

RUNNYMEDE BOROUGH COUNCIL

BUDGET INFORMATION 2020 - 21

ITEM

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Executive Summary

Since 2015 the Council has invested in commercial asset acquisitions using its regeneration powers. The purpose has been two-fold-

To acquire assets as part of a long-term place shaping and regeneration strategy and secondly to generate enough income to fund those regeneration strategies. Efficiency savings have been made of around £7.5m in real terms to fund services as government grant has reduced. Many of the property investments offer the potential to unlock future development opportunities in the Borough.

The strategic aim of the Council is to manage the portfolio over the medium to long term, in doing so it ensures:

- Only seek acquisitions with strong existing or new tenant covenants.
- Tenants take full repairing and insuring leases
- Rent can only increase, not decrease without Council approval.
- Set aside rent income to ensure all loans can be fully repaid when due (the Minimum Revenue Provision policy) and use commercial income to fund future regeneration schemes.
- Set aside income each year into two earmarked reserves – one for unseen capital works and one to equalise income following the renegotiation of a lease which may include a rent-free period.
- Prudent borrowing can only be considered for acquisitions following an exhaustive consideration of risk.
- Create or enhance the economic and social wellbeing of a town when considering asset acquisition e.g. Addlestone and Egham.
- Vacant sites and assets can be considered where there is a strategic value, particularly in relation to future regeneration development.
- To ensure the portfolio continues to perform as effectively as possible

Governance and decision-making arrangements for acquisitions have been approved by the Council in its Regeneration plans and in the Capital and Treasury Management Strategies. Governance includes a member led working group which reports to the Corporate Management Committee on all acquisitions and monitors both the revenue and capital income, spend and performance.

The Acquisition and Regeneration Strategy

The Property Acquisition strategy has developed over time as it provided the funding to pay for a £80m regeneration scheme in Addlestone and a £19m leisure centre which replaced a 1970's "sports hall" type centre with a new, energy efficient centre which includes a swimming pool. The leisure centre is an operational asset not a commercial asset, however the debt charges are paid for from the Council's commercial income.

The Council is committed, at summer 2019, to a major regeneration scheme in Egham. Around £9m in costs has been incurred on a total budget of £81m. The Council has essentially moved "past the point of no return" with the project and further strategic financial risks are emerging:

- Assets have been bought or long leases terminated with assets either re-configured or earmarked for demolition.

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- The costs and income for the Egham gateway project have already been accounted for in the MTFS.
- The decision of the Public Works Loans Board (PWLB) to increase the interest rates to 1.8% above the government borrowing rates means that long term fixed interest loans are now around 3.0%. The original business case assumed 2.5%. While the business cases will now show a reduced net surplus to fund Regeneration Strategies, the additional £100m recommended will fund, together with the previous commercial acquisitions, the cost of Egham Gateway. At around £81m the borrowing costs are likely to peak at £2m a year. After set aside to repay debt an investment of £100m will generate around £1.2m.
- The retail and residential sales and lettings market has changed significantly over the last three years. Market conditions in retail have changed with several well-known names disappearing. For that reason, the Councils Regeneration Strategy has focused on mainly food and leisure mainly to support and encourage the night time economy with some retail units.

Revenue Funding

All capital expenditure, unless funded by selling other assets to generate a capital receipt, must be funded from the Councils annual revenue stream. For that reason, the MTFS shows the likely running costs of providing services, but also the funding of assets not paid for using capital grants or capital receipts.

Revenue funding includes funding small asset purchases from its current income. Income generating commercial assets can be funded by taking out loans and repaying the loan with interest over a fixed period at a fixed rate of interest. With the Councils first regeneration project it was planned to invest up to £400m over four years to fund the development in Addlestone One. In 2017 the Council advanced the spending profile in the third year to £200 million. This was as a result of lower than expected take up of commercial units for rent in Addlestone One, lower yields and increased demand for “rent free” periods. By December 2019 the Council has spent £340m on commercial assets generating an income stream to maintain its regeneration strategy.

Members should note the budget for 2020/21 assumes the final £60m will be spent by March 2020 generating 5% gross income, 2% net after interest charges. This income is being used to fund the cost of the Egham regeneration scheme commenced in late 2019.

The Councils funding stream from government, Revenue Support Grant (RSG) and New Homes Bonus (NHB) has been steadily declining since 2010 so that RSG is now zero and NHB has been reducing steadily.

However, in the provisional settlement announced at Christmas 2019 the Council has been given a one year new homes bonus grant of £1.019m taking the total grant to £1.658m in 2020/21. To be clear, the grant schedule produced by government shows the new grant for 2020/21 only.

It will not be clear how government funding will change in 2021/22 onwards for some time. Since the General election in December 2019 the government timetable has been fully occupied. However, it is assumed the “fair funding” review and the business rates retention scheme will be progressed in the summer of 2020.

Presently the Council retains £2m of the £55m business rates it collects. In the current MTFS approved by Council in February 2019 Members expect government to target resources towards

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their priorities of social care, both adults and children's services, and NHS care. For that reason, we continue to assume the £2m will reduce to £1m over the three years commencing 2021/22.

The Councils long term strategy has been to place more reliance on the income it generates itself rather than rely on government funding. The table below shows government spending plans in the autumn of 2019 and as the Council assumed in setting the budget for 2019/20, it would appear most resources are being directed to adult social care councils.

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Change 2017/18 to 2020/21		Change 2019/20 to 2020/21	
	£m	£m	£m	£m	£m	£m	£m	%	£m	%
Settlement funding, Business rates etc.	21,463	19,021	17,048	15,930	15,041	15,469	(1,579)	-9.3%	428	2.8%
New Homes Bonus	1,168	1,462	1,227	947	918	834	(393)	-32.0%	(84)	-9.2%
All local authorities	22,631	20,483	18,275	16,877	15,959	16,303	(1,972)	-10.8%	344	2.2%
Adult social care councils	0	0	1,356	1,889	2,487	3,487	2,131	157.2%	1,000	40.2%
TOTAL government funding	22,631	20,483	19,631	18,766	18,446	19,790	159	0.8%	1,344	7.3%

The Council has always maintained one of the lowest tax rates in the England. An average (band D) property pays £164.59 a year or £3.16 a week for the services delivered. The table below shows that general inflation cannot be covered by increases of council tax or by raising income from services such as car parks.

	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000
Expenditure inflation - RPI / CPI	603	683	669	637
Income inflation - mainly RPI / CPI	(131)	(133)	(136)	(139)
Council tax increases	(192)	(194)	(195)	(197)
Inflationary cost pressure	280	356	338	301

During 2019/20 the Councils experienced several new cost pressures which needed to be funded as reported to members in the Budget Monitoring reports, e.g. lower income from planning fees, contributions to its school transport scheme etc. Many of these will continue to be funded in future years.

Some unforeseen cost pressures have arisen in 2019 which include

- Potential contribution to a Surrey wide Traveller site
- Increased contribution to the Surrey pension fund (a statutory requirement)
- Additional recycling and green waste costs
- Increased costs of fly tipping
- Surrey infrastructure A320 study
- Planning fees and development advice income reduced
- Yellow bus s106 income not forthcoming

A cost pressure not accounted for in the budget or the MTFs is the recent government consultation on collection authorities being required to provide free green / garden waste collections which a number of councils currently do. Currently we receive income of £440k with direct costs of £260k. If this is implemented the income will reduce by the £440k and costs are likely to increase.

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Capital programme

All capital expenditure, unless funded by selling other assets to generate a capital receipt, must be funded from the Councils annual revenue stream. The Councils 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 income from those assets reduces the Councils underlying need to borrow every year, contributes each year to ear marked reserves and the primary regeneration objective of improving the wellbeing and economic prosperity of the Borough.

	Spend to March 2019	Revised 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27
	£	£	£	£	£	£	£	£	£
<u>Housing Services</u>									
General Fund	0	951,507	951,507	951,507	951,507	951,507	951,507	951,507	951,507
HRA	4,145,718	5,380,263	8,876,000	8,900,000	6,800,000	6,500,000	6,450,000	6,300,000	6,300,000
	4,145,718	6,331,770	9,827,507	9,851,507	7,751,507	7,451,507	7,401,507	7,251,507	7,251,507
<u>Environment & Sustainability</u>									
Environmental Services	1,883,268	1,883,268	2,637,000	2,015,000	1,015,000	15,000	386,000	312,000	25,000
Community Development	0	248,146	0	0	288,000	0	144,000	288,000	0
Safer Runnymede	25,469	268,931	135,000	135,000	135,000	135,000	135,000	135,000	135,000
Parks and Open Spaces	294,137	603,148	5,662,715	138,000	138,000	6,132,000	154,000	120,000	120,000
Egham orbit	17,086,440	1,907,126	500,000	0	0	0	0	0	0
	19,289,314	4,910,619	8,934,715	2,288,000	1,576,000	6,282,000	819,000	855,000	280,000
<u>Corporate & Business Services</u>									
Asset and regeneration	26,326,054	0	1,796,517	14,931,340	500,000	500,000	500,000	2,400,000	1,000,000
ICT schemes		627,020	1,807,500	1,732,500	1,772,500	1,722,500	222,500	222,500	222,500
Property related schemes		94,082,900	137,368,594	44,670,500	4,840,000	70,000,000	0	0	0
	26,326,054	94,709,920	140,972,611	61,334,340	7,112,500	72,222,500	722,500	2,622,500	1,222,500
TOTAL	49,761,086	105,952,309	159,734,833	73,473,847	16,440,007	85,956,007	8,943,007	10,729,007	8,754,007

The table above is a summary of the Councils capital programme. All the HRA spend is financed from rent income in the HRA.

The Council has a significant commitment in regeneration schemes which includes completing Chertsey Metrode, Barbara Clark House, Egham gateway and £64.6 million of the original £400 million remains uncommitted. The capital and revenue plans assume this last £64.6m will be committed by March 2020 to produce a 5% gross income yield.

The figures in the table above do not include any further regeneration schemes or asset acquisition.

Borrowing Strategy

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 and contribute towards the cost of the regeneration schemes borrowing needs.

- To date all loans have been at fixed maturity dates and fixed rates of interest. The average rate is currently 2.31% with an average length of 36.2 years
- In 2018 the Council agreed to 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.

The Councils asset base has been growing for some time as shown in the table below. Assets which fund the Councils regeneration plans are valued at £479 million as shown below and make up just over half of the Councils asset base :

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Extract from the Councils balance Sheet		
31/03/2019	£ '000	
Council dwellings	294,046	
Other land and buildings	80,712	
Vehicles plant and equipment	3,484	
Community assets	6,769	
Surplus assets	14,833	
Assets under construction	3,742	
	403,586	
Investment property	478,789	54%
	882,375	

Most of the assets bought are inside the Runnymede Borough boundary with the remainder no more than an hour's drive from Runnymede and include agricultural land with a tenant farmer in place, hotels, supermarkets, a bonded warehouse, industrial estates and office accommodation. The Council also owns the freehold on a number of apartments in the Addlestone One development with further apartments to be added when the Egham scheme is completed

Investment property	£ '000	%
Inside the Borough	297,891	62%
Outside the Borough	180,898	38%
	478,789	100%

The pure investment property is generating income of £24.25 million. As mentioned above, all loans are at a fixed rate of interest however rental income is expected to increase over time. In 2019/20 the net income is anticipated to be £10.5 million as shown below.

	2018/19	2019/20
	£ '000	£ '000
	Actual	Estimate
Investment property income	(23,700)	(24,256)
Interest costs	7,674	7,875
Direct expenses	2,498	3,289
Net income to the Council	(13,528)	(13,092)
Set aside for debt repayment	2,575	2,643
Net income to fund regeneration	(10,953)	(10,449)

While the assets acquired have been valued by external valuers at £478.8m the assets have appreciated in value by over £15.8m.

	£ '000			
Asset value at 31 March 2019	478,789			
Purchase costs	462,913	including fees, stamp duty etc.		
Capital appreciation	15,876			

While the Council has acquired assets, the price paid includes surveyors' fees, stamp duty, legal costs etc. The borrowing associated with the asset base is shown below:

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Council borrowing at 31 March 2019	
	£ million
Egham orbit leisure centre	18
Addlestone One regeneration	59
Egham regeneration	10
Investment property	382
	469

One further ratio as part of the Councils risk management is its “gearing ratio” – the comparison of the Councils debt outstanding to the value of its assets which will continue to appreciate in the long term. The gearing ratio

	£ '000
Asset value at 31 March 2019	478,789
Associated borrowing	382,250
Funded from other sources	96,539
Gearing ratio	80%

While the Council has borrowed £469m it is also setting aside income each year to repay those loans. By March 2020 the underlying debt will be reduced by a further £8.7million

MRP (set aside to repay all debt)		Increase	Investment property	Other assets
Year	£ '000	£ '000	£ '000	£ '000
Mar-18	2,202			
Mar-19	5,364	3,162	2,575	587
Mar-20	8,683	3,319	2,643	676

Options to balance the budget

The revenue cost pressures reported to members in the last two budget monitoring reports will continue into 2020/21 and beyond. In addition, there are new growth requests and new cost pressures such as additional pension fund contributions to address the long-term deficit. The local government finance settlement is a one-year settlement with a longer-term settlement to be announced in late 2020. Regardless of the uncertainty the Councils MTFs has been prepared for the next three years and assumes that:

- From April 2021 the business rates retained will be reduced by around 50% from just over £2m to £1m over a three-year period. If the reduction is steeper and shorter this will add to the pressure on the budget. Runnymede will be in a pool with Surrey CC and other districts in 2020/21 to maximise income retained.
- RSG will not be re-instated and New Homes Bonus will continue to reduce.
- The council tax referendum limit will remain at £5 a year or 1.99%, whichever is greater.

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Tax base Band D equivalent homes		33,560	33,710	33,860	34,010
	2019/20	2020/21	2021/22	2022/23	2023/24
	£	£	£	£	£
£5 a year increase	164.59	169.59	174.59	179.59	184.59
% increase		3.04%	2.95%	2.86%	2.78%
		5,691,440	5,885,429	6,080,917	6,277,906
Increase in income			193,989	195,489	196,989

With the Egham regeneration scheme committed the spend on servicing debt will increase until those schemes contribute income to the Council in 2022 and 2023 onwards. To bridge the gap Council can either invest more in commercial assets, up to £100m, or reduce the growth in service expenditure and make savings. Many combinations of both will produce a balanced budget in the short term.

In the table below the first option of funding the existing budget without new income or significant savings is not sustainable and has been discounted. This option would fund all the committed and non-committed growth with no savings and no asset acquisitions. By 2021/22 the Council's reserves will be depleted.

Option 2 shows asset acquisition of £100m, the income is used to mainly fund the regeneration schemes. Assuming a net yield of around 2% after debt charges, MRP set aside and a phasing of expenditure around £1.2 net income is a reasonable expectation. This option is the one recommended.

Attached as appendix 2 is the growth included in this option which includes several service enhancements including a Joint Enforcement Team and Street Cleaning enhancements, additional resources for Planning Enforcement, continuing work on the Local Plan and set up costs for implementing the Community Infrastructure Levy (CIL). Adoption of the Local Plan and introducing CIL has the potential to generate £30 to £40 million to fund infra-structure improvements in the Borough. It also provides resources for the continuing "digitisation" of back office systems to improve the way we transact with residents and businesses

Options 3 produces a balanced budget but with no growth which includes a savings target of around £1.2m.

The summary MTFs is attached as appendix 1. Attached at Appendix 2 and 3 are the proposed growth lists and potential savings for members to consider.

Option	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000
1 No savings, no additional income generation					
Use of (contribution to) the balance	(1,483)	1,357	3,360	1,374	1,299
Projected balance at year end	5,361	4,004	644	(730)	(2,029)
2 Asset investment of up to £100 million and growth reductions of £1 m					
Use of (contribution to) the balance	(1,483)	(143)	1,491	(568)	(614)
Projected balance at year end	5,361	5,504	4,013	4,680	5,294
3 Asset investment of zero and growth reductions of £1.2m					
Use of (contribution to) the balance	(1,483)	107	1,710	(376)	(451)
Projected balance at year end	5,361	5,254	3,544	4,020	4,471

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Reserves and balances

The viable options for consideration above show the General Fund working balance does not fall below the £3m recommended. Each of the budget options shown above makes the following contributions to earmarked reserves

- £1m a year in 2019/20 and 20/21 to fund short life asset purchase and maintain capital receipts to fund operation building works
- £1.5 m in 2019/20 followed by £0.5m each following year into the property repairs and renewals fund. This is seen by Members as a prudent way to manage any future costs that may arise.
- £1.5m in 2019/20 followed by £0.5m each following year into the investment property income reserve – several leases may be due to be “re-gearred” in 2027. This fund sets aside current income to fund any rent-free periods needed depending on the market.

	GENERAL FUND REVENUE RESERVES						CAPITAL RESERVES			HRA		
	General fund	Business rates	Equipment repair & renewals	Investment property income	Property repairs	TOTAL	Capital receipts	Capital grants	TOTAL	HRA	Major Repairs Reserve	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
01 April 2019	3,878	2,880	1,000	2,000	1,000	10,758	5,151	1,610	6,761	22,670	4,714	27,384
Increase	1,640		1,000	1,750	1,750	6,140	8,328		8,328	2,847		2,847
Use of			(2,000)			(2,000)	(3,428)	(805)	(4,233)		(1,421)	(1,421)
31 March 2020	5,518	2,880	0	3,750	2,750	14,898	10,051	805	10,856	25,517	3,293	28,810
Increase	585		1,000	750	750	3,085	8,765		8,765			0
Use of			(884)		(1,750)	(2,634)	(12,192)	(805)	(12,997)	(539)	(1,360)	(1,899)
31 March 2021	6,103	2,880	116	4,500	1,750	15,349	6,624	0	6,624	24,978	1,933	26,911
Increase			750	500	500	1,750	17,045		17,045			0
Use of	(1,933)		(476)		(476)	(2,885)	(21,239)		(21,239)		(1,933)	(1,933)
31 March 2022	4,170	2,880	390	5,000	1,774	14,214	2,430	0	2,430	24,978	0	24,978
Increase	90		750	500	500	1,840	15,155		15,155			0
Use of			(764)		(500)	(1,264)	(3,892)		(3,892)			0
31 March 2023	4,260	2,880	376	5,500	1,774	14,790	13,693	0	13,693	24,978	0	24,978
Increase	316		750	500	500	2,066	8,086		8,086			0
Use of			(470)		(500)	(970)	(8,842)		(8,842)			0
31 March 2024	4,576	2,880	656	6,000	1,774	15,886	12,937	0	12,937	24,978	0	24,978

APPROVED RECOMMENDATION

- i) **The Budget for 2020/21 be approved;**
- ii) **the Council Tax be increased by £5 (band D equivalent) for 2020/21;**
- iii) **the Council invests £100 million in investment property to fund the Egham regeneration project and to fund other investments; and**
- iv) **the growth approved as part of the 2020/21 Annual Business Planning Cycle report at item 12 to the agenda for the Corporate Management Committee on 23 January 2020 be released when prudent to do so.**
- v) **Proposed Council Tax for 2020-21 be as set out below:**

Following consideration of the budget related matters referred to in items 8 to 14 on the agenda and the reference from the Housing Committee, the Council is requested to adopt the following

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resolution in respect of the Council Tax to be levied in Runnymede Borough for the financial year commencing 1 April 2020.

To note that the Assistant Chief Executive, in accordance with the terms of his delegated authority, has calculated the following amounts for the year 2020/21 in accordance with the regulations made under Sections 31B (3) and 34(4) of the Local Government Finance Act 1992 (as amended) ("the Act") :-

Recommendations

1. The Council Tax Base 2020/21 for the whole Council as 33,409.9 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 for the whole Council area be agreed
2. To approve a 3.04% increase in the Runnymede Borough Council element of the council tax for 2020/21.
3. That the following amounts be calculated for the year 2020/21 in accordance with Sections 31 to 36 of the Act:
 - A £66,548,741.15 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 £60,765,857.82 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act.
 - C £5,782,833.33 being the amount by which the aggregate at 3A above exceeds the aggregate at 3B above, calculated by this Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
 - D £169.59 being the amount at 3C above (item R), divided by item T (item 1 above), calculated by the Council, in accordance with Section 31B (1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
 - E £0.00 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
 - F £169.59 being the amount at 3D above less the result given by dividing the amount at 3E above, calculated by the Council in accordance with Section 34(2) of the Act as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Parish precept) relates.
 - G That the following amounts be calculated for the year 2020/21 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	113.06	131.90	150.75	169.59	207.28	244.96	282.65	339.18

Being the amounts given by multiplying the amount at 3F above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a 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.

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To note for the year 2020/21 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
	£	£	£	£	£	£	£	£
Surrey County Council	1,007.64	1,175.68	1,343.52	1,511.46	1,847.34	2,183.22	2,519.10	3,022.92
Surrey Police	180.38	210.44	240.51	270.57	330.70	390.82	450.95	541.14

That, having calculated the aggregate in each case above the Council, in accordance with Sections 30 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts of Council Tax for the year 2020/21 for each of the categories of dwellings:

Valuation band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Total council tax due	1,301.08	1,518.02	1,734.78	1,951.62	2,385.32	2,819.00	3,252.70	3,903.24

The Council has determined that its relevant basic amount of Council Tax for 2020/21 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 2020/21 is excessive and therefore the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Act.

H The payment dates for the statutory ten monthly instalments scheme be set to run from 1 April 2020 to 1 January 2021 and

I The Council Tax (Administration and Enforcement Regulations 1992 allow customers to opt out of the ten monthly instalment scheme and request payment over a 12 month period. Where this is requested the Council authorises that the payment dates are to be on such a day in each month as is most efficient for administrative purposes.

Medium Term Financial Strategy 2019/20 to 2023/24 - General Fund Summary

	Estimate 2019/20	Probable 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24
	£'000	£'000	£'000	£'000	£'000	£'000
Base Budget 2019/20 agreed by Council Feb 2019	(9,356)	(9,356)	(9,356)	(9,356)	(9,356)	(9,356)
Estimates in 2019/20 MTFS subject to further approval	577					
Budget Adjustments	0	2,491	3,457	1,369	(1,194)	(2,022)
Growth estimates in MTFS subject to further approval			1,278	1,058	1,047	1,047
Efficiencies and revenue reductions			(1,200)	(1,200)	(1,200)	(1,200)
Adjusted base budget A	(8,779)	(6,865)	(5,821)	(8,129)	(10,703)	(11,531)
Accounting adjustments:						
- Reversal of depreciation charges	(2,640)	(2,640)	(2,640)	(2,640)	(2,640)	(2,640)
- Capital charge to HRA	(43)	(43)	(43)	(43)	(43)	(43)
- Revenue contributions to Capital expenditure	235	235	0	0	0	0
Transfers to/from reserves:						
- Business Rates Equalisation reserve	(2,296)	0	0	0	0	0
- Equipment repairs and renewals reserve	1,000	1,000	1,000	750	750	750
- Property repairs and renewals reserve	500	1,750	750	500	500	500
- Investment Property income equalisation reserve	0	1,750	750	500	500	500
Treasury and Financing						
- Investment Income	(246)	(339)	(371)	(482)	(696)	(1,039)
- Interest on loans to RBC companies	(1,414)	(1,420)	(1,571)	(1,820)	(2,374)	(2,374)
- Dividend income	(6)	(2)	(2)	(2)	(2)	(2)
- Capital Financing	14,535	11,598	14,466	17,013	17,946	18,038
- Minimum Revenue Provision (MRP)	4,576	3,777	4,097	4,793	5,017	5,217
Government Grants (Non-Service Specific)						
- New Homes Bonus	(1,146)	(1,146)	(1,658)	(780)	(748)	(184)
- Other grants	0	(17)	0	0	0	0
Budget requirement B	4,276	7,638	8,957	9,660	7,507	7,192
Funded by:						
- Revenue support grant	0	0	0	0	0	0
- Business rates retention scheme	(1,963)	(3,600)	(3,700)	(1,700)	(1,400)	(1,100)
- Share of Council Tax surplus for prior years	(150)	(150)	0	0	0	0
- Share of Business Rates surplus for prior years	2,296	0	0	0	0	0
Sub total of government funding C	183	(3,750)	(3,700)	(1,700)	(1,400)	(1,100)
Net demand (B less C)	4,459	3,888	5,257	7,960	6,107	6,092
Tax base - Band D equivalent numbers	33,410	33,410	34,099	34,249	34,399	34,549
Band D tax per year	164.59	164.59	169.59	174.59	179.59	184.59
Council tax income D	(5,499)	(5,499)	(5,783)	(5,980)	(6,178)	(6,377)
Use of / (contribution to) Working Balance	(1,040)	(1,611)	(526)	1,980	(71)	(285)

Adjustments to the 2020/21 base budget

Probable 2019/20 £'000	Forecast 2020/21 £'000	Forecast 2021/22 £'000	Forecast 2022/23 £'000	Forecast 2023/24 £'000	Comments
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Housing Committee

General

Homelessness - Reduced use of Bed & Breakfast Accommodation	(48)	(33)	(33)	(33)	(33) Annual provision reduced, however future years will vary with demand.
Homelessness Reduction Act Grant - funding of staff costs	(150)	(200)			
Housing Leased Properties - Rental income	17				Higher than estimated void loss on empty properties
Magna Carta Lettings - net rental costs	(22)				Rented numbers not achieved until late 2019
Housing Standards	(15)	(11)	(11)	(11)	(11) Higher than estimated levels of HMO fees following legislative changes in 2018

Runnymede Renewal

Enabling - needs survey		35			35 Provision every three years
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Housing Benefits

Benefits Re-organisation (one off cost)	51				
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Community Services Committee

Older People Services

Community services - Delay in partnership working with Surrey Heath		63	63	63	63 New Community Services Manager Role deferred until outcome of SHBC decision known (CMC 11 Oct 2018). Will only go ahead if SHBC Contract proceeds - split across a number of services
Community services admin - Delay in partnership working with Surrey Heath	100				Anticipated start date now 1 April 2020
Community services admin - Training budgets	(9)				Saving offered up
Community services admin - Start up costs in taking on Surrey Heath contract	13				January 2018 Draft CMC Report stated set up costs £26k split 50/50 between RBC & SHBC
Community services - P/U social prescribing service	9				Used to increase the hours within the social prescribing service
Day centres - Woodham - P/U - strategic maintenance	16				
Day centres - Woodham - vacancy resulting in saving to wages	(12)				
Day centres - Woodham - reduction in the use of casuals	(6)	(6)			
Day centres - reduction in income from meals	4				
Day centres - reduction in income from lettings	6				
Day centres specials - P/U - F&E equipment	6				
Community Meals - Changes to wages	(12)				
Community Meals - Reduction in number of meals sold	13				
Community Transport - Increased wages	13	28	28	28	28 Due to additional work undertaken
Community Transport - Increased income	(15)	(15)	(15)	(15)	(15) From additional work undertaken

Travel Initiative

Travel Initiative - Yellow Bus s106 income	199	199	199	199	199 Revised timing of income.
Travel initiative - Sponsorship	13	13	13	13	13 Sponsorship no longer received by this service
Travel Initiative - cost of hiring buses	(9)				Saving based on yearly charge

Crime & Disorder

Crime & Disorder - Salaries		(6)	(6)	(6)	(6)
Crime & Disorder - Operators license		8	8	8	8
Crime & Disorder - Contract income	(20)	(20)	(20)	(20)	(20) Additional income from existing contracts
Crime & Disorder - Contract income	(10)	(10)	(10)	(10)	(10) Additional income from new business
Crime & Disorder - Community Safety Partnership	(5)	(5)	(5)	(5)	(5) Additional contributions

Adjustments to the 2020/21 base budget

	Probable 2019/20 £'000	Forecast 2020/21 £'000	Forecast 2021/22 £'000	Forecast 2022/23 £'000	Forecast 2023/24 £'000	Comments
Grant Aid						
Grant Aid - Citizens Advice Bureau	(14)	(21)	(21)	(21)	(21)	Rent start grant removed - CS Cttee 7/11/19
Grant Aid - Partnership budget	8					
Grant Aid - Rent abatement grants	10	10	10	10	10	Increased due to new grants agreed
Grant Aid - Leisure grants	20					Egham Museum 19/20
Cultural services						
Leisure Development - New Leisure centre rental agreement	158	(34)	(218)	(218)	(218)	Variations in rental of Egham Orbit Leisure Centre
Leisure Development - Leisure centre insurance recovery	(10)	(10)	(10)	(10)	(10)	
Sports development - P/U - SSYC training and contribution to sportability festival	2					
Sports development - Grants and contributions	(18)					
Museum - P/U in house exhibitions - Chertsey Abbey	1					
Museum - Grants and contributions	(5)	(5)	(5)	(5)	(5)	Funding from Olive Matthews trust towards the cost of the Costumes assistant
Museum - Increased Sales	(3)	(3)	(3)	(3)	(3)	
Allotments - P/U - Grounds maintenance	7					
Halls - Thorpe village hall - P/U strategic maintenance	32					
Halls - Chertsey hall - P/U strategic maintenance	40					
Halls - Energy and utility costs	7	8	8	8	8	
Halls amendment to pricing structure (CS Cttee 14/3/19)	(13)	(25)	(25)	(25)	(25)	New structure implemented on 1st Aug 2019
Parks - Contribution to Surrey wide traveller transit site		50	50	50	50	50 Annual contribution to Surrey Wide traveller site. SUBJECT TO FUTURE COMMITTEE REPORT
Parks - General - P/U - maintenance of sports equipment	15					
Parks - Chertsey - P/U - strategic maintenance	15					
Parks - General - P/U - major tree works	5					
Parks - Increased rental income at Minor Rec's	(12)	(4)	(4)	(4)	(4)	
Parks - Increased rental income at St Annes Hill		(19)	(19)	(19)	(19)	
Parks - Increased income and costs from camping	(25)	(20)				
Parks - Increased income from recharging Dementia for cleaning at the Orchard	(4)	(5)	(5)	(5)	(5)	
Parks - increased costs of training	8					
Parks - increased staffing (CMC - July 18)	7	54	54	54	54	
Parks - Increased cost of utilities	5	5	5	5	5	
Parks - Grounds maintenance						
Parks - Grounds maintenance contract retender	0	0	40	40	40	Potential cost increase and new capital requirement if brought in house.
Cemeteries - Sales, fees and charges	(7)	(5)				
Cemeteries - Reduction in salaries due to the new Grave digging arrangements	(39)	(36)	(36)	(36)	(36)	Temporary arrangements to November 2019 (Comm Servs Cttee 6/18) - savings will be used for new parks structure shown above
Environment and Sustainability Committee						
Environmental Services						
Pollution control - equipment		(6)	(6)			(6) Equipment Calibration/purchase every 3 years.
Pollution - P/U - General - Technical Equipment	1					
Contaminated land - £10,000 provision (E&S 21 March 2019)	3	7				£7,000 deferred to 2020/21
Air quality £10,000 provision - subject to committee report	(5)	(5)	(10)	(10)	(10)	Provision removed from 2021/22
Animal welfare licensing - income	12	8	8	8	8	8 3 year licences purchased in 2018/19
Refuse and recycling - additional agency costs	24	14	14	14	14	
Recycling & Green waste		73	73	73	73	73 Affect of Surrey Environmental Partnership financial arrangements
Recycling Initiatives - P/U	4					

Adjustments to the 2020/21 base budget

	Probable 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Comments
	£'000	£'000	£'000	£'000	£'000	
Recycling Food waste		80	80	80	80	The increased size of vehicles will increase staff costs. SUBJECT TO FUTURE COMMITTEE REPORT
Green Waste - additional Bartec costs	5					Bartec upgrade and interface costs
Green Waste – Invest to Income Generate		65	(32)	(32)	(32)	SUBJECT TO FUTURE COMMITTEE REPORT
Green Waste - income higher than estimated	(25)	(25)	(25)	(25)	(25)	
Domestic refuse - reduced income	7					Additional collections for Addlestone One have not commenced yet.
Street cleansing - increased flytipping of hazardous waste	10	10	10	10	10	
Street cleansing - litter and dog fouling	12	17	17	17	17	Reduced fine income offset by lower costs
Flood Mitigation - Contribution to River Thames Scheme		(84)	(84)	(84)	(84)	5 year contribution (2015/16 - 2019/20) - budget removed
Energy Management - P/U - Advertising - Public	1					
Energy Management - P/U - Advertising - Promotion	1					
Highways and Transport Services						
Car parks - permit income less than estimated offset by increased pay & display income and penalty charge notice income	(23)	1	1	1	1	
Car parks - loss of income - recharge to RPG trust	4	12	12	12	12	Introduction of ANPR at RPG, parking section no longer managing car park.
On street parking - increased permit and penalty charge notice income	(19)	(23)	(23)	(23)	(23)	Introduction of new permit area plus additional fine income
Surrey Infrastructure - A320 Study	100					Part of additional £500k requirement. 2020/21 requirement of £400k shown as part of Growth items in Summary sheet of MTFS
Surrey Infrastructure Feasibility Fund - various studies	100					Any balance at the year end to go into a new reserve (CMC - April 2019)
Markets - P/U - provision for Englefield Green market	2					
Planning Committee						
Development Management - Garden Village Grant	0	25	125	125	125	Grant dropping out in 2020/21
Development Management - Planning Performance Agreement - Longcross	(13)	(38)	0	0	0	Depends on land owner entering into second PPA
Development Management - Planning Performance Agreement	(55)	0	0	0	0	
Development Management - Padd Farm Enforcement	25	0	0	0	0	CMC 18 Dec 2019 Enforcement receiver's additional legal fees
Development Management - Padd Farm Enforcement	49	(75)	(75)	(75)	(75)	Planned Underspend 19/20 plus provision dropping out thereafter
Development Management - Staffing cost	(137)					CMC Jan 2019 CIL Officers not yet required, additional income also removed elsewhere
Development Management - Staffing cost	64	0	0	0	0	S042 August 2019 approval. Agency staff to Mar 2020
Development Management - Staffing cost	50	0	0	0	0	Growth item - agency staff contract extension April to Sept 2019
Development Management - Training and recruitment	4	5	0	0	0	2 trainees at Masters, required to find candidates
Development Management - General office expenses	4	9	9	9	9	
Development Management - Communications and Computing	5	7	7	7	7	
Development Management - Counsel and Legal Fees combined	13	18	0	0	0	Expected increase in legal fees
Development Management - Direct enforcement action	3	10	0	0	0	Increased expenditure
Development Management - Other grant and contribution	(9)	5	5	5	5	Depends on number of applications
Development Management - Adas Farm Counsel and Barristers Fees	50	20	0	0	0	Depends on outcome of legal challenge
Development Management - Design Quality Grant	81	0	0	0	0	Underspend - Consultants works ongoing on design quality.
Development Management - Long Cross Village Expenditure	(2)	(23)	0	0	0	
Development Management - Padd Farm Legal Cost recovered	300	0	300	300	300	Sale deferred in 19/20. Dependent on sale of land by Enforcement Receiver
Development Management - Padd Farm Task force costs	20	0	0	0	0	Increased expenditure SO42 - 20 June 2019
Development Management - Padd Farm - consultant for taskforce	10	0	0	0	0	Increased expenditure CMC - 5 Sept 2019
Development Management - CIL Administration	70	70	0	0	0	Expected income not likely. Introduction of CIL delayed to 4th quarter 2020/21
Development Management - Planning Application Fees	248	140	0	0	0	Reduced income Dependent on demand of market activity, economy and local plan.
Development Management - Planning Tree Advice	23	23	0	0	0	Reduced income Dependent on demand of market activity, economy and local plan.

Adjustments to the 2020/21 base budget

	Probable 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Comments
	£'000	£'000	£'000	£'000	£'000	
Planning Policy - Staffing	68	0	0	0	0	0 CMC June 2019 - Agency staff
Planning - Counsel Fees - Local Plan All inquiry Fees	64	30	0	0	0	0 Underspend £1,488 - Local Plan examination in Public costs, Stage 2 hearings, CMC 28 May 2019 - Local Plan Examination in Public hearings, EIP fees
Planning Policy - Urban Design Advice	22	7	0	0	0	0 Peer review CA reviews; underspend £22,298 Additional Highways works recommended by the Inspector re Local Plan examination
Planning Policy - Planning and Development Advice	4	0	0	0	0	
Planning Policy - Other Professional Fees	18	13	0	0	0	0 CMC March 2019, 2019/20 budget - £13,000 to cover additional sustainability appraisal and additional viability work
Planning Policy - Planning and Development Advice	83	40	0	0	0	0 CMC March 2019, 2019/20 budget - £79,000 to cover additional highways consultancy costs.
Planning Policy - General Office Expenses	2	2	2	2	2	2 Printing increase cost
Planning Policy - Neighbourhood Planning Grant - Income	13	15	15	15	15	15 Reduced income Dependent on demand of market activity, economy and local plan.
Planning Policy - Neighbourhood Planning Grant - Expenditure	15	15	15	15	15	
Building Control - Fee related - professional fees	(5)	0	0	0	0	0 Reduced expenditure
Building Control - Fee related - structural engineer fees	(9)	0	0	0	0	0 Reduced expenditure
Building Control - Fee related - application and inspection fees	25	0	0	0	0	0 Reduced income
Corporate Management Committee - Non Property						
Corporate & Democratic Services						
Corporate Management - Media training	(4)	(4)	(4)			(4) Training for CLT & Members. Around £150 per person. Each session of up to 10 people will require external support to provide equipment for videoing people so they can practice being interviewed and have the ability to watch it back. Estimated requirement every 3 years starting in 2019/20.
Economic Dev Strategy - P/U - Promotional costs	11					
Economic Dev Strategy - P/U - Other Professional fees	29					
Economic Development Strategy		(21)	(21)	(21)		(21) Costs of delivering Economic Development Strategy dropping out (Environmental & Sustainability Cttee report 17 Nov 2016)
Economic Development Strategy	(56)	56				One off budget provision deferred to 2020/21
Economic Dev Strategy - Fees	35					Pipeline - CMC Sept 2019 & CMC Oct 2019
Economic Dev Strategy - Costs recovered	(6)					
Public Accountability - Business engagement	(10)					No meetings planned for 2019/20
Public Accountability - Corporate Business Plan	(5)		(3)	(3)		(3) One off budget provision deferred to 2020/21
Public Accountability - Enterprise Zone - P/U - Marketing	10					
Public Accountability - Enterprise zone	(25)	25				One off budget provision deferred to 2020/21
Public Accountability - Enterprise zone		(35)	(35)	(35)		(35) Other professional fees dropping out
Democratic Representation - Independent remuneration panel			3			Provision required every 3 years i.e. 2021/22
Democratic representation - Members Allowances	90	90	90	90		90 Increased allowances CMC Jan 2019
Democratic representation - Members Allowances	12	12	12	12		12 Increased allowances including an additional two group leaders
Central Services to the Public						
Election/Register of Elections reorganisation		(14)	(14)	(14)		(14) Two temp staffing posts (A0124 A0126) dropping out in Dec 2019
Elections - staffing	4	6	2	0		0 CMC Sept 2019
Elections - staffing extended to 31 March 2020	10					financed from Reorganisation funds
Elections - By election	(5)					Provision not required in 2019/20
Elections - Boundary Review	0	(5)	(5)	(5)		(5) One off budget provision dropping out
Elections - Borough running expenses		(38)	(98)	0		0 In 2019/20 Full borough election. In 2020/21 the election may be shared. In 2021/22 No borough election. In 2022/23 & 2023/24 borough election only.
Elections - All Out Borough Election	(5)	(5)	(5)	(5)		(5) Additional provision for the All Out Borough election in 2019/20 dropping out

Adjustments to the 2020/21 base budget

	Probable 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Comments
	£'000	£'000	£'000	£'000	£'000	
Public Relations - magazine		(18)	(18)	(18)	(18)	Magazine print and distribution of 3 editions in 2019/20 only
Public relations - additional staffing - (CMC May 2019)	4	4	4	4	4	financed from Reorganisation funds
Council tax - staffing changes	3	3	3	3	3	financed from Reorganisation funds
Council tax increase in costs recovered	(27)	(27)	(27)	(27)	(27)	
Business rates reduced collection allowance	14	14	14	14	14	
Register of electors - extension of temporary staffing to 31 Dec 2019	15					financed from Reorganisation funds
Register of Electors - grant funding reduced/ceasing		18	18	18	18	Grant funding received dropping out
Local land Charges - increased search fee income offset by fees	(8)	(8)	(8)	(8)	(8)	
Control & Establishment						
Salaries - Corporate structure & capacity	300	300	300	300	300	"Fit for the Future" structural provision
Salaries - Restructuring provision used/vired to other services	(100)	(51)	(51)	(51)	(51)	
Salaries - apprenticeship costs	(50)		50	50	50	50 additional budget provision to be utilised in future years
Salaries - additional savings from turnover and vacancies	(150)					
Employers costs- increase in pension %		120	145	170	170	Triennial review effective from April 2020
Training - increased provision for training	30	20	20	20	20	
Civic Centre – P/U – strategic planned maintenance	17					
Civic Centre – strategic planned maintenance - savings	(25)					
Civic Centre – Business Rates - end to relief	26	36	36	36	36	
Civic Centre – increased provision for costs recovered	(44)	(34)	(34)	(34)	(34)	
Depot - Maintenance - Fuel pump		(3)	(3)	(3)	(3)	Budget provision in 2019/20 only
Financial services - increased costs recovered from companies	(16)	(16)	(16)	(16)	(16)	
Financial services Accountancy - P/U - Computer development	4					
Financial services Income - P/U - Computer development	6					
Financial services Income - Income management System	11	11	11	11	11	System running costs - CMC March 2019
Financial services Income - Increase in credit card transaction fees	6	10	10	10	10	
Financial services Insurance - service fee	(9)	(19)	(19)	(19)	(19)	Bringing back insurance in-house over the medium term by training up existing member of staff. SCC contract terminated bringing in future savings. Agreed by CLT 1 May 2018
Financial services Insurance - broker fees						5 Tender consultancy advice every 5 years
Computer services - significant change management plan	104	104	104	104	104	See business case
Computer services - P/U - Project training	3					
Computer services - Windows licences	44	44	44	44	44	
Computer services - Hardware maintenance		5	5	5	5	5 new SAN maintenance (CMC Oct 2017)
Computer services - P/U - Computer development		5				Planned Underspend budget provision deferred to 2020/21
Computer services - Spec writing consultancy	20					Planning Northgate & EH Civica systems
Computer services / Information Governance - Cyber Crime Insurance	15	15	15	15	15	
Document management - expand i@w	(15)		(15)	(15)	(15)	One off budget provision deferred to 2020/21
Post room - Post opening review	(4)	(8)	(8)	(8)	(8)	One off budget provision falling out
Runnymede Web - P/U - Promotions	5					
Runnymede Web - Promotions	(8)	8				One of budget provision deferred to 2020/21
Runnymede Web - Promotions		(5)	(5)	(5)	(5)	One off promotions provision dropping out
Runnymede Web - computer maint support - on line forms		(7)	(7)	(7)	(7)	One off budget provision for support costs dropping out
Human resources - P/U - Other professional fees - Equality review		6				Planned Underspend budget provision deferred to 2020/21
Human resources - Fees	12					financed from reorganisation funds
Projects and procurement - P/U - Temporary staffing	(5)					
Projects and procurement - Staffing	2	3	5	5	5	5 SO42 Temp P/T post dropping out offset by recharges to HRA
Customer services - P/U - Computer development		3				Planned Underspend budget provision deferred to 2020/21
Customer services - P/U - Search fees	3					Planned Underspend budget provision not required

Adjustments to the 2020/21 base budget

	Probable 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Comments
	£'000	£'000	£'000	£'000	£'000	
Customer services - development costs	(23)		(23)	(23)	(23)	CMC July 2017 - Budget provision deferred to 2020/21
Customer services - development costs		5				CMC July 2017 - increased media usage
Law & governance - Committee post	26	44	44	44	44	financed from reorganisation funds
Law & governance - Data protection temporary staffing (maternity) cover	10					(SO42) - CMC March 2019
Law & governance - Legal Services staffing	49	36	36	36	36	CMC Sept 2019
Law & governance - reduced amount of legal costs recovered	10	13	13	13	13	
Runnymede Direct Services - staff savings	(12)	(12)	(12)	(12)	(12)	Reduced HRA workload
Building services - reduced amount of costs recovered	9	6	6	6	6	
Support Service recharges - increased recharges to HRA	(53)	(117)	(117)	(117)	(117)	
Corporate Management Committee - Land & Property						
Commercial property development						
Property Development - Addlestone One - advertising	(8)	(8)	(8)	(8)	(8)	Costs for advertising and marketing Addlestone One dropping out
Property development - Ashdene	110	305	275	275	275	One off Ashdene development costs not capitalised in 2019/20
Property development - Egham Gateway	(270)	3,173	3,173	3,173	3,173	Assumed capital works capitalised in 2019/20 only.
Property Development - Laser House - Feasibility - P/U	15	0	0	0	0	
Property Development - Pine Trees - Feasibility - P/U	20	85	0	0	0	£85k deferred to 2020/21
Property Development - Capital Recharge	(36)	(36)	(36)	(36)	(36)	
Commercial property services						
Property Services - additional staffing requirement	256	33				Estimated additional funds required to fund current staff, redundancy & interview panel.
Property Services - asset valuations	5	3	2	3	5	New four year contract (CMC - Sept 2019).
Corporate property - Property surveys	(129)	(4)	(77)	(127)	(127)	Stock condition, EPC rating and insurance reinstatement value surveys.
Egham Waitrose Car Park refunds claim	(157)	0	0	0	0	Claim settled. Savings on amount provided for in 18/19 and 19/20.
Landlord Costs - Vacant units - various properties	241	379	226	(433)	(573)	Estimated costs of vacant properties including utilities, service charges, Council tax/NNDR
Laser House - refurbishment	172	0	0	0	0	CMC May 2019
Pine Trees - Legal/Marketing	(175)	(165)	(5)	(175)	(175)	SO42 Dec 2018 - additional budget for legal and marketing fees incurred letting vacant units is deferred to 21/22 (less 5k in 20/21), then drops out.
Corporate property income - costs recovered	47	47	47	47	47	Reduction to costs recovered from Companies.
Corporate property income - Costa compensation income	(60)	0	0	0	0	Compensation received due to tenant pulling out of lease arrangement.
Corporate property income/rents	613	1,130	(495)	(2,313)	(2,996)	See Property income sheet (25/11/19).
Corporate property income - Final £60m in capital programme		(2,925)	(2,925)	(2,925)	(2,925)	Assumed rental at 5% less 2.5% for voids etc.
Corporate property income - Audio Visual Information Boards		(5)	(10)	(10)	(10)	Addlestone One Information boards.
General						
Strategic maintenance plan		184	(15)	(15)	(15)	Variations in five year plan which started on 1 April 2016 including inflation. Assumes 21/22 onwards at average annual rate of existing contract = £472k
Transport costs - repairs						increased repair costs as vehicles near the end of their life offset by reduced fuel costs
Transport costs - repairs		(10)	15	40	40	increased repair costs from new contractor from April 2020 offset by the purchase of new vehicles including warranties.
Net Inflation		216	291	271	234	See "Inflation" Sheet
Rounding and other adjustments	(70)	39				
Total Budget Adjustments	2,491	3,457	1,369	(1,194)	(2,022)	

General Fund Summary Revenue Account

Council Budget for the Year Ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure on Services</u>				
Housing Committee	1,849,143	2,298,621	2,039,311	2,109,081
Community Services Committee	4,755,858	4,966,506	5,533,148	5,281,243
Environmental and Sustainability Committee	3,085,617	3,727,979	4,019,216	3,886,811
Licensing Committee	20,601	25,870	24,730	16,045
Regulatory Committee	51,514	49,000	49,178	70,941
Planning Committee	1,487,129	1,238,322	2,377,432	1,562,327
Corporate Management Committee	(13,223,943)	(21,663,068)	(20,908,777)	(18,825,044)
Estimates in the MTFs yet to be agreed	0	577,000	0	1,278,000
Efficiencies and revenue reductions	0	0	0	(1,200,000)
Net Expenditure on Services	(1,974,082)	(8,779,770)	(6,865,763)	(5,820,596)
<u>Transfers and Financing Adjustments</u>				
Accounting and Other Adjustments:				
Reversal of Depreciation Charge	(2,126,173)	(2,640,428)	(2,640,428)	(2,640,428)
Cost of Capital Charge to HRA	(43,000)	(43,000)	(43,000)	(43,000)
Revenue Contributions to Capital Expenditure	183,887	235,000	235,000	0
Other accounting adjustments	87,287	0	0	0
Transfer to/(from) Reserves:				
Business Rates Equalisation Reserve	0	(2,296,000)	0	0
Equipment repairs and renewals reserve	1,000,000	1,000,000	1,000,000	1,000,000
Property repairs and renewals reserve	1,000,000	500,000	1,750,000	750,000
Investment Property income equalisation reserve	2,000,000	0	1,750,000	750,000
Financing and Investment Income:				
Investment Income	(279,472)	(252,000)	(341,000)	(373,000)
Interest on loans to RBC companies	(1,082,060)	(1,414,000)	(1,420,000)	(1,571,000)
Capital financing costs	9,613,092	14,535,376	11,598,000	14,466,000
Minimum Revenue Provision	3,162,312	4,576,357	3,777,000	4,097,000
Taxation and Non-Specific Grant Income:				
Council Tax income	(5,344,607)	(5,498,952)	(5,498,952)	(5,783,000)
Business Rates Retention	(3,359,159)	333,000	(3,600,000)	(3,700,000)
Transfer (from)/to the Collection Fund	0	(150,000)	(150,000)	0
New Homes Bonus	(792,027)	(1,145,691)	(1,145,691)	(1,657,919)
Other Grants	(74,398)	0	(17,000)	0
Use of / (Contribution to) Working Balance	1,971,600	(1,040,108)	(1,611,834)	(525,943)

Council Tax Income Calculation

Council Tax Base (note 1)	33,490	33,410	33,410	34,099
Basic Amount of Council Tax (note 2)	£159.59	£164.59	£164.59	£169.59
<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

GENERAL FUND SERVICES EXCLUDING THE HOUSING REVENUE ACCOUNT

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>EXPENDITURE</u>				
Employees	17,015,902	17,814,102	18,464,185	18,888,564
Premises & Grounds Related Expenditure	3,898,146	4,277,361	5,128,241	5,084,120
Transport Related Expenditure	1,645,430	1,634,514	1,660,402	1,616,810
Supplies and Services	9,392,318	4,971,943	5,267,429	5,033,916
Depreciation and Impairment losses	2,128,503	2,644,945	2,644,695	2,644,695
Housing and Council Tax Benefits	22,174,812	16,379,500	20,312,100	19,302,100
Estimates in the MTFS yet to be agreed	0	577,000	0	1,278,000
Efficiencies and revenue reductions	0	0	0	(1,200,000)
Gross Expenditure on Services	56,255,110	48,299,365	53,477,052	52,648,205
<u>INCOME</u>				
Housing Benefits Subsidy	22,325,120	16,414,500	20,342,900	19,332,900
Government Grants	860,751	639,500	654,220	558,620
Grants, Contributions, Donations and Sponsorship	2,611,266	2,277,705	2,350,371	2,422,745
Fees and Charges	6,191,891	6,539,499	6,037,697	6,328,813
Rents and Leases	24,039,326	25,655,036	24,926,484	27,533,930
Recycling Scheme	229,970	160,200	159,924	88,364
Recharges to Other Services	1,957,628	5,376,778	5,859,301	2,192,512
Other Income	13,240	15,917	11,917	10,917
Gross Income on Services	58,229,192	57,079,135	60,342,814	58,468,801
Net Expenditure on Services	(1,974,082)	(8,779,770)	(6,865,763)	(5,820,596)

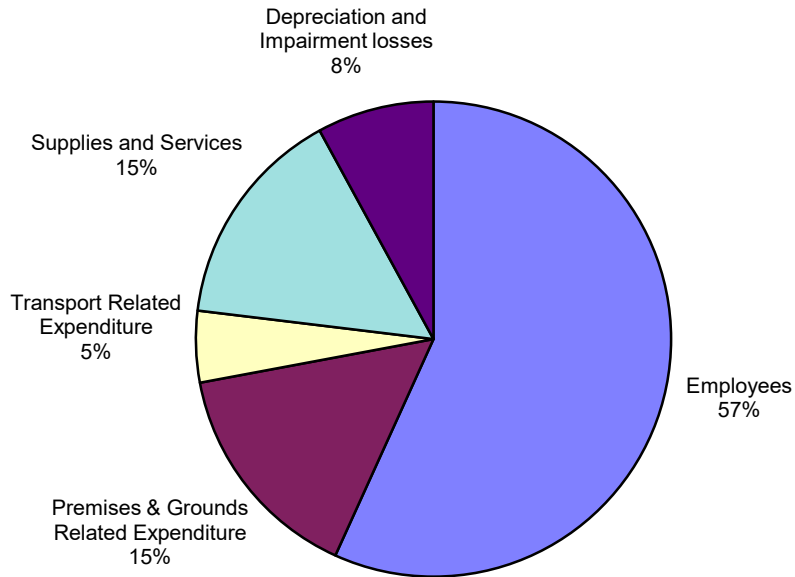
NOTES

1. The table illustrates the total General Fund service expenditure and income of the Council. Capital financing charges relevant to the cost of vehicles appear in Transport Related Expenses line in the table.
2. The table and the associated diagrams on the following page include only expenditure and income directly related to services. Items such as transfers to and from other accounts and reserves, investment income, asset rental reversals, general government grants, and Council Tax income are excluded.

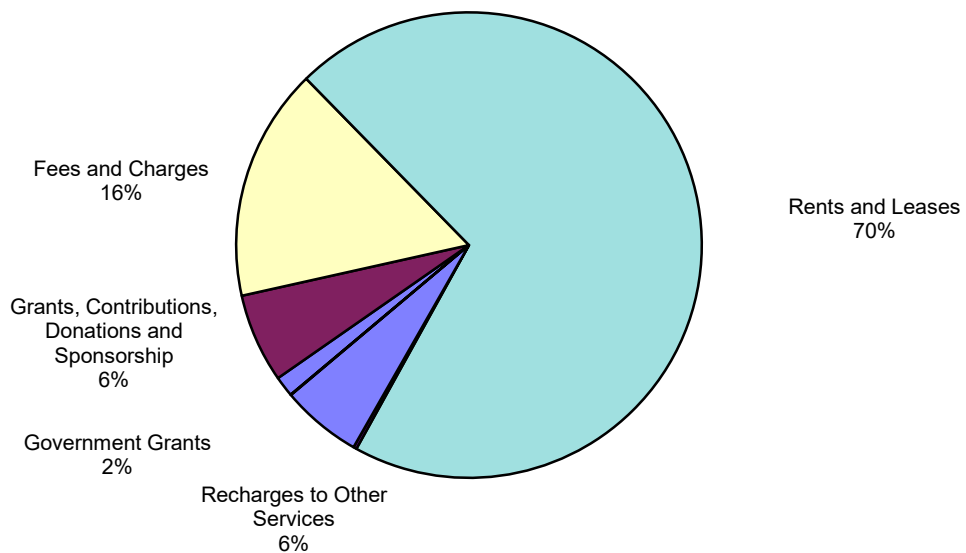
GENERAL FUND SUBJECTIVE ANALYSIS

GENERAL FUND SERVICES EXCLUDING THE HOUSING REVENUE ACCOUNT

Analysis of 2020/21 Service Expenditure



Analysis of 2020/21 Service Income (Excluding Housing Benefits Subsidy)



Housing Committee

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Summary</u>				
<u>Runnymede renewal</u>				
Private sector renewal assistance	53,945	56,920	55,120	53,820
Care and repair service	18,794	72,981	39,021	34,471
Housing enforcement	62,579	124,600	109,500	126,100
<u>Homes first</u>				
Housing strategy and enabling	121,903	67,100	64,550	113,250
Housing advice and register	390,853	477,630	476,070	488,420
Property leases, working with partners	-3,475	18,340	32,120	22,100
Homelessness	272,052	486,250	290,850	280,100
Magna Carta Lettings	155,617	243,790	221,960	258,900
<u>Benefits service</u>				
Housing and Council Tax benefits	776,875	751,010	750,120	731,920
Net expenditure	1,849,143	2,298,621	2,039,311	2,109,081

Private sector renewal assistance

Service description

Budget manager: Private Sector Housing Manager - Mrs K Zivera

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

Legal status:

Housing Act 1996 part 1 (grants for house renovation and other financial matters).

Regulatory Reform (Housing Assistance) Order 2002 s3 (assistance to improve living conditions)

Housing Grants, Construction and Regeneration Act 1996 (grants for renewal of private sector housing)

Private sector renewal assistance

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	39,800	43,100	41,300	39,800
Training and recruitment	0	300	300	300
<u>Transport related expenditure</u>				
Travelling and subsistence	1,100	1,100	1,100	900
<u>Supplies and services</u>				
Communication	45	40	40	40
Computer Maintenance	0	180	180	180
Legal Fees	1,250	0	0	0
<u>Support services</u>	11,750	12,200	12,200	12,600
Net expenditure	53,945	56,920	55,120	53,820

Runnymede care and repair (home improvement) service

Service description

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

Runnymede care and repair (home improvement) service

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	39,657	71,700	37,900	33,800
Training and recruitment	0	300	300	0
<u>Transport related expenditure</u>				
Travelling and subsistence	2,100	2,150	2,150	1,200
<u>Supplies and services</u>				
General office expenses	4,885	4,900	4,750	4,750
Computer maintenance	366	200	200	200
Handyman Services	47,116	20,000	20,000	20,000
<u>Support services</u>				
	23,620	25,000	25,240	26,040
<u>Capital charges</u>				
Interest payments	0	250	0	0
Gross expenditure	117,744	124,500	90,540	85,990
<u>Income</u>				
Fees and charges	24,032	25,000	25,000	25,000
Surrey County Council Supporting People grant:				
- Core Grant	39,778	26,519	26,519	26,519
- Handyman Services	35,140	0	0	0
Gross income	98,950	51,519	51,519	51,519
Net expenditure	18,794	72,981	39,021	34,471

Housing enforcement (housing standards)

Service description

Budget manager: Private Sector Housing Manager - Mrs K Zivera

Service function:

To enforce the housing standards requirements of the Housing Act 2004 in order to protect and enhance the life

Legal status:

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

Policy objectives:

Private sector housing renewal strategy (approved 2010)
 Private sector housing enforcement policy (August 2012)
 Housing in multiple occupation - mandatory licensing scheme (August 2012)

Housing enforcement (housing standards)

Budget for the year ending 31 March 2021

	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	73,400	131,300	131,300	141,000
Training and recruitment	0	750	750	750
<u>Transport related expenditure</u>				
Travelling and subsistence	1,841	1,850	1,950	3,350
<u>Supplies and services</u>				
General office expenses	643	200	200	200
Equipment	21,933	2,500	2,600	2,600
<u>Support services</u>				
	16,150	21,200	21,200	22,200
Gross expenditure	113,967	157,800	158,000	170,100
<u>Income</u>				
<u>Fees and charges</u>				
HMO Licensing fee income	51,388	33,200	48,500	44,000
Gross income	51,388	33,200	48,500	44,000
Net expenditure	62,579	124,600	109,500	126,100

Housing strategy and enabling

Service description

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

Service function:

Strategic decisions and activities associated with effective planning and delivery to meet the housing needs of 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 with
- 2) Develop safe and sustainable communities where people want to live.
- 3) Ensure that private and social housing is fit and of an acceptable standard.
- 4) Ensure that homelessness is kept to a minimum.
- 5) Provide good quality services to our tenants.
- 6) Provide services fairly to all sections of the community.

Legal status:

Housing Act 1985, s8 (review of housing needs); Housing Act 2004 s225 (needs of gypsies and travellers); Local

Housing strategy and enabling

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Housing enabling role</u>				
Salaries & Agency staff costs	24,338	12,000	12,000	11,500
Staff training	0	200	200	200
Car allowances	204	300	250	150
Support services	15,200	17,400	17,400	17,600
Total - Housing enabling service	39,742	29,900	29,850	29,450
<u>Housing strategy</u>				
Salaries	30,668	25,500	25,500	36,900
Car allowances	600	600	600	600
Support services	4,600	4,400	4,400	4,600
Total - Housing strategy service	35,868	30,500	30,500	42,100
<u>Other related budgets</u>				
Supplies and services	1,700	1,700	1,700	1,700
Housing redevelopment resource	2,113	5,000	2,500	5,000
Housing Needs Survey - Consultants	0	0	0	35,000
Housing Stock Condition - Consultants	42,480	0	0	0
Total - Supplies and services	46,293	6,700	4,200	41,700
Net expenditure	121,903	67,100	64,550	113,250

Housing advice and housing register

Service description

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

Service function: The main functions are to

- 1) Provide a comprehensive housing advice service.
- 2) Maintain the housing register in accordance with the Council's policies and statutory requirements.
- 3) Administer the Council's allocations policy for social housing.

Legal status:

Housing Act 1996 (as amended by the Homelessness Act 2002) sections 167 & 168 (allocation schemes).
Homelessness Reduction Act 2017, due to be implemented in April 2018.

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 2021

	2018/19 Actual £	2019/20 Estimate £	2019/20 Probable £	2020/21 Estimate £
<u>Housing advice</u>				
Salaries	179,663	225,000	225,000	214,300
Training and recruitment	338	400	400	400
Travelling and subsistence	-900	6,000	6,000	3,800
Support services	44,100	49,800	49,080	50,680
Total - Housing advice service	223,201	281,200	280,480	269,180
<u>Housing register</u>				
Salaries	101,687	120,300	120,300	144,900
Training and recruitment	150	200	200	200
Car allowances	3,100	3,100	3,100	3,600
Support services	39,400	43,480	43,240	44,140
Total - Housing register service	144,337	167,080	166,840	192,840
<u>Other related budgets</u>				
Printing, stationery, booklet etc.,	3,719	3,800	3,600	3,600
Systems Upgrades & annual support	11,441	16,900	16,500	14,000
Clients medical expenses	7,040	6,850	6,850	7,000
Housing applicant checks	3,120	1,800	1,800	1,800
Agency Payments Surrey CC	20,000	20,000	20,000	20,000
Total - Supplies and services	45,320	49,350	48,750	46,400
Grants & Contributions	22,005	20,000	20,000	20,000
Costs recovered				
Net expenditure	390,853	477,630	476,070	488,420

Property Leases

Service description

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

Policy objectives:

Through the refurbishment of delapidated vacant dwellings which we will subsequently lease we can obtain

Property Leases

Budget for the year ending 31 March 2021

	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	1,100	2,000	2,000	2,500
Travelling and subsistence	100	100	100	100
<u>Premises related expenses</u>				
Building maintenance - Ongoing maintenance	25,180	45,000	40,000	45,000
Void costs - utilities & C. Tax payments due	(672)	1,000	1,120	1,120
Rental payments to Landlords	128,928	131,840	130,920	133,200
<u>Support services</u>				
	13,300	13,400	13,400	13,800
Gross expenditure	167,936	193,340	187,540	195,720
<u>Income</u>				
Rents received	124,055	129,000	111,800	127,500
Rusham Road Lease	26,500	26,500	26,500	26,500
Grants & Contributions	20,856	19,500	17,120	19,620
Gross income	171,411	175,000	155,420	173,620
Net expenditure	-3,475	18,340	32,120	22,100

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 Housing Act 1996. This includes:-

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

Legal status:

Housing Act 1996 part 6 & 7 as amended by the Homelessness Act 2002; Housing Act 2004 (PSH aspects of 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 2021

	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Probable</u>	<u>Estimate</u>
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	251,215	305,800	305,800	335,100
Training and recruitment	1,072	1,000	1,000	1,000
<u>Transport related expenditure</u>				
Travelling and subsistence	11,700	11,900	11,900	6,100
<u>Premises related expenses</u>				
Building maintenance	0	5,000	5,000	5,000
Bed and breakfast accommodation	49,059	150,000	50,000	75,000
<u>Supplies and services</u>				
General expenses	15,582	27,150	28,550	27,400
Transform - Winter Shelter	0	5,000	5,000	5,000
<u>Support services</u>				
	50,900	77,400	78,600	80,500
Gross expenditure	379,528	583,250	485,850	535,100
<u>Income</u>				
Rents (includes bed and breakfast rents)	19,740	72,000	20,000	30,000
Grants applied	87,736	25,000	175,000	225,000
Gross income	107,476	97,000	195,000	255,000
Net expenditure	272,052	486,250	290,850	280,100

Magna Carta Lettings

Service description

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

Service function:

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

Legal status:

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

Policy objectives:

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

Magna Carta Lettings

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	85,135	121,900	121,900	138,100
Training and recruitment	1,576	5,150	2,950	4,250
<u>Transport related expenditure</u>				
Travelling and subsistence	1,710	1,750	1,750	3,250
<u>Premises related expenses</u>				
Building maintenance	11,857	5,000	5,000	5,000
Property Rents	289,034	420,000	388,600	417,800
Other property costs	10,000	20,000	20,000	20,000
<u>Supplies and services</u>				
General expenses	2,202	9,290	8,060	9,100
Rental deposits and guarantees (unrecoverable)	(3,393)	16,000	16,000	16,000
<u>Support services</u>				
	40,900	47,700	47,700	48,400
Gross expenditure	439,021	646,790	611,960	661,900
<u>Income</u>				
Rental income	283,404	400,000	387,000	400,000
Grants applied	0	3,000	3,000	3,000
Gross income	283,404	403,000	390,000	403,000
Net expenditure	155,617	243,790	221,960	258,900

Benefits service

Service description

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

Benefits service

Budget for the year ending 31 March 2021

	2018/19 Actual £	2019/20 Estimate £	2019/20 Probable £	2020/21 Estimate £
Administrative expenses and subsidies				
Expenditure				
<u>Employees</u>				
Salaries	732,479	531,400	531,400	532,300
Redundancy	0	0	51,000	0
Training and recruitment	10,585	5,700	5,700	5,700
<u>Transport related expenditure</u>				
Travelling and subsistence	363	2,400	2,400	400
<u>Supplies and services</u>				
General office expenses	32,155	27,850	27,400	27,700
Computer maintenance	75,660	45,400	54,250	45,400
External audit fees - grant claims	6,675	7,400	9,500	9,500
<u>Support services</u>				
	409,660	414,860	394,720	378,720
Sub total - Administrative costs	1,267,577	1,035,010	1,076,370	999,720
Government subsidies (administration)				
General administration subsidy	256,695	249,000	275,150	237,000
Specific grants for new initiatives	83,699	0	20,300	0
Sub total - Government subsidies	340,394	249,000	295,450	237,000
Net expenditure on administration	927,183	786,010	780,920	762,720
Benefits granted and Government subsidy				
Benefits granted				
Local housing allowances	14,949,191	11,060,000	13,460,000	12,790,000
Local housing allowances - local scheme	4,154	4,500	9,600	9,600
Rent rebates (Incl. non - HRA rebates)	7,209,027	5,300,000	6,835,000	6,495,000
Rent rebates - local scheme	12,440	15,000	7,500	7,500
Sub total - Benefits granted	22,174,812	16,379,500	20,312,100	19,302,100
Government subsidies (benefits)				
Local housing allowances subsidy	14,867,211	11,060,000	13,460,000	12,790,000
Rent rebates subsidy (incl. non - HRA)	7,192,342	5,290,000	6,820,000	6,480,000
Local scheme subsidy	12,446	14,500	12,900	12,900
Incentive areas subsidy	253,121	50,000	50,000	50,000
Sub total - subsidy and other items	22,325,120	16,414,500	20,342,900	19,332,900
Net expenditure on benefits granted	(150,308)	(35,000)	(30,800)	(30,800)
Net expenditure on benefits service	776,875	751,010	750,120	731,920

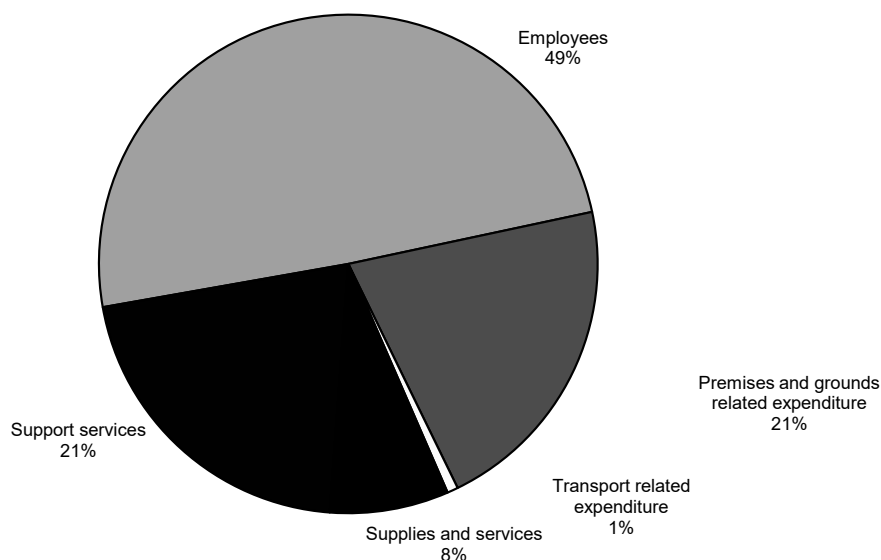
Housing Committee

Subjective analysis

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees	1,572,863	1,604,000	1,617,200	1,643,000
Premises and grounds related expenditure	513,386	777,840	640,640	702,120
Transport related expenditure	21,918	31,250	31,300	23,450
Supplies and services	296,732	222,160	229,680	256,170
Support services	669,580	726,840	707,180	699,280
Capital charges	0	250	0	0
Revenue expenditure	<u>3,074,479</u>	<u>3,362,340</u>	<u>3,226,000</u>	<u>3,324,020</u>
Housing benefits granted	22,174,812	16,379,500	20,312,100	19,302,100
Total expenditure	<u>25,249,291</u>	<u>19,741,840</u>	<u>23,538,100</u>	<u>22,626,120</u>
<u>Income</u>				
Housing benefits subsidy	22,325,120	16,414,500	20,342,900	19,332,900
Government grants	361,250	268,500	312,570	256,620
Grants and contribution to costs	184,659	74,519	224,519	274,519
Fees and charges	529,119	685,700	618,800	653,000
Gross income	<u>23,400,148</u>	<u>17,443,219</u>	<u>21,498,789</u>	<u>20,517,039</u>
Net expenditure	<u>1,849,143</u>	<u>2,298,621</u>	<u>2,039,311</u>	<u>2,109,081</u>

Expenditure Analysis 2020/21

(excluding Housing Benefits granted)



Community Services Committee

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Summary</u>				
Older people services				
Older people services administration	271,624	189,715	304,749	191,111
Centres for older people	460,210	615,363	624,306	543,128
Community meals service	86,431	92,444	82,936	87,425
Community alarm (Careline)	(19,868)	(10,557)	11,613	38,242
Community transport services				
Runnymede community transport	159,027	247,237	265,548	297,695
Runnymede travel initiative	281,781	83,413	285,057	296,998
Community Safety				
Safer Runnymede	470,900	556,087	537,591	512,699
Community Safety Partnership	55,669	63,912	63,835	62,100
Assistance to voluntary organisations				
Grant aid	353,167	346,693	386,217	338,400
Cultural and related services				
Leisure centre management	476,066	0	0	0
Leisure and sports development	161,036	538,565	693,388	506,267
Chertsey Museum service	184,169	229,372	224,584	233,898
Allotments	23,208	30,059	37,119	26,869
Community halls	338,194	326,906	390,256	304,721
Parks and open spaces	1,433,397	1,582,138	1,598,071	1,802,442
Environmental and regulatory services				
Cemeteries and closed churchyards	20,845	75,159	27,878	39,248
Surrey County Council Personalisation and Prevention		0	0	0
Net expenditure	<u>4,755,858</u>	<u>4,966,506</u>	<u>5,533,148</u>	<u>5,281,243</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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	146,282	142,700	163,300	196,900
Training and recruitment	9,187	17,492	11,175	17,492
<u>Premises related expenses</u>				
Runnymede direct services - day centres	3,000	3,200	3,200	3,200
<u>Transport related expenditure</u>				
Travelling and subsistence	3,521	3,700	4,433	7,200
Community services van	2,420	2,280	940	500
<u>Supplies and services</u>				
Equipment, furniture and materials	20	0	1,000	0
General office expenses	3,706	15,297	26,337	13,301
Communications and computing	2,456	2,042	2,206	2,760
Services and expenses	4,392	0	0	0
Grants and subscriptions - lunch club	0	400	200	400
Miscellaneous expenses - third party insurance	6,174	8,682	6,017	6,138
Support services	128,700	138,900	138,900	130,800
Gross expenditure	309,858	334,693	357,708	378,691
<u>Income</u>				
Grants and Contributions	19,255	26,000	34,079	68,700
Sales Fees and charges	18,978	118,978	18,880	118,880
Gross Income	38,234	144,978	52,959	187,580
Net expenditure	271,624	189,715	304,749	191,111

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 2021

	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	430,874	444,524	426,309	437,566
<u>Premises related expenses</u>				
Building maintenance	33,492	140,729	162,729	75,793
Energy costs	40,132	34,016	34,676	35,566
Water services	8,180	7,367	7,080	7,222
Rent, rates and insurance	25,484	30,802	28,730	29,385
Cleaning and domestic supplies	24,648	24,493	24,657	25,341
Grounds maintenance	1,874	1,751	2,009	2,026
<u>Transport related expenditure</u>				
Car allowances	1,600	1,600	1,600	1,600
<u>Supplies and services</u>				
Equipment, furniture and materials	23,495	33,143	37,122	32,616
Catering expenses	51,367	55,944	51,900	56,552
Clothes, uniform and laundry	674	525	525	535
General office expenses	117	370	318	323
Communications and computing	4,735	5,647	5,019	5,078
Services and expenses	5,303	8,006	5,183	5,244
Support services	26,200	29,400	29,400	30,800
Depreciation and impairment losses	76,626	76,813	76,813	76,813
<u>Savings target</u>				
Closure of 1 Centre over the Christmas period	(2,000)	(2,000)	(2,000)	(2,000)
Gross expenditure	752,801	893,130	892,070	820,460
<u>Income</u>				
Grants and contributions	52,900	26,450	26,450	26,450
Sales, fees and charges	237,531	250,237	239,694	249,791
Surrey Heath Partnership working	0	0	0	0
Rents and leases	2,160	1,080	1,620	1,091
Gross income	292,591	277,767	267,764	277,332
Net expenditure	460,210	615,363	624,306	543,128

Notes

	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Net direct Expenditure of centres</u>				
Eileen Tozer centre	131,622	183,795	190,570	160,138
Manor Farm centre	120,469	159,023	166,208	135,767
Woodham and New Haw centre	118,460	169,750	174,400	152,770
Other costs (depreciation etc.)	89,658	102,795	93,128	94,453

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	136,402	140,245	128,175	144,005
<u>Premises expenses</u>				
Depot recharge	4,400	4,400	4,400	4,700
Cleaning and domestic supplies	335	320	320	326
<u>Transport related expenditure</u>				
Direct transport costs	34,190	38,880	28,410	27,960
Car allowances	100	100	100	100
<u>Supplies and services</u>				
Equipment, furniture and materials	580	1,067	1,067	1,088
Catering expenses	68,458	72,200	72,200	72,200
Clothes, uniforms and laundry	598	309	309	315
General Office	28	155	155	158
Communications and computing	220	268	200	273
Support services	15,800	17,000	17,000	17,700
Gross expenditure	261,111	274,944	252,336	268,825
<u>Income</u>				
Grants and contributions - SCC care contribution	10,000	5,000	5,000	5,000
Surrey Heath Partnership working	0	0	0	0
Sales, fees and charges	164,680	177,500	164,400	176,400
Gross income	174,680	182,500	169,400	181,400
Net expenditure	86,431	92,444	82,936	87,425

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	207,863	218,264	239,500	276,864
<u>Transport related expenditure</u>				
Car allowances	11,600	12,300	12,300	12,300
<u>Supplies and services</u>				
Equipment, furniture and materials (purchase of new units)	43,178	45,500	47,100	45,000
General office expenses	793	855	858	875
Communications and computing	1,683	3,126	2,207	2,269
Support services	124,000	129,520	129,520	142,020
Gross expenditure	389,117	409,565	431,485	479,328
<u>Income</u>				
Sales, Fees and Charges	48,712	48,712	48,712	48,712
Rents and leases:				
- Full charge to clients	246,672	256,338	256,060	256,074
- Other charges				
Recharges to HRA services	113,600	115,072	115,100	136,300
Gross income	408,984	420,122	419,872	441,086
Net expenditure	(19,868)	(10,557)	11,613	38,242

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. This reverted to an in-house operation in April 2006
Legal status:	1985 Transport Act Health Service and Public Health Act 1968 (DHSS Circular 17/71) 1990 NHS and Community Care Act.
Policy objective:	Provide a safe, efficient and cost effective transport services for vulnerable people living in Runnymede.

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
<u>Employees</u>				
Direct employee expenses	361,382	357,751	370,316	386,589
Training and recruitment	900	1,020	1,250	1,020
<u>Premises related expenses</u>				
Building Maintenance	0	156	156	159
Depot recharge	9,500	9,500	9,500	10,400
Cleaning and Domestic Supplies	0	107	0	0
<u>Transport related expenditure</u>				
Direct Transport Costs	23,352	200	475	104
Transport recharges	167,819	154,910	173,230	184,390
Travelling and subsistence	200	200	200	400
<u>Supplies and services</u>				
Furniture and equipment	2,195	1,706	1,606	1,640
Clothes, uniform and laundry	1,071	1,727	1,500	1,762
General office expenses	400	277	400	406
Communications and computing	9,871	10,453	10,200	10,410
Support services	28,700	30,600	30,600	33,800
Depreciation and impairment losses	101,468	76,518	76,518	76,518
Gross expenditure	706,858	645,125	675,951	707,598
Income				
<u>Grants and contributions</u>				
Surrey County Council partnership work	372,357	270,000	285,000	285,000
Surrey County Council grant support:				
- social services	26,052	13,026	13,026	13,026
- transport unit	28,737	28,737	28,737	28,737
Vehicle fuel rebate	5,728	10,000	10,000	10,000
Sales, fees and charges	109,058	70,225	70,640	70,140
Recharge to Services	5,900	5,900	3,000	3,000
Gross income	547,832	397,888	410,403	409,903
Net expenditure	159,027	247,237	265,548	297,695

Runnymede travel initiative

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	4,900	2,300	2,300	1,800
Transport related expenditure				
Hire of buses	462,185	478,880	469,400	481,135
Supplies and services				
General office expenses	315	500	500	500
Support services	9,500	9,300	9,300	9,700
Gross expenditure	<u>476,900</u>	<u>490,980</u>	<u>481,500</u>	<u>493,135</u>
Income				
Grants and contributions (section 106 agreements)	19,872	198,930	0	0
Other grants and contributions (sponsorship)	12,500	12,500	306	0
Fees and charges (school fares)	162,747	196,137	196,137	196,137
Gross income	<u>195,119</u>	<u>407,567</u>	<u>196,443</u>	<u>196,137</u>
Net expenditure	<u>281,781</u>	<u>83,413</u>	<u>285,057</u>	<u>296,998</u>

Notes

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Net costs of Yellow Bus scheme				
Expenditure	463,400	480,280	470,800	482,535
Income	(195,120)	(407,567)	(196,443)	(196,137)
Net expenditure	<u>268,280</u>	<u>72,713</u>	<u>274,357</u>	<u>286,398</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 2021

	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	653,800	690,100	690,100	684,100
Training and recruitment	3,778	3,846	2,790	10,500
<u>Premises related expenses</u>				
Utility costs	1,643	2,516	2,000	2,000
Rents, rates and insurance	2,960	3,000	2,984	3,385
Grounds maintenance	879	2,930	880	2,935
<u>Transport related expenditure</u>				
Travelling and subsistence	268	300	200	200
Car allowances	1,800	1,800	1,800	1,800
<u>Supplies and services</u>				
Equipment, furniture and materials	99,093	93,588	106,898	109,534
Catering expenses	113	102	102	104
Clothes, uniform and laundry	835	800	600	816
General office expenses	2,409	4,315	2,100	3,834
Communications and computing	66,584	62,121	65,555	67,061
Services and expenses	796	1,000	1,914	1,934
Support services	120,900	126,100	126,100	131,200
Depreciation and impairment losses	152,848	187,449	187,449	187,449
Gross expenditure	1,108,706	1,179,967	1,191,472	1,206,852
<u>Income</u>				
Costs recovered from third parties (for services)	389,038	379,648	409,649	424,861
Sales fees and charges	668	1,032	1,032	1,032
Recharges to services	248,100	243,200	243,200	268,260
Gross income	637,806	623,880	653,881	694,153
Net expenditure	470,900	556,087	537,591	512,699

Community safety partnership

Service description

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

Budget for the year ending 31 March 2021

	2018/19 Actual £	2019/20 Estimate £	2019/20 Probable £	2020/21 Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	45,600	50,800	50,800	50,600
Training and Recruitment	0	1,500	0	1,000
<u>Premises related expenses</u>				
Grounds maintenance	400	400	400	400
<u>Transport related expenditure</u>				
Car allowances	1,206	1,200	1,200	200
<u>Supplies and services</u>				
Grants and subscriptions	2,795	212	5,000	5,000
Miscellaneous expenses:				
- Joint Action Group (JAG)	2,739	2,900	4,635	2,900
- New Projects	5,021	0	0	0
Support services	5,200	6,900	6,900	7,100
Gross expenditure	62,961	63,912	68,935	67,200
<u>Income</u>				
Sales, fees and charges	0	0	100	100
Other grants and contributions	7,292	0	5,000	5,000
Gross income	7,292	0	5,100	5,100
Net expenditure	55,669	63,912	63,835	62,100

Grant aid

Service description

Budget manager:	Democratic Services Manager - B. Fleckney (1) - Community Partnership Officer - S. Stronge (2) - Corporate Head of Community Development - C Hunt
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 2021

	<u>2018/19</u> <u>Actual</u> £	<u>2019/20</u> <u>Estimate</u> £	<u>2019/20</u> <u>Probable</u> £	<u>2020/21</u> <u>Estimate</u> £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	37,400	43,300	43,300	40,900
Training and Recruitment	250	1,500	1,500	1,500
<u>Transport related expenses</u>				
Car allowances	700	700	700	1,300
<u>Supplies and services</u>				
<u>Corporate grants</u>				
General	500	700	6,820	700
Christmas Decorations	4,000	6,000	16,625	8,000
Runnymede Access Liaison group	1,500	1,500	3,500	1,500
<u>Community related grants</u>				
Citizens Advice Bureau	124,946	124,915	110,772	103,700
Community Services occasional grants	0	0	3,000	0
Runnymede Association of Voluntary Services	31,000	31,000	31,000	33,000
Surrey Community Action	2,000	2,000	0	0
Partnership Officer grants	6,471	4,400	6,100	4,400
Community First initiative	19,358	35,000	35,000	35,000
<u>Leisure grants</u>				
General provision	2,815	4,400	4,400	4,400
Grants for community events	2,800	3,000	4,800	4,800
Addlestone Community Assoc.	2,900	2,900	2,900	2,900
Runnymede Association of Arts	0	800	800	800
Runnymede Sports Council "Sports Runnymede"	(1,600)	0	0	0
Walk for peace	15,171	0	0	0
Egham Museum Salary	20,000	0	20,000	0
<u>Property related grants</u>				
Rent abatement grants	64,356	65,578	76,000	76,100
Support services	18,600	19,000	19,000	19,400
Gross expenditure	353,167	346,693	386,217	338,400
Net expenditure	353,167	346,693	386,217	338,400

Leisure and sports development

Service description

Budget Managers: Business Centre Manager - Corporate Head of Community Development - Mr C. Hunt

Service function: To actively promote participation in recreation and leisure activities by children and young people throughout the borough by identifying new opportunities and providing targeted events and activities in partnership with other agencies.

Legal status: The Local Government (Miscellaneous Provisions) Act 1976.

Budget for the year ending 31 March 2021

	<u>2018/19</u> <u>Actual</u> £	<u>2019/20</u> <u>Estimate</u> £	<u>2019/20</u> <u>Probable</u> £	<u>2020/21</u> <u>Estimate</u> £
<u>Employees</u>				
Direct employee expenses	130,688	161,000	189,354	160,307
Training and recruitment	943	507	602	604
<u>Premises related expenses</u>				
Rent, rates and insurance	9,214	8,000	16,992	17,257
<u>Transport related expenditure</u>				
Travelling and subsistence	344	154	180	180
Car allowances	4,000	4,000	4,000	5,800
<u>Supplies and services</u>				
Equipment, furniture and materials	1,480	1,700	1,763	1,720
Clothes, uniform and laundry	1,588	1,300	1,290	1,300
General office expenses	13,289	14,861	22,985	16,623
Communications and computing	1,110	1,100	1,100	1,100
Grants and subscriptions	1,050	2,000	730	2,000
Public liability insurance	653	653	653	666
Support services	39,700	48,200	48,200	45,800
Depreciation and impairment losses	0	511,310	511,310	511,310
Gross expenditure	204,057	754,785	799,159	764,667
<u>Income</u>				
Grants and contributions	6,950	14,200	51,344	12,000
Sales, fees and charges	4,228	0	10,407	10,400
Rent and Leases	31,843	202,020	44,020	236,000
Gross Income	43,021	216,220	105,771	258,400
Net expenditure	161,036	538,565	693,388	506,267

Notes

	<u>2018/19</u> <u>Actual</u> £	<u>2019/20</u> <u>Estimate</u> £	<u>2019/20</u> <u>Probable</u> £	<u>2020/21</u> <u>Estimate</u> £
<u>Net expenditure includes the following:</u>				
Arts development	12,292	12,500	12,500	14,600
Youth Council	0	0	0	5,100
Boccia Club	0	0	0	0
Sports development	19,706	24,400	23,347	25,432
Surrey Youth Games	34,068	36,515	36,142	35,796
Holiday Activities	0	0	0	0
General expenditure	94,970	465,150	621,399	425,339
	161,036	538,565	693,388	506,267

Chertsey Museum service

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	155,975	167,919	167,294	175,194
Training and recruitment	332	422	422	426
<u>Premises related expenses</u>				
Building maintenance	13,495	27,029	29,029	29,877
Energy and utility costs	4,912	5,141	5,167	5,313
Rent, rates and insurance	45,537	46,060	45,942	46,375
Cleaning and domestic supplies	1,127	1,476	1,356	1,476
Grounds maintenance	450	521	521	525
<u>Transport related expenditure</u>				
Travelling expenses	44	111	100	100
Car allowances	500	500	500	800
<u>Supplies and services</u>				
Equipment, furniture and materials	1,877	1,960	1,960	1,960
Catering expenses	11	42	46	47
General office expenses	8,852	7,458	7,945	8,024
Communication and computing	4,987	5,243	5,842	5,447
Service and expenses	864	921	1,250	1,252
Miscellaneous expenses:				
- Exhibits and exhibitions	6,851	14,404	15,272	14,428
- Museum projects	21,875	8,000	8,000	8,000
Support services	39,700	42,200	42,200	44,800
Depreciation and impairment losses	1,367	1,367	1,367	1,367
Gross expenditure	308,753	330,774	334,213	345,411
<u>Income</u>				
Grants and contributions:				
- Olive Matthews Collection Trust	67,856	63,602	69,008	69,276
- Museum projects	23,571	8,000	8,000	8,000
- Other grants	2,215	2,221	2,261	2,261
Sales, fees and charges	30,942	27,579	30,360	31,976
Gross income	124,584	101,402	109,629	111,513
Net expenditure	184,169	229,372	224,584	233,898

Allotments

Service description

Budget manager: Business Centre Manager - Head of Green spaces - Mr. P Winfield

Service function: The management and administration of the allotment sites for the benefit of local residents.

Legal status: Small Holdings and Allotment Act 1908; Allotments Act 1950 and Local Government Act 1972.

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	22,500	23,000	23,000	20,700
Training & Recruitment	0	300	300	300
<u>Premises related expenses</u>				
Building maintenance	(1,502)	1,635	1,635	1,227
Energy and utility costs	2,719	2,327	2,100	2,153
Rents, rates and insurance	31	34	30	32
Grounds maintenance	7,076	10,778	17,328	10,994
<u>Transport related expenditure</u>				
Use of vehicles	1,338	1,250	1,520	1,600
Car Allowances	600	600	600	0
<u>Supplies and services</u>				
Communications and computing	559	555	576	593
Miscellaneous Expenses	0	0	450	0
Support services	22,600	22,200	22,200	22,400
Gross expenditure	55,921	62,679	69,739	59,999
<u>Income</u>				
<u>Rents and leases:</u>				
Rents and leases:				
- Rents and Leases	7,077	7,000	7,000	7,000
- Rent of plots to private individuals	22,679	22,724	22,724	23,178
- Rent from self management schemes	2,796	2,796	2,796	2,852
Sales Fees and Charges	162	100	100	100
Gross Income	32,714	32,620	32,620	33,130
Net expenditure	23,208	30,059	37,119	26,869

Community Halls

Service description

Budget managers: Business Centre Manager - Community Facilities Manager - S Chambers

Service function: To provide the community with facilities for a wide range of indoor activities catering for differing interests and age groups at Chertsey Hall, and the Hythe Centre

Legal status: Local Government (Miscellaneous Provisions) Act 1976.

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	146,000	152,800	148,400	152,500
Training and recruitment	151	848	848	848
<u>Premises related expenses</u>				
Building maintenance	65,344	64,744	140,844	48,349
Energy and utility costs	25,670	22,990	30,171	31,100
Rent, rates and insurance	22,999	24,744	23,582	24,113
Cleaning and domestic supplies	8,743	9,517	8,242	8,927
Grounds maintenance	2,955	3,123	3,086	3,177
<u>Transport related expenditure</u>				
Travelling and subsistence	2,600	2,700	2,650	2,650
<u>Supplies and services</u>				
Equipment, furniture and materials	2,430	4,943	4,800	4,944
Clothes, uniform and laundry	284	697	675	710
General office expenses	573	943	2,089	952
Communications and computing	3,568	3,704	5,590	3,630
Services and expenses	1,060	1,399	1,791	1,797
Support services	113,860	115,660	115,660	131,500
Depreciation and impairment Losses				
Depreciation	73,968	72,958	72,958	72,958
Gross expenditure	470,205	481,770	561,386	488,155
<u>Income</u>				
Sales, fees and charges	116,011	139,736	153,260	165,564
Rents and leases	16,000	15,128	17,870	17,870
Gross income	132,011	154,864	171,130	183,434
Net expenditure	338,194	326,906	390,256	304,721

Notes

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Net direct expenditure of halls</u>				
General expenditure	234,630	239,932	242,762	258,407
Chertsey Hall	50,891	82,962	121,602	38,356
The Hythe Centre	13,336	773	(6,965)	8,446
Thorpe Village Hall	39,247	3,239	32,857	(488)
Community Events	0	0	0	0

Parks and open spaces

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
<u>Employees</u>				
Direct employee expenses	618,252	702,219	709,603	756,496
Training and recruitment	5,072	7,661	15,730	9,979
<u>Premises related exp</u>				
Building maintenance	74,035	101,718	120,718	190,433
Energy and utility costs	36,483	36,203	41,270	41,564
Rent, rates and insurance	34,996	45,638	32,209	32,704
Cleaning and domestic supplies	25,728	27,683	27,676	27,976
Grounds maintenance	511,368	556,339	569,477	607,837
Grounds maintenance - Sangs	93,838	0	0	0
<u>Transport related expenditure</u>				
Use of vehicles	17,497	15,810	17,280	17,660
Travelling expenses	27	111	111	113
Car allowances	11,800	12,400	12,400	13,300
<u>Supplies and services</u>				
Equipment, furniture and materials	70,719	61,759	78,369	62,228
Clothes, uniform and laundry	1,795	2,233	2,183	2,276
General office expenses	2,956	3,241	3,712	3,680
Communications and computing	7,617	10,482	11,505	10,653
Services and expenses	28,198	12,633	9,380	11,392
Grants and subscriptions (Basingstoke Canal contribution)	8,000	8,000	8,000	8,000
Miscellaneous expenses:	13,692	13,365	14,104	63,855
Support services	170,363	162,580	162,580	184,820
Depreciation and impairment losses	123,678	115,321	115,321	115,321
Gross expenditure	1,856,114	1,895,396	1,951,628	2,160,287
Income				
Grants and contributions	12,880	11,100	45,700	35,700
Contribution from SANGS	93,838	0	0	0
Sales, fees and charges	53,309	67,016	69,820	71,278
Rents and leases	142,651	120,225	126,120	133,050
Other income and recharges:				
- Parks management recharge to services	109,600	103,000	103,000	109,900
- Investments / commuted payments	10,440	11,917	8,917	7,917
Gross income	422,718	313,258	353,557	357,845
Net expenditure	1,433,397	1,582,138	1,598,071	1,802,442

Cemeteries and closed churchyards

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	67,659	108,344	69,000	72,600
Training and recruitment	477	500	500	500
<u>Premises related expenses</u>				
Building maintenance	11,733	22,943	22,943	23,202
Energy and utility costs	2,590	2,968	2,663	2,921
Rent, rates and insurance	7,054	7,492	7,748	7,963
Grounds maintenance	123,070	115,500	115,380	118,043
<u>Transport related expenditure</u>				
Use of vehicles	1,708	1,400	0	0
Travelling and subsistence	2,308	2,300	2,300	2,000
<u>Supplies and services</u>				
Equipment, furniture and materials	2,488	1,063	1,316	1,084
Communications and computing	1,824	1,899	1,850	1,887
Support services	39,360	42,040	42,040	44,780
Depreciation and impairment losses	560	560	560	560
Gross expenditure	260,830	307,009	266,300	275,540
<u>Income</u>				
Sales, fees and charges	238,956	231,010	238,073	235,943
Rent and leases	1,018	840	349	349
Other income	11	0	0	0
Gross income	239,985	231,850	238,422	236,292
Net expenditure	20,845	75,159	27,878	39,248

Notes

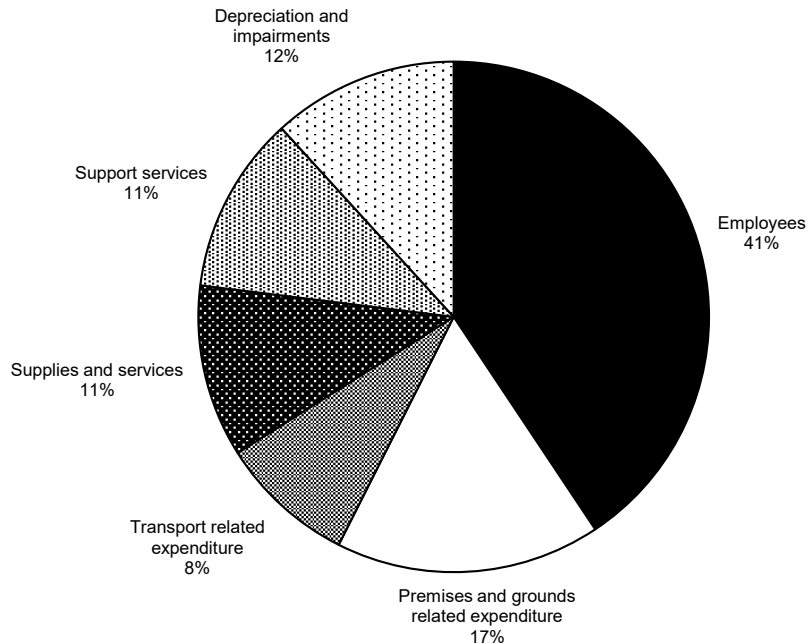
	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Net direct expenditure includes:</u>				
Cemeteries	(7,289)	51,759	4,478	14,535
Closed churchyards	28,134	23,400	23,400	24,713
	20,845	75,159	27,878	39,248

Community Services Committee

Subjective analysis

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees	3,191,867	3,438,862	3,453,868	3,599,290
Premises and grounds related expenditure	1,308,624	1,410,290	1,549,830	1,486,376
Transport related expenditure	753,727	738,386	736,629	763,392
Supplies and services	1,012,292	901,988	997,876	966,574
Support services	934,583	939,600	939,600	996,620
Depreciation and impairments	852,334	1,042,296	1,042,296	1,042,296
Gross expenditure	<u>8,053,427</u>	<u>8,471,422</u>	<u>8,720,099</u>	<u>8,854,548</u>
<u>Income</u>				
Grants, donations and sponsorship	762,001	689,766	583,911	569,150
Sales, fees and charges	1,575,020	1,707,910	1,651,264	1,801,314
Rents and leases	472,897	628,151	478,559	677,464
Recharges to other services	477,200	467,172	464,300	517,460
Other income	10,451	11,917	8,917	7,917
Gross income	<u>3,297,569</u>	<u>3,504,916</u>	<u>3,186,951</u>	<u>3,573,305</u>
Net expenditure	<u>4,755,858</u>	<u>4,966,506</u>	<u>5,533,148</u>	<u>5,281,243</u>

Expenditure Analysis 2019/2020



Environment and Sustainability Committee

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Summary				
Environmental and regulatory services				
Environmental administration	(803)	(11)	3	423
Environmental enforcement	(1,598)	0	50	50
Pollution control	261,622	276,097	280,194	272,470
Local air pollution	36,507	50,460	47,354	51,050
Occupational health, safety and welfare	76,834	88,800	112,083	111,510
Food safety and hygiene	159,640	167,040	166,228	170,910
Pest control and dog warden service	28,294	25,300	22,200	20,700
Animal welfare licensing	(2,572)	8,100	22,100	9,900
Recycling and environmental initiatives	1,058,082	1,331,263	1,367,745	1,488,386
Green waste collection	(126,435)	(126,029)	(141,898)	(101,502)
Refuse collection - domestic	811,999	1,068,083	1,109,025	1,066,105
Refuse collection - trade waste	(91,014)	(81,366)	(69,151)	(66,652)
Street cleansing	826,982	876,467	893,583	909,851
Public conveniences	25,181	17,376	19,367	17,471
Flood mitigation	247,519	310,392	308,795	223,680
Energy management	56,747	64,785	66,380	65,930
Highways and transport services				
Car parks	(506,268)	(511,627)	(533,203)	(505,168)
On street car parking enforcement	(731)	14,212	1,004	500
Environmental maintenance - RBC	43,242	41,720	41,610	41,340
Environmental maintenance - SCC Agency	28,977	35,291	33,091	37,991
Borough highways functions	143,057	59,866	260,446	59,829
Markets and street trading	10,300	10,805	12,405	12,010
Engineering services	55	955	(195)	27
Net expenditure	<u>3,085,617</u>	<u>3,727,979</u>	<u>4,019,216</u>	<u>3,886,811</u>

Environmental administration

Service description

Budget manager: Corporate Head of Environmental Services - Mr P. Burke

Service function: To administer the environmental flare computer system

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	5,300	7,100	7,100	5,700
Training and recruitment	422	500	400	500
Transport related expenditure				
Travelling and subsistence	92	100	100	100
Car allowances	300	300	300	300
Supplies and services				
General office expenses	125	130	125	130
Communications and computing	14,981	15,356	15,475	15,990
Support services	4,700	5,400	5,400	6,000
Depreciation and impairment losses	1,903	1,903	1,903	1,903
Gross expenditure	27,823	30,789	30,803	30,623
Income				
Other income and recharges	28,626	30,800	30,800	30,200
Gross income	28,626	30,800	30,800	30,200
Net expenditure (income)	(803)	(11)	3	423

Environmental enforcement

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	35,200	36,700	36,700	39,000
Training and recruitment	-	200	0	50
Transport related expenditure				
Car allowances	1,300	1,300	1,300	2,400
Supplies and services				
Equipment, furniture and materials	46	250	200	250
Protective clothing	-	100	0	100
Communications and computing	106	150	150	150
Support services	6,900	15,100	15,500	13,700
Gross expenditure	43,552	53,800	53,850	55,650
Income				
Other income and recharges	45,150	53,800	53,800	55,600
Gross income	45,150	53,800	53,800	55,600
Net expenditure	(1,598)	0	50	50

Pollution control

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	164,900	180,900	180,900	174,600
Training and recruitment	3,000	3,300	2,900	3,500
Premises related expenses				
Grounds maintenance	8	500	50	500
Transport related expenditure				
Travelling and subsistence	90	125	125	125
Car allowances	6,900	7,200	7,200	6,700
Supplies and services				
Equipment, furniture and materials	601	8,367	9,204	2,340
General office expenses	942	1,090	1,550	1,490
Communication and computing	2,908	2,970	2,970	2,970
Services and expenses:				
- Contaminated land	25,477	10,125	13,125	17,125
- Other expenses	1,611	3,320	2,770	3,320
Support services	60,376	62,200	62,200	62,600
Gross expenditure	266,813	280,097	282,994	275,270
Income				
Other grants and contributions	922	0	0	0
Sales, fees and charges	4,269	4,000	2,800	2,800
Gross income	5,191	4,000	2,800	2,800
Net expenditure	261,622	276,097	280,194	272,470

Notes

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Net expenditure includes:				
General pollution control	194,342	217,222	217,819	206,695
Contaminated land	67,280	58,875	62,375	65,775
	261,622	276,097	280,194	272,470

Local air pollution

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	29,600	32,800	32,800	36,200
Transport related expenditure				
Car allowances	1,100	1,110	1,100	1,200
Supplies and services				
Services and expenses	1,507	1,620	1,500	1,500
Air quality provision	-	10,000	5,000	5,000
Support services	10,570	11,200	11,200	11,400
Gross expenditure	42,777	56,730	51,600	55,300
Income				
Sales, fees, charges (air pollution authorisation)	6,270	6,270	4,246	4,250
Gross income	6,270	6,270	4,246	4,250
Net expenditure	36,507	50,460	47,354	51,050

Occupational health, safety and welfare

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	41,000	51,600	75,600	74,300
Training and recruitment	870	400	200	400
Transport related expenditure				
Travelling and subsistence	19	50	20	30
Car allowances	2,400	2,800	2,800	3,000
Supplies and services				
Equipment, furniture and materials	-	50	50	50
General office expenses	9,085	9,450	8,963	8,880
Communication and computing	120	150	150	150
Support services	23,370	24,300	24,300	24,700
Gross expenditure	76,864	88,800	112,083	111,510
Income				
Sales, fees and charges (penalty charge notices)	30	0	0	0
Gross income	30	0	0	0
Net expenditure	76,834	88,800	112,083	111,510

Food safety and hygiene

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	113,000	118,800	118,800	122,400
Training and recruitment	1,557	2,050	1,413	1,750
Transport related expenditure				
Travelling and subsistence	104	100	50	100
Car allowances	5,300	5,300	5,300	5,900
Supplies and services				
Equipment, furniture and materials	252	600	360	600
General office expenses	907	300	400	350
Communication and computing	1,682	1,690	1,705	1,710
Services and expenses	18	200	200	200
Miscellaneous expenses	-	1,500	2,400	1,500
Support services	39,370	38,000	38,000	37,900
Gross expenditure	162,190	168,540	168,628	172,410
Income				
Other grants and contributions (costs recovered)	2,550	1,500	2,400	1,500
Gross income	2,550	1,500	2,400	1,500
Net expenditure	159,640	167,040	166,228	170,910

Pest control and dog warden service

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	6,100	5,800	5,800	4,300
Transport related expenditure				
Car allowances	300	300	300	200
Supplies and services				
Communications and computing	300	300	300	300
Services and expenses:				
- Rodent treatment	750	0	0	0
- Stray dogs, kennelling and vets fees etc.	9,114	7,000	5,500	5,500
- Stray dogs kennel provision	3,787	3,900	3,900	3,900
Support services	8,700	8,700	7,100	7,200
Gross expenditure	29,051	26,000	22,900	21,400
Income				
Sales, fees and charges(dog control charges)	757	700	700	700
Gross income	757	700	700	700
Net expenditure	28,294	25,300	22,200	20,700

Animal welfare licensing

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	9,500	17,600	17,600	10,400
Training and recruitment	-	-	2,000	1,000
Transport related expenditure				
Car allowances	409	400	400	400
Supplies and services				
Services and expenses	2,477	1,500	1,500	1,500
Support services	3,200	4,100	4,100	4,100
Gross expenditure	15,586	23,600	25,600	17,400
<u>Income</u>				
Sales, fees and charges	18,158	15,500	3,500	7,500
Gross income	18,158	15,500	3,500	7,500
Net expenditure	(2,572)	8,100	22,100	9,900

Recycling and environmental initiatives

Service description

Budget manager:	Direct Services Organisation Manager - Mr 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 2021

	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	697,880	723,600	733,500	743,800
Training and recruitment	2,317	1,010	1,307	1,235
Premises related expenses				
Depot recharge	34,300	34,300	34,300	38,800
Grounds maintenance	3,700	3,700	3,700	3,700
Transport related expenditure				
Transport recharges	278,862	286,270	296,630	254,740
Transport insurance	954	1,220	1,131	1,012
Travelling and subsistence	59	50	50	50
Car allowances	600	600	600	200
Supplies and services				
Equipment, furniture including bins	30,155	32,500	32,500	32,500
Protective clothing	4,243	4,300	4,300	4,300
General office expenses	1,023	1,700	1,300	1,300
Communications and computing	11,106	11,500	11,836	14,000
Recycling initiatives	840	20,000	24,160	20,000
Public liability insurance	6,163	6,163	6,163	6,163
Food waste provision for additional costs	-	-	-	80,000
Support services	59,000	63,900	77,100	76,400
Depreciation and impairment losses	190,291	328,650	328,650	328,650
Gross expenditure	1,321,493	1,519,463	1,557,227	1,606,850
Income				
Other grants and contributions (costs recovered)	300	0	0	0
Sales, fees and charges	32,677	27,600	29,158	29,700
Recycling credits	(1,920)	500	224	1,000
Recycling scheme - Surrey County Council	232,045	159,700	159,700	87,364
Recharge to services	309	400	400	400
Gross income	263,411	188,200	189,482	118,464
Net expenditure	1,058,082	1,331,263	1,367,745	1,488,386

Green waste collection

Service description

Budget managers:	Direct Services Organisation Manager - Mr 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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	174,661	174,400	174,700	170,500
Training and recruitment	370	210	210	220
Premises related expenses				
Depot Recharge	9,000	9,000	9,000	9,900
Grounds Maintenance	3,800	3,800	3,800	3,800
Transport related expenditure				
Transport recharges	55,510	59,340	58,340	50,190
Transport insurance	119	153	124	126
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials including bins	22,621	20,100	20,100	20,100
Protective clothing	881	900	900	1,000
General office expenses	-	400	0	0
Communications and computing	9,825	6,400	11,600	6,500
Public liability insurance	1,745	1,265	1,265	1,265
Green waste provision to grow service	-	-	-	65,000
Support services	29,400	30,500	36,100	37,100
Depreciation and impairment losses	20,098	6,339	6,339	6,339
Gross expenditure	328,130	312,907	322,578	372,140
Income				
Sales, fees and charges	454,362	438,600	464,040	473,300
Recycling credits	(155)	0	0	0
Recharge to services	358	336	436	342
Gross income	454,565	438,936	464,476	473,642
Net income	(126,435)	(126,029)	(141,898)	(101,502)

Refuse collection - domestic

Service description

Budget manager:	Direct Services Organisation Manager - Mr 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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	493,027	511,400	527,000	527,000
Training and recruitment	1,119	735	875	895
Premises related expenses				
Depot recharges	23,100	23,100	23,100	25,400
Grounds maintenance	3,700	3,700	3,700	3,700
Transport related expenditure				
Transport recharges	212,818	222,830	223,560	191,300
Transport insurance	954	1,220	992	1,012
Car allowances	600	600	600	300
Supplies and services				
Equipment, furniture and materials including bins	39,282	45,200	45,100	45,100
Protective clothing	2,482	2,500	2,900	3,000
General office expenses	1,238	1,600	1,600	1,600
Communication and computing	9,735	9,512	9,512	9,612
Public liability insurance	4,426	4,426	4,426	4,426
Support services	61,730	70,200	83,300	85,600
Depreciation and impairment losses	79,338	221,360	221,360	221,360
Gross expenditure	933,549	1,118,383	1,148,025	1,120,305
Income				
Other grants and contributions	72,161	10,000	3,000	10,000
Sales, fees and charges	47,569	40,300	35,800	44,200
Recharge to services	1,820	0	200	0
Gross income	121,550	50,300	39,000	54,200
Net expenditure	811,999	1,068,083	1,109,025	1,066,105

Refuse collection - trade waste

Service description

Budget manager:	Direct Services Organisation Manager - Mr 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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	94,677	88,800	89,800	89,100
Training and recruitment	169	60	60	60
Premises related expenses				
Depot recharges	4,100	4,100	4,100	4,500
Transport related expenditure				
Transport recharges	53,238	49,150	61,480	61,350
Transport insurance	119	152	124	126
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials including bins	4,600	10,000	10,000	10,000
Protective clothing	400	400	400	400
General office expenses	1,270	1,500	1,500	1,500
Communication and computing	1,602	1,460	1,600	1,500
Services and expenses (Disposal of trade waste)	227,407	284,700	243,273	256,300
Public liability insurance	716	716	716	716
Support services	44,200	45,900	45,900	46,100
Depreciation and impairment losses	21,608	11,396	11,396	11,396
Gross expenditure	454,206	498,434	470,449	483,148
Income				
Sales, fees and charges	511,720	545,200	505,000	515,100
Recharge to services	33,500	34,600	34,600	34,700
Gross income	545,220	579,800	539,600	549,800
Net income	(91,014)	(81,366)	(69,151)	(66,652)

Street cleansing

Service description

Budget managers:	Direct Services Organisation Manager - Mr S. Barnes (1) - Corporate Head of Environmental Services - Mr P. Burke
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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	555,603	618,500	598,700	585,900
Training and recruitment	2,118	860	1,925	1,060
Premises related expenses				
Depot recharge	20,500	20,500	20,500	22,200
Cleaning and domestic supplies	177	200	300	300
Grounds maintenance	85,124	86,100	96,100	96,100
Transport related expenditure				
Transport recharges	157,936	150,940	165,580	175,330
Transport insurance	119	203	124	127
Car allowances	1,000	1,000	1,000	700
Supplies and services				
Equipment, furniture and materials	23,012	23,300	23,200	23,200
Clothes, uniform and laundry	5,165	5,100	4,800	4,900
General office expenses	4,210	4,710	5,100	5,200
Communications and computing	5,484	5,190	3,850	8,850
Services and expenses (litter and dog fouling fees)	83,532	113,020	40,140	40,640
Public liability insurance	3,585	3,585	3,585	3,585
Support services	97,220	107,600	106,600	118,100
Depreciation and impairment losses	59,454	42,859	42,859	42,859
Gross expenditure	1,104,239	1,183,667	1,114,363	1,129,051
Income				
Other grants and contributions (costs recovered)	592	1,000	400	500
Sales, fees and charges (litter & dog fouling fines)	123,865	150,000	64,580	60,000
Recharge to services	152,800	156,200	155,800	158,700
Gross income	277,257	307,200	220,780	219,200
Net expenditure	826,982	876,467	893,583	909,851

Street cleansing

Notes

	<u>2018/19</u> Actual	<u>2019/20</u> Estimate	<u>2019/20</u> Probable	<u>2020/21</u> Estimate	
	£	£	£	£	
Net expenditure includes:					
Street cleansing	798,495	831,220	862,446	866,114	
Anti-graffiti and street care team	13,518	10,947	10,347	10,967	
Abandoned vehicle collection	29,986	32,550	33,070	34,170	(1)
Litter and dog fouling	(15,017)	1,750	(12,280)	(1,400)	(1)
	<u>826,982</u>	<u>876,467</u>	<u>893,583</u>	<u>909,851</u>	

Public conveniences

Service description

Budget manager:	Direct Services Organisation Manager - Mr S. Barnes (1) - Principal Building Services Manager - Mr R. Webb
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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £	
Expenditure					
Employees					
Direct employee expenses	31,406	26,700	28,500	27,000	
Training and recruitment	193	50	40	50	
Premises related expenses					
Building maintenance	2,029	2,221	2,221	2,064	(1)
Utilities, rates and insurance	917	1,096	1,017	1,038	
Depot recharge	1,300	1,300	1,300	1,500	
Cleaning materials	1,250	1,000	1,200	1,200	
Transport related expenditure					
Transport recharges	5,734	5,300	5,680	5,610	
Supplies and services					
Clothes, uniform and laundry	457	500	400	400	
Communications and computing	269	300	100	100	
Miscellaneous expenses	60	0	0	0	
Support services	11,240	11,840	11,840	12,340	
Depreciation and impairment losses	6,126	5,969	5,969	5,969	
	Gross expenditure	60,981	56,276	58,267	57,271
Income					
Other grants and contributions	2,000	2,000	2,000	2,000	
Recharge to services	33,800	36,900	36,900	37,800	
	Gross income	35,800	38,900	38,900	39,800
	Net expenditure	25,181	17,376	19,367	17,471

Flood mitigation

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	66,332	92,700	92,700	88,100
Premises related expenses				
Depot recharge	4,700	4,700	4,700	5,200
Grounds maintenance	66,634	87,800	87,800	89,000
Transport related expenditure				
Car allowances	900	3,000	3,000	3,000
Supplies and services				
Equipment insurance	36	40	2	2
Protective clothing	-	-	500	100
General office expenses	1,792	1,845	2,175	2,270
Communication and computing	6,671	6,559	6,620	6,710
Services and expenses	-	50	0	0
Contribution - River Thames scheme	84,000	84,000	84,000	0
Support services	43,200	44,700	44,700	47,100
Gross expenditure	274,265	325,394	326,197	241,482
Income				
Other grants and contributions (costs recovered)	16,746	15,002	17,402	17,802
Recharge to services	10,000	0	0	0
Gross income	26,746	15,002	17,402	17,802
Net expenditure	247,519	310,392	308,795	223,680

Energy management

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	67,500	67,100	67,100	66,600
Training and recruitment	110	600	600	600
Transport related expenditure				
Travelling and subsistence	108	250	250	250
Car allowances	1,500	1,400	1,400	1,400
Supplies and services				
Equipment, furniture and materials	7	500	500	500
Catering expenses	456	100	100	100
General office expenses	95	1,000	1,750	1,000
Communications and computing	564	435	480	480
Miscellaneous expenses - promotion of events	-	1,500	18,041	1,500
Support services	21,700	24,300	24,300	26,500
Gross expenditure	92,040	97,185	114,521	98,930
Income				
Other grants and contributions	2,093	0	15,741	0
Recharge to housing revenue account	33,200	32,400	32,400	33,000
Gross income	35,293	32,400	48,141	33,000
Net expenditure	56,747	64,785	66,380	65,930

Car parks

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	99,300	106,500	106,500	107,600
Training and recruitment	45	250	250	250
Premises related expenses				
Depot, rents, rates and utilities	111,686	119,628	125,044	120,218
Grounds maintenance	39,347	41,131	43,594	41,693
Transport related expenditure				
Transport recharges	6,620	3,830	4,630	5,260
Car allowances	3,109	3,150	3,150	3,050
Supplies and services				
Equipment, furniture and materials	18,517	19,090	14,940	15,350
Clothes, uniform and laundry	100	635	635	637
General office expenses	5,668	6,994	6,654	6,765
Communications and computing	6,991	7,350	7,085	7,219
Services and expenses	11,570	13,950	12,750	12,925
Public liability insurance	5,246	5,246	5,246	5,246
Support services	77,960	75,960	70,960	71,460
Depreciation and impairment losses	5,638	5,638	5,638	5,638
Gross expenditure	391,797	409,352	407,076	403,311
Income				
Other grants and contributions (costs recovered)	20	0	0	0
Sales fees and charges:				
- Rents, concessions, etc.	379	379	379	379
- Pay and display income & pay by phone income	675,525	677,300	731,300	707,200
- Penalty charge notices	77,494	70,000	80,000	80,000
- Season tickets and permits	133,247	161,700	120,900	120,900
Other income and recharges	11,400	11,600	7,700	0
Gross income	898,065	920,979	940,279	908,479
Net income	(506,268)	(511,627)	(533,203)	(505,168)

On street car parking enforcement

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	83,400	86,800	86,800	88,000
Training and recruitment	45	250	250	250
Premises related expenses				
Depot recharge	4,600	4,600	4,600	5,100
Transport related expenditure				
Transport recharges	6,620	3,830	4,630	5,260
Car allowances	2,008	2,020	2,020	2,120
Supplies and services				
Equipment, furniture and materials	1,413	340	340	350
Clothes, uniform and laundry	100	635	635	637
General office expenses	574	1,253	2,983	2,962
Communications and computing	6,991	7,350	7,312	7,451
Services and expenses	4,231	5,900	4,200	4,236
Public liability insurance	445	445	445	445
Support services	34,960	34,760	39,760	40,660
Depreciation and impairment losses	629	629	629	629
Gross expenditure	146,016	148,812	154,604	158,100
Income				
Other grants and contributions (Surrey County Council)	(2,923)	0	0	0
Sales, fees and charges (penalty charge notices)	145,086	130,000	140,000	144,000
Sales, fees and charges (resident permits/waivers etc.)	4,584	4,600	13,600	13,600
Gross income	146,747	134,600	153,600	157,600
Net expenditure (income)	(731)	14,212	1,004	500

Environmental maintenance - RBC

Service description

Budget manager:	Direct Services Organisation Manager - Mr S. Barnes (1) - Head of Green Space - Mr P. Winfield
Service function:	The maintenance of roundabouts, planted beds, trees and shrubs within highways. Arrangements for Runnymede in Bloom activities including street floral displays and a Borough-wide "Green Fingers" competition.
Legal status:	Highways Act 1980
Policy objectives:	To emphasise environmental quality through the "In Bloom" initiative, and the maintenance of highway shrubs and flowerbeds.

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	700	800	800	800
Premises related expenses				
Grounds maintenance:				
- Runnymede in Bloom - general costs	17,077	17,370	17,370	17,670
- Shrubs, flowerbeds and tree planting	17,208	18,000	18,000	18,400
- Sponsored roundabouts	14,211	14,500	14,500	14,800
Transport related expenditure				
Transport recharges	175	250	140	170
Support services	26,000	24,800	24,800	23,500
Gross expenditure	75,371	75,720	75,610	75,340
Income				
Other grants and contributions:				
- Sponsored roundabouts	32,129	34,000	34,000	34,000
Gross income	32,129	34,000	34,000	34,000
Net expenditure	43,242	41,720	41,610	41,340

(1)

Environmental maintenance - SCC agency

Service description

Budget manager:	Direct Services Organisation Manager - Mr 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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	13,400	8,500	17,963	20,700
Premises related expenses				
Depot recharge	800	800	800	900
Grounds maintenance:				
- Verge grass cutting	70,500	72,100	69,900	69,900
- Verge weed control	6,409	16,000	6,537	6,500
Transport related expenditure				
Car allowances	300	300	300	100
Supplies and services				
Communications and computing	100	100	100	100
Support services	5,100	5,100	5,100	7,400
Depreciation and impairment losses	202	225	225	225
Gross expenditure	96,811	103,125	100,925	105,825
Income				
Other Grants and contributions				
- Costs recovered from Surrey County Council	67,834	67,834	67,834	67,834
Gross income	67,834	67,834	67,834	67,834
Net expenditure (income)	28,977	35,291	33,091	37,991

Borough highways functions

Service description

Budget manager:	Principal Engineer - Vacant (1) - Corporate Head of Planning Policy and Economic Development - Ms R. Raynaud
Service function:	Enhancement of town centre maintenance, provision of street furniture such as street nameplates, shelters and seats; and, all works and activities which are in part or wholly reimbursed by third parties.
Legal status:	Highways Act 1980.
Policy objectives:	To maintain and extend policies to improve town centres. To improve signing of communities and facilities within the Borough. To recover costs of reimbursable functions

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £	
Expenditure					
Employees					
Direct employee expenses	11,700	22,000	22,000	21,300	
Premises related expenses					
Building maintenance (war memorials)	413	1,577	1,577	665	
Rent, water and insurance	85	104	104	104	
Grounds maintenance	13,314	11,765	11,765	11,830	
Transport related expenditure					
Car allowances	700	700	700	700	
Supplies and services					
Equipment, furniture and materials	14,970	22,380	18,900	19,130	
General office expenses	1,800	1,800	1,800	1,900	
Contribution/fees - A320 stage 1-3 design work	100,000	0	100,000	0	(1)
Surrey infrastructure feasibility fund-various studies	-	-	100,000	0	(1)
Support services	18,400	18,900	18,900	19,800	
Gross expenditure	161,382	79,226	275,746	75,429	
Income					
Sales, fees and charges	18,325	19,360	15,300	15,600	
Gross income	18,325	19,360	15,300	15,600	
Net expenditure	143,057	59,866	260,446	59,829	

Markets and street trading

Service description

Budget manager:	Corporate Head of Law and Governance - Mr M. Leo (1) - Community Development Officer - Ms A. Mukadam (2) - Democratic Services Manager - Mr 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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £	
Expenditure					
Supplies and services					
General office expenses	-	405	405	410	(2)
Miscellaneous expenses - trial markets	-	-	1,600	0	(1)
Support services	10,300	10,400	10,400	11,600	
Gross expenditure	10,300	10,805	12,405	12,010	

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 2021

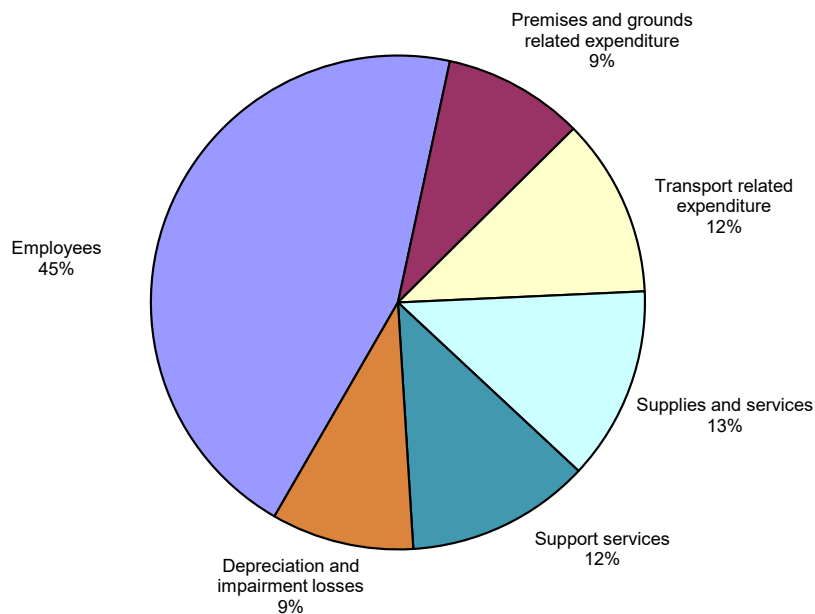
	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	-	-	-	1,900
Training and recruitment	1,155	2,355	1,155	2,367
Transport related expenditure				
Travelling and subsistence	-	250	100	100
Car allowances	-	-	-	100
Supplies and services				
General office expenses	1,067	1,100	1,300	1,510
Communications and computing	1,333	850	850	850
Support services	17,300	17,200	17,200	17,300
Gross expenditure	20,855	21,755	20,605	24,127
Income				
Other income and recharges to services	20,800	20,800	20,800	24,100
Gross income	20,800	20,800	20,800	24,100
Net expenditure (income)	55	955	(195)	27

Environment and Sustainability Committee

Subjective analysis

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees	2,807,676	2,991,930	3,034,948	3,019,387
Premises and grounds related expenditure	559,989	604,692	610,679	616,682
Transport related expenditure	809,176	817,293	855,530	784,338
Supplies and services	859,067	894,917	996,171	848,947
Support services	714,896	755,060	784,760	808,560
Depreciation and impairment losses	385,287	624,968	624,968	624,968
Gross expenditure	<u>6,136,091</u>	<u>6,688,860</u>	<u>6,907,056</u>	<u>6,702,882</u>
<u>Income</u>				
Other grants and contributions	194,424	131,336	142,777	133,636
Sales, fees and charges	2,254,317	2,291,509	2,211,303	2,219,229
Recycling credits	(2,075)	500	224	1,000
Recycling scheme	232,045	159,700	159,700	87,364
Recharges to services	371,763	377,836	373,836	374,842
Gross income	<u>3,050,474</u>	<u>2,960,881</u>	<u>2,887,840</u>	<u>2,816,071</u>
Net expenditure	<u>3,085,617</u>	<u>3,727,979</u>	<u>4,019,216</u>	<u>3,886,811</u>

Expenditure Analysis 2020/21



Licensing Committee

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Summary</u>				
Alcohol and related licensing	20,601	25,870	24,730	16,045
Net expenditure	20,601	25,870	24,730	16,045

Alcohol and related licensing

Service description

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

Budget for the year ending 31 March 2021

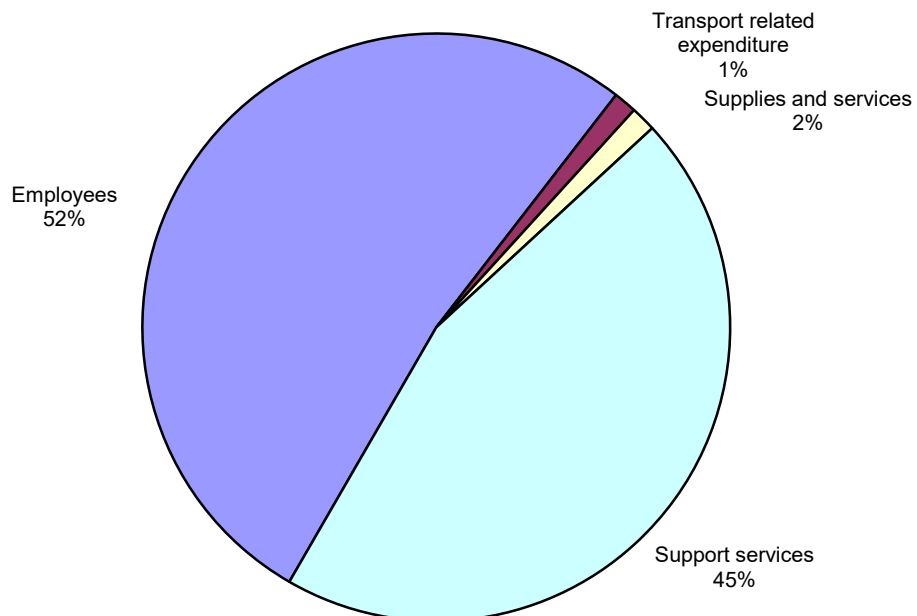
	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	50,700	51,700	51,700	41,800
Training and recruitment	136	200	200	200
Transport related expenditure				
Car allowances	1,600	1,625	1,625	1,025
Supplies and services				
Equipment, furniture and materials	200	205	205	210
General office expenses	188	440	300	310
Communication and computing	600	600	600	600
Support services	33,670	34,600	34,600	36,400
Gross expenditure	87,094	89,370	89,230	80,545
<u>Income</u>				
Sales, fees and charges:				
Annual fees	52,955	52,000	53,000	53,000
Application fees	1,331	2,000	2,000	2,000
Other fees and charges	12,207	9,500	9,500	9,500
Gross income	66,493	63,500	64,500	64,500
Net expenditure	20,601	25,870	24,730	16,045

Licensing Committee

Subjective analysis

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees	50,836	51,900	51,900	42,000
Transport related expenditure	1,600	1,625	1,625	1,025
Supplies and services	988	1,245	1,105	1,120
Support services	33,670	34,600	34,600	36,400
Gross expenditure	87,094	89,370	89,230	80,545
<u>Income</u>				
Fees and charges	66,493	63,500	64,500	64,500
Gross income	66,493	63,500	64,500	64,500
Net expenditure	20,601	25,870	24,730	16,045

Expenditure Analysis 2020-21



Regulatory Committee

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Summary</u>				
Gambling	5,345	7,065	7,065	8,165
Taxi licensing	25,860	21,835	22,143	45,606
Other licences	20,309	20,100	19,970	17,170
Net expenditure	51,514	49,000	49,178	70,941

Gambling

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	9,500	9,900	9,900	10,000
Training and recruitment	53	200	200	200
Transport related expenditure				
Car allowances	100	115	115	115
Support services	6,900	6,800	6,800	7,800
Gross expenditure	16,553	17,015	17,015	18,115
<u>Income</u>				
Sales, fees and charges				
Betting premises licences	8,700	7,200	7,200	7,200
Gaming, lotteries and amusement permits	1,758	2,000	2,000	2,000
Family entertainment centre licences	750	750	750	750
Gross income	11,208	9,950	9,950	9,950
Net expenditure	5,345	7,065	7,065	8,165

Taxi licensing

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	63,600	67,500	67,500	82,700
Training and recruitment	209	250	358	340
Premises related expenses				
Rent, rates and insurance (taxi bay rentals)	4,667	4,900	4,900	4,996
Transport related expenditure				
Car allowances	808	825	825	1,725
Supplies and services				
Equipment, furniture and materials	1,861	2,270	2,270	2,275
Clothes, uniform and laundry	-	-	-	70
General office expenses	418	990	990	1,000
Communication and computing	600	600	600	600
Services and expenses	3,351	3,900	3,100	3,100
Support services	28,370	29,400	29,400	36,600
Gross expenditure	103,884	110,635	109,943	133,406
<u>Income</u>				
Costs recovered (DBS checks)	2,789	4,000	3,000	3,000
Sales, fees and charges	75,235	84,800	84,800	84,800
Gross income	78,024	88,800	87,800	87,800
Net expenditure (income)	25,860	21,835	22,143	45,606

Other licences

Service description

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

Budget for the year ending 31 March 2021

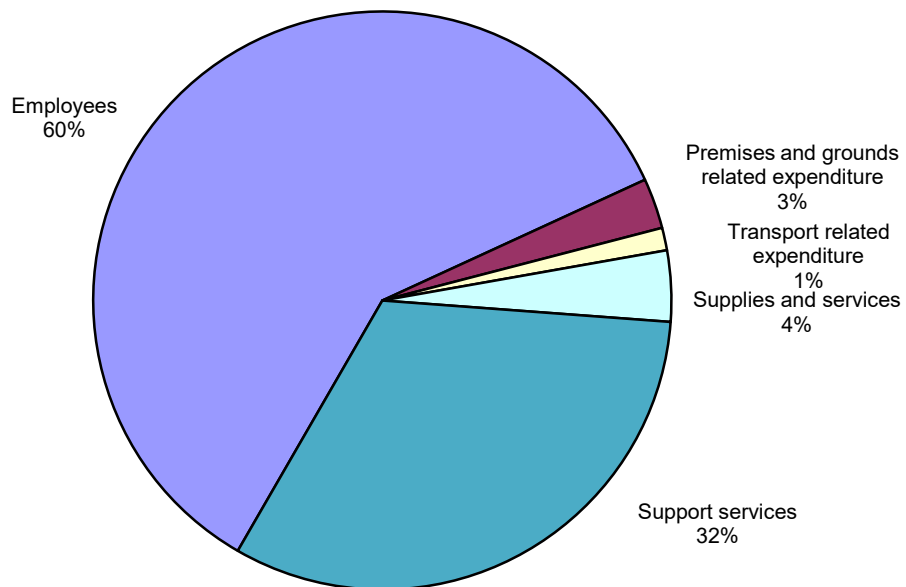
	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	15,300	15,900	15,900	12,900
Training and recruitment	-	-	70	70
Transport related expenditure				
Car allowances	616	600	600	400
Support services	13,800	12,500	12,500	12,700
Gross expenditure	29,716	29,000	29,070	26,070
<u>Income</u>				
Sales, fees and charges	9,407	8,900	9,100	8,900
Gross income	9,407	8,900	9,100	8,900
Net expenditure	20,309	20,100	19,970	17,170

Regulatory Committee

Subjective analysis

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees	88,662	93,750	93,928	106,210
Premises and grounds related expenditure	4,667	4,900	4,900	4,996
Transport related expenditure	1,524	1,540	1,540	2,240
Supplies and services	6,230	7,760	6,960	7,045
Support services	49,070	48,700	48,700	57,100
Gross expenditure	150,153	156,650	156,028	177,591
<u>Income</u>				
Costs recovered	2,789	4,000	3,000	3,000
Sales, fees and charges	95,850	103,650	103,850	103,650
Gross income	98,639	107,650	106,850	106,650
Net expenditure	51,514	49,000	49,178	70,941

Expenditure Analysis 2020-21



Planning Committee

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Summary				
Planning Policy and Strategy	719,308	534,700	851,038	696,050
Development Management	582,394	481,339	1,292,496	660,751
Building Control:				
Non Fee Related	163,210	173,632	173,572	184,610
Fee Related	22,217	48,651	60,326	20,916
Net Expenditure	1,487,129	1,238,322	2,377,432	1,562,327

Planning Policy and Strategy

Service Description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	325,570	335,200	438,200	387,300
Training and Recruitment	904	2,900	2,100	3,600
Premises Related expenditure				
Hire of facilities	250	200	200	200
Transport Related Expenditure				
Travelling and Subsistence	9,040	11,650	11,450	8,350
Supplies and Services				
General Office Expenses	3,492	2,250	3,750	3,800
Communication and Computing	2,000	2,500	2,500	3,250
Services and Expenses:				
- Consultancy	65,809	7,000	23,000	10,000
- Urban Design Advice	12,702	8,000	30,298	15,000
- Counsel Fees - Local Plan - all Inquiry Fees	94,988	10,000	73,988	10,000
- Planning and Development Advice	96,398	40,000	122,602	20,000
- Land Registry and Courier Fees	250	280	730	200
Neighbourhood Planning Forum	-	-	15,000	25,000
Local Plan	-	-	-	90,130
Support Services	143,520	144,720	144,720	134,220
Gross Expenditure	754,923	564,700	868,538	711,050
Income				
Grants received	35,615	30,000	17,500	15,000
Gross Income	35,615	30,000	17,500	15,000
Net Expenditure	719,308	534,700	851,038	696,050

Development Management

Service Description

Budget Manager: Development Manager - Mrs C Kelso

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	1,029,555	1,157,900	1,142,900	1,116,500
Training and Recruitment	13,913	15,600	19,100	20,900
Premises Related Expenditure				
Direct Services Team recharge - Enforcement	1,400	1,400	1,400	1,400
Transport Related Expenditure				
Travelling and Subsistence	30,264	32,900	33,100	29,100
Supplies and Services				
General Office Expenses	9,752	12,040	16,273	23,843
Communication and Computing	24,348	31,415	36,712	37,977
Services and Expenses:				
- Appeals and Court Cases	73,559	32,250	48,000	60,000
- Padd Farm	72,112	76,700	180,847	1,600
- Adas Farm	77,500	10,600	60,000	30,000
- Longcross Garden Village	13,999	33,543	31,313	10,340
- Planning Delivery Design Quality	49,334	-	80,666	-
- Other Fees and Consultancy	32,707	25,414	25,248	32,094
Public Liability Insurance	1,897	1,897	1,897	1,897
Support Services	504,900	511,500	512,400	531,600
Gross Expenditure	1,935,240	1,943,159	2,189,856	1,897,251
Income				
Grant Received	293,508	125,000	125,000	100,000
Contributions / Costs Recovered	42,458	5,120	14,400	-
Padd Farm Legal Fees Recovered	-	300,000	-	300,000
Sales, Fees and Charges:				
- Planning Application Fees	803,832	840,000	591,705	700,000
- Advice to Public Fees	91,762	90,000	67,300	67,300
- Plans, Consents & Prints	6,904	6,700	6,700	6,700
- Planning Performance Agreement (PPA) Advice	114,382	25,000	92,255	62,500
- Community Infrastructure Levy Admin Fee	-	70,000	-	-
Gross Income	1,352,846	1,461,820	897,360	1,236,500
Net Expenditure	582,394	481,339	1,292,496	660,751

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	83,600	87,600	87,600	99,000
Training and Recruitment	2,391	4,770	4,770	4,770
Transport Related Expenditure				
Travelling and Subsistence	5,478	5,850	5,500	5,300
Supplies and Services				
General Office Expenses	8,533	9,010	9,300	9,738
Communication and Computing	2,076	4,570	4,570	4,570
Structural Engineers Fees				
Consultancy				
Public Liability Insurance	632	632	632	632
Support Services	60,500	61,200	61,200	60,600
Gross Expenditure	163,210	173,632	173,572	184,610

Building Control - Fee Related

Service Description

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

Budget for the year ending 31 March 2021

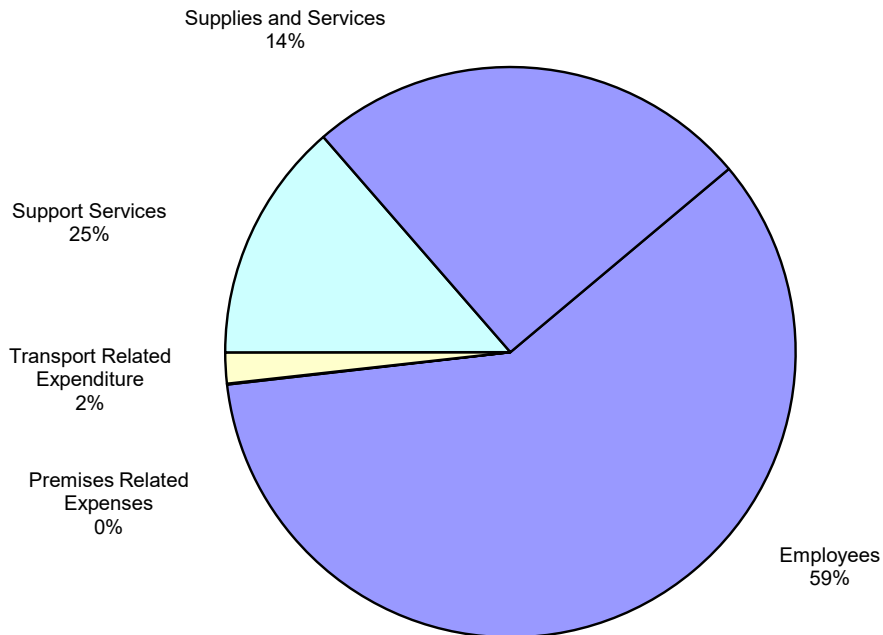
	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	230,400	269,500	269,500	242,000
Transport Related Expenditure				
Travelling and Subsistence	12,543	13,000	13,000	12,600
Supplies and Services				
General Office Expenses	38	600	600	600
Communication and Computing	6,714	7,364	7,529	7,529
Services and Expenses	17,281	30,590	16,500	30,590
Public Liability Insurance	1,897	1,897	1,897	1,897
Support Services	70,400	72,400	72,400	72,400
Gross Expenditure	339,273	395,351	381,426	367,616
Income				
Sales, Fees and Charges				
Sales	2,432	2,700	1,600	2,700
Fees and Charges - Application/ Inspection Fees	314,624	344,000	319,500	344,000
Gross Income	317,056	346,700	321,100	346,700
Net Expenditure (Income)	22,217	48,651	60,326	20,916

Planning Committee

Subjective Analysis

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees	1,686,333	1,873,470	1,964,170	1,874,070
Premises Related Expenses	1,650	1,600	1,600	1,600
Transport Related Expenditure	57,325	63,400	63,050	55,350
Supplies and Services	668,018	348,552	793,852	430,687
Support Services	779,320	789,820	790,720	798,820
Gross Expenditure	<u>3,192,646</u>	<u>3,076,842</u>	<u>3,613,392</u>	<u>3,160,527</u>
<u>Income</u>				
Government grants	329,123	155,000	142,500	115,000
Contributions / Costs Recovered	42,458	305,120	14,400	300,000
Sales, Fees and Charges	1,333,936	1,378,400	1,079,060	1,183,200
Gross Income	<u>1,705,517</u>	<u>1,838,520</u>	<u>1,235,960</u>	<u>1,598,200</u>
Net Expenditure	<u>1,487,129</u>	<u>1,238,322</u>	<u>2,377,432</u>	<u>1,562,327</u>

Expenditure Analysis 2020/21



Corporate Management Committee

Budget for the year ending 31 March 2021

Summary	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Corporate and democratic services				
Corporate management	645,477	934,020	916,982	1,063,650
Democratic representation and management	806,012	804,775	913,885	972,281
Central services to the public				
Council tax collection	652,489	647,059	650,048	655,190
National non domestic rate	44,780	41,590	53,715	60,230
Registration of electors	200,448	189,893	203,608	198,194
Elections	223,679	240,304	240,754	198,561
Public relations	97,477	125,734	141,000	173,400
Local land charges	10,852	(5,715)	(16,408)	(11,185)
Contingencies planning	171,651	170,170	170,762	184,244
Business services				
Corporate land and property holdings - current portfolio	(20,765,104)	(22,713,144)	(21,930,695)	(24,152,236)
Corporate land and property holdings - development	3,953,190	(3,048,910)	(3,227,535)	414,140
Runnymede Business Partnership	56,598	86,350	69,650	63,050
Control and establishment budgets				
Civic Centre	10,520	86,467	49,693	213,113
Chertsey Depot	20,396	18,042	23,067	20,898
Staff costs	0	(170,800)	(309,000)	(107,800)
Employers costs	874,527	772,965	824,374	984,609
Staff training and recruitment	6,750	(13,000)	(12,915)	(21,080)
Car allowances	(48)	0	0	0
Financial services	(43,015)	36,103	24,673	61,305
Computer services	(23,377)	61,131	229,340	123,091
Corporate document management system	(13,392)	98	(16,752)	6,798
Post room management services	(40,295)	(2,980)	(8,130)	(8,480)
Runnymede web	(39,892)	(10,038)	(3,838)	(5,038)
Human resources	50,171	10,788	32,388	9,692
Projects and procurement services	19,767	4,228	(108)	39,153
Customer services	(102,595)	85,774	(15,723)	45,040
Law and governance services	(7,103)	17,776	124,873	(17,196)
Planning technical services	(34,804)	3,370	3,170	970
Building support services	34,518	(7,246)	1,624	(1,966)
Geographical information service	(5,740)	(8,008)	(9,889)	(3,033)
Runnymede direct services	(31,472)	(9,486)	(21,692)	13,189
Radio station	(1,216)	(800)	(300)	0
Transport overheads	4,808	(9,578)	(9,398)	2,172
Net expenditure (income)	(13,223,943)	(21,663,068)	(20,908,777)	(18,825,044)

Corporate and democratic core

Corporate management

Service description

Budget manager: Head of Strategy - S. Walsh
(1) - Assistant Chief Executive - P. McKenzie
(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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	359,244	444,644	444,642	511,850
Training and recruitment	2,447	7,900	2,125	3,825
Transport related expenditure				
Travelling and subsistence	363	1,020	520	520
Car allowances	8,300	9,700	9,700	9,600
Supplies and services				
Equipment, furniture and materials	1,017	2,150	2,150	2,150
Catering expenses	876	1,800	1,550	550
General office expenses	25,029	30,100	39,700	28,600
Communications and computing	7,832	7,441	10,685	9,500
Services and expenses	84,106	95,275	127,100	113,550
Grants and subscriptions	0	7,500	3,500	2,500
Miscellaneous expenses	1,211	115,200	59,020	143,115
Third party payments	0	43,400	43,400	45,000
Support services	372,840	373,540	385,040	404,440
Depreciation & Impairment	471	0	0	0
Gross expenditure	863,736	1,139,670	1,129,132	1,275,200
Income				
Government grants - Fraud	221	0	0	0
Other grants and contributions - EDS	29,588	0	6,500	0
Recharges to other general fund services - Bank charges	30,750	34,550	34,550	34,550
Recharges to the Housing Revenue Account				
- Corporate fraud	35,700	49,100	49,100	50,000
- External Audit	12,000	12,000	12,000	12,000
- Corporate costs	110,000	110,000	110,000	115,000
Gross income	218,259	205,650	212,150	211,550
Net expenditure	645,477	934,020	916,982	1,063,650

Additional Analysis - Gross costs

Bank charges	28,543	34,650	33,650	33,650	(2)
Corporate fraud	59,930	106,220	106,810	110,210	(1)
Business transformation, restructuring and review	0	106,000	59,020	87,000	
Economic Development Strategy	98,616	154,150	250,160	252,590	(3)
Treasury management	53,410	55,394	54,992	59,050	(2)
External audit costs	36,954	35,800	35,800	35,800	(1)
Business engagement	1,211	10,000	0	0	
Corporate business plan	0	6,500	2,500	6,500	
Enterprise zone	0	35,300	10,300	25,000	(3)
Surrey growth narrative	0	2,000	2,000	2,000	

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	299,065	298,255	404,605	398,405
Training and recruitment	0	4,500	3,500	4,500
Other employee costs	10,085	10,000	10,000	10,000
 Premises related expenditure				
Rents, rates and insurance	35	700	700	700
Ground maintenance	275	450	450	450
 Transport related expenditure				
Travelling expenses	4,016	4,600	4,600	4,600
Travelling allowance	2,666	2,100	2,100	2,100
 Supplies and services				
Equipment, furniture and materials	1,446	226	194	10
Catering expenses	1,583	1,418	1,268	1,268
General office expenses	5,171	4,670	5,412	3,632
Communications and computing	4,830	2,116	2,116	2,116
Services and expenses	18,500	0	3,200	0
 Support services	536,240	553,140	553,140	636,800
Gross expenditure	883,912	882,175	991,285	1,064,581
 Income				
Recharged to the Housing Revenue Account				
Committee servicing	29,400	28,900	28,900	33,300
Members allowances	48,500	48,500	48,500	59,000
Net expenditure	806,012	804,775	913,885	972,281

Additional Analysis - Gross costs

Mayor's costs	54,872	54,816	56,310	59,110
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Corporate and democratic core

Democratic representation and management

Service statistics

	<u>2019/20</u> Estimate	<u>2019/20</u> Probable	<u>2020/21</u> Estimate
	£	£	£
Allowance payable (per Councillor)			
Mayor's allowance	3,680	5,000	5,112
Deputy Mayor's allowance	920	1,250	1,278
Basic allowance (41 members)	3,680	4,000	4,086
Basic attendance allowance (41 members)	-	1,000	1,026
Leader of the Council	7,360	10,000	10,224
Deputy Leader of the Council	1,840	2,500	2,556
Political Group Leaders (other than Leader of the Council) (4)	2,760	3,750	3,834
Members of Planning Committee (other than Chairman & Vice-Chairman)	2,147	2,913	2,973
Members of Corp. Man. not in receipt of other Special Allowance	920	1,250	1,278
Co-opted Members of the Standards Committee	460	460	471
Chairman of Englefield Green Committee	920	1,250	1,278
Chairman of Licensing Committee	3,680	5,000	5,112
Chairman of Planning Committee	6,440	8,750	8,931
Chairman of Regulatory Committee	1,840	2,500	2,556
Chairman of Standards and Audit Committee	1,214	1,650	1,686
Chairman of Other Policy Committees	3,680	5,000	5,112
Chairman of Overview and Scrutiny Committee	3,680	5,000	5,112
Vice-Chairman of Planning Committee	4,293	5,827	5,949
Vice-Chairman of Licensing Committee	1,840	2,500	2,556
Vice-Chairman of Regulatory Committee	920	1,250	1,278
Vice-Chairman of Standards and Audit Committee	460	625	639
Vice-Chairman of Other Policy Committees	1,840	2,500	2,556
Vice-Chairman of Overview and Scrutiny Committee	1,840	2,500	2,556
Chairman of Joint Committee (2019/20)	3,680	5,000	-
Vice-Chairman of Joint Committee (2020/21)	-	-	2,556

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 2019

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	57,522	55,100	69,300	61,900
Training and recruitment	7,731	7,930	5,351	3,400
Premises related expenditure				
Rents, rates and insurance	11,434	16,624	13,641	8,875
Ground maintenance	3,311	3,300	2,700	1,500
Transport related expenditure				
Travelling expenses	2,653	3,100	2,164	1,200
Supplies and services				
Equipment, furniture and materials	6,016	2,100	164	2,065
Catering expenses	0	0	276	140
General office expenses	12,141	12,598	11,632	7,579
Communications and computing	40,636	41,852	39,948	26,377
Services and expenses	40,397	44,500	48,965	34,010
Miscellaneous expenses	1,660	9,900	313	5,315
Support services	40,200	43,300	46,300	46,200
Gross expenditure	223,701	240,304	240,754	198,561
Income				
Sales, fees and charges - recovery of costs	22	0	0	0
Gross income	22	0	0	0
Net expenditure	223,679	240,304	240,754	198,561

Public relations

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	62,600	75,400	90,800	136,300
Training and recruitment	190	0	600	3,000
Transport related expenditure				
Travelling expenses	200	0	100	200
Car allowances	10	200	200	200
Supplies and services				
Equipment, furniture and materials	2,733	4,804	6,800	1,500
General office expenses	6,790	10,742	10,100	100
Communications and computing	3,435	8,788	8,400	0
Grants and subscriptions	1,919	2,100	300	300
Support services	35,200	40,300	40,300	50,800
Gross expenditure	113,077	142,334	157,600	192,400
Income				
Other income and recharges	15,600	16,600	16,600	19,000
Gross income	15,600	16,600	16,600	19,000
Net expenditure	97,477	125,734	141,000	173,400

Additional Analysis

Magazine costs	8,695	18,000	18,400	0
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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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	296,843	262,000	264,800	273,000
Training and recruitment	3,549	5,350	3,850	3,850
Transport related expenditure				
Travelling expenses	1,000	100	300	300
Car allowances	377	900	900	900
Supplies and services				
General office expenses	6,368	9,125	5,858	5,650
Communications and computing	58,194	50,204	21,560	21,910
Services and expenses	19,094	26,080	48,880	49,380
Support services	437,300	431,300	468,900	465,200
Gross expenditure	822,725	785,059	815,048	820,190
Income				
Other grants and contributions:				
- Costs and penalties recovered	170,236	138,000	165,000	165,000
Gross income	170,236	138,000	165,000	165,000
Net expenditure	652,489	647,059	650,048	655,190

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	98,627	106,700	106,700	111,300
Training and recruitment	2,207	1,300	1,300	1,300
Transport related expenditure				
Travelling expenses	153	50	50	50
Car allowances	1,300	1,300	1,300	1,300
Supplies and services				
General office expenses	1,554	1,900	100	100
Communications and computing	15,691	12,340	14,065	12,640
Services and expenses	2,895	8,100	5,800	5,800
Support services	65,400	67,900	67,900	71,240
Gross expenditure	187,827	199,590	197,215	203,730
Income				
Government grants:				
- Cost of collection allowance	131,628	148,000	132,000	132,000
Other grants and contributions - costs recovered	11,419	10,000	11,500	11,500
Gross income	143,047	158,000	143,500	143,500
Net expenditure	44,780	41,590	53,715	60,230

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	106,290	98,600	113,300	88,100
Training and recruitment	2,117	950	919	1,145
Transport related expenditure				
Travelling expenses	467	0	100	100
Car allowances	3,400	3,400	3,400	3,400
Supplies and services				
Equipment, furniture and materials	2,929	250	250	250
General office expenses	14,663	14,212	12,763	13,373
Communications and computing	37,730	36,191	36,086	36,086
Services and expenses	4,540	5,000	5,000	5,000
Miscellaneous expenses	89	350	0	0
Support services	49,040	50,940	50,940	52,740
Gross expenditure	221,265	209,893	222,758	200,194
Income				
Government grants	18,052	18,000	17,150	0
Sales, fees and charges- sales of registers	2,765	2,000	2,000	2,000
Gross income	20,817	20,000	19,150	2,000
Net expenditure	200,448	189,893	203,608	198,194

Local land charges

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	88,914	93,300	93,212	96,600
Training and recruitment	0	250	0	0
Transport related expenditure				
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials	684	0	0	0
Catering expenses	0	0	10	0
General office expenses	0	135	125	115
Communications and computing	5,702	6,200	3,445	3,500
Services and expenses	38,765	37,000	41,500	41,500
Support services	105,900	92,500	92,500	94,300
Gross expenditure	240,065	229,485	230,892	236,115
Income				
Sales, fees and charges:				
- Sales	213	200	300	300
- Search fees	229,000	235,000	247,000	247,000
Gross income	229,213	235,200	247,300	247,300
Net expenditure (income)	10,852	(5,715)	(16,408)	(11,185)

Contingencies planning

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	19,400	20,100	20,100	25,100
Training and recruitment	0	500	0	0
Premises related expenditure				
Rent, rates and insurance - depot recharge	8,900	9,100	8,900	9,800
Grounds maintenance	16,500	16,500	16,500	16,500
Emergency building works	6,886	0	0	0
Transport related expenditure				
Transport recharges	12,926	13,010	13,970	15,700
Supplies and services				
Equipment, furniture and materials	0	1,000	1,600	1,600
General office expenses	3,935	4,050	4,132	4,134
Communications and computing	3,377	3,591	3,241	7,891
Third party payments	55,000	56,100	56,100	56,100
Support services	41,600	43,100	43,100	44,300
Depreciation and impairment losses	3,127	3,119	3,119	3,119
Net expenditure	171,651	170,170	170,762	184,244

Corporate land and property holdings

Management of current portfolio

Service description

Budget manager:	Corporate Head of Commercial Services - J. Rice
Service function:	The general management of corporate land and property including the giving of advice and information, and the maintenance of the property register. The revenue costs associated with the development of the Council's corporate property holding portfolio - including major acquisitions and disposals as well as on-going town centre revitalisation schemes.
Legal status:	Town and Country Planning Act 1959,1971 and 1990. Local Government Planning and Land Act 1980. Local Government 1972 & 2003. Landlord and tenant Act 1954. Law of Property act 1925. Housing Act 2004. Health & Safety at Work Act 1974. Leasehold Reform Act 1967. Data Protection Act 2018.
Policy objectives:	We will 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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	567,610	376,200	593,200	439,100
Training and recruitment	1,435	3,650	21,800	3,650
Premises related expenditure				
Building maintenance	94,189	69,900	285,950	69,950
Energy costs	63,590	64,500	118,100	47,200
Water services	1,035	0	1,550	1,000
Rent, rates and insurance	585,700	659,081	1,014,250	1,079,250
Cleaning and domestic supplies	2,510	2,000	0	0
Grounds maintenance	2,499	7,200	7,200	7,200
Service charge expenditure	315,735	200,000	350,000	350,000
Transport related expenditure				
Travelling expenses	255	500	500	500
Car allowances	2,500	3,700	3,700	2,700
Supplies and services				
Equipment, furniture and materials	0	0	(3,200)	0
Catering expenses	47	100	0	100
General office expenses	89,076	33,700	33,400	33,950
Communications and computing	17,505	11,950	12,550	8,900
Services and expenses	610,673	739,750	270,400	430,400
Service charge expenditure	123,551	100,000	150,000	150,000
Miscellaneous expenses	648,329	400	(156,600)	400
Support services	184,400	281,000	281,300	310,300
Depreciation and impairment losses	237,240	305,345	305,345	305,345
Gross expenditure	3,547,879	2,858,976	3,289,445	3,239,945
Income				
Rents and leases	23,330,349	24,895,520	24,282,040	23,765,581
Rents and leases - Target from new property	0	0	0	2,925,000
Other grants and contributions - costs recovered	404,987	214,800	323,300	85,800
Costs recovered - Service charges	375,689	300,000	500,000	500,000
Costs recovered - RBC Companies	155,365	127,000	80,000	80,000
Sales, fees and charges	23,793	15,000	15,000	15,000
Other income and recharges	22,800	19,800	19,800	20,800
Gross income	24,312,983	25,572,120	25,220,140	27,392,181
Net expenditure (income)	(20,765,104)	(22,713,144)	(21,930,695)	(24,152,236)

Corporate land and property development

Development of portfolio

Service description

Budget manager:	Corporate Head of Commercial Services - J. Rice
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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	233,600	239,700	258,200	174,300
Training and recruitment	862	1,040	1,040	1,040
Premises related expenditure				
Building Maintenance	6,545	0	100	0
Rent, rates and insurance	10,362	5,000	5,600	0
Transport related expenditure				
Travelling expenses	806	1,000	500	1,000
Car allowances	0	600	600	600
Supplies and services				
Equipment, furniture and materials	1,185	0	7,700	0
Catering expenses	0	50	100	100
General office expenses	25,445	0	23,625	20,000
Communications and computing	284	0	0	0
Services and expenses	3,702,450	108,000	342,335	225,000 1)
Miscellaneous expenses	8,446	0	0	0
Support services	167,100	143,200	143,300	148,100
Gross expenditure	4,157,085	498,590	783,100	570,140
Income				
Costs recovered	200	0	0	0
Other income and recharges to capital	203,695	3,547,500	4,010,635	156,000 2)
Gross income	203,895	3,547,500	4,010,635	156,000
Net expenditure (income)	3,953,190	(3,048,910)	(3,227,535)	414,140

Additional Analysis

1) Egham Gateway	Prior year costs	3,259,491	0	0	0
2) Egham Gateway	Capitalization of costs to date	0	(2,997,000)	(3,608,700)	0

Runnymede Business Partnership

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	26,300	55,300	55,300	37,500
Transport related expenditure				
Car allowances	300	900	900	900
Supplies and services				
Catering expenses	98	500	200	200
General office expenses	0	250	250	1,050
Communications and computing	1,903	1,900	1,604	900
Grants and subscriptions	6,018	0	0	0
Miscellaneous expenses	0	0	500	10,700
Support services	29,000	28,500	11,600	11,800
Gross expenditure	63,619	87,350	70,354	63,050
Income				
Government grant	4,018	0	0	0
Other grants and contributions	3,003	1,000	704	0
Net expenditure	56,598	86,350	69,650	63,050

Civic Centre

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	71,100	82,300	82,300	84,700
Premises related expenditure				
Building maintenance	113,796	147,967	121,967	305,205
Fuel, light and water	160,231	180,300	180,300	180,300
Rates and insurance	360,799	368,814	394,038	403,920
Cleaning and domestic supplies	82,608	86,020	86,020	86,120
Grounds maintenance	3,930	4,133	4,133	4,133
Supplies and services				
Equipment, furniture and materials	1,016	1,400	1,400	1,400
Catering expenses	4,791	4,000	4,000	4,000
General Office expenses	3,801	3,700	3,700	3,900
Communications and computing	35,387	38,233	39,155	39,955
Services and expenses - catering fee/evening meetings	3,308	3,700	3,700	3,700
Reorganisation - office move	13,122	0	0	0
Support services	133,100	139,700	140,700	143,700
Depreciation and impairment losses	392,977	444,314	444,314	444,314
Gross expenditure	1,379,966	1,504,581	1,505,727	1,705,347
Income				
Sales, fees and charges	1,217	0	0	0
Rents and Leases	235,629	130,914	165,434	165,434
Other income and recharges				
- General fund services	1,038,700	1,176,900	1,180,300	1,211,700
- Housing Revenue Account	93,900	110,300	110,300	115,100
Gross income	1,369,446	1,418,114	1,456,034	1,492,234
Net expenditure (income)	10,520	86,467	49,693	213,113

Chertsey Depot

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	28,710	37,951	37,971	45,150
Training and recruitment	965	120	130	330
Premises related expenditure				
Strategic maintenance	27,440	14,072	19,572	36,333
Building maintenance	2,526	3,500	15,500	15,500
Fuel, light, cleaning and water	21,068	19,200	5,500	6,000
Rates and insurance	51,831	53,077	52,641	53,892
Grounds maintenance -yard	18,260	16,162	19,062	11,400
Transport related expenditure				
Transport recharges	4,907	5,840	5,290	5,790
Car allowances	300	300	300	200
Supplies and services				
Equipment, furniture and materials	1,785	2,300	2,200	2,200
Clothes, uniform and laundry	1,895	2,000	2,000	2,000
General office expenses	2,021	1,800	1,800	1,700
Communications and computing	2,153	2,187	1,518	1,520
Special works provision	0	1,050	0	0
Services and expenses	0	0	1,100	1,100
Miscellaneous expenses	0	0	0	3,000
Support services	25,100	28,100	28,100	28,700
Depreciation and impairment losses	66,486	65,434	65,434	65,434
Gross expenditure	255,447	253,093	258,118	280,249
Income				
Rents and leases	451	451	451	451 (3)
Other income and recharges	234,600	234,600	234,600	258,900
Gross income	235,051	235,051	235,051	259,351
Net expenditure (income)	20,396	18,042	23,067	20,898

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 manpower costs consistent with service needs. Staffing issues are reviewed in the Annual Pay and Workforce Report.

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Department				
Chief executives	1,454,026	1,392,600	599,300	741,700
Human resources	-	-	218,300	235,400
Commercial services	-	-	764,200	807,700
Law and governance services	872,837	874,400	1,028,800	1,014,500
Finance	2,124,120	1,997,300	839,300	903,800
Customer, digital & collection services	511,218	532,800	1,898,000	1,901,000
Housing services	1,548,388	1,690,900	2,112,100	2,087,700
Community services	1,791,428	1,829,200	620,400	716,000
Community development	-	-	1,222,800	1,256,900
Environmental services	1,548,177	1,707,700	1,197,700	1,235,400
Planning development management	1,654,229	1,551,000	1,318,500	1,262,300
Planning policy & economic development	-	-	519,300	458,800
Chief Executives contingency	0	14,500	14,500	14,500
Savings from vacancies/turnover	0	(274,000)	(434,000)	(300,000)
Apprenticeship provision	0	50,000	30,000	55,000
Transformation/restructuring	0	0	48,500	87,700
Adjustment for short term accumulated absences	4,800	0	0	0
Gross expenditure	11,509,223	11,366,400	11,997,700	12,478,400
Income				
Recharged to:				
Accrued leave: to General Fund summary page	4,300	0	0	0
General fund and trading services	10,266,192	10,386,800	10,879,500	11,221,900
Housing revenue account	1,238,231	1,189,100	1,459,200	1,399,300
Housing revenue account - accrued leave	500	-	-	-
Housing revenue account - salary savings	-	(38,700)	(32,000)	(35,000)
Gross income	11,509,223	11,537,200	12,306,700	12,586,200
Net expenditure (income)	0	(170,800)	(309,000)	(107,800)

Employer's costs

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employers contributions				
Pension contributions for early retirees - annual	64,000	62,000	62,000	61,000
Pension contributions for early retirees - one off	7,374	0	0	0
Pension back-funding for previous years deficits	885,000	885,000	885,000	745,000
Pension unwinding of discount on local scheme	55,800	58,800	58,800	60,000
Pension contributions for current staff	1,401,138	1,560,000	1,560,000	1,960,000
Pensions sub-total	2,413,312	2,565,800	2,565,800	2,826,000
National insurance	1,103,753	1,209,000	1,209,000	1,350,000
Recruitment incentives etc.	52,865	66,215	67,315	66,150
In house training	9,414	11,500	41,500	77,000
Employer's insurances	36,971	36,980	41,259	41,259
Financial services	7,200	7,200	7,200	7,400
Municipal safety service	53,751	57,570	58,600	59,300
Gross expenditure	3,677,266	3,954,265	3,990,674	4,427,109
Income				
Less recharges				
General fund services	2,429,389	2,760,900	2,745,900	2,967,800
Housing revenue account - services	262,350	309,400	309,400	363,700
Housing revenue account - back-funding	100,000	100,000	100,000	100,000
Housing revenue account - early retirees	11,000	11,000	11,000	11,000
Gross income	2,802,739	3,181,300	3,166,300	3,442,500
Net expenditure	874,527	772,965	824,374	984,609

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 an effective quality policy relevant to Runnymede'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 flexible to meet future needs - To respond to changes of policy and legislation - To enable staff to reach their full potential thereby increasing job satisfaction and morale - To aid their career progression within the Council - To fulfil the training and development requirements of professional bodies Cost effective recruitment advertising Use of Surrey Jobs website for most vacancies

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employee expenses				
Training expenditure within services	116,477	192,461	174,345	187,400
Training expenditure financed by grant	16,459	50,000	50,000	55,000
Training expenditure held centrally	9,414	11,500	41,500	77,000
Less: savings target	-	(20,000)	(20,000)	(28,500)
sub total	142,350	233,961	245,845	290,900
Staff recruitment expenditure	13,015	25,000	30,000	30,000
Fees	6,750	7,000	7,085	7,420
Gross expenditure	162,115	265,961	282,930	328,320
Income				
Training charged direct to:				
- General fund services	97,240	152,461	137,145	147,400
- Housing revenue account	19,237	40,000	37,200	40,000
- Employers costs - in house training	9,414	11,500	41,500	77,000
Government grants - training costs	16,459	50,000	50,000	55,000
Advertising charged direct to:				
- General fund services	10,572	25,000	30,000	30,000
- Housing revenue account	2,443	0	0	0
Gross income	155,365	278,961	295,845	349,400
Net expenditure (income)	6,750	(13,000)	(12,915)	(21,080)

Car allowances and leasing (by department)

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 2021

	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Car Allowances	173,202	197,000	197,000	191,700
Car Leasing	62,151	65,400	65,400	58,600
Gross expenditure	235,353	262,400	262,400	250,300
Income				
Less recharges				
Cost recovered	2,602	2,800	2,800	2,800
General fund services	194,899	217,400	217,400	202,400
Housing revenue account	37,900	42,200	42,200	45,100
Gross income	235,401	262,400	262,400	250,300
Net income	(48)	0	0	0

Financial services

Service description

Budget manager	Corporate Head of Finance - P. French (1) - Assistant Chief Executive - P. McKenzie
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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	981,719	1,058,241	1,052,050	1,123,450
Training and recruitment	4,582	12,680	13,800	9,710
Premises related expenditure				
Building maintenance	0	1,000	500	500
Transport related expenditure				
Travelling expenses	709	800	1,000	1,000
Car allowances	7,700	7,700	7,700	7,700
Supplies and services				
Equipment, furniture and materials	0	1,700	1,300	1,300
Catering expenses	0	200	100	100
General office expenses	37,945	43,166	43,130	43,430
Communications and computing	114,574	113,790	123,736	129,107
Services and expenses	69,258	68,268	78,490	78,940
Miscellaneous expenses	0	900	1,000	500
Third Party Payments - General	84,150	79,875	71,000	61,200
Support services	271,640	385,540	385,540	400,440
Depreciation and impairment losses	18,153	18,607	18,607	18,608
Gross expenditure	1,590,430	1,792,467	1,797,953	1,875,985
Income				
Other grants, reimbursements and contributions	40,622	42,064	65,760	65,760
Sales, fees and charges	39,650	26,500	28,620	28,620
Miscellaneous income	(1,515)	10,000	1,000	1,000
Other income and recharges	1,554,688	1,677,800	1,677,900	1,719,300
Gross income	1,633,445	1,756,364	1,773,280	1,814,680
Net expenditure (income)	(43,015)	36,103	24,673	61,305

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	455,026	546,444	659,542	661,445
Training and recruitment	23,348	14,100	51,000	5,000
Transport related expenditure				
Travelling expenses	119	100	100	100
Car allowances	100	100	100	100
Premises related expenditure				
Rents, rates and insurance	27	27	6	6
Supplies and services				
Equipment, furniture and materials	895	603	641	650
General office expenses	494	550	550	700
Communications and computing	192,720	211,727	247,693	261,810
Services and expenses	18,200	22,000	0	17,000
Miscellaneous expenses	0	0	7,728	7,800
Support services	105,300	124,600	124,600	133,100
Depreciation and impairment losses	111,646	85,480	85,480	85,480
Gross expenditure	907,875	1,005,731	1,177,440	1,173,191
Income				
Sales, fees and charges	53	100	0	0
Other income and recharges				
- Recharges to services	931,199	944,500	948,100	1,050,100
Gross income	931,252	944,600	948,100	1,050,100
Net expenditure (income)	(23,377)	61,131	229,340	123,091

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	85,400	75,700	75,700	86,800
Training and recruitment	0	500	500	500
Supplies and services				
General office expenses	67	100	100	100
Communications and computing	14,474	31,600	14,750	30,000
Support services	75,300	78,100	78,100	77,300
Depreciation and impairment losses	23,167	25,898	25,898	25,898
Gross expenditure	198,408	211,898	195,048	220,598
Income				
Other income and recharges	211,800	211,800	211,800	213,800
Gross income	211,800	211,800	211,800	213,800
Net expenditure (income)	(13,392)	98	(16,752)	6,798

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	16,200	25,800	25,800	17,900
Training and recruitment	0	100	100	100
Supplies and services				
General office expenses	70	100	100	100
Communications and computing	6,048	13,020	8,970	5,020
Support services	22,600	23,500	23,500	24,000
Gross expenditure	44,918	62,520	58,470	47,120
Income				
Other income and recharges	85,213	65,500	66,600	55,600
Gross income	85,213	65,500	66,600	55,600
Net expenditure (income)	(40,295)	(2,980)	(8,130)	(8,480)

Runnymede web

Service description

Budget managers:	Communications and Marketing Manager - P. Le Riche
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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	65,100	78,500	85,400	80,900
Training and recruitment	167	1,500	600	3,000
Transport related expenditure				
Travelling expenses	23	100	100	100
Supplies and services				
Equipment, furniture and materials	0	0	500	500
General office expenses	350	6,200	1,000	8,000
Communications and computing	24,045	38,400	33,400	26,400
Support services	57,000	60,100	60,100	61,100
Depreciation and impairment losses	12,422	6,262	6,262	6,262
	Gross expenditure	159,107	191,062	187,362
	159,107	191,062	187,362	186,262
Income				
Other income and recharges	198,999	201,100	191,200	191,300
	Gross income	198,999	201,100	191,200
	198,999	201,100	191,200	191,300
	Net expenditure (income)	(39,892)	(10,038)	(3,838)
	(39,892)	(10,038)	(3,838)	(5,038)

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	233,500	244,200	256,300	265,700
Training and recruitment	7,108	11,260	11,260	11,283
Transport related expenditure				
Travelling and subsistence	0	50	50	50
Car allowances	0	0	0	100
Supplies and services				
Catering expenses	4	55	55	55
General office expenses	5,690	5,910	5,910	6,086
Communications and computing	5,338	5,415	5,415	5,600
Other professional services	3,333	0	11,500	6,000
Support services	75,000	82,100	82,100	87,600
Depreciation and impairment losses	398	398	398	398
Gross expenditure	330,371	349,388	372,988	382,872
Income				
Other grants, reimbursements and contributions	9,000	9,000	9,000	9,180
Other income and recharges	271,200	329,600	331,600	364,000
Gross income	280,200	338,600	340,600	373,180
Net expenditure (income)	50,171	10,788	32,388	9,692

Projects and Procurement services

Service description

Budget managers:	Principal Projects and Procurement Manager - 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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	197,800	286,400	279,000	365,200
Training and recruitment	1,257	8,250	3,778	8,350
Transport related expenditure				
Travelling and subsistence	106	500	300	500
Car allowances	0	0	0	100
Supplies and services				
General office expenses	704	730	760	855
Communications and computing	1,652	3,000	1,706	8,000
Support services	48,500	50,200	50,200	65,000
Depreciation and impairment losses	1,148	1,148	1,148	1,148
Gross expenditure	251,167	350,228	336,892	449,153
Income				
Other income and recharges	231,400	346,000	337,000	410,000
Gross income	231,400	346,000	337,000	410,000
Net expenditure (income)	19,767	4,228	(108)	39,153

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	565,489	655,800	661,100	679,500
Training and recruitment	4,316	3,220	2,220	2,225
Transport related expenditure				
Travelling and subsistence	45	100	50	50
Supplies and services				
Equipment, furniture and materials	930	1,100	1,222	1,245
General office expenses	213	800	650	250
Communications and computing	30,917	52,254	32,435	57,470
Services and expenses	195	9,000	4,600	4,600
Support services	186,300	201,900	201,900	223,800
Gross expenditure	788,405	924,174	904,177	969,140
Income				
Other income and recharges	891,000	838,400	919,900	924,100
Gross income	891,000	838,400	919,900	924,100
Net expenditure (income)	(102,595)	85,774	(15,723)	45,040

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	914,269	951,100	1,041,900	1,041,400
Training and recruitment	9,735	10,810	10,335	15,900
Transport related expenditure				
Travelling and subsistence	196	150	150	150
Car allowances	4,600	4,600	4,600	4,600
Supplies and services				
Equipment, furniture and materials	440	0	75	550
Catering expenses	34	100	100	100
General office expenses	38,293	45,227	46,348	48,285
Communications and computing	6,212	8,050	6,968	8,700
Services and expenses	7,353	11,450	11,050	11,600
Miscellaneous expenses	0	0	7,728	7,800
Support services	162,600	175,300	175,300	184,600
Depreciation and impairment losses	3,806	1,919	1,919	1,919
Gross expenditure	1,147,538	1,208,706	1,306,473	1,325,604
Income				
Other grants, reimbursements and contributions	18,183	23,300	18,000	20,400
Sales, fees and charges	41,958	20,030	15,000	10,000
Other income and recharges	1,094,500	1,147,600	1,148,600	1,312,400
Gross income	1,154,641	1,190,930	1,181,600	1,342,800
Net expenditure (income)	(7,103)	17,776	124,873	(17,196)

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	158,600	190,000	187,900	166,900
Training and recruitment	134	500	2,400	4,000
Supplies and services				
General office expenses	162	70	70	70
Support services	36,200	40,600	40,600	42,100
Gross expenditure	195,096	231,170	230,970	213,070
Income				
Other income and recharges	229,900	227,800	227,800	212,100
Gross income	229,900	227,800	227,800	212,100
Net expenditure (income)	(34,804)	3,370	3,170	970

Building services

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	363,336	334,900	334,900	339,500
Training and recruitment	1,059	1,500	1,300	1,300
Premises related expenditure				
Buildings insurance	112	112	112	112
Transport related expenditure				
Travelling and subsistence	11,203	11,340	11,340	11,340
Supplies and services				
Equipment, furniture and materials	238	260	260	260
Protective clothing	15	100	100	100
General office expenses	2,883	2,680	2,830	2,840
Communications and computing	5,491	5,450	5,170	5,170
Services and expenses	25	50	50	50
Insurance	9,638	9,637	9,637	9,637
Support services	78,600	85,900	85,900	88,000
Depreciation and impairment losses	850	425	425	425
	Gross expenditure	473,450	452,354	452,024
		473,450	452,354	458,734
Income				
Other grants, reimbursements and contributions	209,432	211,800	202,600	206,300
Other income and recharges	229,500	247,800	247,800	254,400
	Gross income	438,932	459,600	450,400
		438,932	459,600	460,700
	Net expenditure (income)	34,518	(7,246)	1,624
		34,518	(7,246)	(1,966)

Geographical information service

Service description

Budget manager: Corporate Head of Customer, Collection and Digital Services - L. Norman

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 2021

	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	89,700	86,200	86,200	93,700
Training and recruitment	130	1,150	1,137	1,150
Transport related expenditure				
Travelling and subsistence	78	50	50	50
Supplies and services				
General office expenses	0	500	0	500
Communications and computing	10,860	11,500	10,257	11,000
Services and expenses - fees and consultancy	1,625	1,625	1,500	1,500
Support services	50,300	52,400	52,400	50,500
Depreciation and impairment losses	1,167	1,167	1,167	1,167
Gross expenditure	153,860	154,592	152,711	159,567
Income				
Other income and recharges	159,600	162,600	162,600	162,600
Gross income	159,600	162,600	162,600	162,600
Net expenditure (income)	(5,740)	(8,008)	(9,889)	(3,033)

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	136,102	158,500	91,900	122,200
Training and recruitment	601	730	730	740
Premises related expenditure				
Depot accommodation	15,200	15,200	15,200	16,700
Grounds maintenance	4,021	2,500	2,500	2,500
Transport related expenditure				
Transport recharges	42,198	48,810	39,430	39,700
Transport insurance	119	150	124	125
Car allowances	200	200	200	100
Supplies and services				
Equipment, furniture and materials	5,622	4,300	4,300	4,300
Clothes, uniform and laundry	1,144	1,100	1,100	1,100
Communications and computing	1,037	1,100	1,000	1,600
Public liability insurance	681	681	681	681
Support services	15,900	18,100	18,100	18,300
Depreciation and impairment losses	17,652	17,743	17,743	17,743
Gross expenditure	240,477	269,114	193,008	225,789
Income				
Other Grants and Contributions	0	0	2,400	1,500
Other income and recharges	271,949	278,600	212,300	211,100
Gross income	271,949	278,600	214,700	212,600
Net expenditure (income)	(31,472)	(9,486)	(21,692)	13,189

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	700	800	800	800
Premises related expenditure				
Depot recharge	800	800	800	900
Supplies and services				
Equipment, furniture and maintenance	169	500	400	400
Communications and computing	815	800	800	800
Support services	4,300	4,300	4,300	4,500
Gross expenditure	6,784	7,200	7,100	7,400
Income				
Other income and recharges	8,000	8,000	7,400	7,400
Gross income	8,000	8,000	7,400	7,400
Net expenditure (income)	(1,216)	(800)	(300)	0

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 2021

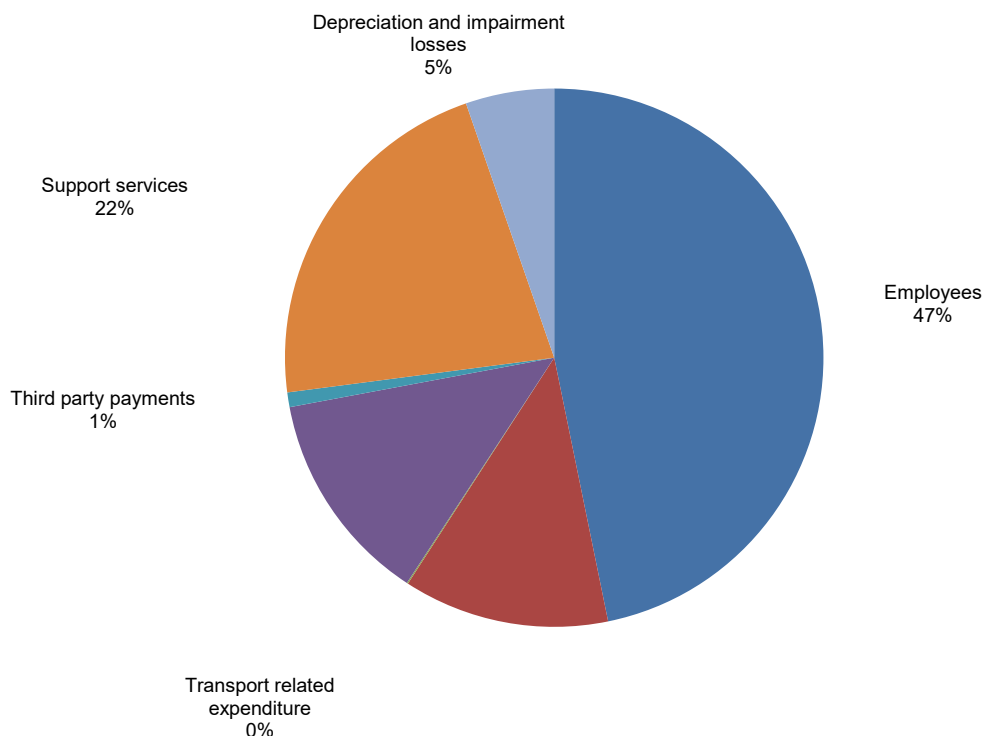
	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	62,427	80,100	80,100	73,100
Training and recruitment	1,461	0	0	200
Premises related expenditure				
Depot recharge	24,000	24,000	24,000	26,400
Grounds maintenance	224	0	0	0
Transport related expenditure				
Garaging recharge	52,500	52,500	52,500	57,800
Vehicle recharge	1,314	1,350	1,140	1,290
Car allowances	300	300	300	200
Supplies and services				
Equipment, furniture and materials	1,039	200	870	880
General office expenses	1,371	3,000	2,000	2,000
Communications and computing	0	0	220	30
Support services	28,300	29,100	29,100	30,200
Depreciation and impairment losses	172	172	172	172
Gross expenditure	173,108	190,722	190,402	192,272
Income				
Other income and recharges - recharged to vehicles	168,300	200,300	199,800	190,100
Gross income	168,300	200,300	199,800	190,100
Net expenditure (income)	4,808	(9,578)	(9,398)	2,172

Corporate Management Committee

Subjective analysis

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Employees	7,617,665	7,760,190	8,248,171	8,604,607
Premises related expenditure	1,509,830	1,478,039	2,320,592	2,272,346
Transport related expenditure	161	(18,980)	(29,272)	(12,985)
Supplies and services	6,409,840	2,415,946	2,071,285	2,361,072
Third party payments	139,150	179,375	170,500	162,300
Support services	3,440,260	3,728,260	3,764,860	3,999,160
Depreciation and impairment losses	890,882	977,431	977,431	977,432
Gross expenditure	<u>20,007,788</u>	<u>16,520,261</u>	<u>17,523,567</u>	<u>18,363,932</u>
<u>Income</u>				
Government grants	170,378	216,000	199,150	187,000
Costs and penalties recovered - includes other grants & contribu	1,427,724	1,076,964	1,384,764	1,145,440
Other fees and charges	108,156	73,830	61,920	56,920
Rents and leases	23,566,429	25,026,885	24,447,925	26,856,466
Land charges search fees	229,000	235,000	247,000	247,000
Recharges to other services	7,730,044	11,554,650	12,091,585	8,696,150
Gross income	<u>33,231,731</u>	<u>38,183,329</u>	<u>38,432,344</u>	<u>37,188,976</u>
Net expenditure	<u>(13,223,943)</u>	<u>(21,663,068)</u>	<u>(20,908,777)</u>	<u>(18,825,044)</u>

Expenditure Analysis 2020/2021



Housing Revenue Account

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
General management	1,585,689	1,736,950	2,242,440	1,854,190
Special services management	621,351	753,038	749,388	835,048
Supporting people for Council tenants	109,656	131,950	117,560	159,160
Mobile home site (Net)	(141,472)	(66,400)	(158,290)	(75,150)
Housing repairs	5,350,952	8,233,190	6,602,750	7,173,190
Less funded from major repairs reserve	(1,936,387)	(4,915,000)	(3,022,000)	(3,550,000)
Sale of Council houses administration	0	0	0	0
Other HRA Expenditure	447,796	482,200	545,200	476,000
Debt charges	3,425,944	3,425,950	3,425,950	3,425,950
Depreciation charges	2,063,663	2,055,400	2,055,400	2,055,400
Total expenditure	11,527,192	11,837,278	12,558,398	12,353,788
<u>Income</u>				
Rent from dwellings	16,145,577	15,949,300	15,870,100	16,345,900
Non-dwelling rents and income	239,436	187,500	169,300	138,900
Interest on balances	182,543	232,600	182,000	183,000
Total income	16,567,556	16,369,400	16,221,400	16,667,800
Surplus (deficit) in the year	5,040,364	4,532,122	3,663,002	4,314,012

Housing revenue account working balance

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Balance brought forward	19,423,195	21,472,477	22,670,078	25,350,080
Add surplus (less deficit) in the year	5,040,364	4,532,122	3,663,002	4,314,012
Capital expenditure - new purchases	(745,906)	(910,000)	(910,000)	(910,000)
Capital expenditure - new build programme	(1,047,575)	(1,522,400)	(73,000)	(1,442,500)
Capital expenditure - further potential schemes	0	(2,555,000)	0	(1,460,000)
Balance carried forward	22,670,078	21,017,199	25,350,080	25,851,592
Major Repairs Reserve balance	4,714,432	486,220	3,292,832	1,798,232
Total balances	27,384,510	21,503,419	28,642,912	27,649,824

General management

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	617,455	654,700	784,970	715,800
Redundancy Payments	3,005	0	0	0
Training and recruitment	21,497	43,100	40,300	43,100
<u>Premises related expenses</u>				
Council tax - empty dwellings	39,926	6,000	10,700	8,300
<u>Transport related expenditure</u>				
Travelling and subsistence	14,540	15,300	15,300	16,500
<u>Supplies and services</u>				
General office expenses	15,885	48,970	35,270	32,770
Communications and computing	36,340	41,840	84,340	66,840
Payment of rent - collection fees	5,444	5,500	5,000	5,000
Legal and other expenses	29,436	95,200	93,600	70,200
Property development consultation (New)	29,731	0	315,000	0
Insurance	179,753	176,100	190,100	198,900
Removal and disturbance expenses	46,452	75,000	75,000	75,000
DHP top-up	29,862	50,000	50,000	50,000
<u>Support services</u>	573,220	580,840	598,860	628,380
Capital Charges	2,850	0	0	0
Gross expenditure	1,645,396	1,792,550	2,298,440	1,910,790
<u>Income</u>				
Grants & contributions	0	0	0	0
Legal expenses recovered	4,709	3,000	3,000	3,000
Other Costs Recovered	42	0	0	0
Insurance premiums recharged	15,256	12,800	13,200	13,800
Recharge to General Fund	39,700	39,800	39,800	39,800
Gross income	59,707	55,600	56,000	56,600
Net expenditure	1,585,689	1,736,950	2,242,440	1,854,190

Special services management

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Managerial and administrative staff	79,062	74,700	74,700	79,300
Scheme managers	35,000	84,500	84,500	85,600
Caretaking and cleaning	91,421	126,750	114,400	126,870
Training & Recruitment	601	0	0	0
<u>Premises related expenses</u>				
Building maintenance (tenants initiatives)	8,958	60,200	88,700	130,800
Energy and utility costs	121,572	125,100	131,000	132,600
Rent, rates and insurance	6,059	2,550	3,140	3,220
Cleaning and domestic supplies	27,747	33,000	26,470	26,970
Grounds maintenance	110,528	89,780	87,980	90,390
Furniture & Equipment	30,256	0	5,750	5,750
<u>Transport related expenditure</u>				
Use of vehicles	12,249	11,350	8,230	7,310
Car allowances	2,300	3,300	3,300	3,000
<u>Supplies and services</u>				
General expenses - TV Licences	1,451	1,500	1,400	1,400
General expenses (tenants participation)	4,163	20,800	15,700	13,700
Communications and computing	8,027	7,820	7,580	15,800
Community First Initiative	5,885	30,000	20,000	30,000
<u>Support services</u>	98,040	100,680	100,680	106,480
<u>Capital Charges</u>	1,408	1,408	1,408	1,408
Gross expenditure	644,727	773,438	774,938	860,598
<u>Income</u>				
Grants & Contributions	2,798	0	5,750	5,750
Sales, fees and charges	17,193	16,900	17,000	17,000
Rents and leases	3,385	3,500	2,800	2,800
Net expenditure	621,351	753,038	749,388	835,048

Supporting people (for Council tenants)

Service description

Budget manager: Tenancy Manager - Mrs A Kendall

Service function: To provide support for housing tenants, primarily in our sheltered stock and those using the community alarm scheme.

Legal status:
 Housing Act 1985 s11A (provision of welfare services)
 Section 128 of the Leasehold Reform, Housing and Urban Development Act 1993.
 Section 2 of the Local Government Act 2000.

Policy objective: To provide support for vulnerable clients and collect appropriate Support charges.

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	183,900	180,700	180,700	194,500
<u>Transport related expenditure</u>				
Staff travelling and subsistence	2,200	2,200	2,200	3,100
<u>Supplies and services</u>				
Furnishing - renewals	14,337	17,600	17,600	17,600
Community alarm system recharge	113,610	115,100	115,100	136,300
<u>Support services</u>				
	13,800	17,200	17,200	23,000
Gross expenditure	327,847	332,800	332,800	374,500
<u>Income</u>				
Supporting people grant	36,571	13,600	27,190	27,190
Costs recovered	5,951	5,950	5,950	5,950
Sheltered dwellings tenants charges	173,155	177,000	177,900	177,900
Charges to clients - Community Alarms	2,514	4,300	4,200	4,300
Gross income	218,191	200,850	215,240	215,340
Net expenditure	109,656	131,950	117,560	159,160

Mobile home site

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	7,800	7,600	7,600	6,900
Wages	600	700	700	700
<u>Premises related expenses</u>				
Maintenance of vans and site	6,382	5,700	5,700	35,700
Fuel, light, cleaning and water	17,459	19,500	18,000	18,500
Rates, insurance and telephone	367	800	800	800
<u>Transport related expenditure</u>				
Car Allowances	600	600	600	100
<u>Support services</u>				
	6,900	7,400	7,400	7,600
<u>Other items</u>				
Capital (caravan renewal)	0	87,200	0	45,000
Gross expenditure	40,108	129,500	40,800	115,300
<u>Income</u>				
<u>Fees and charges</u>				
Sale of mobile homes - commission	0	10,000	21,500	10,000
Site rents (net of voids)	117,282	122,600	118,700	120,160
Rent of mobile homes (net)	46,430	45,360	41,240	42,940
Water charges	17,418	17,490	17,200	16,900
Miscellaneous	450	450	450	450
Gross income	181,580	195,900	199,090	190,450
Net expenditure	(141,472)	(66,400)	(158,290)	(75,150)

Housing repairs - maintenance

Service description

Budget manager:	Interim Housing Maintenance Manager - 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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Planned maintenance</u>				
Cyclic works - external decorations	223,471	240,000	278,100	240,000
Cyclic works - communal decorations	22,625	27,000	27,000	27,000
Cyclic works - OAP decorations	13,293	20,000	20,000	20,000
Annual maintenance and inspection (net)	515,884	453,500	538,600	678,500
Rolling repairs programme	15,500	45,000	45,000	45,000
Total planned maintenance	790,773	785,500	908,700	1,010,500
<u>Special works</u>				
Major works	1,273,547	3,723,000	2,150,000	2,250,000
Sheltered scheme works	30,742	130,000	110,000	110,000
Minor works	7,242	0	0	0
Total special works	1,311,531	3,853,000	2,260,000	2,360,000
<u>Demand maintenance</u>				
Houses, flats and communal areas	677,571	680,000	680,000	680,000
Temporary Accomodation units	18,697	25,000	25,000	25,000
Sheltered housing	68,434	60,000	60,000	60,000
Total demand maintenance	764,702	765,000	765,000	765,000
<u>Major improvement schemes</u>				
Central heating	142,019	162,000	162,000	320,000
Kitchen and bathroom upgrades	490,079	900,000	600,000	870,000
Total major improvement schemes	632,098	1,062,000	762,000	1,190,000
<u>Other maintenance</u>				
Void repairs and decoration allowances	700,189	527,000	630,000	527,000
Disabled conversions (net)	287,586	250,000	200,000	200,000
Total other maintenance	987,775	777,000	830,000	727,000
<u>Insurance claims (excl. rent loss)</u>				
Insured costs	41,445	103,000	103,000	103,000
- Less policy excess	(4,000)	(3,000)	(3,000)	(3,000)
Gross cost of insurance claims	37,445	100,000	100,000	100,000
Gross Expenditure	4,524,324	7,342,500	5,625,700	6,152,500
<u>Income</u>				
Insurance company settlement of claims	37,445	100,000	100,000	100,000
Gross Income	37,445	100,000	100,000	100,000
Total maintenance budget	4,486,879	7,242,500	5,525,700	6,052,500

See next page for supervision costs

Housing repairs - supervision

Service description

Budget manager:	Interim Housing Maintenance Manager - 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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
Salaries	493,915	600,800	656,800	684,500
Training costs	7,762	2,000	2,000	2,000
Car allowances	18,712	25,100	21,900	23,500
Supplies and services	30,684	16,850	29,170	18,110
<u>Support services</u>	316,900	349,840	371,080	396,480
Recharges	(3,900)	(3,900)	(3,900)	(3,900)
Total supervision costs	864,073	990,690	1,077,050	1,120,690
Total maintenance costs (previous page)	4,486,879	7,242,500	5,525,700	6,052,500
Gross housing repairs expenditure	5,350,952	8,233,190	6,602,750	7,173,190

Improvement works counting as capital expenditure

(For information only)

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Special major works	1,273,547	3,723,000	2,150,000	2,250,000
Sheltered scheme works	30,742	130,000	110,000	110,000
Central heating programme	142,019	162,000	162,000	320,000
Kitchen and bathroom upgrade works (incl extensions)	490,079	900,000	600,000	870,000
Total capital repairs	1,936,387	4,915,000	3,022,000	3,550,000
Major repairs to be met from new repairs reserve	1,936,387	4,915,000	3,022,000	3,550,000

Sale of Council houses

Service description

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

Budget for the year ending 31 March 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	11,513	11,200	11,200	10,200
<u>Transport related expenditure</u>				
Car allowances	300	300	300	200
<u>Supplies and services</u>				
Valuation and other fees	1,835	4,000	2,700	2,700
<u>Support services</u>	13,000	13,700	13,700	17,700
Gross expenditure	26,648	29,200	27,900	30,800
Charged to capital receipts	(26,648)	(29,200)	(27,900)	(30,800)
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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Debt charges</u>				
Interest on borrowings	3,425,944	3,425,950	3,425,950	3,425,950
Dealing charges				
Net expenditure	3,425,944	3,425,950	3,425,950	3,425,950
 <u>Depreciation transferred to major repairs reserve</u>				
Depreciation	2,063,663	2,055,400	2,055,400	2,055,400
Net expenditure	2,063,663	2,055,400	2,055,400	2,055,400

See table below for accumulated balances and movements on account.

Major Repairs Reserve summary

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Opening balance at start of year	4,736,420	3,818,820	4,714,432	3,292,832
Contribution to reserve	2,063,663	2,055,400	2,055,400	2,055,400
Capital expenditure funded from reserve	(1,936,387)	(4,915,000)	(3,022,000)	(3,550,000)
Reprovision of Farm Close (Capital Exp)	(149,264)	(473,000)	(455,000)	0
Net movement in year	(21,988)	(3,332,600)	(1,421,600)	(1,494,600)
Balance at year end	4,714,432	486,220	3,292,832	1,798,232

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 2021

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>HRA pension backfunding</u>	100,000	100,000	100,000	100,000
<u>HRA staff - accrued leave</u>	600	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)	79,887	0	78,000	0
<u>Provision for uncollectable rents</u>	14,509	115,000	100,000	90,000
<u>Contribution to corporate expenses</u>	209,800	224,200	224,200	243,000
Gross expenditure	447,796	482,200	545,200	476,000

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 2021

Rents from dwellings

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Income				
<u>Rent debit</u>				
General stock dwellings	16,002,494	15,837,000	15,839,600	16,272,500
Tenants service charges	177,317	182,700	184,200	186,700
Rents of shared ownership properties	213,231	214,400	221,500	216,000
Heating charges	38,085	31,700	33,000	32,400
Gross rent for dwellings	16,431,127	16,265,800	16,278,300	16,707,600
<u>Less voids (rent loss on empty dwellings)</u>				
General stock dwellings	279,958	311,900	400,100	353,400
Tenant service charges	4,772	4,000	6,500	6,700
Heating charges	820	600	1,600	1,600
Total voids on dwellings	285,550	316,500	408,200	361,700
Net rent for dwellings	16,145,577	15,949,300	15,870,100	16,345,900

Service statistics

	<u>2018/19</u> Actual	<u>2019/20</u> Estimate	<u>2019/20</u> Probable	<u>2020/21</u> Estimate
Average number of houses & flats	2,831	2,833	2,840	2,842
Average number of void houses & flats	50	53	70	60
Average number of DIYSO properties	67	64	66	64

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 2021

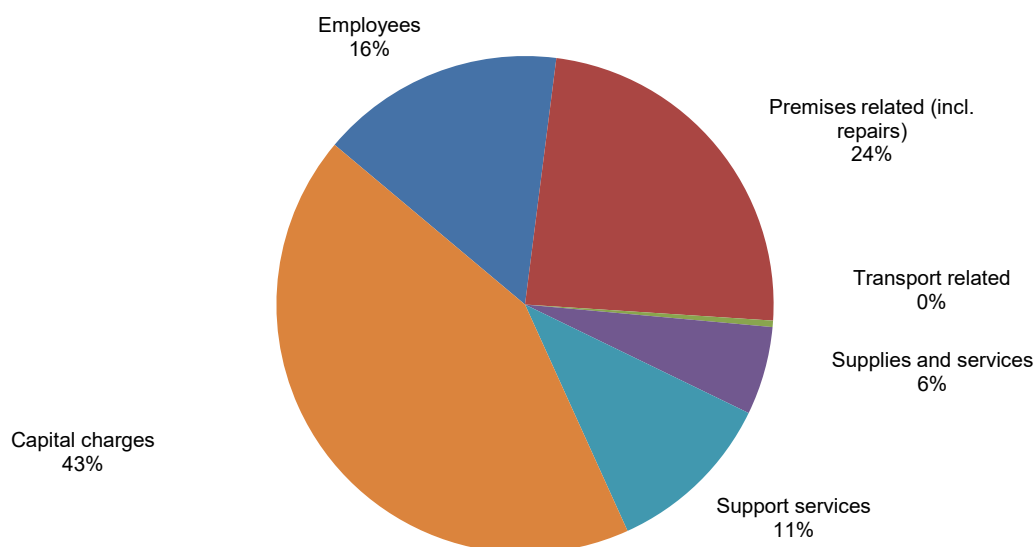
	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
<u>Non-dwelling rents and income</u>				
Rents of other properties	58,256	58,000	60,000	35,000
Leasehold service charges	126,019	109,000	81,000	82,600
Mead Court service charges	30,691	20,500	23,300	16,300
Miscellaneous receipts (e.g. small land sales)	24,470	0	5,000	5,000
Sub total - other rents and income	239,436	187,500	169,300	138,900
<u>Investment and mortgage income</u>				
Interest on balances	182,543	232,600	182,000	183,000
Sub total - interest	182,543	232,600	182,000	183,000
Total non-dwelling rents and income	421,979	420,100	351,300	321,900

Housing revenue account

Subjective analysis

	<u>2018/19</u> Actual £	<u>2019/20</u> Estimate £	<u>2019/20</u> Probable £	<u>2020/21</u> Estimate £
Expenditure				
Employees	1,654,131	1,886,750	2,057,870	2,049,470
Premises related (incl. repairs)	2,926,935	2,857,330	2,976,190	3,094,780
Transport related	50,901	58,150	51,830	53,710
Supplies and services	583,151	706,280	1,063,310	740,070
Support services	1,231,660	1,293,860	1,333,120	1,422,640
Capital charges	5,616,752	5,525,758	5,603,758	5,525,758
Gross expenditure	12,063,530	12,328,128	13,086,078	12,886,428
Income				
Net rents	16,315,771	16,029,160	15,958,640	16,423,200
Grants and Contributions	98,021	132,350	146,140	146,740
Fees and charges	463,959	422,440	418,600	403,800
Interest	182,543	232,600	182,000	183,000
Recharges to General Fund	43,600	43,700	43,700	43,700
Gross income	17,103,894	16,860,250	16,749,080	17,200,440
Net expenditure	(5,040,364)	(4,532,122)	(3,663,002)	(4,314,012)

Expenditure Analysis 2020/21



Fees and charges

Housing Revenue Account

	From April 2020 £	VAT treatment
<u>Average council house rents (per week)</u>		
Bedsit	67.32	Outside scope
1 bed dwelling	92.58	Outside scope
2 bed dwelling	111.53	Outside scope
3 bed dwelling	121.06	Outside scope
4 bed dwelling	132.48	Outside scope
5 or more bed dwelling	155.72	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	1.17	Outside scope
Hampshire Court	6.04	Outside scope
Middlesex Court	6.04	Outside scope
Surrey Towers	6.04	Outside scope
Sussex Court	5.86	Outside scope
Audley & Southam House	1.39	Outside scope
Fairoaks Court	1.07	Outside scope
Oaklands Court	1.18	Outside scope
Bemonds	19.62	Outside scope
Darley Dene	12.54	Outside scope
Floral House	10.89	Outside scope
Grove Court	10.63	Outside scope
Heatherfields	9.23	Outside scope
<u>Independent Retirement Living (IRL)</u>		
Use of Guest Bedrooms by relatives and friends of tenants in sheltered housing - charge per night per person	(Incl VAT) 13.00	Standard
Disabled persons Buggy store - Battery Charging, per week	(Incl VAT) 2.20	Standard
Hairdresser per hour	(Incl VAT) 6.10	Standard
Chiropodist per day	21.00	Exempt
<u>Heathervale Way mobile home site - New Haw</u>		
Net site rent per pitch per week	35.55	Exempt
Rent of council mobile homes	53.28	Exempt
Rent of new larger council mobile homes	79.92	Exempt

Fees and charges

Housing Revenue Account

	From April 2020 £	VAT treatment
<u>Heating and hot water charges - Independent Retirement Living</u>		
Charge per week		
- Beomonds and Floral House	6.70	Outside scope
- Heatherfields	3.60	Outside scope
<u>Tenants fee for denying access to premises (includes VAT)</u>		
Where a tenant breaks an agreement to make available, access to housing staff and contractors (The Director of Housing and Community Services is authorised to vary this charge as appropriate).	(Incl VAT) 50.00	Standard
<u>Independent Retirement Living - Management & Administration charge</u>		
- Weekly Management & Administration charge	17.00	Outside scope
<u>Weekly charge for Community Alarm service</u>		
- Full charge for HRA tenants	3.20	Outside scope

Fees and charges

Housing General Fund Services

	From April 2020 £	VAT treatment
<u>Houses in multiple occupation (HMO) licensing costs</u>		
Basic fee	650.00	Outside scope
Assisted application or undeclared HMO	800.00	Outside scope
Reduction for multiple applications from same applicant	76.00	Outside scope
Reduction for renewal of fees	73.00	Outside scope
<u>Homeless persons accommodation</u>		
Bed and breakfast accommodation		
- flat rate room charge per week	175.00	Outside scope
- breakfast charge per person per week	0.00	Outside scope

The Borough Housing Manager is authorised to increase these charges to certain recipients of supplementary benefit from the DHSS whose lodging allowances are higher than these charges.

Fees and charges

Meals and transport charges

		From April 2020 £	VAT treatment
<u>Meals at Home and Day centres</u>			
Monday - Friday	Cost per two course meal	4.40	Outside scope
	Cost per three course meal	5.20	Outside scope
Saturday and Sunday	Cost per two course meal	4.90	Outside scope
	Cost per three course meal	5.50	Outside scope
	Afternoon Tea	2.80	Outside scope
<u>Community transport</u>			
	Fare for return transport to day centres (Monday - Friday)	3.70	Zero Rated
	Journey within one zone (minimum fare)	3.10	Zero Rated
	Journey to each subsequent zone	2.50	Zero Rated
		From Sept 2020 £	
<u>Yellow Bus school fares</u>			
Daily fares	Fare for 1 child	3.50	Zero Rated
	Fare for 2 siblings	5.00	Zero Rated
	Fare for 3 siblings	6.50	Zero Rated

Fees and charges

Careline system

		From April 2020 £	VAT treatment
<u>New weekly charging structure.</u>			
Full weekly charge (price to include a free smoke alarm on take up of contract)	(plus VAT)	4.90	Standard

Fees and charges

Centre lettings

		From April 2020 £	VAT treatment
<u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u>			
Monday to Friday	5pm to 11pm	23.00	Exempt
Saturday	9am to 5pm	29.50	Exempt
Saturday	5pm to 11pm	42.00	Exempt
<u>Commercial hire/trade shows (per hour)</u>			
Saturdays only	9am to 11pm	48.00	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>			
A 20% reduction is available per booking upon application to the Day Centre Manager. It is proposed that there will be no additional charge for the use of the tea bar or public address system when a booking is taken			
<u>Hairdressing salons - hourly rates</u>			
Eileen Tozer Day Centre	(Incl VAT)	7.20	Standard
Manor Farm Day Centre	(Incl VAT)	7.50	Standard
Woodham and New Haw Day Centre	(Incl VAT)	7.50	Standard
These rates are based upon the standard of facilities available			
<u>Chiropodist fees (full day)</u>		27.50	Exempt
<u>Day centre bathing</u>			
Manor Farm (only)		17.00	Outside scope

Fees and charges

Chertsey Museum

	From Sept 2020 £	VAT treatment
<u>School's membership scheme</u>		
<u>Annual membership fee</u>		
Schools with 0 - 150 pupils	25.00	Outside Scope
Schools with 151 - 250 pupils	35.00	Outside Scope
Schools with 251+ pupils	45.00	Outside Scope
<u>Talks held at Museum</u>		
<u>Member schools</u>		
One 1/2 day session	65.00	Outside Scope
Two 1/2 day session (same day)	80.00	Outside Scope
<u>All day sessions at the museum (max 32 children)</u>		
<u>Member schools</u>		
Tudor activity day	105.00	Outside Scope
WW2 activity day	95.00	Outside Scope
Viking day (with re-enactor)	195.00	Outside Scope
Viking day (no re-enactor)	105.00	Outside Scope
Roman/Greek activity day	125.00	Outside Scope
Victorian activity day	120.00	Outside Scope
Anglo Saxon day	115.00	Outside Scope
Big dig	170.00	Outside Scope
Prehistoric Day	130.00	Outside Scope
<u>Talks held at schools within 10 miles of Chertsey Museum (approx 90 minutes)</u>		
<u>Member schools</u>		
One session (max.32 children per session)	50.00	Outside Scope
Two of the same sessions (in the same half day)	80.00	Outside Scope
Three of the same sessions (in same day)	105.00	Outside Scope
Two hour toy/seaside workshop (max. 60 children per session)	85.00	Outside Scope
2 x Two hour toy/seaside workshop (in the same day)	135.00	Outside Scope
Tudor workshop	95.00	Outside Scope
2 x Tudor workshop	175.00	Outside Scope
3 x Tudor workshop	195.00	Outside Scope
Lego Clock workshop - 30 children	75.00	Outside Scope
Lego Clock workshop - 60 children (two sessions)	100.00	Outside Scope
Prehistoric workshop - 30 children	80.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)	110.00	Outside Scope
<u>Talks held at Schools within 11-15 miles of Chertsey Museum (approx 90 minutes)</u>		
<u>Member schools</u>		
One session (max.32 children per session)	65.00	Outside Scope
Two of the same sessions (in the same half day)	95.00	Outside Scope
Three of the same sessions (in same day)	120.00	Outside Scope
Two hour toy/seaside workshop (max. 60 children per session)	100.00	Outside Scope
Two hour toy/seaside workshop (in the same day)	150.00	Outside Scope
Tudor workshop	110.00	Outside Scope
2 x Tudor workshop	190.00	Outside Scope
3 x Tudor workshop	210.00	Outside Scope
Lego Clock workshop - 30 children	90.00	Outside Scope
Lego Clock workshop - 60 children (two sessions)	115.00	Outside Scope
Prehistoric workshop - 30 children	95.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)	125.00	Outside Scope

*non members pay additional £10 booking

Fees and charges

Chertsey Museum

	From Sept 2020 £	VAT treatment
<u>Talks held at schools within 16-20 miles of Chertsey Museum (Approx 90 minutes)</u>		
<u>Member schools</u>		
One session (max.32 children per session)	80.00	Outside Scope
Two of the same sessions (in the same half day)	110.00	Outside Scope
Three of the same sessions (in same day)	135.00	Outside Scope
Two hour toy/seaside workshop (max. 60 children per session)	115.00	Outside Scope
Two hour toy/seaside workshop (in the same day)	165.00	Outside Scope
Tudor workshop	125.00	Outside Scope
2 x Tudor workshop	205.00	Outside Scope
3 x Tudor workshop	225.00	Outside Scope
Lego Clock workshop - 30 children	105.00	Outside Scope
Lego Clock workshop - 60 children (two sessions)	130.00	Outside Scope
Prehistoric workshop - 30 children	110.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)	140.00	Outside Scope
<u>School assemblies (max.30 mins)</u>		
School Assemblies - schools within Runnymede (max. 30 mins)	45.00	Outside Scope
School Assemblies - schools outside Runnymede (max. 30 mins)	55.00	Outside Scope
School Assemblies - non member schools (max. 30 mins)	75.00	Outside Scope
<u>Talks to groups</u>		
At the Museum outside of opening hours - Borough Community Groups	35.00	Outside Scope
At the Museum outside of opening hours - Non Borough Community Groups	50.00	Outside Scope
Talks held outside the Museum - Borough Community Groups	35.00	Outside Scope
Talks held outside the Museum - Non Borough Community Groups	55.00	Outside Scope
<u>Children's activities at the Museum</u>		
Children's activity session per child - price based on activity	POA	Exempt
Concessionary activity session per child	POA	Exempt
<u>Use of photocopier</u>		
A4 Copies (plus VAT)	0.45	Standard
A3 Copies (plus VAT)	0.52	Standard
<u>Charge for late return of school loan boxes</u> (plus VAT)	25.00	Standard
<u>Missing item from loan boxes (per day)</u> (plus VAT)	10.00	Standard
<u>Photographic orders</u>		
101.6mm by 152.4mm (4" by 6") (plus VAT)	3.00	Standard
127mm by 177.8mm (5" by 7") (plus VAT)	3.50	Standard
152.4mm by 203.2mm (6" by 8") (plus VAT)	4.00	Standard
203.2mm by 254mm (8" by 10") (plus VAT)	5.50	Standard
304.8mm by 457.2mm (12" by 18") (plus VAT)	10.00	Standard
Handling charge (1 per order) (plus VAT)	2.00	Standard
Postage charge (plus VAT)	2.00	Standard
*non members pay additional £10 booking		
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 2021 £	VAT treatment
Charge per 25m ² (rod) per annum:		
- Payment by annual direct debit	17.10	Outside Scope
- Payment by other means	19.60	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)		
Charge per 25m ² (rod) per annum:		
- Payment by annual direct debit		Outside Scope
- Payment by other means		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 Aug 2019 £	VAT treatment
<u>Chertsey Hall</u>					
<u>Community package (Monday to Friday)</u>					
Main Hall	8.30am to 5pm	(per hour)	(plus VAT)	22.26	Standard
	5pm to 11pm	(per hour)	(plus VAT)	29.75	Standard
Meeting Room A	8.30am to 5pm	(per hour)	(plus VAT)	9.48	Standard
	5pm to 11pm	(per hour)	(plus VAT)	13.48	Standard
Meeting Room C	8.30am to 5pm	(per hour)	(plus VAT)	6.06	Standard
	5pm to 11pm	(per hour)	(plus VAT)	9.15	Standard
Meeting Room D	8.30am to 5pm	(per hour)	(plus VAT)	7.80	Standard
	5pm to 11pm	(per hour)	(plus VAT)	11.85	Standard
<u>Community Package (weekends)</u>					
Main Hall	8.30am to 5pm	(per hour)	(plus VAT)	30.38	Standard
	5pm to 11pm	(per hour)	(plus VAT)	40.40	Standard
Meeting Room A	8.30am to 5pm	(per hour)	(plus VAT)	13.77	Standard
	5pm to 11pm	(per hour)	(plus VAT)	18.31	Standard
Meeting Room C	8.30am to 5pm	(per hour)	(plus VAT)	9.56	Standard
	5pm to 11pm	(per hour)	(plus VAT)	12.71	Standard
Meeting Room D	8.30am to 5pm	(per hour)	(plus VAT)	12.27	Standard
	5pm to 11pm	(per hour)	(plus VAT)	16.32	Standard
<u>Business (Monday to Sunday)</u>					
Main Hall	9am to 11pm	(per hour)	(plus VAT)	58.33	Standard
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	25.00	Standard
Meeting Room C	9am to 11pm	(per hour)	(plus VAT)	20.83	Standard
Meeting Room D	9am to 11pm	(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 Aug 2019 £	VAT treatment
<u>The Hythe Centre</u>					
<u>Community package (Monday to Friday)</u>					
Main Hall	8.30am to 5pm	(per hour)	(plus VAT)	22.26	Standard
	5pm to 11pm	(per hour)	(plus VAT)	29.75	Standard
Small Hall	8.30am to 5pm	(per hour)	(plus VAT)	10.60	Standard
	5pm to 11pm	(per hour)	(plus VAT)	14.56	Standard
Room 1	8.30am to 5pm	(per hour)	(plus VAT)	6.06	Standard
	5pm to 11pm	(per hour)	(plus VAT)	9.15	Standard
Room 2/ Bar Lounge	8.30am to 5pm	(per hour)	(plus VAT)	7.80	Standard
	5pm to 11pm	(per hour)	(plus VAT)	11.85	Standard
<u>Community use (Saturdays and Sundays)</u>					
Main Hall	8.30am to 5pm	(per hour)	(plus VAT)	30.38	Standard
	5pm to 9pm	(per hour)	(plus VAT)	40.40	Standard
Small Hall	8.30am to 5pm	(per hour)	(plus VAT)	14.76	Standard
	5pm to 9pm	(per hour)	(plus VAT)	19.63	Standard
Room 1	8.30am to 5pm	(per hour)	(plus VAT)	9.56	Standard
	5pm to 9pm	(per hour)	(plus VAT)	12.71	Standard
Room 2/ Bar Lounge	8.30am to 5pm	(per hour)	(plus VAT)	12.27	Standard
	5pm to 9pm	(per hour)	(plus VAT)	16.32	Standard
<u>Business (Monday to Sunday)</u>					
Main Hall	9am to 11pm	(per hour)	(plus VAT)	58.33	Standard
Small Hall	9am to 11pm	(per hour)	(plus VAT)	29.17	Standard
Room 1	9am to 11pm	(per hour)	(plus VAT)	20.83	Standard
Room 2 /Bar Lounge	9am to 11pm	(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</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					
<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

Community Halls

Equipment Hire

		From Aug 2019 £	VAT treatment
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
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
CD player C/W Ipod dock (per booking)	(plus VAT)	8.33	Standard
Electric piano (per booking)	(plus VAT)	8.33	Standard
Extension leads (per booking)	(plus VAT)	2.50	Standard

Notes for Community Halls

- Hiring's to registered Charities are by law exempt from VAT and therefore no VAT will be added to the above charges
- A deposit may be required for the hire of facilities and for equipment at the Authority's discretion.
- Business / Commercial Rates apply to dance, aerobic, keep fit and slimming classes.
- Prices are subject to variation from time to time to reflect any amendments approved by the Council.
- Minimum booking charge is 2 hours for any one booking.
- Hires are charged on an Hourly basis
- The Head of Community Development has the delegated authority to make reductions and develop marketing packages to promote usage
- Cancellations - all cancellations will be subject to an administrative fee of 10% of total cost excluding VAT

Fees and charges

Parks and open spaces

	From April 2020 £	VAT treatment
<u>Bowls (includes VAT)</u>		
Green fees per person		
Per hour	7.50	Standard
Per hour (senior citizens/juniors/registered disabled)	4.00	Standard
Per match	12.55	Standard
Per match (senior citizens/juniors/registered disabled)	6.30	Standard
Per season	119.00	Standard
Per season (senior citizens/juniors/registered disabled)	59.00	Standard
<u>Football pitches with changing - per match (includes VAT)</u>		
Full size pitches		
Senior clubs	106.00	Standard
Junior clubs	53.00	Standard
Small pitches up to 1hour 30 mins	51.00	Standard
<u>Football pitches without changing - per match (includes VAT)</u>		
Full size pitches	41.00	Standard
Small pitches up to 1hour 30 mins	33.70	Standard
<u>Croquet (includes VAT)</u>		
Adults per Person per Hour	5.30	Standard
Juniors/Senior Citizens/Registered Disabled per Person per Hour	2.80	Standard
<u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u>		
Court fees (team games) per hour per court	32.60	Standard
Court fees (junior games) per hour per court	27.50	Standard
Floodlighting per hour per court	10.90	Standard
<u>Cricket (includes VAT)</u>		
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields		
Games commencing Before 5.00 p.m.	108.00	Standard
Games commencing After 5.00 p.m.	68.00	Standard
Junior Games	54.00	Standard
<u>Additional and miscellaneous charges (includes VAT)</u>		
For Football, Hockey and Cricket Clubs, the majority of whose members live outside the Runnymede District	60.00	Standard
Hire of rooms in pavilions - per hour (min 2 hours)	19.40	Exempt
Team use of park for training - per hour	26.00	Standard
Team use of park for training (junior teams) - per hour	13.00	Standard
<u>Events (includes VAT)</u>		
Community and charity events	No charge	
Firework displays		
Less than 15 minutes	225.00	Standard
More than 15 minutes	POA	Standard
Fairgrounds		
Operational days	597.00	Standard
Non operational days	329.00	Standard
Circuses	POA	Standard
Special interest and club events	POA	Standard
POA - fee will depend on scale and type of event. A refundable ground deposit ranging from £50 to £3,000 depending on the scale and type of event will be chargeable for all events		
<u>Homewood Park car park (includes VAT) introduced from December 2014</u>		
<u>(Monday to Saturday)</u>		
No return within 3 hours	Disabled Person	No Charge
	Fee up to 3 hours	No Charge
	All Day Fee	2.60
		Standard

Fees and charges

Cemeteries

		From April 2020 £	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	1,565.00	Outside Scope
	100 years - for future use	2,333.00	Outside Scope
Extended burial rights	25 years	200.00	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	2,688.00	Outside Scope
	100 years - for future use	3,879.00	Outside Scope
Extended burial rights	25 years	914.00	Outside Scope
<u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u>			
Exclusive burial rights	100 years - for immediate use	730.00	Outside Scope
	100 years - for future use	1,104.00	Outside Scope
Extended burial rights	25 years	204.00	Outside Scope
<u>Vault</u>			
	The right to construct a walled grave or vault	2,206.00	Outside Scope
<u>Interment fees (private and public grave)</u>			
	Adult coffin	1,212.00	Outside Scope
	Casket burial or oversized coffin	1,275.00	Outside Scope
	Cremated remains	257.00	Outside Scope
	Muslim section Englefield Green - weekdays (normal hours)	1,212.00	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")	212.00	Outside Scope
*	Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")	212.00	Outside Scope
*	Right to place a Book or tablet memorial	159.00	Outside Scope
*	Right to place memorial on Classic grave space	847.00	Outside Scope
	Additional inscription	86.00	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 2020 £	VAT treatment
<u>Genealogy search fees</u>		
Enquiry with known date of death, up to three names	36.00	Outside Scope
Enquiry with only approximate date of death (+/-2 years), up to 3 names	42.00	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	257.00	Outside Scope
Provision and installation of plaque by the Council	115.00	Outside Scope
<u>Administration and other fees</u>		
Registration of transfer of exclusive right of burial (will or probate provided)	90.00	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	100.00	Outside Scope
Copy of exclusive right of burial	90.00	Outside Scope
Postponement or cancellation of burial after notice has been given	364.00	Outside Scope
Charge for chapel (Per hour - minimum charge)	90.00	Outside Scope
Selection fee - for Cemeteries Registrar to attend	153.00	Outside Scope
Completion of Exhumation Applications	100.00	Outside Scope

Fees and charges

Crime and disorder

	From April 2020 £	VAT treatment
<u>Safer Runnymede (Includes VAT)</u>		
CCTV System - supply of copy DVDs	143.52	Standard
CCTV System - supply of copy photograph	23.28	Standard
CCTV System - viewing DVD footage (per hour or part thereof)	62.78	Standard

Fees and charges

Refuse collection

	From April 2020 £	VAT treatment
<u>Trade refuse</u>		
Sack collection	<u>159.00</u>	Outside Scope
120 litre wheeled bins	<u>281.00</u>	Outside Scope
240 litre wheeled bins	<u>440.00</u>	Outside Scope
360 litre wheeled bins	<u>539.00</u>	Outside Scope
660 litre wheeled bins	<u>688.00</u>	Outside Scope
1100 litre bulk containers	<u>913.00</u>	Outside Scope
1100 litre bulk containers - lockable	<u>945.00</u>	Outside Scope

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

Fees and charges

Refuse collection

	From April 2020 £	VAT treatment
<u>Domestic refuse</u>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
New bins		
- 120 litre bin	44.00	Outside Scope
- 240 litre bin	54.00	Outside Scope
- 360 litre bin (Families of 6 or more only)	102.00	Outside Scope
- 660 litre bin	204.00	Outside Scope
-1100 litre bin (communal facilities)	316.00	Outside Scope
-1100 litre bin - lockable (communal facilities)	330.00	Outside Scope
Second hand / refurbished (when available)		
- 120 litre bin	29.00	Outside Scope
- 240 litre bin	37.00	Outside Scope
- 360 litre bin (Families of 6 or more only)	72.00	Outside Scope
Upgrade from		
- 120 litre bin to 240 litre bin	36.00	Outside Scope
- 240 litre bin to 360 litre bin	72.00	Outside Scope
<u>One off payments</u>		
Charge for contaminated bins and additional collections		
- 240 litre bin	40.00	Outside Scope
- 360 litre bin	60.00	Outside Scope
- 660 litre bin	80.00	Outside Scope
-1100 litre bin	100.00	Outside Scope

Fees and charges

Refuse collection

	From April 2020 £	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	76.00	Outside Scope
	132.00	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	91.00	Outside Scope
- Collection charge	116.00	Outside Scope
	207.00	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	113.00	Outside Scope
- Collection charge	126.00	Outside Scope
	239.00	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	116.00	Outside Scope
- Collection charge	166.00	Outside Scope
	282.00	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	138.00	Outside Scope
- Collection charge	188.00	Outside Scope
	326.00	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	154.00	Outside Scope
- Collection charge	188.00	Outside Scope
	342.00	Outside Scope

Fees and charges

Recycling and Green Waste

	From April 2020 £	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)	36.00	Outside Scope
- 660 litre bin	204.00	Outside Scope
- 1100 litre bin (communal facilities)	316.00	Outside Scope
- 1100 litre bin - lockable (communal facilities)	330.00	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 sports (gyms) only - 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	38.00	Outside Scope
	94.00	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	91.00	Outside Scope
- Collection charge	58.00	Outside Scope
	149.00	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	113.00	Outside Scope
- Collection charge	62.00	Outside Scope
	175.00	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	116.00	Outside Scope
- Collection charge	84.00	Outside Scope
	200.00	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	138.00	Outside Scope
- Collection charge	94.00	Outside Scope
	232.00	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	154.00	Outside Scope
- Collection charge	94.00	Outside Scope
	248.00	Outside Scope
Food waste	No charge	Outside Scope

Fees and charges

Recycling and Green Waste

	From April 2020 £	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 2020 £	VAT treatment
<u>On street parking (includes VAT)</u>		
First residents permit	50.00	Standard
Additional permits	75.00	Standard
Daily visitor permits (max 120 per property per year)	2.00	Standard
Amendment to permit	15.00	Standard
<u>Waivers / bay suspensions</u>		
Waiver certificate (per vehicle) up to 3 days	15.00	Standard
each additional day	5.00	Standard
Bay suspension (each marked bay) up to 3 days	65.00	Standard
each additional day	10.00	Standard
<u>Pay and display parking (including pay by phone)</u>		
<u>Town Centre (higher scale) car parks</u>		
<u>Short stay parking (includes VAT)</u>		
<u>(Monday to Saturday unless otherwise indicated)</u>		
Egham (Precinct Extension)		
Virginia Water (Memorial Gardens)	No charge	Standard
Disabled Persons		
Fee up to 1 hour	1.30	Standard
Fee 1 to 2 hours	2.50	Standard
Fee 2 to 3 hours	3.50	Standard
<u>Medium Stay parking (includes VAT)</u>		
<u>(Monday to Saturday)</u>		
Egham (Hummer Road); Chertsey (Beomonds)		
Disabled Person	No charge	Standard
Fee up to 1 hour	1.30	Standard
Fee 1 to 2 hours	2.50	Standard
Fee 2 to 3 hours	3.50	Standard
Fee 3 to 4 hours	4.00	Standard
Fee 4 to 5 hours	4.50	Standard
Fee 5 to 6 hours	5.50	Standard
<u>Long stay parking (includes VAT)</u>		
<u>(Monday to Saturday)</u>		
Egham (Wasp 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 2020? £	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, Precinct Extension, 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 2020 £	VAT treatment
<u>Food hygiene and Health and Safety Courses</u>		
All courses (including those in a foreign language) will be chargeable per person. All fees will be set at the discretion of the Environmental Health and Licensing Manager to cover costs.	POA	Standard
Food Export Certificate	98.00	Outside Scope
Re-inspections requested by food businesses	156.00	Outside Scope
<u>Environmental offences</u>		
<u>Penalty fines:</u>		
Noise Act domestic offence (reduced to £64 if paid within 10 days)	Set locally to statute maximum 80.00	Outside Scope
Noise Act commercial/licenses offence	500.00	Outside Scope
Failure to produce waste transfer notice (reduced to £240 if paid within 10 days)	300.00	Outside Scope
Failure to produce waste carrier papers (reduced to £240 if paid within 10 days)	300.00	Outside Scope
Failure to provide waste receptacles (reduced to £80 if paid within 10 days)	Set locally to statute maximum 100.00	Outside Scope
<u>Smoke free enforcement</u>		
<u>Penalty fines:</u>		
Smoking in a smoke free place (reduced to £30 if paid within 15 days)	50.00	Outside Scope
Failing to display no-smoking signage (reduced to £150 if paid within 15 days)	200.00	Outside Scope
<u>Abandoned vehicles</u>		
Fixed penalty notice fee (reduced to £160 if paid within 10 days)	200.00	Outside Scope
<u>Littering and dog fouling/control fixed penalty fines</u>		
Littering (reduced to £80 if paid within 10 days)	100.00	Outside Scope
Dog fouling/control (reduced to £80 if paid within 14 days)	100.00	Outside Scope

Fees and charges

Other environment and sustainability charges

	From April 2020 £	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 Environmental Health and Licensing Manager within the Environmental Health & Licensing Section at Runnymede Borough Council.
environmentalhealth@runnymede.gov.uk or 01932 838383

Register of authorised processes

Complete register	887.00	Outside Scope
Individual entry	131.00	Outside Scope

Contaminated Land

Basic contaminated land enquiry at an hourly rate	93.00	Outside Scope
Contaminated land enquiry for one property	206.00	Outside Scope
Contaminated land enquiry for more than one property	395.00	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	67.00	Outside Scope
	92.00	

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	106.00	Outside Scope
	131.00	

The collection fee may be increased where additional charges are incurred

Fees and charges

Other environment and sustainability charges

	From April 2020 £	VAT treatment
<u>Highway and engineering charges</u>		
<u>Copies of plans etc. (includes VAT)</u>		
A4 Size	12.25	Standard
A3 Size	13.50	Standard
Larger than A3 size	28.00	Standard
A minimum fee for replying to technical questions	159.00	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	64.50	Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	16.00	Outside Scope
Renaming a street : requested by residents including notification		Outside Scope
<u>New addresses</u>		
New development of first plot	64.50	Outside Scope
New development for plots 2 -5 (per plot)	33.00	Outside Scope
New development for plots 6 - 10 (per plot)	27.50	Outside Scope
New development for plots 11 - 20 (per plot)	22.00	Outside Scope
New development for plots 21 and greater (per plot)	16.00	Outside Scope
Additional charge, where this includes naming of a street (per street)	108.00	Outside Scope
Additional charge, where this includes the naming of a building (e.g. block of flats) (per block)	108.00	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 2020 £	VAT treatment
<u>Miscellaneous fees and charges</u>		
<u>Graffiti removal (includes VAT)</u>		
Removal of extensive graffiti from private property (per hour)	75.00	Standard
<u>Street trading consents</u>		
Basic fee	890.00	Outside Scope
Additional annual charge for each day of the week a trader operates	205.00	Outside Scope
<u>Sale of technical documents</u>		
Fee at the discretion of the Environmental Health and Licensing Manager	POA	Standard
<u>Annual animal licence fees</u>		
Higher Tier activities (exc. Home board and day care dogs) New application	335.96	Outside Scope
Higher Tier activities (exc. Home board and day care dogs) Renewal	227.67	Outside Scope
Lower Tier activities (Home board and day care dogs) New application	311.89	Outside Scope
Lower Tier activities (Home board and day care dogs) Renewal	203.61	Outside Scope
Additional activity charge	45.73	Outside Scope
Enforcement charge	160.56	Outside Scope
Re-rating fee	185.35	Outside Scope
Transfer / variation	50.00	Outside Scope
Copy of licence	30.00	Outside Scope
Dangerous wild animals	493.00	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 2020 £	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

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

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

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

Annual charge

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

Non City / Town Centre

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

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

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

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

	89.00	Outside Scope
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Fees and charges

Premises and alcohol related licences

	From April 2020 £	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 2020 £	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 2020 £	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 2020 £	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 2020 £	VAT treatment
<u>Taxi and Hackney Carriage licensing fees (outside scope of VAT)</u>		
<u>Vehicle applications</u>		
Hackney Carriage licence	271.00	Outside Scope
Private hire vehicle licence	236.00	Outside Scope
Temporary Hackney Carriage/private hire vehicles for period of 14 days extendable to 28 days when the licence is for a replacement vehicle provided by a specialist company while accident damage repair is carried out on a licensed Hackney Carriage or private hire vehicle	142.00	Outside Scope
<u>Changes to licence</u>		
Change of vehicle during the licensing period (i.e. transfer to replacement vehicle for balance of licence period - existing plate must be returned)	98.00	Outside Scope
Change of vehicle licence type during the licensing period (e.g. from Hackney Carriage to private hire)	103.00	Outside Scope
Change of drivers licence during the licensing period (e.g. From private hire to Hackney Carriage drivers licence)	39.00	Outside Scope
<u>Drivers licence new applications</u>		
Combined Hackney Carriage and private hire drivers licence - one year	242.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	445.00	Outside Scope
Private hire drivers licence - one year	242.00	Outside Scope
Private hire drivers licence - three year	445.00	Outside Scope
<u>Drivers licence renewals</u>		
Combined Hackney Carriage and private hire drivers licence - one year	178.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	388.00	Outside Scope
Private hire drivers licence - one year	178.00	Outside Scope
Private hire drivers licence - three year	388.00	Outside Scope
<u>Private hire operators licence (valid for 1 year)</u>		
1 vehicle owner/driver	176.00	Outside Scope
2 - 5 vehicles	198.00	Outside Scope
6 - 20 vehicles	281.00	Outside Scope
21 - 40 vehicles	392.00	Outside Scope
41 - 60 vehicles	504.00	Outside Scope
61 - 80 vehicles	615.00	Outside Scope
81 - 100 vehicles	726.00	Outside Scope
<u>Private hire operators licence (valid for 5 years)</u>		
1 vehicle owner/driver	525.00	Outside Scope
2 - 5 vehicles	547.00	Outside Scope
6 - 20 vehicles	630.00	Outside Scope
21 - 40 vehicles	741.00	Outside Scope
41 - 60 vehicles	853.00	Outside Scope
61 - 80 vehicles	964.00	Outside Scope
81 - 100 vehicles	1,075.00	Outside Scope

Fees and charges

Taxi licences

	From April 2020 £	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	0.00	Outside Scope
Knowledge test including re-takes for Hackney Carriage Drivers	72.00	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 2020 £	VAT treatment
<u>Registration fees</u>		
Ear piercing, electrolysis, tattooing and acupuncture		
- Practitioners	209.00	Outside Scope
- Premises	209.00	Outside Scope
Sex establishments	936.00	Outside Scope
Sex establishments	936.00	Outside Scope
Initial fee		
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	102.00	Outside Scope
Application to transfer or amend a site licence	295.00	Outside Scope
Application for a minor amendment to a site licence	200.00	Outside Scope
Application for a replacement copy of a site licence	25.00	Outside Scope
Annual licence fee for a single unit site 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)	356.00	Outside Scope
Scrap metal collectors licence (3 year licence)	227.00	Outside Scope
Charity collection permits:		
House to house collections	Free	Outside Scope
Street collections	Free	Outside Scope
<u>Certificate of suitability</u>		
Film certification	351.00	Outside Scope

Fees and charges

Planning and Building Control Services

	From April 2020 £	VAT treatment
<u>Borough Local Plan (second alteration) adopted version 2001</u>		
Hard copy (proposal map only); The new Local Plan Runnymede 2030 will be an online document only	n/a	Outside Scope
The Local Plan is also available on the Internet on www.runnymede.gov.uk		
<u>Planning fees</u>		
Planning application fees	Set by Statute	Outside Scope
<u>Pre-Application advice service fees</u>		
– Set by the Planning Committee on 23 October 2019		Standard
High hedges complaint fee – Charge for processing and resolving dispute	701.00	Outside Scope
<u>Building control fees</u>		
Set by the Planning Committee (last set on 1 October 2010) with guidance issued by Local Authority Building Control	No Increase	Standard
Regularisation fees - set separately 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 2020 £	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	240.00	Outside Scope
A minimum fee for general enquiries for the supply of planning and building control histories and background information on sites	94.00	Outside Scope
Building Control completion letter	43.00	Outside Scope
<u>Search and copying fees, paper/electronic (micro-fiche) (includes VAT)</u>		
Search and copying fees - planning decision notices	34.00	Standard
Copies of 106 Agreements and appeal decisions	34.00	Standard
Background papers / miscellaneous documents	3.60	Standard
A4 print from website	0.30	Standard

Fees and charges

Corporate and Business Services

	From April 2020 £	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 2020 £	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)	34.00	Standard
<u>Council Tax</u>		
Court costs	not yet known	Exempt
<u>Business Rates</u>		
Court costs	not yet known	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 2020 £	VAT treatment
<u>Corporate Properties</u>		
Garage rentals (per week)		
If included with house	13.00	Outside Scope
Private rental	15.60	Standard
Sale of property enquiries - refundable if sale proceeds	1,000.00	Standard
<u>Runnymede Business Partnership</u>		
Sale of directory		
Hard copy	Free	
Digital copy (Companies within Borough)	60.00	Outside Scope
Digital copy (Companies outside Borough)	120.00	Outside Scope
Renewal for full entry on the iRunnymede App		
One entry renewal	40.00	Standard
Two entry renewal (same company)	30.00	Standard
<u>Civic Centre accommodation charges</u>		
Council Chamber		
Community use per hour	40.00	Standard
Semi commercial use per hour	80.00	Standard
Commercial use per hour	120.00	Standard
Committee Room		
Community use per hour	20.00	Standard
Semi commercial use per hour	40.00	Standard
Commercial use per hour	60.00	Standard
Foyer/Meeting Rooms/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	35.00	Standard
<u>Sale of agendas and civic publications</u>		
Sale of copy agendas per annum		
Residents groups etc. - All Committees	126.00	Outside Scope
Residents groups etc. - individual main Committee only (except Planning)	35.00	Outside Scope
Residents groups etc. - Planning Committee only	105.00	Outside Scope
Commercial organisations - All Committees	499.00	Outside Scope
Commercial organisations - Individual Main Committee only (except Planning)	110.00	Outside Scope
Commercial organisations - Planning Committee only	324.00	Outside Scope
Sale of copy agendas - Individual copies	3.50	Outside Scope
Sale of copy minute book		
Residents groups etc. - per annum	52.50	Outside Scope
Residents groups etc. - per individual copy	9.45	Outside Scope
Commercial organisations - per annum	180.00	Outside Scope
Commercial organisations - per individual copy	46.00	Outside Scope

Runnymede Capital Programme to 2023/24

Cost Centre	Scheme details	Approval Date	Scheme Budget	Actual to 31 Mar 19	Revised 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Forecast 2023/24	Comments
			£	£	£	£	£	£	£	
Housing Services										
<u>Improvement Grants/Loans (private sector properties)</u>										
CHAA	Disabled Facilities Grants	-	2,675,000		535,000	535,000	535,000	535,000	535,000	} Funded by grant.
CHAA	Discretionary Renovation Grants	-	149,880		29,976	29,976	29,976	29,976	29,976	
CHAA	Minor Works Assistance Grants	-	84,850		16,970	16,970	16,970	16,970	16,970	
CHAB	Loans - Granted	-	200,000		40,000	40,000	40,000	40,000	40,000	
CHAB	Moving Home Scheme Loans	-	147,805		29,561	29,561	29,561	29,561	29,561	
<u>Capital Schemes (non-council housing)</u>										
CHBA	New Housing Schemes - Grants to partner organisations (Provision)	-	1,500,000		300,000	300,000	300,000	300,000	300,000	
<u>Capital Schemes (HRA Housing)</u>										
CHAI	Capitalisation of improvement works	HRA Business Plan	21,572,000		3,022,000	3,550,000	5,000,000	5,000,000	5,000,000	
CHBF	Purchase of Property	Hsg - Sept 2016	6,200,000		1,300,000	1,300,000	1,300,000	1,300,000	1,000,000	Part financed by use of Housing receipts not paid to the Government Pool - New Build Housing.
CHBK	Reprovision of flood damaged houses (Farm Close)	Hsg - Sept 2016	753,276	298,276	455,000					Funded from Major Repairs Reserve
CHBL	St Georges Development, Addlestone	CMC - Sept 2017	2,552,252	476,252	100,000	1,976,000				Subject to future Cttee report, 27% 1-4-1, 73% HRA.
CHBM	Dunkirk Nursery	CMC - Nov 2017	3,592,136	842,136		1,250,000	1,500,000			Initial land purchase undertaken. Future works subject to future Committee Report
CHBN	HRA Grants to Registered Providers	CMC - June 2019	2,350,000		350,000	500,000	500,000	500,000	500,000	Funded 100% from 1-4-1 set aside receipts
CHBS	Conversion of garages into temporary accommodation	CMC - Jan 2019	900,000			300,000	600,000			Part financed by use of Housing receipts not paid to the Government Pool.
CHBP	Grant to Salvation Army - New Shower Facilities	-	3,263		3,263					
CHBR	New Haw Road Conversion	CMC - Jan 2019	150,000		150,000					
Sub-totals			42,830,462	1,616,664	6,331,770	9,827,507	9,851,507	7,751,507	7,451,507	
Environment & Sustainability										
<u>Environmental Services</u>										
CGEL	Vehicle fleet replacement programme:	CMC - Mar 2018	2,105,268		1,883,268	222,000				Post 20/21 budgets subject to future committee report (Based on replacement schedule Dec 18)
CGPC	River Thames Flooding Scheme	CMC - Oct 2017	5,000,000			2,000,000	2,000,000	1,000,000		
-	Joint Enforcement Team	TBA	150,000			150,000				Subject to future committee report
Sub-totals			7,255,268	0	1,883,268	2,372,000	2,000,000	1,000,000	0	
Community Development										
<u>Community Transport</u>										
CGKS	Vehicle fleet replacement programme:	-	536,146		248,146			288,000		Post 20/21 budgets subject to future committee report (Based on replacement schedule Dec 18)
			0							
			0							
CGAG	CCTV Equipment Replacement	-	675,000		135,000	135,000	135,000	135,000	135,000	Annual provision available to draw down
CGPN	Spelthorne CCTV Wireless Contract	-	159,400	25,469	133,931					Fully funded by contributions
			0							
<u>Grant Aid to Sporting and Community Organisations</u>										
CGBQ	Grants to Local Organisations	-	100,000		20,000	20,000	20,000	20,000	20,000	Annual provision available to draw down
CGRA	Loan to St Ann's Hill Open Space Trust	CMC - Mar 2019	35,000		35,000					Non-financial investment
CGRA	Loan to Addlestone Canoe Club	Council - Mar 2020	150,000			150,000				Non-financial investment
			0							
<u>Sports & Leisure Development</u>										
CGNR	Egham Leisure Centre Development	CMC - June 2017	18,993,566	17,086,440	1,907,126					
			0							
			0							
<u>Parks and Open Spaces</u>										
CGPB	Runnymede Pleasure Ground	CMC - Sept 2017	4,781,000	294,137	298,148	4,188,715				
CGPW	Securing Sites - Parks and Open Spaces	CMC - Jan 2019	350,000		250,000	100,000				
-	Replacement play area programme	TBA	300,000				100,000	100,000	100,000	Subject to annual committee reports
CGPX	Parks vehicle replacement programme	CMC - Jan 2019	116,000		0	68,000	18,000	18,000	12,000	Subject to future committee report (Based on updated replacement schedule Nov 19)
CGPZ	New Bike Track - King's Lane Open Spaces	TBA	30,000			30,000				Funded by s106 Contributions
-	Grounds Maintenance Contract Vehicles	TBA	236,000			236,000				Subject to future committee report
-	Addlestone Cemetery Extension	TBA	0							Subject to future committee report
-	Youth Café	TBA	120,000			120,000				Subject to future committee report
Sub-totals			26,582,112	17,406,046	3,027,351	5,047,715	273,000	561,000	267,000	

Runnymede Capital Programme to 2023/24

Cost Centre	Scheme details	Approval Date	Scheme Budget	Actual to 31 Mar 19	Revised 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Forecast 2023/24	Comments
			£	£	£	£	£	£	£	
Corporate & Business Services										
<u>General schemes</u>										
CGLG	Provision for Asset Management	-	1,750,000			400,000	350,000	500,000	500,000	Subject to future committee reports & dilapidation surveys
CGNB	Development Loans - RBCI (Addlestone One)	CMC - Nov 2014	27,322,571	26,326,054		996,517				Non-financial investment
-	Development Loans - RBCI (Egham Gateway)	-	14,431,340				14,431,340			Non-financial investment
-	Depot refurbishment works	CMC - Feb 2019	250,000			100,000	150,000			Subject to future committee report
-	Capital Contribution towards Surrey wide Traveller site	TBA	300,000			300,000				Subject to future committee report
			0							
			0							
<u>ICT schemes</u>										
CGJW	ICT Hardware Replacement (Incl Members)	CMC - Oct 2017	590,000		100,000	122,500	122,500	122,500	122,500	Annual provision available to draw down (Includes VDI)
CGJZ	ICT Upgrades & Developments	-	657,707		257,707	100,000	100,000	100,000	100,000	Annual provision available to draw down
CGNZ	VDI - Virtual Desktop Infrastructure Solution	CMC - June 2017	153,609	145,396	8,213					
CGPA	CRM System and Online Portal	CMC - Jul 2017	145,000	123,900	21,100					
-	Runnymede Website Upgrade	TBA	25,000			25,000				Subject to future committee report
CGRB	E- Procurement System	TBA	20,000		20,000					Subject to future committee report
CGPY	Retendering Systems - Provision	CMC - Feb 2019	6,188,200		108,200	1,520,000	1,510,000	1,550,000	1,500,000	Subject to future committee report
CGPY	Retendering Systems - Income Management System	CMC - Feb 2019	91,800		91,800					
CGRF	Civica ICON Payment Kiosk	CMC - Sept 2019	20,000		20,000					
-	Planning CIL System	CMC - Jan 2020	40,000			40,000				
			0							
			0							
<u>Property related schemes</u>										
-	Property Investment Purchase Provision	CMC - Dec 2016	164,617,075		64,617,075	100,000,000				Non-financial investment
CGMA	Addlestone ONE Project	CMC - Sept 2014	79,984,528	75,301,060	4,562,977	120,491				
CGMN	Edwards Close (Marshall Place) redevelopment	CMC - Jun 2016	2,627,000	2,132,549	445,848	48,603				
CGNF	River Bourne Health Club, Chertsey	CMC - Aug 2016	2,657,000		2,657,000	0				Non-financial investment
CGNH	6 Station Road, Egham	SO42 - Nov 2016	695,496	595,496	100,000	0				
CGNM	Egham Business Park	CMC - Dec 2016	32,885,247	32,885,247	0	0				Non-financial investment
CGNQ	Egham Gateway West Development	Council - Nov 2016	81,340,000	0	12,500,000	21,700,000	42,300,000	4,840,000		
CGMT	Barbara Clark House (Ashdene House) Redevelopment	Council - July 2019	7,000,000			5,100,000	1,900,000			
CGPQ	Chertsey Metrode Development	CMC - July 2018	18,820,000		9,200,000	9,149,500	470,500			Non-financial investment
-	1 Pine Trees refurbishment	CMC - Sept 2019	1,250,000			1,250,000				Non-financial investment
-	Egham Gateway East Development	TBA	30,000,000			0			30,000,000	Subject to future committee report
			0			0				
Sub-totals			473,861,573	137,509,702	94,709,920	140,972,611	61,334,340	7,112,500	32,222,500	
Summary										
	Housing Services		42,830,462	1,616,664	6,331,770	9,827,507	9,851,507	7,751,507	7,451,507	
	Community Services		26,582,112	17,406,046	3,027,351	5,047,715	273,000	561,000	267,000	
	Environment & Sustainability		7,255,268	0	1,883,268	2,372,000	2,000,000	1,000,000	0	
	Corporate and Business Services		473,861,573	137,509,702	94,709,920	140,972,611	61,334,340	7,112,500	32,222,500	
Total			550,529,415	156,532,412	105,952,309	158,219,833	73,458,847	16,425,007	39,941,007	