000	770,000	795,000
Pension unwinding of discount on local scheme	60,000	61,000	61,000	61,000
Pension contributions for current staff	1,832,773	1,930,000	1,930,000	2,260,000
Pensions sub-total	2,891,585	2,821,000	2,823,000	3,178,000
National insurance	1,198,707	1,302,000	1,302,000	1,556,000
Recruitment incentives etc.	39,998	62,500	66,600	66,500
In house training	14,935	59,500	34,000	62,000
Employer's insurances	40,290	41,300	41,306	41,498
Financial services	7,400	7,800	7,800	8,400
Municipal safety service	53,211	63,000	61,000	65,200
Savings from vacancies/turnover	0	(60,000)	(120,000)	(70,000)
Insurance prepayment	(11,500)	0	0	0
Gross expenditure	4,234,626	4,297,100	4,215,706	4,907,598
Income				
Grants and contributions	500	0	0	0
Less recharges				
General fund services	2,866,756	3,197,100	3,195,100	3,384,300
Housing revenue account - services	330,850	423,800	423,800	466,000
Housing revenue account - back-funding	100,000	100,000	100,000	103,000
Housing revenue account - early retirees	11,000	11,000	11,000	11,000
Gross income	3,309,106	3,731,900	3,729,900	3,964,300
Net expenditure	925,520	565,200	485,806	943,298

Training and recruitment

Service description

Budget managers:	All Corporate Heads Corporate 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:	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:- <ul style="list-style-type: none"> - To continue the development of workforce skills & competencies to meet the council's needs - To fulfil the Authority's objectives as set by the performance management scheme - To increase effectiveness in the way current tasks are undertaken - To develop skills and flexibility 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 - To develop effective management through a management development programme Cost effective recruitment advertising Use of Surrey Jobs website for most vacancies

Budget for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employee expenses				
Training expenditure within services	57,963	190,000	207,000	225,000
Training expenditure financed by grant	32,681	55,000	55,000	55,000
Training expenditure held centrally	14,935	59,500	34,000	62,000
Less: anticipated savings	-	(50,000)	(69,000)	(50,000)
sub total	105,579	254,500	227,000	292,000
Staff recruitment expenditure	40,222	50,000	50,000	50,000
Fees	6,690	7,500	7,500	7,500
Gross expenditure	152,491	312,000	284,500	349,500
Income				
Training charged direct to:				
- General fund services	37,512	150,000	167,000	185,000
- Housing revenue account	20,451	40,000	40,000	40,000
- Employers costs - in house training	14,935	59,500	34,000	62,000
Government grants - training costs	32,681	55,000	55,000	55,000
Staff recruitment charged direct to:				
- General fund services	21,300	40,000	40,000	40,000
- Housing revenue account	18,922	10,000	10,000	10,000
Gross income	145,801	354,500	346,000	392,000
Net expenditure (income)	6,690	(42,500)	(61,500)	(42,500)

Car allowances and leasing

Service description

Budget managers: Corporate 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: 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.

To achieve containment in employee costs consistent with service needs.
Staffing requirements to be reviewed in annual personnel reports.

Budget for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Car Allowances	126,266	179,300	179,300	146,200
Car Leasing	49,365	58,800	58,800	52,300
Less: anticipated savings	-	-	(30,000)	-
Gross expenditure	175,631	238,100	208,100	198,500
Income				
Less recharges				
Cost recovered	1,047	2,800	2,800	1,000
General fund services	144,000	190,200	190,200	163,400
Housing revenue account	30,700	45,100	45,100	34,100
Gross income	175,747	238,100	238,100	198,500
Net income	(116)	0	(30,000)	0

Financial services

Service description

Budget manager	Corporate Head of Finance - P. French (1) - Assistant Chief Executive - A. Fahey
Service function:	This is a management control account for the monitoring and allocation of financial services costs. Activities included under this account are:- - 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 - Insurance service - Collection of sundry accounts receivable - Income control and allocation - Treasury and taxation (1) - Internal audit
Legal status:	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).
Policy Objective:	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.

Budget for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	1,106,679	1,135,150	1,133,950	1,071,950
Training and recruitment	22,696	7,560	35,850	7,750
Premises related expenditure				
Building maintenance	556	500	500	500
Transport related expenditure				
Travelling expenses	84	1,000	500	800
Car allowances	5,700	7,700	7,700	4,600
Supplies and services				
Equipment, furniture and materials	383	1,300	1,300	1,300
Catering expenses	60	100	0	0
General office expenses	19,644	42,710	27,950	29,650
Communications and computing	116,579	126,487	127,761	125,748
Services and expenses	65,881	74,340	72,870	74,370
Miscellaneous expenses	500	0	0	0
Third Party Payments - General	67,250	61,200	65,000	65,000
Support services	309,840	309,840	309,840	319,040
Depreciation and impairment losses	28,779	29,143	28,065	77,889
Gross expenditure	1,744,631	1,797,030	1,811,286	1,778,597
Income				
Other grants, reimbursements and contributions	91,758	70,700	88,400	88,400
Sales, fees and charges	28,140	28,200	28,200	28,200
Miscellaneous income	23,825	1,000	83,000	1,000
Other income and recharges	1,624,778	1,666,901	1,715,000	1,716,700
Gross income	1,768,501	1,766,801	1,914,600	1,834,300
Net expenditure (income)	(23,870)	30,229	(103,314)	(55,703)

Computer services

Service description

Budget managers:	Corporate Head of Customer, Collection and Digital Services - L. Norman
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	598,171	627,845	627,845	629,180
Training and recruitment	11,400	5,000	17,000	5,000
Transport related expenditure				
Travelling expenses	16	100	100	100
Car allowances	100	100	100	0
Supplies and services				
Equipment, furniture and materials	653	656	656	686
General office expenses	1,731	700	120	720
Communications and computing	234,299	249,560	276,520	278,420
Services and expenses	-	16,000	16,000	21,460
Miscellaneous expenses	5,108	6,400	7,000	7,000
Support services	133,100	153,900	153,900	153,100
Depreciation and impairment losses	120,871	177,330	142,452	248,724
Gross expenditure	1,105,449	1,237,591	1,241,693	1,344,390
Income				
Government grants	11,000	0	0	0
Other grants, reimbursements and contributions	3,000	0	0	0
Sales, fees and charges	655	0	0	0
Other income and recharges				
- Recharges to services	1,039,100	1,035,100	1,047,100	1,047,100
Gross income	1,053,755	1,035,100	1,047,100	1,047,100
Net expenditure (income)	51,694	202,491	194,593	297,290

Corporate document management system

Service description

Budget managers:	Corporate Head of Customer, Collection and Digital Services - 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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	70,900	72,200	72,200	71,800
Training and recruitment	-	500	500	500
Supplies and services				
General office expenses	2,799	3,530	4,130	4,250
Communications and computing	27,857	29,500	14,900	15,400
Support services	77,300	77,500	77,500	78,100
Depreciation and impairment losses	23,334	58,343	25,089	25,089
Gross expenditure	202,190	241,573	194,319	195,139
Income				
Other income and recharges	213,800	213,800	217,800	217,800
Gross income	213,800	213,800	217,800	217,800
Net expenditure (income)	(11,610)	27,773	(23,481)	(22,661)

Post room management services

Service description

Budget managers: Corporate Head of Customer, Collection and Digital Services - 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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	20,200	23,900	23,900	23,900
Training and recruitment	-	100	100	100
Supplies and services				
General office expenses	5	100	100	100
Communications and computing	5,134	5,490	5,390	5,590
Support services	24,000	24,200	24,200	24,600
Gross expenditure	49,339	53,790	53,690	54,290
Income				
Other income and recharges	65,992	53,400	53,400	53,400
Gross income	65,992	53,400	53,400	53,400
Net expenditure (income)	(16,653)	390	290	890

Runnymede web

Service description

Budget managers:	Corporate Head of Customer, Collection and Digital Services - L. Norman
Service function:	To provide a highly functional website supporting 24/7 engagement with the Authority.
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	65,900	87,000	87,000	77,300
Training and recruitment	465	500	500	500
Transport related expenditure				
Travelling expenses	-	100	100	100
Supplies and services				
General office expenses	995	0	0	0
Communications and computing	38,575	38,400	31,800	31,300
Support services	61,100	61,300	61,300	62,000
Depreciation and impairment losses	8,923	3,571	19,503	21,833
Gross expenditure	175,958	190,871	200,203	193,033
Income				
Other income and recharges	196,099	191,300	192,300	192,300
Gross income	196,099	191,300	192,300	192,300
Net expenditure (income)	(20,141)	(429)	7,903	733

Human resources

Service description

Budget managers:	Corporate Head of Human Resources - F. Skene
Service function:	A control account for the monitoring of human resources 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 employee costs consistent with service needs. Staffing issues are reviewed in the Annual Pay and Workforce Report.

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	277,724	276,100	276,100	369,700
Training and recruitment	636	11,283	1,133	11,500
Transport related expenditure				
Travelling and subsistence	0	50	50	50
Car allowances	100	100	100	0
Supplies and services				
Catering expenses	-	55	55	55
General office expenses	5,704	6,106	6,106	6,106
Communications and computing	6,201	5,600	5,856	6,084
Other professional services	-	-	2,150	0
Support services	87,600	88,900	88,900	90,000
Depreciation and impairment losses	398	200	200	1,983
Gross expenditure	378,363	388,394	380,650	485,478
Income				
Other grants, reimbursements and contributions	9,500	9,551	9,551	9,551
Other income and recharges	364,000	361,000	399,600	444,300
Gross income	373,500	370,551	409,151	453,851
Net expenditure (income)	4,863	17,843	(28,501)	31,627

Projects and Procurement services

Service description

Budget managers:	Head of Corporate Performance & Projects - S. Hall
Service function:	A control account for the monitoring of costs associated with Procurement and Project Management. Recharges are made to services and other accounts on the basis of establishment costs.
Legal status:	Procurement - Public Contract Regulations 2015
Policy Objective:	To support the procurement of contracts to provide goods, services and works for the Council To support and monitor the successful delivery of projects across the Council.

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	301,800	345,800	345,800	446,200
Training and recruitment	1,011	6,860	6,860	6,980
Transport related expenditure				
Travelling and subsistence	-	500	200	200
Car allowances	100	100	100	100
Supplies and services				
General office expenses	2,302	1,820	2,070	2,170
Communications and computing	1,671	2,035	1,976	2,023
Support services	65,000	66,300	66,300	70,000
Depreciation and impairment losses	-	-	-	1,983
Gross expenditure	371,884	423,415	423,306	529,656
Income				
Other income and recharges	381,500	381,500	399,100	399,100
Gross income	381,500	381,500	399,100	399,100
Net expenditure (income)	(9,616)	41,915	24,206	130,556

Customer services

Service description

Budget managers:	Corporate Head of Customer, Collection and Digital Services - 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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	594,855	662,200	662,200	665,900
Training and recruitment	219	2,230	2,230	2,230
Transport related expenditure				
Travelling and subsistence	-	50	50	50
Supplies and services				
Equipment, furniture and materials	101	1,245	1,245	1,245
General office expenses	659	450	450	450
Communications and computing	48,768	60,770	62,169	61,852
Services and expenses	2,282	1,600	0	1,000
Support services	223,800	224,100	224,100	222,600
Depreciation and impairment losses	12,975	23,354	28,429	31,925
Gross expenditure	883,659	975,999	980,873	987,252
Income				
Other income and recharges	924,099	920,100	920,100	930,100
Gross income	924,099	920,100	920,100	930,100
Net expenditure (income)	(40,440)	55,899	60,773	57,152

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 for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	1,137,663	1,181,900	1,181,900	1,162,600
Training and recruitment	2,140	15,100	14,664	16,800
Transport related expenditure				
Travelling and subsistence	-	150	150	150
Car allowances	3,400	4,600	4,600	4,500
Supplies and services				
Equipment, furniture and materials	36	50	50	50
Catering expenses	-	100	100	100
General office expenses	37,566	49,815	46,025	48,075
Communications and computing	5,575	9,150	5,648	19,096
Services and expenses	9,195	12,100	11,000	12,100
Miscellaneous expenses	5,008	7,800	7,800	7,800
Support services	184,600	183,700	183,700	185,800
Depreciation and impairment losses	-	-	1,219	5,000
Gross expenditure	1,385,183	1,464,465	1,456,856	1,462,071
Income				
Other grants, reimbursements and contributions	41,339	20,000	20,000	20,000
Sales, fees and charges	41,646	300	300	300
Other income and recharges	1,321,498	1,342,200	1,348,000	1,366,500
Gross income	1,404,483	1,362,500	1,368,300	1,386,800
Net expenditure (income)	(19,300)	101,965	88,556	75,271

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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	165,200	158,600	158,600	0
Training and recruitment	-	4,000	4,000	0
Supplies and services				
General office expenses	-	70	70	0
Support services	42,100	42,300	42,300	0
Gross expenditure	207,300	204,970	204,970	0
Income				
Other income and recharges	212,100	212,100	212,100	0
Gross income	212,100	212,100	212,100	0
Net expenditure (income)	(4,800)	(7,130)	(7,130)	0

2022/23 Estimates now included in Development Management

Building services

Service description

Budget manager:	Facilities Contract Manager - L. Badham
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	544,432	219,200	219,200	0
Training and recruitment	773	900	900	0
Premises related expenditure				
Building maintenance	-	-	10,000	0
Buildings insurance	118	112	112	0
Transport related expenditure				
Travelling and subsistence	8,500	5,340	5,340	0
Supplies and services				
Equipment, furniture and materials	12	260	260	0
Protective clothing	10	100	100	0
General office expenses	672	1,180	1,180	0
Communications and computing	6,756	4,770	4,183	0
Services and expenses	-	50	50	0
Insurance	10,340	6,559	6,644	0
Support services	88,000	71,000	71,000	0
Depreciation and impairment losses	168	168	168	0
	Gross expenditure	659,781	309,639	319,137
		0	0	0
Income				
Other grants, reimbursements and contributions	195,649	18,500	18,500	0
Other income and recharges	254,500	254,500	254,500	0
	Gross income	450,149	273,000	273,000
		0	0	0
	Net expenditure (income)	209,632	36,639	46,137
		0	0	0

2022/23 Estimates now included in Corporate Land & Property

Geographical information service

Service description

Budget manager: Principal GIS Officer - J. Shaw

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 for the year ending 31 March 2023

	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	70,600	102,400	102,400	108,000
Training and recruitment	800	1,150	1,000	900
Supplies and services				
General office expenses	-	1,300	0	750
Communications and computing	15,660	10,822	10,032	10,124
Services and expenses - fees and consultancy	1,375	1,500	100	100
Support services	50,500	50,600	50,600	51,200
Depreciation and impairment losses	902	0	0	0
Gross expenditure	139,837	167,772	164,132	171,074
Income				
Other grants, reimbursements and contributions	1,411	0	2,146	2,146
Other income and recharges	163,800	163,800	163,800	163,800
Gross income	165,211	163,800	165,946	165,946
Net expenditure (income)	(25,374)	3,972	(1,814)	5,128

Runnymede direct services

Service description

Budget managers:	Direct Services Organisation Manager - S. Barnes
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	109,470	89,500	89,500	90,800
Training and recruitment	120	770	770	770
Premises related expenditure				
Depot accommodation	16,700	16,700	16,700	16,700
Grounds maintenance	1,850	2,500	2,500	2,500
Transport related expenditure				
Transport recharges	38,676	42,500	40,930	46,580
Transport insurance	150	150	150	150
Car allowances	100	200	200	100
Supplies and services				
Equipment, furniture and materials	4,527	4,200	4,200	4,200
Clothes, uniform and laundry	675	700	800	900
Communications and computing	974	1,000	1,000	1,000
Public liability insurance	731	681	689	723
Support services	18,300	18,500	18,500	19,400
Depreciation and impairment losses	17,441	17,955	16,285	1,214
Gross expenditure	209,714	195,356	192,224	185,037
Income				
Other Grants and Contributions	250	2,400	2,400	0
Other income and recharges	202,260	201,700	194,500	195,300
Gross income	202,510	204,100	196,900	195,300
Net expenditure (income)	7,204	(8,744)	(4,676)	(10,263)

Radio Stations

Service description

Budget manager: Direct Services Organisation Manager - S. Barnes

Service function: Provision and maintenance of radio network.

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	800	800	800	900
Premises related expenditure				
Depot recharge	900	900	900	900
Supplies and services				
Equipment, furniture and maintenance	-	200	100	100
Communications and computing	-	800	800	800
Support services	4,500	4,800	4,800	5,800
Gross expenditure	6,200	7,500	7,400	8,500
Income				
Other income and recharges	7,400	7,400	7,400	7,400
Gross income	7,400	7,400	7,400	7,400
Net expenditure (income)	(1,200)	100	0	1,100

Transport Overheads

Service description

Budget manager: Transport Manager - B Saunders

Service function: Management and supervision of maintenance of works vehicles.

Budget for the year ending 31 March 2023

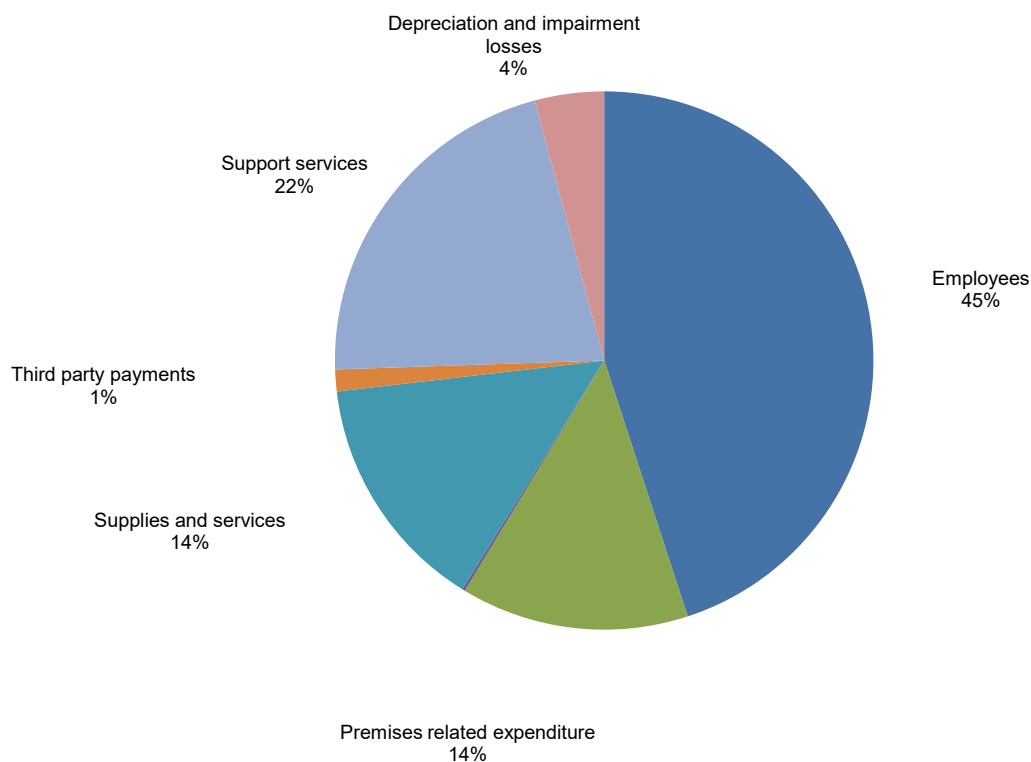
	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	54,200	78,700	78,700	85,700
Training and recruitment	83	200	200	500
Premises related expenditure				
Depot recharge	26,400	26,400	26,400	26,400
Grounds maintenance	-	500	500	500
Transport related expenditure				
Garaging recharge	57,800	57,800	59,130	59,460
Vehicle recharge	1,020	1,390		
Car allowances	100	200	200	500
Supplies and services				
Equipment, furniture and materials	1,119	890	900	900
General office expenses	2,058	2,100	2,000	2,100
Communications and computing	240	100	100	100
Support services	30,200	31,200	31,200	33,100
Depreciation and impairment losses	172	116	116	0
Gross expenditure	173,392	199,596	199,446	209,260
Income				
Other income and recharges - recharged to vehicles	174,100	190,100	202,100	202,100
Gross income	174,100	190,100	202,100	202,100
Net expenditure (income)	(708)	9,496	(2,654)	7,160

Corporate Management Committee

Subjective analysis

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees	8,929,796	8,146,008	7,799,989	8,489,654
Employees (contra)				
Premises related expenditure	2,508,850	2,366,344	2,637,118	2,582,491
Transport related expenditure	(21,686)	(14,420)	(63,775)	(32,040)
Supplies and services	2,628,995	2,702,370	2,898,547	2,703,819
Third party payments	168,298	165,600	194,000	247,200
Support services	3,917,582	3,967,060	3,967,393	4,034,020
Depreciation and impairment losses	818,731	1,240,312	597,024	784,420
Gross expenditure	<u>18,950,566</u>	<u>18,573,274</u>	<u>18,030,296</u>	<u>18,809,564</u>
<u>Income</u>				
Government grants	409,483	187,445	359,992	187,445
Costs and penalties recovered - includes other grants & contribu	1,595,007	1,080,951	1,073,697	1,094,397
Other fees and charges	98,700	58,800	166,900	53,100
Rents and leases	24,786,303	23,851,990	24,155,261	26,157,772
Land charges search fees	223,810	235,300	235,300	245,000
Recharges to other services	8,525,936	8,871,051	8,775,143	8,723,810
Gross income	<u>35,639,239</u>	<u>34,285,537</u>	<u>34,766,293</u>	<u>36,461,524</u>
Net expenditure	<u>(16,688,673)</u>	<u>(15,712,263)</u>	<u>(16,735,997)</u>	<u>(17,651,960)</u>

Expenditure Analysis 2022/2023



Housing Revenue Account

Budget for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Expenditure				
General management	1,892,514	2,016,130	2,168,265	2,264,889
Special services management	585,304	872,138	792,708	927,538
Supporting people for Council tenants	129,482	145,100	176,700	181,800
Mobile home site (Net)	(189,395)	(83,350)	(139,900)	(169,050)
Housing repairs	5,159,167	6,605,830	9,079,625	15,201,080
Less funded from major repairs reserve	(2,359,955)	(2,976,000)	(4,750,000)	(11,720,000)
Sale of Council houses administration	0	0	0	0
Other HRA Expenditure	557,258	481,000	511,000	518,000
Debt charges	3,425,944	3,425,600	3,425,600	3,379,000
Depreciation charges	1,943,132	1,948,000	1,963,241	1,963,241
Additional Revenue contribution to Major Repairs reserve	0	0	0	6,737,054
Total expenditure	11,143,451	12,434,448	13,227,239	19,283,552
Income				
Rent from dwellings	16,398,955	16,574,300	16,602,000	17,390,800
Non-dwelling rents and income	200,943	179,900	194,200	187,200
Interest on balances	33,256	0	32,500	95,800
Total income	16,633,154	16,754,200	16,828,700	17,673,800
Surplus (deficit) in the year	5,489,703	4,319,752	3,601,461	(1,609,752)

Housing revenue account working balance

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Balance brought forward	24,434,695	28,223,187	29,254,135	26,945,596
Add surplus (less deficit) in the year	5,489,703	4,319,752	3,601,461	(1,609,752)
Capital expenditure - new purchases	(187,242)	(910,000)	(650,000)	(780,000)
Capital expenditure - new build programme	(346,135)	(843,300)	(5,260,000)	(1,430,000)
Capital expenditure - further potential schemes	(136,886)	(1,550,000)	0	(5,000,000)
Balance carried forward	29,254,135	29,239,639	26,945,596	18,125,844
Major Repairs Reserve balance	5,806,464	4,423,287	3,019,705	0
Total balances	35,060,599	33,662,926	29,965,301	18,125,844

General management

Service description

Budget manager:	Corporate Head of Housing - Mr A Vincent
Service function:	General management of the Council's housing stock including - 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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	775,532	809,900	866,300	965,100
Training and recruitment	54,394	43,100	42,500	43,000
<u>Premises related expenses</u>				
Council tax - empty dwellings	73,160	31,000	30,960	16,400
<u>Transport related expenditure</u>				
Travelling and subsistence	10,038	16,500	15,800	14,700
<u>Supplies and services</u>				
General office expenses	41,950	40,470	48,030	42,370
Communications and computing	74,763	83,500	83,770	49,470
Payment of rent - collection fees	3,608	4,500	4,000	4,000
Legal and other expenses	36,338	57,100	56,800	56,900
Property development consultation (New)		0		
Insurance	200,283	214,200	270,235	303,954
Removal and disturbance expenses	5,101	75,000	75,000	75,000
DHP top-up	41,150	50,000	50,000	50,000
<u>Support services</u>	630,220	641,360	661,180	661,780
Capital Charges	4,754	10,000	22,190	39,915
Gross expenditure	1,951,291	2,076,630	2,226,765	2,322,589
<u>Income</u>				
Grants & contributions	4,467	3,800	3,800	3,800
Legal expenses recovered	0	2,000	2,000	2,000
Other Costs Recovered	65	0	0	0
Insurance premiums recharged	14,245	14,700	14,000	14,500
Recharge to General Fund	40,000	40,000	38,700	37,400
Gross income	58,777	60,500	58,500	57,700
Net expenditure	1,892,514	2,016,130	2,168,265	2,264,889

Special services management

Service description

Budget managers:	Head of Housing Technical Services - Mr S. Allen Housing Services 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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Managerial and administrative staff	77,575	93,900	93,900	98,400
Scheme managers	33,800	87,100	39,100	40,600
Caretaking and cleaning	91,851	143,200	139,550	146,750
<u>Premises related expenses</u>				
Building maintenance (tenants initiatives)	20,186	131,600	130,700	200,700
Energy and utility costs	111,909	135,800	133,020	147,470
Rent, rates and insurance	7,995	8,750	5,050	9,600
Cleaning and domestic supplies	23,315	28,020	14,160	15,850
Grounds maintenance	78,548	91,890	99,990	97,090
Furniture & Equipment	1,162	1,800	3,100	3,200
<u>Transport related expenditure</u>				
Use of vehicles	7,356	7,820	7,560	7,900
Car allowances	2,200	3,000	3,000	2,500
<u>Supplies and services</u>				
General expenses - TV Licences	1,365	1,720	1,720	1,720
General expenses (tenants participation)	7,157	13,100	15,100	33,100
Communications and computing	14,136	13,790	8,550	12,050
Community First Initiative	15,000	30,000	15,000	25,000
<u>Support services</u>	106,240	97,540	97,300	100,400
<u>Capital Charges</u>	1,408	1,408	1,408	1,408
Gross expenditure	601,203	890,438	808,208	943,738
<u>Income</u>				
Grants & Contributions	1,320	1,800	1,800	1,800
Sales, fees and charges	14,081	15,000	13,200	13,900
Rents and leases	498	1,500	500	500
Net expenditure	585,304	872,138	792,708	927,538

Supporting people (for Council tenants)

Service description	
Budget manager:	Housing Services 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 for the year ending 31 March 2023				
	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	171,400	186,400	186,400	192,800
<u>Transport related expenditure</u>				
Staff travelling and subsistence	2,300	3,100	3,100	2,700
<u>Supplies and services</u>				
Furnishing - renewals	7,573	16,500	16,500	16,500
Community alarm system recharge	113,300	118,200	118,200	120,500
<u>Support services</u>				
	23,000	23,000	23,000	19,800
Gross expenditure	317,573	347,200	347,200	352,300
<u>Income</u>				
Supporting people grant	8,309	0	0	0
Costs recovered	6,051	0	0	0
Sheltered dwellings tenants charges	170,364	170,500	170,500	170,500
Charges to clients - Community Alarms	3,367	31,600	0	0
Gross income	188,091	202,100	170,500	170,500
Net expenditure	129,482	145,100	176,700	181,800

Mobile home site

Service description

Budget manager: Housing Services 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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	7,200	8,200	8,200	8,900
Wages	0	700	700	700
<u>Premises related expenses</u>				
Maintenance of vans and site	2,584	35,600	33,000	3,100
Fuel, light, cleaning and water	22,319	20,000	25,200	25,700
Rates, insurance and telephone	1,653	1,300	450	1,500
<u>Transport related expenditure</u>				
Car Allowances	100	100	100	100
<u>Support services</u>				
	7,600	7,800	7,800	8,100
<u>Other items</u>				
Capital (caravan renewal)	0	45,000	0	0
Gross expenditure	41,456	118,700	75,450	48,100
<u>Income</u>				
<u>Fees and charges</u>				
Sale of mobile homes - commission	40,695	15,000	25,000	20,000
Site rents (net of voids)	123,964	123,700	124,100	129,000
Rent of mobile homes (net)	49,021	46,400	46,400	48,300
Water charges	16,721	16,500	19,400	19,400
Miscellaneous	450	450	450	450
Gross income	230,851	202,050	215,350	217,150
Net expenditure	(189,395)	(83,350)	(139,900)	(169,050)

Housing repairs - maintenance

Service description

Budget manager:	Head of Housing Technical Services - Mr S. Allen
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Planned maintenance</u>				
Cyclic works - external decorations	195,983	240,000	319,700	0
Cyclic works - communal decorations	8,495	27,000	27,000	27,000
Cyclic works - OAP decorations	0	20,000	0	0
Annual maintenance and inspection (net)	504,049	616,500	616,500	616,500
Rolling repairs programme	4,514	45,000	0	8,000
Total planned maintenance	713,041	948,500	963,200	651,500
<u>Special works</u>				
Major works	1,833,888	1,810,000	2,300,000	8,820,000
Sheltered scheme works	14,249	0	0	0
Total special works	1,848,137	1,810,000	2,300,000	8,820,000
<u>Demand maintenance</u>				
Houses, flats and communal areas	471,193	680,000	680,000	703,000
Temporary Accomodation units	15,755	25,000	25,000	26,000
Sheltered housing	51,268	60,000	60,000	62,000
Total demand maintenance	538,216	765,000	765,000	791,000
<u>Major improvement schemes</u>				
Central heating	103,720	530,000	850,000	1,250,000
Kitchen and bathroom upgrades	408,098	636,000	1,600,000	1,650,000
Total major improvement schemes	511,818	1,166,000	2,450,000	2,900,000
<u>Other maintenance</u>				
Void repairs and decoration allowances	514,293	527,000	1,150,000	551,500
Disabled conversions (net)	69,444	200,000	200,000	200,000
Total other maintenance	583,737	727,000	1,350,000	751,500
<u>Insurance claims (excl. rent loss)</u>				
Insured costs	51,471	103,000	103,000	103,000
- Less policy excess	(2,000)	(3,000)	(3,000)	(3,000)
Gross cost of insurance claims	49,471	100,000	100,000	100,000
Gross Expenditure	4,244,420	5,516,500	7,928,200	14,014,000
<u>Income</u>				
Insurance company settlement of claims	49,471	100,000	100,000	100,000
Gross Income	49,471	100,000	100,000	100,000
Total maintenance budget	4,194,949	5,416,500	7,828,200	13,914,000

See next page for supervision costs

Housing repairs - supervision

Service description

Budget manager:	Head of Housing Technical Services - Mr S. Allen
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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Salaries	542,798	765,300	767,475	812,200
Training costs	657	2,000	2,000	2,000
Car allowances	16,000	23,500	23,500	15,000
Supplies and services	40,683	19,050	60,070	52,200
<u>Support services</u>	367,980	383,380	402,280	409,580
Recharges	(3,900)	(3,900)	(3,900)	(3,900)
Total supervision costs	964,218	1,189,330	1,251,425	1,287,080
Total maintenance costs (previous page)	4,194,949	5,416,500	7,828,200	13,914,000
Gross housing repairs expenditure	5,159,167	6,605,830	9,079,625	15,201,080

Improvement works counting as capital expenditure

(For information only)

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Special major works	1,833,888	1,810,000	2,300,000	8,820,000
Sheltered scheme works	14,249	0	0	0
Central heating programme	103,720	530,000	850,000	1,250,000
Kitchen and bathroom upgrade works (incl ex	408,098	636,000	1,600,000	1,650,000
Total capital repairs	2,359,955	2,976,000	4,750,000	11,720,000
Major repairs to be met from new repairs reserve	2,359,955	2,976,000	4,750,000	11,720,000

Sale of Council houses

Service description

Budget managers:	Housing Services 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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	8,600	10,000	10,000	10,700
<u>Transport related expenditure</u>				
Car allowances	100	200	200	200
<u>Supplies and services</u>				
Valuation and other fees	16,740	10,700	15,200	12,200
<u>Support services</u>	17,700	18,000	18,000	19,100
Gross expenditure	43,140	38,900	43,400	42,200
Charged to capital receipts	(43,140)	(38,900)	(43,400)	(42,200)
Met by the Housing Revenue Account	0	0	0	0

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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Debt charges</u>				
Interest on borrowings	3,425,944	3,425,600	3,425,600	3,379,000
Dealing charges				
Net expenditure	3,425,944	3,425,600	3,425,600	3,379,000
 <u>Depreciation transferred to major repairs reserve</u>				
Depreciation	1,943,132	1,948,000	1,963,241	1,963,241
Additional Revenue contribution to reserve	0	0	0	6,737,054
Net expenditure	1,943,132	1,948,000	1,963,241	8,700,295

See table below for accumulated balances and movements on account.

Major Repairs Reserve summary

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Opening balance at start of year	6,223,287	5,451,287	5,806,464	3,019,705
Contributions to reserve	1,943,132	1,948,000	1,963,241	8,700,295
Capital expenditure funded from reserve	(2,359,955)	(2,976,000)	(4,750,000)	(11,720,000)
Reprovision of Farm Close (Capital Exp)				0
Net movement in year	(416,823)	(1,028,000)	(2,786,759)	(3,019,705)
Balance at year end	5,806,464	4,423,287	3,019,705	0

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 for the year ending 31 March 2023

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>HRA pension backfunding</u>	100,000	100,000	100,000	103,000
<u>HRA staff - accrued leave</u>	37,500	0	0	0
<u>HRA Leased Properties</u>	(587)	0	0	0
<u>Cost of capital charge</u>				
Civic Centre Notional charge	43,000	43,000	43,000	43,000
Interest payments (to MHCLG)	89,920	0	0	0
<u>Provision for uncollectable rents</u>	44,425	90,000	90,000	90,000
<u>Contribution to corporate expenses</u>	243,000	248,000	278,000	282,000
Gross expenditure	557,258	481,000	511,000	518,000

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 for the year ending 31 March 2023

Rents from dwellings

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
Income				
<u>Rent debit</u>				
General stock dwellings	16,357,281	16,595,000	16,624,600	17,308,000
Tenants service charges	188,307	188,500	188,500	195,800
Rents of shared ownership properties	220,900	212,500	215,000	213,600
Heating charges	34,042	32,400	32,400	32,400
Gross rent for dwellings	16,800,530	17,028,400	17,060,500	17,749,800
<u>Less voids (rent loss on empty dwellings)</u>				
General stock dwellings	389,180	446,000	452,000	354,000
Tenant service charges	11,261	6,500	5,500	4,000
Heating charges	1,134	1,600	1,000	1,000
Total voids on dwellings	401,575	454,100	458,500	359,000
Net rent for dwellings	16,398,955	16,574,300	16,602,000	17,390,800

Service statistics

	<u>2020/21</u> Actual	<u>2021/22</u> Estimate	<u>2021/22</u> Probable	<u>2022/23</u> Estimate
Average number of houses & flats	2,847	2,847	2,849	2,836
Average number of void houses & flats	68	74	75	55
Average number of DIYSO properties	66	63	63	61

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 for the year ending 31 March 2023

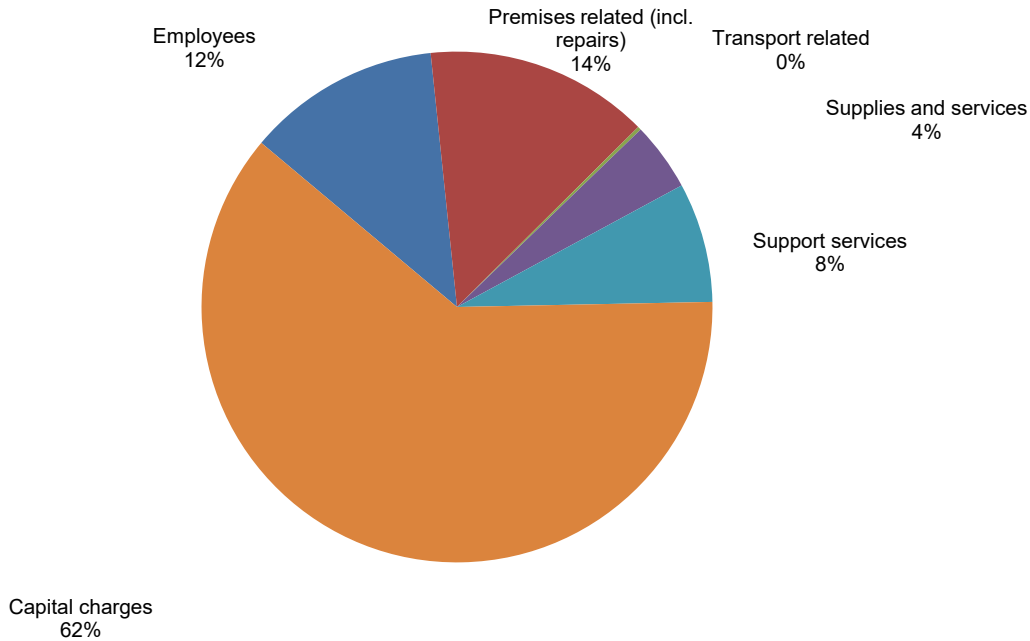
	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Non-dwelling rents and income</u>				
Rents of other properties	62,665	62,400	62,200	62,200
Leasehold service charges	97,635	95,000	107,500	100,000
Mead Court service charges	40,048	18,000	20,000	20,500
Miscellaneous receipts (e.g. small land sales)	595	4,500	4,500	4,500
Sub total - other rents and income	200,943	179,900	194,200	187,200
<u>Investment and mortgage income</u>				
Interest on balances	33,256	0	32,500	95,800
Sub total - interest	33,256	0	32,500	95,800
Total non-dwelling rents and income	234,199	179,900	226,700	283,000

Housing revenue account

Subjective analysis

	<u>2020/21</u> Actual £	<u>2021/22</u> Estimate £	<u>2021/22</u> Probable £	<u>2022/23</u> Estimate £
<u>Expenditure</u>				
Employees	1,901,307	2,249,800	2,256,125	2,424,150
Premises related (incl. repairs)	2,225,547	3,069,460	3,650,730	2,811,410
Transport related	38,094	54,220	53,260	43,100
Supplies and services	620,309	749,630	841,275	858,164
Support services	1,395,740	1,419,080	1,487,560	1,500,760
Capital charges	5,508,158	5,428,008	5,455,439	12,163,618
Gross expenditure	11,689,155	12,970,198	13,744,389	19,801,202
<u>Income</u>				
Net rents	16,557,272	16,686,000	16,713,300	17,508,900
Grants and Contributions	83,928	120,300	119,600	120,100
Fees and charges	466,618	439,750	437,850	425,350
Interest	33,256	0	32,500	95,800
Recharges to General Fund	43,900	43,900	42,600	41,300
Gross income	17,184,974	17,289,950	17,345,850	18,191,450
Net expenditure	(5,495,819)	(4,319,752)	(3,601,461)	1,609,752

Expenditure Analysis 2022/23



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Fees and charges

Housing Revenue Account

	From April 2022 £	VAT treatment
<u>Average council house rents (per week)</u>		
Bedsit	71.32	Outside scope
1 bed dwelling	98.06	Outside scope
2 bed dwelling	117.54	Outside scope
3 bed dwelling	128.40	Outside scope
4 bed dwelling	140.34	Outside scope
5 or more bed dwelling	158.48	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	1.23	Outside scope
Hampshire Court	6.38	Outside scope
Middlesex Court	6.38	Outside scope
Surrey Towers	6.38	Outside scope
Sussex Court	6.19	Outside scope
Audley & Southam House	1.47	Outside scope
Fairoaks Court	1.12	Outside scope
Oaklands Court	1.23	Outside scope
Bemonds	18.51	Outside scope
Darley Dene	13.25	Outside scope
Floral House	11.50	Outside scope
Grove Court	10.47	Outside scope
Heatherfields	9.75	Outside scope
Shared Houses	9.09	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	37.60	Exempt
Rent of council mobile homes	56.30	Exempt
Rent of new larger council mobile homes	84.45	Exempt

Fees and charges

Housing Revenue Account

	From April 2022 £	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

Fees and charges

Housing General Fund Services

	From April 2022 £	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	182.00	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 2022 £	VAT treatment
<u>Meals at Home and Day centre</u>			
Monday - Friday	Cost per two course meal	4.40	Outside scope
	Cost per three course meal	5.35	Outside scope
Saturday and Sunday	Cost per two course meal	5.05	Outside scope
	Cost per three course meal	5.75	Outside scope
	Afternoon Tea	2.85	Outside scope
<u>Community transport</u>			
	Fare for return transport to day centres (Monday - Friday)	4.00	Zero Rated
	Journey within one zone (minimum fare)	3.40	Zero Rated
	Journey to each subsequent zone	2.70	Zero Rated
School Transport Service		4.00	Zero Rated

Fees and charges

Careline system

		From April 2022 £	VAT treatment
	Full weekly charge (price to include a free smoke alarm on take up of contract)	4.90	Standard
	Full weekly charge (price to include a free smoke alarm on take up of contract) - Registered disabled	4.90	Zero Rated

Fees and charges

Centre lettings

		From April 2022 £	VAT treatment
<u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u>			
Monday to Friday	5pm to 11pm	23.50	Exempt
Saturday	9am to 5pm	30.00	Exempt
Saturday	5pm to 11pm	42.50	Exempt
<u>Commercial hire/trade shows (per hour)</u>			
Saturdays only	9am to 11pm	48.50	Exempt
<u>Catering facilities</u>			
Full use of kitchen		67.00	Exempt
Full use of tea bar		N/A	Exempt
Use of public address system		N/A	Exempt
<u>Registered charities</u>			
<p>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</p>			

Fees and charges

Centre rental charges

		From April 2022 £	VAT treatment
<u>Hairdressing salons - hourly rates</u>			
Eileen Tozer Day Centre	(Incl VAT)	7.70	Standard
Manor Farm Day Centre	(Incl VAT)	7.70	Standard
Woodham and New Haw Day Centre	(Incl VAT)	7.70	Standard
These rates are based upon the standard of facilities available			
<u>Chiropodist fees (full day)</u>		29.00	Exempt

Fees and charges

Chertsey Museum

	From Sept 2022 £	VAT treatment
<u>School's membership scheme</u>		
<u>Annual membership fee</u>		
Schools with 0 - 150 pupils	30.00	Outside Scope
Schools with 151 - 250 pupils	40.00	Outside Scope
Schools with 251+ pupils	50.00	Outside Scope
<u>Talks held at Museum</u>		
<u>Member schools</u>		
One 1/2 day session	POA	Outside Scope
Two 1/2 day session (same day)	POA	Outside Scope
<u>All day sessions at the museum (max 32 children)</u>		
<u>Member schools</u>		
see education catalogue on website	POA	Outside Scope
<u>Talks held at schools within 10 miles of Chertsey Museum (approx 90 minutes)</u>		
<u>Member schools</u>		
see education catalogue on website	POA	Outside Scope
*non members pay additional £10 booking		

Fees and charges

Chertsey Museum

	From Sept 2022 £	VAT treatment
<u>Talks held at Schools within 11-15 miles of Chertsey Museum (approx 90 minutes)</u>		
<u>Member schools</u> see education catalogue on website	POA	Outside Scope
<u>Talks held at schools within 16-20 miles of Chertsey Museum (Approx 90 minutes)</u>		
<u>Member schools</u> see education catalogue on website	POA	Outside Scope
<u>School assemblies (max.30 mins)</u>		
School Assemblies - schools within Runnymede (max. 30 mins)	50.00	Outside Scope
School Assemblies - schools outside Runnymede (max. 30 mins)	60.00	Outside Scope
School Assemblies - non member schools (max. 30 mins)	80.00	Outside Scope
<u>Talks to groups</u>		
At the Museum outside of opening hours - Borough Community Groups	40.00	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	40.00	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)	0.55	Standard
A3 Copies (plus VAT)	0.60	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		

Fees and charges

Chertsey Museum

		From Sept 2022 £	VAT treatment
<u>Photographic orders</u>			
101.6mm by 152.4mm (4" by 6")	(plus VAT)	3.50	Standard
127mm by 177.8mm (5" by 7")	(plus VAT)	4.00	Standard
152.4mm by 203.2mm (6" by 8")	(plus VAT)	4.50	Standard
203.2mm by 254mm (8" by 10")	(plus VAT)	6.00	Standard
304.8mm by 457.2mm (12" by 18")	(plus VAT)	10.50	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

Fees and charges

Allotments

	From April 2022 £	VAT treatment
Charge per 25m ² (rod) per annum:		
- Payment by annual direct debit	17.50	Outside Scope
- Payment by other means	20.00	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 2023 £	
Charge per 25m ² (rod) per annum:		
- Payment by annual direct debit	17.90	Outside Scope
- Payment by other means	20.50	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 2022 £	VAT treatment
<u>Chertsey Hall</u>			
<u>Community package Monday to Friday 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 22.26	Standard
Meeting Room A	(per hour)	(plus VAT) 9.48	Standard
Meeting Room C	(per hour)	(plus VAT) 6.06	Standard
Meeting Room D	(per hour)	(plus VAT) 7.80	Standard
<u>Community package - Monday to Friday 17:00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 29.75	Standard
Meeting Room A	(per hour)	(plus VAT) 13.48	Standard
Meeting Room C	(per hour)	(plus VAT) 9.15	Standard
Meeting Room D	(per hour)	(plus VAT) 11.85	Standard
<u>Community package - Weekends 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 30.38	Standard
Meeting Room A	(per hour)	(plus VAT) 13.77	Standard
Meeting Room C	(per hour)	(plus VAT) 9.56	Standard
Meeting Room D	(per hour)	(plus VAT) 12.27	Standard
<u>Community Package - weekends 17:00 to 23.00</u>			
Main Hall	(per hour)	(plus VAT) 40.40	Standard
Meeting Room A	(per hour)	(plus VAT) 18.31	Standard
Meeting Room C	(per hour)	(plus VAT) 12.71	Standard
Meeting Room D	(per hour)	(plus VAT) 16.32	Standard
<u>Business Package</u>			
Main Hall	(per hour)	(plus VAT) 58.33	Standard
Meeting Room A	(per hour)	(plus VAT) 25.00	Standard
Meeting Room C	(per hour)	(plus VAT) 20.83	Standard
Meeting Room D	(per hour)	(plus VAT) 20.83	Standard
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages			
<u>Children's Party Packages</u>			
Main Hall (3 hours, 30+ people)		(plus VAT) 125.00	Standard
Main Hall (each additional hour)		(plus VAT) 33.33	Standard
Room A (3 hours, 30 people or less)		(plus VAT) 62.50	Standard
Room A (each additional hour)		(plus VAT) 25.00	Standard
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence. If alcohol is required please refer to function package which would apply			
<u>Functions Packages</u>			
Main Hall (6 hours)		(plus VAT) 333.33	Standard
Main Hall (each additional hour)		(plus VAT) 50.00	Standard
Main Hall (less than 6 hours)	(per hour)	(plus VAT) 58.33	Standard
Room A (6 hours)		(plus VAT) 133.33	Standard
Room A (each additional hour)		(plus VAT) 20.83	Standard
Room A (less than 6 hours)	(per hour)	(plus VAT) 25.00	Standard
Room C	(per hour)	(plus VAT) 16.67	Standard
Room D	(per hour)	(plus VAT) 16.67	Standard
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence and access to bar provision. Small rooms for functions only available to hire when booking a package			
<u>Use of kitchen</u>			
Up to 100 people		(plus VAT) 41.67	Standard
100+ people		(plus VAT) 83.33	Standard

Fees and charges

Community Halls

		From April 2022 £	VAT treatment
<u>The Hythe Centre</u>			
<u>Community package- Monday to Friday 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 22.26	Standard
Small Hall	(per hour)	(plus VAT) 10.60	Standard
Room 1	(per hour)	(plus VAT) 6.06	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 7.80	Standard
<u>Community package - Monday to Friday 17:00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 29.75	Standard
Small Hall	(per hour)	(plus VAT) 14.56	Standard
Room 1	(per hour)	(plus VAT) 9.15	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 11.85	Standard
<u>Community use - Weekends 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 30.38	Standard
Small Hall	(per hour)	(plus VAT) 14.76	Standard
Room 1	(per hour)	(plus VAT) 9.56	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 12.27	Standard
<u>Community use - Weekends 17.00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 40.40	Standard
Small Hall	(per hour)	(plus VAT) 19.63	Standard
Room 1	(per hour)	(plus VAT) 12.71	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 16.32	Standard
<u>Business package</u>			
Main Hall	(per hour)	(plus VAT) 58.33	Standard
Small Hall	(per hour)	(plus VAT) 29.17	Standard
Room 1	(per hour)	(plus VAT) 20.83	Standard
Room 2 /Bar Lounge	(per hour)	(plus VAT) 20.83	Standard
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages			
<u>Children's Party Packages</u>			
Main Hall (3 hours, 40+ people)		(plus VAT) 125.00	Standard
Main Hall (each additional hour)		(plus VAT) 33.33	Standard
Small Halls 1 or 2 (3 hours, 40 people or less)		(plus VAT) 83.33	Standard
Small Halls 1 or 2 (each additional hour)		(plus VAT) 29.17	Standard
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence. If alcohol is required please refer to function package which would apply			
<u>Functions packages</u>			
Main Hall (6 hours package)		(plus VAT) 333.33	Standard
Main Hall (each additional hour)	(per hour)	(plus VAT) 50.00	Standard
Main Hall Function Rate (less than 6 hrs) minimum 2 hours	(per hour)	(plus VAT) 58.33	Standard
Small Halls 1 or 2 (6 hour package)		(plus VAT) 166.67	Standard
Small Halls 1 or 2 (each additional hour)		(plus VAT) 25.00	Standard
Small Halls 1 or 2 (6 hour package)		(plus VAT) 29.17	Standard
Room 1	(per hour)	(plus VAT) 16.67	Standard
Room 2	(per hour)	(plus VAT) 16.67	Standard
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence and access to bar provision. Small rooms for functions only available to hire when booking a package			

Fees and charges

Community Halls

		From April 2022 £	VAT treatment
<u>Use of kitchen</u>			
Up to 100 people	(plus VAT)	41.67	Standard
100+ people	(plus VAT)	83.33	Standard

Fees and charges

Community Halls

		From April 2022 £	VAT treatment
<u>Community Halls</u>			
<u>Equipment Hire</u>			
TV & Video Recorder/ DVD player	(plus VAT)	29.17	Standard
Screen/presentation projector/TV on movable (per booking)	(plus VAT)	29.17	Standard
House P.A. system including microphone (per booking)	(plus VAT)	41.67	Standard
2 way radios (per booking)	(plus VAT)	16.67	Standard
CD player C/W Ipod dock (per booking)	(plus VAT)	8.33	Standard
Indoor Bowls carpet and woods (per hour : 2 hours min)	(plus VAT)	5.33	Standard
Flip chart and pad (per booking)	(plus VAT)	12.50	Standard
Flip chart stand only (per booking)	(plus VAT)	4.17	Standard
Electric piano (per booking)	(plus VAT)	8.33	Standard
Extension leads (per booking)	(plus VAT)	2.50	Standard
Stage lighting with access (per booking)	(plus VAT)	41.67	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
- All small rooms only available to hire when booking package
- Deposit required for all hires
- All Hires minimum of 2 hours except Childrens Parties minimum of 3 hours
- Prices are subject to variation from time to time to reflect any amendments approved by the Council.
- All above charges for Audio, Visual Aid and Additional Equipment are per booking unless otherwise stated
- Hires are charged on an Hourly basis
- All times booked must include set up and clear down time
- 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

Fees and charges

Parks and open spaces

	From April 2022 £	VAT treatment
<u>Bowls (includes VAT)</u>		
Green fees per person		
Per hour	7.90	Standard
Per hour (senior citizens/juniors/registered disabled)	4.20	Standard
Per match	13.10	Standard
Per match (senior citizens/juniors/registered disabled)	6.65	Standard
Per season	125.00	Standard
Per season (senior citizens/juniors/registered disabled)	62.50	Standard
<u>Football pitches with changing - per match (includes VAT)</u>		
Full size pitches		
Senior clubs	112.00	Standard
Junior clubs	56.20	Standard
Small pitches up to 1hour 30 mins	54.50	Standard
<u>Football pitches without changing - per match (includes VAT)</u>		
Full size pitches	43.00	Standard
Small pitches up to 1hour 30 mins	36.00	Standard
<u>Croquet (includes VAT)</u>		
Adults per Person per Hour	5.70	Standard
Juniors/Senior Citizens/Registered Disabled per Person per Hour	3.00	Standard
<u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u>		
Court fees (team games) per hour per court	34.00	Standard
Court fees (junior games) per hour per court	29.10	Standard
Floodlighting per hour per court	11.50	Standard
<u>Cricket (includes VAT)</u>		
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields		
Games commencing Before 5.00 p.m.	114.00	Standard
Games commencing After 5.00 p.m.	71.50	Standard
Junior Games	57.50	Standard

Fees and charges

Parks and open spaces

	From April 2022 £	VAT treatment
<u>Additional and miscellaneous charges (includes VAT)</u>		
For Football, Hockey and Cricket Clubs, the majority of whose members live outside the Runnymede District	63.50	Standard
Hire of rooms in pavilions - per hour (min 2 hours)	20.30	Exempt
Team use of park for training - per hour	27.20	Standard
Team use of park for training (junior teams) - per hour	13.60	Standard
<u>Events (includes VAT)</u>		
Community and charity events	No charge	
Firework displays		
Less than 15 minutes	250.00	Standard
More than 15 minutes	POA	Standard
Fairgrounds		
Operational days	640.00	Standard
Non operational days	350.00	Standard
Circuses	POA	Standard
Special interest and club events	POA	Standard
<p>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</p>		
<u>Homewood Park car park (includes VAT) introduced from December 2014</u>		
<u>(Monday to Saturday)</u>		
	Disabled Person	No Charge
No return within 3 hours	Fee up to 3 hours	No Charge
	All Day Fee	2.90
		Standard

Fees and charges

Cemeteries

	From April 2022 £	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	1,630.00	Outside Scope
	100 years - for future use	2,428.00	Outside Scope
Extended burial rights	25 years	255.00	Outside Scope
<u>"Classic traditional" grave space for coffin burial (to accommodate a brick built vault)</u>			
Exclusive burial rights	100 years - for immediate use	2,797.00	Outside Scope
	100 years - for future use	4,036.00	Outside Scope
Extended burial rights	25 years	952.00	Outside Scope
<u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u>			
Exclusive burial rights	100 years - for immediate use	760.00	Outside Scope
	100 years - for future use	1,150.00	Outside Scope
<u>Cremated remains grave space 0.79m x 0.91m (2.6' x 3')</u>			
Exclusive burial rights	100 years - for immediate use	561.00	Outside Scope
	100 years - for future use	847.00	Outside Scope
Extended burial rights	25 years	215.00	Outside Scope
<u>Vault</u>			
The right to construct a walled grave or vault		2,295.00	Outside Scope
<u>Interment fees (private and public grave)</u>			
Adult coffin		1,262.00	Outside Scope
Casket burial or oversized coffin		1,326.00	Outside Scope
Cremated remains		275.00	Outside Scope
Muslim section Englefield Green - weekdays (normal hours)		1,262.00	Outside Scope
Muslim section Englefield Green - outside normal hours and weekends		POA	Outside Scope
<u>Memorial fees</u>			
* Right to place a headstone no higher than 986mm (3' 3")		225.00	Outside Scope
* Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")		225.00	Outside Scope
* Right to place a Book or tablet memorial		168.00	Outside Scope
* Right to place memorial on Classic grave space		885.00	Outside Scope
Additional inscription		95.00	Outside Scope

* These fees will be trebled in respect of Non-Runnymede residents

Burial, Interment and Vault fees will be trebled in respect of non-residents

Where the deceased is a child under the age of 18, fees will be charged at 50% and where appropriate claimed under the Child

Fees and charges

Cemeteries

	From April 2022 £	VAT treatment
<u>Genealogy search fees</u>		
Search fees per interment	21.00	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	275.00	Outside Scope
Provision and installation of plaque by the Council	123.00	Outside Scope
<u>Administration and other fees</u>		
Registration of transfer of exclusive right of burial (will or probate provided)	102.00	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	112.00	Outside Scope
Copy of exclusive right of burial	102.00	Outside Scope
Postponement or cancellation of burial after notice has been given	380.00	Outside Scope
Charge for chapel (Per hour - minimum charge)	110.00	Outside Scope
Selection fee - for Cemeteries Registrar to attend	160.00	Outside Scope
Completion of Exhumation Applications	104.00	Outside Scope

Fees and charges

Crime and disorder

	From April 2022 £	VAT treatment
<u>Safer Runnymede (Includes VAT)</u>		
CCTV System - supply of copy DVDs	149.32	Standard
CCTV System - supply of copy photograph	24.22	Standard
CCTV System - viewing DVD footage (per hour or part thereof)	65.32	Standard

Fees and charges

Refuse collection

	From April 2022 £	VAT treatment
<u>Trade refuse</u>		
Sack collection	<u>165.92</u>	Outside Scope
120 litre wheeled bins	<u>290.53</u>	Outside Scope
240 litre wheeled bins	<u>461.24</u>	Outside Scope
360 litre wheeled bins	<u>564.11</u>	Outside Scope
660 litre wheeled bins	<u>720.39</u>	Outside Scope
1100 litre bulk containers	<u>956.05</u>	Outside Scope
1100 litre bulk containers - lockable	<u>988.05</u>	Outside Scope

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

Fees and charges

Refuse collection

	From April 2022 £	VAT treatment
<u>Domestic refuse</u>		
Purchase of wheeled containers (includes purchase, delivery and administration costs) (only one bin collected/emptied per household)		
New bins		
- 140 litre bin	51.92	Outside Scope
- 180 litre bin	63.72	Outside Scope
- 660 litre bin (communal facilities)	240.72	Outside Scope
-1100 litre bin (communal facilities)	372.88	Outside Scope
-1100 litre bin - lockable (communal facilities)	389.40	Outside Scope
Second hand / refurbished (when available)		
- 140 litre bin	30.48	Outside Scope
- 180 litre bin	38.88	Outside Scope
Upgrade from		
- 140 litre bin to 180 litre bin	63.72	Outside Scope
- 180 litre bin to 360 litre bin	76.00	Outside Scope
	Families of 6 or more with a child under the age of 3 annual rental charge	
<u>One off payments</u>		
Charge for contaminated bins and additional collections		
- 240 litre bin	53.08	Outside Scope
- 360 litre bin	78.57	Outside Scope
- 660 litre bin	114.87	Outside Scope
-1100 litre bin	176.37	Outside Scope
<u>Bulky waste collections</u>		
Up to 3 items	26.00	Outside Scope
Per additional item	6.00	Outside Scope
	maximum of 6 items	

Fees and charges

Refuse collection

	From April 2022 £	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	56.00	Outside Scope
- Collection charge	82.59	Outside Scope
	138.59	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	91.00	Outside Scope
- Collection charge	126.06	Outside Scope
	217.06	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	113.00	Outside Scope
- Collection charge	136.93	Outside Scope
	249.93	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	116.00	Outside Scope
- Collection charge	180.40	Outside Scope
	296.40	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	138.00	Outside Scope
- Collection charge	204.31	Outside Scope
	342.31	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	154.00	Outside Scope
- Collection charge	204.31	Outside Scope
	358.31	Outside Scope

Fees and charges

Recycling and Green Waste

	From April 2022 £	VAT treatment
<u>Recycling initiatives</u>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
New bins		
- 120 litre bin	21.50	Outside Scope
- 240 litre bin	31.00	Outside Scope
- 360 litre bin (Families of 6 or more only)	37.80	Outside Scope
- 660 litre bin	214.20	Outside Scope
- 1100 litre bin (communal facilities)	331.80	Outside Scope
- 1100 litre bin - lockable (communal facilities)	369.60	Outside Scope
Second hand / refurbished (when available)		
- 120 litre bin	16.50	Outside Scope
- 240 litre bin	21.50	Outside Scope
- 360 litre bin (Families of 6 or more only)	31.00	Outside Scope
Upgrade from		
-120 litre bin to 240 litre bin	16.50	Outside Scope
-240 litre bin to 360 litre bin	21.50	Outside Scope
<u>Recycling for schools and businesses - fortnightly collection</u>		
Service cost including hire, administration and collection		
120 litre wheeled bins		
- Administration and Container hire charge	56.00	Outside Scope
- Collection charge	39.14	Outside Scope
	95.14	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	91.00	Outside Scope
- Collection charge	59.74	Outside Scope
	150.74	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	113.00	Outside Scope
- Collection charge	63.86	Outside Scope
	176.86	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	116.00	Outside Scope
- Collection charge	86.52	Outside Scope
	202.52	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	138.00	Outside Scope
- Collection charge	96.82	Outside Scope
	234.82	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	154.00	Outside Scope
- Collection charge	96.82	Outside Scope
	250.82	Outside Scope
Food waste	No charge	Outside Scope

Fees and charges

Recycling and Green Waste

	From April 2022 £	VAT treatment
<u>Green garden waste scheme</u>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
120 litre bin	23.00	Outside Scope
240 litre bin	30.00	Outside Scope
Annual subscription charge:		
120 litre bin	36.00	Outside Scope
Each additional wheeled bin	36.00	Outside Scope
240 litre bin	57.00	Outside Scope
Each additional wheeled bin	57.00	Outside Scope

Fees and charges

Car parking charges

	From Jan 2022 £	VAT treatment
<u>On street parking</u>		
First residents permit	50.00	Outside Scope
Additional permits	75.00	Outside Scope
Daily visitor permits (max 120 per property per year)	2.00	Outside Scope
Amendment to permit	15.00	Outside Scope
<u>Waivers / bay suspensions</u>		
Waiver certificate (per vehicle) up to 3 days	25.00	Outside Scope
each additional day	6.00	Outside Scope
Bay suspension (each marked bay) up to 3 days	75.00	Outside Scope
each additional day	12.00	Outside Scope
<u>Pay and display parking (including pay by phone)</u>		
<u>Town Centre (higher scale) car parks</u>		
<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 2022 £	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 Unless payment of £25.00 is made within 14 days of issue	50.00	Outside Scope
Parking in a disabled persons parking place without displaying a badge Unless payment of £35.00 is made within 14 days of issue	70.00	Outside Scope
<u>Season/permit parking (includes VAT)</u>		
<u>Season Ticket (Monday to Saturday)</u>		
Covering Chertsey Library and Waspe Farm car parks	Non-resident (per annum) 700.00 Non-resident (per quarter) 250.00 Resident (per annum) 300.00 Resident (per quarter) 100.00	Standard Standard Standard Standard
<u>Car park permits (Monday to Saturday)</u>		
Beomonds, British Legion, Hummer Road, Memorial Gardens, Woodlands	Non-resident (per annum) 700.00 Non-resident (per quarter) 250.00 Resident (per annum) 300.00 Resident (per quarter) 100.00	Standard Standard Standard 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 (per quarter) 50.00	Standard Standard
<u>Contract car parking</u>		
Chertsey (Beomonds Row, White Hart Row)	Non-resident (per annum) 750.00 Non-resident (per quarter) 225.00 Resident (per annum) 250.00 Resident (per quarter) 75.00	Standard Standard Standard 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 2022 £	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 Corporate Head of Environmental Services to cover costs.	POA	Standard
Food Export Certificate	102.00	Outside Scope
Re-inspections requested by food businesses	160.00	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)	Set locally to statute maximum 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
Fly tipping		
Upper level (if paid within 14 days) (reduced to £320 if paid within 10 days)	400.00	Outside Scope
Lower level (if paid within 14 days) (reduced to £120 if paid within 10 days)	150.00	Outside Scope

Fees and charges

Other environment and sustainability charges

	From April 2022 £	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.

Air Pollution fees

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 Corporate Head of Environmental Services within the Environmental Health & Licensing Section at Runnymede Borough Council.
environmentalhealth@runnymede.gov.uk or 01932 838383

Register of authorised processes

Complete register	905.00	Outside Scope
Individual entry	134.00	Outside Scope

Contaminated Land

Basic contaminated land enquiry at an hourly rate	97.00	Outside Scope
Contaminated land enquiry for one property	214.00	Outside Scope
Contaminated land enquiry for more than one property	411.00	Outside Scope

Dog control charges

Minimum charge during normal office hours

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	71.00	Outside Scope
	96.00	

Minimum charge for collection outside of normal office hours

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	112.00	Outside Scope
	137.00	

The collection fee may be increased where additional charges are incurred

Fees and charges

Other environment and sustainability charges

	From April 2022 £	VAT treatment
<u>Highway and engineering charges</u>		
<u>Copies of plans etc. (includes VAT)</u>		
A4 Size	12.75	Standard
A3 Size	14.00	Standard
Larger than A3 size	29.00	Standard
A minimum fee for replying to technical questions	165.00	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	67.00	Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	16.50	Outside Scope
Renaming a street : requested by residents including notification		Outside Scope
<u>New addresses</u>		
New development of first plot	67.00	Outside Scope
New development for plots 2 -5 (per plot)	34.00	Outside Scope
New development for plots 6 - 10 (per plot)	28.50	Outside Scope
New development for plots 11 - 20 (per plot)	22.50	Outside Scope
New development for plots 21 and greater (per plot)	16.50	Outside Scope
Additional charge, where this includes naming of a street (per street)	112.00	Outside Scope
Additional charge, where this includes the naming of a building (e.g. block of flats) (per block)	112.00	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 2022 £	VAT treatment
<u>Miscellaneous fees and charges</u>		
<u>Graffiti removal (includes VAT)</u>		
Removal of extensive graffiti from private property (per hour)	111.26	Standard
<u>Street trading consents</u>		
Basic fee	930.00	Outside Scope
Additional annual charge for each day of the week a trader operates	215.00	Outside Scope
<u>Sale of technical documents</u>		
Fee at the discretion of the Corporate Head of Environmental Services	POA	Standard
<u>Annual animal licence fees</u>		
Higher Tier activities (exc. Home board and day care dogs) New application	343.00	Outside Scope
Higher Tier activities (exc. Home board and day care dogs) Renewal	232.00	Outside Scope
Lower Tier activities (Home board and day care dogs) New application	318.00	Outside Scope
Lower Tier activities (Home board and day care dogs) Renewal	208.00	Outside Scope
Additional activity charge	47.00	Outside Scope
Enforcement charge	164.00	Outside Scope
Re-rating fee	189.00	Outside Scope
Transfer / variation	51.00	Outside Scope
Copy of licence	31.00	Outside Scope
Dangerous wild animals	503.00	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

From April 2022 £	VAT treatment
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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

	Rateable value		
Band A	£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

	Rateable value		
Band A	£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 2022 £	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
<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 2022 £	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 2022 £	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 2022 £	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 2022 £	VAT treatment
Taxi and Hackney Carriage licensing fees (outside scope of VAT)		
<u>Vehicle applications</u>		
Hackney Carriage licence	307.00	Outside Scope
Private hire vehicle licence	199.00	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	119.00	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)	93.00	Outside Scope
Change of vehicle licence type during the licensing period (e.g. from Hackney Carriage to private hire)	93.00	Outside Scope
Change of drivers licence during the licensing period (e.g. From private hire to Hackney Carriage drivers licence)	34.00	Outside Scope
<u>Drivers licence new applications</u>		
Combined Hackney Carriage and private hire drivers licence - one year	237.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	463.00	Outside Scope
Private hire drivers licence - one year	237.00	Outside Scope
Private hire drivers licence - three year	463.00	Outside Scope
<u>Drivers licence renewals</u>		
Combined Hackney Carriage and private hire drivers licence - one year	170.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	398.00	Outside Scope
Private hire drivers licence - one year	170.00	Outside Scope
Private hire drivers licence - three year	398.00	Outside Scope
<u>Private hire operators licence (valid for 1 year)</u>		
1 vehicle owner/driver	178.00	Outside Scope
2 - 5 vehicles	191.00	Outside Scope
6 - 20 vehicles	241.00	Outside Scope
21 - 40 vehicles	309.00	Outside Scope
41 - 60 vehicles	376.00	Outside Scope
61 - 80 vehicles	443.00	Outside Scope
81 - 100 vehicles	511.00	Outside Scope
<u>Private hire operators licence (valid for 5 years)</u>		
1 vehicle owner/driver	523.00	Outside Scope
2 - 5 vehicles	537.00	Outside Scope
6 - 20 vehicles	587.00	Outside Scope
21 - 40 vehicles	654.00	Outside Scope
41 - 60 vehicles	722.00	Outside Scope
61 - 80 vehicles	789.00	Outside Scope
81 - 100 vehicles	856.00	Outside Scope

Fees and charges

Taxi licences

	From April 2022 £	VAT treatment
<u>Pre application and other charges</u>		
Failure to keep appointment / comply with renewal procedures	50.00	Outside Scope
Knowledge test including re-takes for Hackney Carriage Drivers	72.00	Outside Scope
Knowledge test to go from being a Private Hire Driver to a Hackney Carriage Driver	50.00	Outside Scope
Knowledge test including re-takes for Private Hire Drivers and Private Hire Operators	55.00	Outside Scope
New drivers information pack	25.00	Outside Scope
Disclosure & Barring Service (DBS) fixed fee (£40) plus processing charges £18.50 Runnymede Borough Council and £9 Surrey County Council.	67.50	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 2022 £	VAT treatment
<u>Registration fees</u>		
Ear piercing, electrolysis, tattooing and acupuncture		
- Practitioners	217.00	Outside Scope
- Premises	217.00	Outside Scope
Sex establishments	973.00	Outside Scope
Initial fee	973.00	Outside Scope
Sex establishments	973.00	Outside Scope
Annual fee		
<u>Mobile homes site licences</u>		
Application for new site licence (includes £50.00 for single unit site) 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	300.00	Outside Scope
Site inspection	50.00	Outside Scope
Fit and proper person test	160.00	Outside Scope
Application for fit and proper person licence	372.00	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 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	50.00	Outside Scope
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)	370.00	Outside Scope
Scrap metal collectors licence (3 year licence)	236.00	Outside Scope
Charity collection permits:		
House to house collections	Free	Outside Scope
Street collections	Free	Outside Scope
<u>Certificate of suitability</u>		
Film certification	365.00	Outside Scope
<u>Pavement Licence</u>		
Application for new temporary pavement licence	100.00	Outside Scope

Fees and charges

Planning and Building Control Services

	From April 2022 £	VAT treatment
<u>Local Plan and Policies map</u>		
Cost of printing the Runnymede 2030 Local Plan Policies Map including p&p	84.00	Outside Scope
Cost of printing the Runnymede 2030 Local Plan plus p&p.	33.00	Outside Scope
<u>Planning fees</u>		
Planning application fees - Set by Statute		Outside Scope
Pre-Application advice service fees - Set by the Planning Committee on 23 October 2019		Standard
High hedges complaint fee - Charge for processing and resolving dispute	730.00	Outside Scope
<u>Building control fees</u>		
Set by the Planning Committee with guidance issued by Local Authority Building Control	No Increase	Standard
Set by the Planning Committee with guidance issued by Local Authority Building Control	No Increase	Outside Scope

Fees and charges

Planning and Building Control Services

	From April 2022 £	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	250.00	Outside Scope
A minimum fee for general enquiries for the supply of planning and building control histories and background information on sites	98.00	Outside Scope
Building Control completion letter	45.00	Outside Scope
<u>Search and copying fees, paper/electronic (micro-fiche) (includes VAT)</u>		
Search and copying fees - planning decision notices	36.00	Standard
Copies of 106 Agreements and appeal decisions	36.00	Standard
Background papers / miscellaneous documents	3.80	Standard
A4 print from website	0.30	Standard

Fees and charges

Corporate and Business Services

	From April 2022 £	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 2022 £	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)	36.00	Standard
<u>Council Tax</u>		
Court costs	94.50	Exempt
<u>Business Rates</u>		
Court costs	135.50	Outside Scope
<u>Other charges</u>		
Freedom of information/Environmental Information regulations - staff time per hour	25.00	Standard
Data Protection Subject Access Request - per request - charges set by legislation	no charge from May 2018	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		
- Printing/copying A4 documents (per page)	0.30	Standard
- Printing/copying A3 documents (per page)	0.40	Standard

Fees and charges

Corporate and Business Services

	From April 2022 £	VAT treatment
<u>Corporate Properties</u>		
Garage rentals (per week)		
If included with house	13.75	Outside Scope
Private rental	16.50	Standard
Sale of property enquiries - refundable if sale proceeds	1,000.00	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/Members Room		
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	per hour	40.00
<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

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Capital Programme

Scheme Details	Approval Date	Updated Budget	Actual to 31 Mar 21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Comments
		£	£	£	£	£	£	£	
Housing Services									
Improvement Grants/Loans (private sector properties)									
Disabled Facilities Grants	CMC - Jan 2015	2,675,000		535,000	535,000	535,000	535,000	535,000	
Discretionary Renovation Grants	CMC - Jan 2015	149,880		29,976	29,976	29,976	29,976	29,976	
Minor Works Assistance Grants	CMC - Jan 2015	84,850		16,970	16,970	16,970	16,970	16,970	Funded by grant
Loans - Granted	CMC - Jan 2015	200,000		40,000	40,000	40,000	40,000	40,000	
Moving Home Scheme Loans	CMC - Jan 2015	147,805		29,561	29,561	29,561	29,561	29,561	
Capital Schemes (non-council housing)									
Purchase of 3 properties for rough sleepers	CMC - Nov 2021	700,000		700,000					Scheme subject to future committee report. Part Homes England funding, part s106
Sleeping Pods - Salvation Army Premises	-	20,000	11,169	8,831					
Capital Schemes (HRA Housing)									
Capitalisation of improvement works	HRA Business Plan	30,976,000		2,976,000	7,000,000	7,000,000	7,000,000	7,000,000	Capitalisation at year end. Met from MRR in 21/22& 22/23
Purchase of Property	Hsg - Sept 2016	5,900,000		1,000,000	1,300,000	1,000,000	1,300,000	1,300,000	Part financed by use of Housing receipts not paid to the Government Pool - New Build Housing
St Georges Development, Addlestone	CMC - Sept 2017	2,127,930	947,573	1,180,357					
Dunkirk Nursery Land Purchase	CMC - Nov 2017	3,592,136	842,136		1,250,000	1,500,000			Future works subject to Committee report.
HRA Grants to Registered Providers	CMC - June 2019	2,000,000		500,000	500,000	500,000	500,000		Provision of new affordable housing and the use of retained 1-4-1 right to buy capital receipts. Funded 100% from 1-4-1 set aside receipts
Conversion of garages into temporary accommodation	TBA	900,000			300,000	600,000			Part financed by use of Housing receipts not paid to the Government Pool. Garage conversions - subject to committee report and approval
New Build Programme:	Hsg - Mar 2021	25,000,000		4,500,000	5,000,000	5,000,000	5,000,000	5,500,000	£25m programme as per HRA Business Plan - Hsg Cttee Mar 21. Last two years funded from borrowing
	Sub-totals	74,473,601	1,800,878	11,516,695	16,001,507	16,251,507	14,451,507	14,451,507	
Environment & Sustainability									
Environmental Services									
Depot vehicle fleet replacement programme	CMC - May 2018	2,803,268	1,996,155	109,113			386,000	312,000	Post 21/22 budgets subject to future committee report (Based on replacement schedule Dec 18)
River Thames Flooding Scheme	CMC - Oct 2017	5,000,000		2,000,000	2,000,000	1,000,000			
A320 North of Woking HiF Scheme	SO42 - May 2020	2,000,000				2,000,000			
ANPR Car Parking Programme	TBA	500,000			500,000				Scheme subject to future committee report
Replacement car parking vehicles	TBA	50,000			50,000				Scheme subject to future committee report
	Sub-totals	10,353,268	1,996,155	2,109,113	2,550,000	3,000,000	386,000	312,000	
Community Services									
Community Transport									
Vehicle fleet replacement programme:									
- Approved purchases	-	187,146		187,146					
- Future provision	TBA	781,000		61,000	288,000		144,000	288,000	
Community Development									
Safer Runnymede									
CCTV Equipment Replacement	-	500,000		100,000	100,000	100,000	100,000	100,000	Annual provision available to draw down
Grant Aid to Sporting and Community Organisations									
Grants to Local Organisations	-	100,000		20,000	20,000	20,000	20,000	20,000	Annual provision available to draw down
Parks and Open Spaces									
Runnymede Pleasure Ground	CMC - Sept 2017	4,781,000	467,688				4,313,312		
New Bike Track - Kings Lane Open Space	-	30,000		30,000					
Replacement play area programme	TBA	400,000			100,000	100,000	100,000	100,000	Scheme subject to future committee report
Parks Vehicle replacement programme	CMC - Jan 2019	132,000		68,000	18,000	12,000	34,000		
Grounds Maintenance Contract Vehicles	TBA	420,000		420,000					Scheme subject to future committee report
General Schemes									
Youth Café	TBA	160,000		160,000					Scheme subject to future committee report
1st Chertsey Scout Hut demolition	CMC - Apr 2019	55,000	40,272	14,728					

Capital Programme

Scheme Details	Approval Date	Updated Budget	Actual to 31 Mar 21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Comments
		£	£	£	£	£	£	£	
Corporate & Business Services									
General Schemes									
Provision for Asset Management	-	4,250,000		350,000	500,000	500,000	500,000	2,400,000	
Development Loans to RBCI (Egham Gateway)	CMC - Nov 2021	12,644,500		6,444,500	6,200,000				non-financial investment - Offset by Capital Receipt
Depot Refurbishment works	CMC - Feb 2019	290,000		145,000	145,000				
Capital Contribution towards Surreywide Travellers' Site	TBA	200,000			200,000				
Restructuring & Transformation - Staff costs	CMC - Jun 2021	1,500,000		1,500,000					Capital Directive to be funded from Capital Receipts
Restructuring & Transformation - ICT & PPE	TBA	500,000		500,000					Scheme subject to future committee report
Green Homes - raising energy efficiency ratings	-	2,897,500		2,897,500					Met from grant
ICT Schemes									
ICT Hardware Replacement (Incl Members)	-	797,184		307,184	122,500	122,500	122,500	122,500	Annual provision available to draw down
ICT Upgrades & Developments	-	632,072		232,072	100,000	100,000	100,000	100,000	Annual provision available to draw down
E- Procurement System	TBA	20,000			20,000				
Digital Transformation Strategy									
Retendering Systems - Provision	CMC - Feb 2019	1,250,000		250,000	500,000	500,000			Provision reduced and reprofiled
- Income Management System	CMC - Feb 2019	91,800	67,054	24,746					
- Northgate Systems (Revs, Bens, Hsg, Planning, Info@work)	CMC - Feb 2020	511,500	89,363	422,137					
- Housing Northgate system upgrade	CMC - Sept 2021	246,382		123,191	123,191				Funded from HRA balances
- Customer Relationship Management & Content Managemnt System	CMC - May 2020	300,000	200,560	99,440					
- Modern.gov system	CMC - May 2021	22,570		22,570					
- Bartec upgrade	TBA	10,000		10,000					Scheme subject to future committee report
- Financial Management System	TBA	500,000		100,000	400,000				Scheme subject to future committee report - Reprofiled
- GDPR Data Recovery	TBA	15,000		15,000					Scheme subject to future committee report
- Network and Infrastructure update	TBA	90,000		90,000					Scheme subject to future committee report
- Combined HR & Payroll system	TBA	40,000		10,000	30,000				Scheme subject to future committee report - Reprofiled
- Telephony system	CMC - May 2020	100,000		100,000					
- Parking Services system	CMC - Sept 2021	25,000		25,000					
- Environmental Services system	TBA	170,000			170,000				Scheme subject to future committee report
- Sharepoint	TBA	50,000			50,000				Scheme subject to future committee report
- Land Charges system	TBA	60,000			60,000				Scheme subject to future committee report
Property related schemes									
Addlestone ONE Project	CMC - Sept 2014	79,984,528	77,704,895	2,279,633					
Addlestone One refurbishment	CMC - July 2021	4,520,000			3,000,000	1,520,000			
Addlestone One Internet upgrade	TBA	100,000			100,000				Scheme subject to future committee report
Egham Gateway West (Magna Square) Regeneration	Council - Nov 2016	90,000,000	46,685,209	38,474,791	4,840,000				Scheme funding revised to borrow £80m of the £90m cost
Provision for purchases for regeneration purposes	CMC - Dec 2016	20,000,000		10,000,000	5,000,000	5,000,000			Any potential purchases subject to future committee report
Chertsey Business Park	CMC - July 2018	18,820,000	18,377,497	442,503					non-financial investment
Sub-totals		240,638,036	143,124,578	64,865,267	21,560,691	7,742,500	722,500	2,622,500	
Summary									
Housing Services		74,473,601	1,800,878	11,516,695	16,001,507	16,251,507	14,451,507	14,451,507	
Community Services		7,546,146	507,960	1,060,874	526,000	232,000	4,711,312	508,000	
Environment & Sustainability		10,353,268	1,996,155	2,109,113	2,550,000	3,000,000	386,000	312,000	
Corporate and Business Services		240,638,036	143,124,578	64,865,267	21,560,691	7,742,500	722,500	2,622,500	
Total		333,011,051	147,429,571	79,551,949	40,638,198	27,226,007	20,271,319	17,894,007	
Method of Financing									
Direct Revenue Contributions:				9,331,429	14,830,001	15,200,001	8,280,001	7,780,001	
Earmarked Reserves				3,429,515	1,373,500	934,500	1,000,500	1,110,500	
Other Grants & Contributions:				4,987,838	651,507	651,507	651,507	651,507	
Capital Resources				15,606,240	14,943,190	5,439,999	5,339,311	2,851,999	
Prudential Borrowing				46,196,927	8,840,000	5,000,000	5,000,000	5,500,000	
Sub-totals				79,551,949	40,638,198	27,226,007	20,271,319	17,894,007	