

RUNNYMEDE BOROUGH COUNCIL

BUDGET INFORMATION 2021 - 22

ITEM

Budget and Council Tax report
Council Tax Setting for 2021/22
Medium Term Financial Strategy

General Fund Budget:

General Fund Summary Revenue Account
General Fund Subjective Analysis

General Fund Service Estimates:

Housing Committee
Community Services Committee
Environmental and Sustainability Committee
Licensing Committee
Regulatory Committee
Planning Services
Corporate Management Committee

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Synopsis of report:

The Council has received reports on the effect of the pandemic on the Council's finances for the current financial year 2020/21. This report sets out the longer-term financial implications for the Council and how it will balance the capital and revenue budget over the next three financial years.

To provide Council with the statutory details on the 2021/22 Council tax base for approval and the projected Collection Fund Deficit for the year ending 31 March 2021.

1. Context of report

- 1.1 For almost a decade the Council has set a balanced budget and funded significant capital investment projects in Addlestone and Egham, which includes a purpose-built leisure centre and swimming pool. It has achieved this while setting the lowest tax rates in Surrey. While a number of Councils have been forced to cut services over the last ten years this Council has expanded the services it delivers to residents, especially the discretionary services.
- 1.2 The remainder of this report details how the Council will continue to balance its revenue budget over the next three years and fund a significant capital programme.

2. Medium Term Financial Strategy Introduction

- 2.1 The budget monitoring and management information systems are projecting a deficit of £5.6m in 2020/21. When the Council set the budget, it anticipated a budget surplus of £0.5m. The deficit is a mixture of increased costs and reduced income. For example, to maintain Egham Orbit operational, the Council has provided a grant facility and released grant to cover operational running costs. A significant proportion of the losses are covered by significant one off Government grants. However, it is unlikely this level of support will continue in 2021/22. In September, officers forecast a budget deficit of over £7.5 million. This has been reduced by officers reducing and deferring expenditure where possible to protect the Council's financial position.
- 2.2 The Council receives less than 9% of the council tax it collects and 4% of the business rates collected and receives very little Government funding in an ordinary year. The income collected from car parks, planning, trade waste and rents pays for services like street cleansing, refuse collection, parks and open spaces and keeping our communities safe and more. A significant part of the costs of providing services comes from the commercial income that the Council receives.
- 2.3 By tightly controlling our expenditure, cancelling all non-essential expenditure and additional specific Government grant support, the Council has reduced the original deficit from £7.5m to £5.6m. The Medium Term Financial Strategy anticipates that the reserves will continue to be depleted over the next two

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financial years. The income lost from all existing income streams is over £8m and it is not totally clear if some of the debt may force the Council to increase its provision for bad debts significantly.

2.4 Most economic forecasts anticipate the pandemic to create major economic disruption and the impact will be felt on the Council's finances, other local authorities, business, charities and individuals to 2023. However, this may change as the latest lockdown may have significant adverse effects on the economy. For Runnymede Borough Council the lockdown is likely to change the estimates we have made on:

- Council tax support payments -any increase in unemployment rates or residents furloughed will reduce the council tax receipts
- Working age claimants must pay at least 20% of the council tax due, more if they are in a band E or above property. The liability for a Band F property and above is 100% of the tax due. This could adversely effect collection rates.
- The financial plans of the Council assume income from all sources, commercial rents, car parks, planning etc. returning to normal between 2021 and 2023.
- The Council's regeneration plans include committed schemes at Ashdene (Barbara Clark) House and Egham Gateway. The capital strategy is focused on short life asset purchase to support service delivery.
- Permanent changes to the way we live such as increased on-line shopping may mean the Council's car parking and retail rent income is unlikely to fully recover. In early December several high street brand names ceased trading. It is likely that high streets will look very different in 2021 onwards.
- Increased costs in the short term, e.g. IT costs of additional unplanned and remote home working, PPE, shielding vulnerable residents etc.

Spending review.

2.5 The full details of the Local Government Finance Settlement announced in late December 2020 show the Government plans to support Councils in 2021/22 by continuing to cover the cost of some income lost for the first three months of the year. The longer term "Fair Funding" and "Business rates retention" reviews will be undertaken in 2021/22 but it is likely most Government support will be directed at adult social care and children and family costs. The Council's financial plans are not anticipating any significant change in Government long term funding from that which has already been agreed. The Spending Review has announced numerous examples of increased Government spending including PPE, homelessness and rough sleepers. Any increase in resources will be reported to Council in the regular budget monitoring updates.

Referendum Limits – Council tax

2.7 On the 25 November 2020, the Government announced referendum limits for council tax increases with 2% for general council tax increases and a further 3% for those Councils with specific adult social care responsibilities. Runnymede Borough Council can increase their Band D rate by £5 a year.

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Capitalisation of Revenue costs.

- 2.8 Capital expenditure is generally where the Council spends on the acquisition of an asset or creates or adds to an existing asset. Capital expenditure can be paid for in a number of ways including selling an asset to provide a capital receipt, a charge to the General Fund revenue account or borrowing. All the above ultimately lead to a charge to the council taxpayer unless the cost is paid for by a third party (Section 106 planning gain, government grant etc.). Ultimately most capital expenditure is totally funded from revenue.
- 2.9 Revenue expenditure is the spend on day to day running costs such as salaries, fuel and building running costs and the debt charges if the Council borrows to fund its capital spend. For this Council the debt charges are interest on the loans and Minimum Revenue Provision to repay the sum borrowed when it becomes due if the loan is a maturity loan.
- 2.10 Government legislation, for at least thirty years has prohibited Councils from charging revenue expenditure to capital. If it could be done, then some local authorities may borrow to pay day to day running costs. In the late 1970s some Councils sold assets to reduce local taxes or increase revenue spending forcing Government to legislate.
- 2.11 A Council may capitalise revenue spending with the express consent of the Government. Any final conditions and the fine detail imposed by Government will be agreed by Members before any capitalisation is implemented at the financial year end.
- 2.12 The current pandemic is viewed as a “once in a hundred years” event, similar to the Spanish flu pandemic of 1918/19. The Council has spent a decade developing its service provision, only committing to growth when the Members felt the growth was sustainable with existing resources. The services the Council provides will be required by residents during and after the pandemic. The view of the Council is that cutting services to make up for a short term loss of income to rebuild again in 2023 would not be a good use of public money.
- 2.13 The Council has a very strong balance sheet and a number of specific earmarked revenue reserves. These reserves relate to specific risks and it is the view of the Council’s Section 151 officer that depleting those reserves during 2020/21 and 2021/22 will expose the Council to financial and service delivery risk, including the potential for a Section 114 notice.
- 2.14 It would make operational and financial sense to capitalise the Covid-19 losses for 2020/21 and potentially 2021/22 of up to £4m and use the Council’s capital reserves to cover that cost. To date the Council has set aside over £14m to repay debt when it becomes due. The Council’s cash investments are in excess of £70m. These reserves can be used to fund Covid losses and the Medium Term Financial Strategy for 2023/24 onwards will make additional contributions to replenish that provision. Members have been clear they wish all loans to be fully repaid when due with no risk of re-financing loans at high interest rates.
- 2.15 This solution offers choices to the Council in March 2021, by capitalising £4m of the £5.6m deficit to protect the Council’s financial resilience and its service delivery. This will give Members the timescale to evaluate officers’ efficiency

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savings and other changes to the base budget in 2021.

- 2.16 While the UK economy should be well into a recovery by 2023 the Council policy is to:
- Continue to make efficiency savings to make resources available to fully fund and enhance front line services.
 - Seek Government authority to capitalise up to £4m of income loss and increased costs in 2020/21 to 2021/22.
 - Make revenue contributions to capital expenditure in 2023/24 onwards as the Council's financial position improves. To be clear, there is no increase in the Council's external borrowing need.

The Government have given blanket approval for any transformation costs, including redundancy costs, to be capitalised. Any such costs are not included in the £4m above.

- 2.17 The Council has consistently produced coherent corporate plans backed by a robust financial strategy which has focused on regeneration schemes to enhance the local economy. Covid 19 has forced almost every organisation in the UK to focus on the in-year financial position only. The Appendices attached are focused on 2021/22 and give Members an indication of the Council's financial position in 2022 onwards. This is more of a tactical "holding" budget than a financial strategy.

3. Resource implications (a)

- 3.1 The Government continues to provide ongoing support to this Council, the county council, residents and businesses through a wide variety of reliefs, grants and income compensation schemes which will continue into 2021.
- 3.2 The Council is committed to significant regeneration schemes in Egham Town and Barbara Clark House and completing Addlestone One commercial and residential lettings. These are pre-commitments on the Council's capital and revenue budgets between 2020/21 and 2022/23. The General Fund working balance has always been maintained well above the minimum to account for delays in construction and delays in generating capital and revenue receipts
- 3.3 The Council's earmarked reserves are part of its risk management strategy in relation to business rates retained, commercial income and dilapidations. It is the Section 151 officer's view that those earmarked reserves are much more, not less, likely to be called upon for the purpose intended and should not be used to cover the cost of the pandemic.
- 3.4 The Council's significant investments of over £70m and a strong balance sheet allow the Council to fund the capitalisation of the Covid costs from future revenue resources without increasing the Council's external borrowing.

4. Tax base

- 4.1 The Council is required to undertake a formal calculation of the 2021/22 council

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tax base , in accordance with the requirements of the Local Government Finance Act 1992. The precepting authorities are to be provided details by 31 January 2021 to allow them to set their precept.

- 4.2 The legislation requires that the calculations must be based on the actual numbers as at 30 November 2020 and the same tax base will be used by each precepting authority in setting their 2021/22 council tax rates in February 2021.
- 4.3 The tax base is calculated by taking the actual number of properties in each property band from A to H. This then gives us the Band D equivalent numbers. The Council then makes statutory allowances, discounts and other statutory adjustments which then gives the legal Band D requirement.
- 4.4 The Council has to make a judgement on the level of council tax support and the collection rate. In normal years the number of households claiming council support has remained fairly constant and the collection rate a constant over 98% collected within the financial year. Due to the ongoing impact of Covid 19 on the collection rate the estimated collection rate for 2021/22 has been reduced from 98% to 96%. At this time it has been assumed there will be no net increase in dwellings due to new build or demolition of properties in the borough. The increase in council tax support claimants and the reduced collection rate has reduced the tax base by 2%

	2020/21	2021/22	Change
Number of dwellings	37,044	37,299	255
Council Tax Support	(2,184)	(2,373)	(189)
	34,860	34,926	66
Band D equivalent	34,748	34,750	
Collection rate	98%	96%	
	34,053	33,360	(693)
Add military houses	46	44	
	34,099	33,404	

- 4.5 Given the tax base is estimating events effecting tax collection up to 16 months in advance the assumptions made above appear reasonable in setting the tax base.

5 Formal disclosure of the collection fund deficit

- 5.1 Any surplus, or deficit, on the collection fund account is to be paid over or collected by the preceptors in proportion to their precepts set for the year.
- 5.2 The table below shows the collection fund estimated deficit for the year ending 31 March 2021 using the most reliable data. This was produced with over three months to go to the financial year end and with the country in national lockdown and shows a range of estimates for the collection rate. The best estimate from Runnymede finance officers is a deficit of just over £1.5m – Members will note that each 0.5% variation alters the surplus or deficit by almost £337,000.

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Deficit 2020/21			
Due to collect	67,379,125	67,379,125	67,379,125
Assumed collection rate	97.0%	96.5%	96.0%
	65,357,751	65,020,856	64,683,960
Precepts	£	£	£
Surrey CC	51,539,637	51,539,637	51,539,637
Police	9,226,166	9,226,166	9,226,166
Runnymede	5,783,000	5,783,000	5,783,000
	66,548,803	66,548,803	66,548,803
Deficit	1,191,052	1,527,947	1,864,843
Deficit to be apportioned	1,527,947		
	£		
Surrey CC	1,183,341	77.4%	
Police	211,833	13.9%	
Runnymede	132,774	8.7%	
	1,527,947	100.0%	

- 5.3 Each individual precepting authority will include the deficits shown above in their precepts for the next three years. In December 2020 the Government changed the legislation to require the deficit to be spread. So for Runnymede Borough Council the deficit will be £44,258 spread over 2021/22 to 2023/24.

6. Resource implications (b)

- 6.1 The reduction in the Band D equivalent tax base from 34,099 to 33,404 will reduce the expected council tax income to the Council in 2021/22 from the amount the Council originally anticipated. The table below shows that Runnymede will now receive less than £50k, not the £170k originally anticipated.

	2020/21	2021/22	
		Original	Dec-20
Tax base	34,099	34,099	33,404
Tax rate - band D	169.59	174.59	174.59
Tax income	5,782,890	5,953,386	5,832,039
Increase		170,496	49,149

7. Legal implications

- 7.1 The Council is legally obliged to calculate the Council Tax Base for 2021-2022 by 31 January 2021.

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- 7.2 Section 31B of the Local Government Finance Act 1992, as inserted by the Localism Act 2011, imposes a duty on Runnymede Borough Council, as a billing authority, to calculate its Council Tax by applying a formula laid down in that Section. The formula involves a figure for the Council Tax Base for the year, which must itself be calculated.
- 7.3 The Local Authority (Calculation of Council Tax Base) (England) Regulations 2012 (the Regulations), require a billing authority to use a given formula to calculate the Council Tax Base.
- 7.4 Legislation also imposes a duty on Runnymede Borough Council to calculate the Council Tax Base within a prescribed period which is laid down in the Regulations as between 1 December and 31 January. The Regulations state that the calculation of the Tax Base must be based on the Valuation list produced by the Listing Officer of HM Revenue & Customs as it stands on 30 November in the year preceding that for which the relevant amount is calculated (i.e. at 30 November 2020 for the financial year 2021-2022). It must show actual numbers of properties at that date and allow for the effects of council tax discounts and exemptions including the council tax support scheme discount (CTS). It must also show likely changes to bands, new properties, properties taken off the valuation list and likely changes to discounts, empty properties and exemptions for 2021-2022.

Recommendations agreed by Full Council on 9 February 2021:

- i) the Council capitalises up to £4 million of Covid-19 related costs in 2020/21, subject to Secretary of State approval;**
- ii) the £4 million be funded from cash set aside in previous years to repay debt in 2063 totalling £14 million which is accounting treatment of capital financing and will not increase the Council's borrowing requirement or the cash balances of the Council;**
- iii) the Medium Term Financial Strategy as reported be approved;**
- iv) the Band D Council Tax rate be increased by £5 a year in line with the Government's referendum limits;**
- v) proposals be produced for the Council to consider which produce £1 million of efficiency savings to be implemented in 2021/22; and**
- vi) plans be produced to reduce the base budget in 2022/23 by a further £1 million.**
- vii) the Budget for 2021/22 be approved**
- viii) the Runnymede Borough Council Tax be increased by £5 (band D equivalent) for 2021/22**
- ix) Proposed Council Tax for 2021-22 be as set out below:**

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1. The Council Tax Base 2021/22 for the whole Council as 33,404.0 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 2.95% increase in the Runnymede Borough Council element of the Council Tax for 2021/22
3. That the following amounts be calculated for the year 2021/22 in accordance with Sections 31 to 36 of the Act:
 - A £67,116,652.96 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 £61,284,648.60 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act.
 - C £5,832,004.36 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 £174.59 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 £174.59 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 2021/22 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	116.39	135.79	155.19	174.59	213.39	252.19	290.98	349.18

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

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year in respect of categories of dwellings listed in different valuation bands.

To note for the year 2021/22 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	1,032.72	1,204.84	1,376.96	1,549.08	1,893.32	2,237.56	2,581.80	3,098.16
Surrey Police	190.38	222.11	253.84	285.57	349.03	412.49	475.95	571.14

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 2021/22 for each of the categories of dwellings:

Valuation band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
TOTAL council tax due	1,339.49	1,562.74	1,785.99	2,009.24	2,455.74	2,902.24	3,348.73	4,018.48

The Council has determined that its relevant basic amount of Council Tax for 2021/22 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 2021/22 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 2021 to 1 January 2022 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 2021/22 to 2025/26

Introduction

1. For several years, the Council has invested significant resources in regeneration projects in the towns of Addlestone and Egham. By the end of 2021/22 the Council will have invested over £150 million in building new dwellings, enhancing the local economy and creating new sustainable employment opportunities. The new dwellings are all a mix of affordable housing, owner occupier and private rental accommodation.
2. The Council has also invested £17m in replacing a 30-year-old leisure centre in Egham with a new purpose-built leisure centre which includes a swimming pool.
3. To fund these projects the Council has borrowed sums from Government to fund the construction. The payment of interest on those loans depleted the Council's reserves until the income from rents and sale of some dwellings could be used to replenish reserves and fund the next project on a rolling program. At the same time the Council bought assets to generate a rental income to help pay some of the borrowing costs during construction.
4. The decade 2010 to 2020 has been one where national Government has reduced public spending to rebalance the national economy. The Council, in real terms, has lost around £7.5 m in government Revenue Support Grant. During that period, it has not cut any service provision, indeed it has been able to develop services over the last decade by implementing:
 - An efficiency programme to reduce the employee costs by 16% through redesign of services, implementing a new Customer Services function and developing its ability for residents to transact with the Council electronically 24 hours a day. These efficiency savings have been used to offset reductions in Government funding.
 - Selling services relating to elderly care to individuals, Surrey police and other local authorities. These include Community transport, care- line, CCTV services etc.
 - A commercial asset portfolio where commercial rents supported the Council's regeneration programme with a long-term rental stream.
5. Clearly the Coronavirus (Covid 19) pandemic has caused most organisations serious financial difficulties, in both the private and public sectors, including Runnymede Borough Council. This iteration of the financial strategy is focused on stabilising the Council's financial position as the UK moves into economic recovery hopefully in the summer of 2021.

The UK economy

6. In early October 2020 the UK sovereign credit rating was downgraded from AA2 to AA3. The following week several UK banks saw their credit rating downgraded. It remains to be seen if this will cause difficulties with the local economy and the Council's investment strategy.
7. Generally, inflation remains low. However, some inflation rates are running at high levels due to Covid-19 e.g. second-hand car inflation at 8.9% as some people move

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from public transport to increased car usage. Shortages of printers, webcams etc has led to a 10.9% increase in data processing equipment inflation. Some prices, including petrol, fell in 2020. Inflation is expected to average 2% in 2021/22. The Council's budgets make sufficient provision for inflation going forward and this can be enhanced with the General Fund working balance.

8. Various areas close to Runnymede were in lockdown before the second national lockdown in November 2020. While it is difficult to know how this may affect the income of individual Runnymede residents in the future, between October 2019 and October 2020 the number of households claiming council tax support rose by 8.7% from 2,184 to 2,373 claimants. This will impact on the local economy as residents have less disposable income to spend and council tax collection rates have fallen. Those problems continued in late 2020 as Runnymede was in tier 4. As of January 4, 2021, we are in the national lockdown 3.
9. A year ago, one of the major economic risks was the effect of Brexit on the local economy. That risk still needs to be taken into consideration on the economic outlook as we approach the financial year 2021/22.
10. While interest rates are low for investment income and are likely to remain low for the foreseeable future, this has resulted in a significant loss of income to the Council that is likely to continue into the next few years. While base rates are low at 0.1%, borrowing costs for long term loans are around 1.5%.
11. A prevailing view, prior to the third lockdown, appears to be the UK economy will start to recover in late 2021 which gains momentum in through 2022 and into 2023.

Council finances 2020/21

12. The outlook for the current financial year has changed considerably since the Council set its budget in February 2020. The original budget showed a surplus of £500k to fund services. Covid-19 has changed this to a projected deficit by March 2021 of £7.2 million which then reduced to £5.6m as Government support continued and the Council instigated a policy in summer of 2020 to restrict spending to essential front-line service costs. A swing of £6 million seriously depletes the General Fund reserves. The main reason is loss of income which is likely to persist into 2021 and 2022. Some economists are looking at the economy returning to near normal levels in the second half of 2022 or early 2023. The table on the next page shows the assumptions made on income shortfalls prior to the third national lockdown.

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	2020/21		2021/22	2022/23
	Budget £000	Variance £000	Variance £000	Variance £000
Community services / transport	119	60	30	0
Day centres	276	180	90	0
Community halls	183	110	55	0
Meals at home	180	(25)	(25)	0
Museum	32	15	15	0
Parks and open spaces	204	70	35	0
Domestic and trade waste	619	370	185	0
Car parks - off and on-street	1,052	620	496	248
Planning and development control	836	120	60	0
Building control	344	104	52	0
Council tax costs not recovered	177	71	35	0
Local land charges	247	150	75	0
	4,269	1,845	1,103	248
Commercial income	24,467	4,000	3,200	640
	28,736	5,845	4,303	888

13. As a planning assumption the Council is assuming that income continues to slowly improve from the spring of 2021. However increased costs and reduced income of at least £11m over a three-year period makes the Council's financial position unsustainable and long-term solutions to bridge the budget gap need to be implemented in 2021 to protect services

Business rates Retained

14. Local authorities retain only some of the business rates they collect. In Surrey the districts collect business rates and the total collected is split 50% to government, 40% to Runnymede and 10% to Surrey CC. However, the Government then applies a "needs based" levy to adjust income for relative need. The Government top slices £25m to redistribute to other parts of the UK, leaving Runnymede with a starting position of just under £25m.
15. From this a "tariff" of just under £20m is applied. Since the introduction of the scheme all the Surrey councils have increased their business rates tax base and the income collected. To minimise the loss of income to Government, districts can choose to "pool" resources with other districts and the County Council. Since the outset various districts have formed a pool with the County Council to maximise rates retained. The "Surrey pool" is created from the best mix of districts working with the County Council to reduce resources paid to Government and maximise those kept in the county.
16. The "Surrey pool" which provides the highest forecast gains cannot include all the districts as the pool itself is required to pay a levy on the gains. All the districts work together with the County Council to choose a pool that maximises the gains. The pool composition can therefore change every year, but most years it advantages the pool if Runnymede joins.

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17. The table below demonstrates that for the financial year 2020/21 the pre- Covid estimate of business rates to be retained in Runnymede increased by £0.8m to just under £4.5m.

2020/21 pooling gain estimates							
	Share of rates collected	Less (Tariff) or top up	Less levy on growth	Add multiplier grant	TOTAL	Pooling gain	TOTAL RESOURCES
	£m	£m	£m	£m	£m	£m	£m
Elmbridge	28.191	-23.108	-1.362	0.204	3.925		3.925
Epsom & Ewell	11.03	-8.939	-0.336	0.084	1.839	0.168	2.007
Guildford	36.486	-31.844	-0.857	0.186	3.971		3.971
Mole Valley	19.118	-16.205	-0.813	0.117	2.217		2.217
Reigate and Banstead	22.232	-19.494	-0.176	0.11	2.672		2.672
Runnymede	24.956	-19.899	-1.602	0.203	3.658	0.801	4.459
Spelthorne	20.303	-16.047	-1.164	0.171	3.263	0.582	3.845
Surrey Heath	16.049	-12.578	-0.952	0.139	2.658		2.658
Tandridge	10.27	-7.952	-0.43	0.093	1.981		1.981
Waverley	16.898	-14.402	-0.246	0.1	2.35		2.35
Woking	20.321	-16.417	-0.885	0.156	3.175	0.442	3.617
	225.854	-186.885	-8.823	1.563	31.709	1.993	33.702
Surrey CC	56.463	63.088	0	4.792	124.343	1.993	126.336
	282.317	-123.797	-8.823	6.355	156.052	3.986	160.038

18. Clearly during Covid the main risk to the Surrey Councils is the income from business rates falling dramatically. That risk is mainly mitigated by the Government's "Expanded Relief Scheme". While this reduced to zero the tax liability of business in the Borough by around £14m, the Government compensated the districts, boroughs and the County Council for the reduced income. While collection rates have fallen the table above anticipates £4.459m being the resources to be received in the collection fund by March 2021. It is estimated Runnymede would need to lose 15.5% of its business rates income before the Government safety net would apply. The other districts in the Surrey pool have a similar risk profile which benefits all pool members and the County Council.
19. All the Surrey Finance Officers have taken the view that a significant drop in business rates that would not be supported by the Government's rate relief scheme is not likely, so provisionally a new Surrey pool can be formed in 2021/22.
20. Using a similar risk methodology to capture risk and reward, the pool composition for 2021/22 would be the County Council, Spelthorne, Runnymede, Surrey Heath and either Elmbridge or Tandridge– Tandridge have agreed to be included
21. The table below shows the makeup of the Surrey pool over the last three years. In each of the three years Surrey County Council led the pool and for one year the London Borough of Croydon joined the pool to reduce the levy paid to Government

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2019/20	2020/21	2021/22
Runnymede	Runnymede	Runnymede
Spelthorne	Spelthorne	Spelthorne
Surrey Heath	Epsom & Ewell	Epsom & Ewell
Mole Valley	Woking	Tandridge

22. The 2021/22 proposed pool is predicted to reduce sums paid to Government by £4.2m, of which Runnymede would retain an additional £0.7m, giving total resources of £4.1m. The slightly lower yield accounts for some collection difficulty in future years. For budgeting purposes, a significant loss of income of up to 15% would still mean the pool gains. However, the Runnymede share is reduced to £2.9m from £4.1m. In the section below the Council has set up several earmarked reserves as part of its risk management strategy including a “Business Rates equalisation” reserve to mitigate this type of risk which will be used in 2021/22.
23. On 22 December 2020 an additional risk arose. Rating agencies approach organisations and offer to try to reduce their rates liability on a no win/ no fee basis. The Government’s valuation office has confirmed that it is in early discussions regarding a “Material Change of Circumstances”, an MCC, of a significant number of premises due to Covid 19, including office premises. The Valuation Office (VOA) have confirmed to the Council that:
- No decisions have been taken on reductions to the rateable value due to the pandemic.
 - The valuation office is still gathering evidence, but it is too early to speculate on outcomes. It is a complex legal and valuation issue.
 - Not all property types have been affected to the same degree and there are also regional differences to consider.
24. Runnymede finance officers historically have taken a cautious approach to the set aside to pay appeals. The fact that the VOA are in discussions would suggest an increased likelihood of some reduction due to Covid. The sums involved are significant. The RV nationally for office space is £12 billion and £9 billion in London. Included in the projected outturn it is assumed the income retained will not fall below £1.5m in 2020/21.
25. Any betterment can be held in the reserves as the Government has not announced any extension to the Retail Discount scheme it funded in 2020/21 totalling £17 million for Runnymede businesses alone. If this is not continued to the same extent, then the Council will be collecting around £17m more from businesses who have not paid rates for some time. At the end of December 2020 property with a rateable value of £2.5 million was void. The Council created an “earmarked reserve” some years ago to protect the budget from the potential extreme swings in business rates income retained. In March 2021, if several of these risks are still present, then income above the £1.5 m assumed can be held in reserve to protect any future liability the Council may have to

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make appeals refunds in future years.

Government grants

26. The Government has not been able to provide local authorities with more than a one-year spending settlement. The Comprehensive spending review, including a revised business rates retention system, was due to be implemented in 2021/22. A review of the business rates retention scheme, levels of taxation, New Homes Bonus etc. are now deferred until 2021/22. This continued uncertainty and the potential for reductions in Government support add weight to the Council's strategy of becoming self-sufficient as soon as practicable.
27. The Council's financial plans for the last three years have assumed Government funding continues to reduce year on year and this continues into the next financial year.

Council tax

28. Runnymede BC has one of the lowest council tax rates in England, an average Band D home pays £164.59 a year or £3.17 a week for the Council's services. Council tax rises are limited by Government policy to a maximum of either £5 a year or 2%. The proposed tax rate increase is £5 a year giving a tax rate of £3.26 a week. The tax the Council collects is dependent on three main variables as shown in the table below.
29. While the number of dwellings in the borough has increased the number of households claiming council tax support has increased by almost 9% in the year to October 2020 and that figure is expected to increase. The tax base must be confirmed to the preceptors in October each year by law. The main fall in yield is from the in-year collection rate which has fallen from over 98% to 96%. At a collection rate of 98% the Council could expect income of £5.783m as shown below. The actual yield will be £120,000 lower than anticipated which adds further pressure to the budget.

	2020/21	2021/22	Change
Number of dwellings	37,044	37,299	255
Council Tax Support	(2,184)	(2,373)	(189)
	34,860	34,926	66
Band D equivalent	34,748	34,750	
Collection rate	98%	96%	
	34,053	33,360	(693)
Add military houses	46	44	
	34,099	33,404	
	169.59	174.59	
	5,782,890	5,832,039	49,149
Tax collected at 98%		5,953,379	170,489

Commercial income

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30. During 2020 the Council has seen its income from commercial rents decrease by around £4m or 15%.
31. In preparing its financial and operational strategies the Council anticipates some loss of income as tenants recover from the pandemic. The Council has always been aware of the risks associated with its regeneration strategy which has required significant capital investment. The difficulty across the UK is that a significant number of businesses continue to have trouble in payment of rent, rates, salaries, wages and general running costs despite significant Government support including cash grants, rates reductions and the furlough scheme.
32. The Council's financial plans have always recognised the commercial income it generates is vulnerable to market forces and have mitigated those risks in the following ways.
- From the outset the Council has set aside part of the rent income in a reserve to repay the loans to Government in full when they become due – the Council's Minimum Revenue Provision (MRP) policy. Currently around £14m is held in a cash reserve.
 - Each year the Council budgets for 2% of its income as potential bad debts on the basis that in each year some businesses will fail, and some debts will be written off.
 - Two specific earmarked reserves have been created:
 - one for any potential costs relating to the fabric of the buildings. £1.5m is estimated to be held at 31 March 2021.
 - The second reserve acknowledges that rent income can vary between years if a lease expires and a tenant leaves or the lease is re-negotiated. Both may require a rent free or reduced rent period. £3.8m is estimated to be held at 31 March 2021.

Covid Support

33. Between April 2020 and October 2020, the Government provided financial support to local authorities of over £4.6 billion. Runnymede Borough Council received £2.469 million which it used to cover increased costs, support for Achieve Lifestyle and support the Runnymede Food Bank.
34. The Government has also proposed to reimburse local authorities for some of the income it has lost from reduced car park income, trade waste income etc. However commercial rent income is not included in that scheme. A sum of just over £1million is estimated to be claimed by the year end.

Council tax and council tax support

35. Due to the ongoing restrictions on business and social contact, many of our residents have been furloughed or been made redundant, and the self-employed have seen their income reduced. Residents are concerned about their ability to pay rent and council tax and so the Council stopped all

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recovery action for the first half of the year and helped more residents claim council tax support. The number of claimants in the borough increased by 9% to 2,373 prior to the second national lockdown. Most of these claimants are likely to be on other forms of benefit including Universal Credit. It is accepted many residents will not fully pay council tax due and arrears will increase by March 2021.

36. In April the Government funded a scheme to further reduce a council tax bill by £150 for all residents claiming working age Council Tax Support. The Council has spent £281,000 of the £337,380 allocated and anticipates spending the full allocation by March 2021.
37. In a similar way the Council is making "Test and trace" isolation payments of £500 to support those on low incomes who cannot work from home following a positive test – so far less than 15 residents fall into this category. However, any resident told to isolate by the NHS is entitled to claim benefits which include Universal Credit, Working Tax Credit, Income Support and Housing Benefit. It is anticipated those numbers will increase significantly from January 2021. The Government provided £18,800 to fund the scheme initially and a further £30,000 has been received in December 2020. Finance officers anticipate processing claims for some time to come.
38. For similar reasons some businesses struggled to pay rent and business rates. The Government has therefore required the Council to administer several Covid-19 relief schemes on their behalf. The main ones include:

Discretionary housing payments

Government have provided a fund of £192k and the Council have added a further £30k – the fund is used to support complex residents' issues so we can keep residents in their homes, or if necessary, help them move to more suitable accommodation. In the half year to September the Council spent £100k and it anticipates spending the full allocation for the year.

Covid-19 hardship payments.

The Council has also set up an emergency assistance fund. Residents who are struggling to pay for essential items and are unable to get support from Government can receive a one-off grant of up to £2,000 from the Council.

Business rates

Government funding allowed the Council to make grants totalling over £12.8 million to 1,020 local businesses.

The Government also expanded the retail relief scheme and reduced the rates to be collected by £17m in the Borough – the sums due to this Council and the County Council will be reimbursed by Government.

Should the Council ever move into tier 3, following the November / December 2020 national lockdown, then additional Government support will be made available.

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39. In April the Runnymede food bank had an outbreak of Covid-19 and it became apparent the premises could not cope with demand and provide space for social distancing requirements. The Council provided a large warehouse rent free and several Councillors worked full time in the food bank organising deliveries and arranging internet and digital services. Some shielded residents wished to pay for their shopping, so the Council worked with volunteers and shielded residents to undertake “personal shopping”.
40. For first half of the financial year 2020/21, the Council’s finance department moved from collecting over £100 million in council tax and business rates to administering government emergency funding and supporting vulnerable residents. Staff from every department moved into “welfare cells”, contacting vulnerable residents to arrange several services including providing hot meal delivery, medicines and essential supplies to be delivered.

Treasury management

41. In 2018 the Council entered into an advance borrowing agreement for £40m to be drawn down in May 2021 to fund the Egham Gateway project. The loan is a straightforward annuity loan over 40 years at 2.88%. That does mean another £35 to £40m remains to be funded over 2021/22 and 2022/23 to complete the project. The Council only borrows to fund its regeneration strategy, including building the new leisure centre, Egham Orbit.
42. A similar loan from Government (PWLB or Public Works Loans Board) would be at a rate of between 2.70% and 2.76% until recently when the PWLB reduced the margin they add to the cost of borrowing by 1%. In May 2021 it is anticipated a 40-year maturity loan will be now around 1.75%.
43. However short-term rates are considerably lower at the present time and PWLB rates have fallen in 2021. The Council has delayed borrowing to fund capital projects which has made considerable revenue savings in the expectation long term borrowing rates will fall. In addition, the credit rating for the UK and some UK banks has been downgraded from AA2 to AA3. While this is not causing any immediate change to the Council’s investment strategy it will be kept under review as the Council has around £70m invested. As there is a significant margin between borrowing and investment rates the Council has maintained a significant under borrowed position of between £13m and £22m, using cash flows rather than long term borrowing to reduce costs by an average of £250k to £300k a year. This under borrowed position does advantage the Council if interest rates remain low and the Council borrows long term at rates of around 1.7% fixed for 50 years.
44. The base rate for investment purposes has been low for some time at 0.1%, and it is forecast to stay that way for some time. It is even possible that negative interest rates may apply in the future. As it is unlikely long-term investment rates will increase it makes sense to reduce investments which are currently producing very low returns, reduce the credit risk and leave options around locking into long term deals fluid should rates reduce further in the medium term. Maintaining this under borrowed position also reduces costs to the General Fund.

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45. The PWLB now restricts local authority borrowing to regeneration and housing schemes. A quote from HM Treasury is “The government intends to cut the interest on all new loans from the PWLB, subject to market conditions, following the development and implementation of a robust lending framework co-designed with local authorities through this consultation.” The Government position is that it will not lend to any Council which borrows, from any source, money to invest for commercial purposes. This does not affect Runnymede Borough Council as the last commercial acquisition was in March 2020. The Treasury Management report elsewhere on this agenda explains this further.

Capital plans

46. For several years now the Council’s capital strategy has had a number of interlinked objectives.
- i. Regeneration of the Borough’s towns commencing with Addlestone and income to enhance the night-time economy, provide employment opportunities, create a significant number of new homes, take pressure off the student accommodation in Egham and increase the commercial and residential tax base
 - ii. Provide capital receipts to invest in subsidised services such as play areas, parks, elderly day centres etc.
 - iii. The developments do contain commercial premises. The rental stream covers the repayment of the loans taken out from Government.
 - iv. As the Council’s financial position has improved since 2012 there has been and continues to be a significant investment in digital services to replace some very old legacy systems and to improve the customer experience.
47. A summary table on the next page shows the main areas of spending to 2030. The Council has been seeking to move as much funding as possible on short life assets from capital receipts to revenue, using the Repairs and Renewals Fund. The main reasons are:
- i. Council policy is to borrow only for regeneration schemes where the income will at least cover the borrowing costs.
 - ii. By March 2021 capital receipts available will be reduced to £7.8m. These will be increased subject to sales of apartments in Addlestone, Egham, and Barbara Clark House. But these are the last significant capital receipts planned for some time.
 - iii. For that reason, the capital spending is focused on essential service delivery and transformation to make savings from 2022 onwards.

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General Fund - summary plans to 2030				
	2020/21	2021/22	2022/23	2023/2030
	£'000	£'000	£'000	£'000
Housing General Fund				
Disabled facility grant etc.	652	652	652	4,564
Grants to partner organisations	300	300	300	2,100
	952	952	952	6,664
Environment & Sustainability				
Depot vehicle fleet	1,611	0	0	2,420
River Thames scheme	2,000	2,000	1,000	
A320 Road improvement				2,000
N Thames cycleway	20	150		
	3,631	2,150	1,000	4,420
Community Services				
Community transport	322	61	288	477
CCTV	100	100	100	700
Runnymede Pleasure Grounds			4,313	
Egham Orbit	399			
Securing sites	79			
Parks equipment, play areas etc	275	384	138	954
Youth café		120		
1st Chertsey scout hut	55			
	1,230	665	4,839	2,131
Corporate services				
General asset management	345	350	500	10,900
RBCI - Egham flats		14,431		
Misc. asset management	100	350		
Digital service refresh	1,426	722	1,513	1,558
Digital service transformation	576	1,011	280	
Property related				
Addlestone One	1,000	1,967		
Egham gateway west	24,919	42,300	4,840	
Egham gateway east				70,000
Barbara Clarke/ Ashdene	100	6,900		
Chertsey Business park	6,866	470		
Misc.	1,314			
Future regeneration schemes		10,000	2,657	
	36,645	78,501	9,790	82,458
Total General Fund plan	42,458	82,268	16,581	95,673

Financial Strategy 2021/22

48. For several years, the Council's overarching strategy has been to make efficiency savings and generate new income streams to reduce reliance on government funding. During that time the Council has not cut any services to residents. As savings have been made it has been able to increase spending on service delivery every year since 2013. The Council has plans to make efficiency savings of £1million in the next 12 months in addition to the £1.3 million already found from removing previously agreed growth items from the budget.
49. Most economists believe Covid-19 is a once in a hundred-year event with economic

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recovery starting to take hold in late 2021 and continuing in 2022 and 2023. The regular reports to Council show that the loss on income from car parks, trade waste and commercial rents together with the increased

costs of fighting the pandemic seriously deplete the Council's reserves to an unacceptably low level.

50. The Council has always set a budget with some sustainable growth when safe to do so. As Covid-19 is a "once in a century" event and the services provided by the Council are all essential to the health and wellbeing of the Runnymede communities, especially our senior citizens, depleting the balances as shown above is considered to be not only high risk but will still require significant reductions in service.

51. The Council's financial strategy for 2021/22 is to:

- Continue to make efficiency savings through its project management, service review process and its digital services transformation programme.
- Continue with the assumption that the delayed long-term spending review of local government finance will not increase resources in the medium term.
- Commercial income will decline in 2020/21 to 2023/24. The Council will use some of its commercial income earmarked reserves to cushion the impact until the local economy recovers.

52. The Council will seek permission to capitalise some of its budget deficit as shown below. But as cash investments total around £70m the Council will not borrow from external sources. It has already set aside over £14m in capital reserves to repay debt in 2063. In the table below as a fallback position the Council could take a short-term loan at 1.5% interest to protect services until the local economy recovers. It is highly unlikely an external loan would be needed.

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Projected income loss	5,845	4,303	888				11,036
Capitalisation requirement		4,000					4,000
Additional revenue charge			-500	-1,000	-1,000	-1,500	-4,000
Balance outstanding		4,000	3,500	2,500	1,500	0	0

53. The Council has significant cash reserves to fund the capitalisation of the Covid19 costs in 2020/21 or 2021/22.

54. The Council's treasury management strategy is very clear that investments are prioritised according to security, liquidity and lastly yield. As previously mentioned, as credit ratings have fallen, borrowing internally and reducing investments would be a lower risk option.

55. Council tenants are also taxpayers, so investing the Council's reserves with the Council, has the following advantages:

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- Security – as mentioned earlier credit ratings in the UK have fallen. While there appears to be little risk the Council's General Fund is a low risk investment.
 - Liquidity – The Council would prefer not to borrow from the Government as this would increase costs and loans taken would be for fixed periods. The timing of making a revenue contribution to fund the capital costs of Covid-19 is without penalty and would be at the complete discretion of elected Members
 - Yield – investment rates are below 1%
56. The Council believes this is the correct strategy as it is not clear how long the economy will take to recover.

General fund working balance and earmarked reserves.

57. For several years, the Council has placed less reliance on Government funding and has generated funds from the services it sells to residents, business and other Councils. It has maintained a deliberate policy of growing reserves to fund those regeneration strategies and to mitigate the risks involved in major capital projects. The Council has invested around £150m in the towns of Addlestone and Egham. The Egham scheme commenced around the same time as the Covid-19 pandemic took hold. Construction has continued and the project is broadly on track to be delivered on time and within budget. But borrowing at long term rates of over 2.5% and funding the costs of Covid-19 will seriously deplete the Council's reserves to a dangerously low level. The strategy outlined above protects all the reserves, especially the one linked to regeneration and the commercial portfolio.
58. The earmarked reserves have been set up by the Council to mitigate specific risks and the onset of the pandemic does not remove those risks, in many ways the likelihood of those risks crystallising is more acute.
59. The Council has chosen the financial strategy that does not run down the General Fund or the earmarked reserves which will be needed for their explicit purpose:
- The risk of further falls in commercial income for several reasons is more acute. e.g. Voluntary arrangements via the courts to have debt written off.
 - Tenants not able to pay existing rents and seeking reductions in future years
 - Government "expanded retail relief" scheme expires in March 2021 – the Council may be expected to collect an additional £17m of rates over and above the 2020/21 target
 - New rent agreements based on turnover of profit not a fixed sum per Sq. Metre
 - The business cases for Addlestone and Egham may not realise the original income projections.
 - Any delays due to Covid on the Egham project may incur penalty costs, delayed rent income and capital receipts

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- While house prices have increased much of the increase has been in existing homeowners going for larger properties with gardens, moving to rural areas etc. It remains to be seen if the dwellings in Egham produce the planned capital receipts originally envisaged as the housing market returns to normal
- The Egham regeneration project includes student accommodation – the income projections for student rents need to be re-worked in light of post Covid student numbers.

60. The table below shows the General Fund working balance, even after capitalising £4m of Covid costs, falls to £7.661m, without capitalisation the balance in March 2022 would be at the minimum level set by Council. The table also shows the earmarked reserves being retained for the purpose originally set by Council, not to support general revenue spending for the risks outlined above. Members could however choose to deplete these reserves but would need firm plans to generate an additional £2m by the end of 2021/22.

	Balance at March 2020	(use of) or addition	Balance march 2021	(use of) or addition	Balance march 2022	(use of) or addition	Balance march 2023	(use of) or addition	Balance march 2024
	£'000	£'000	£'000	£'000	£'000	£'000			
General fund working balance	12,368	(5,635)		(3,572)		(3,465)		(2,240)	
Capitalisation request		4,000							
Capitalisation request repayment				0		(500)		(500)	
Net efficiency savings				500		1,000		1,000	
Additional savings requirement								1,000	
	12,368	(1,635)	10,733	(3,072)	7,661	(2,965)	4,696	(740)	3,956
Earmarked reserves									
Business rates equalisation	2,880	1,000	3,880	0	3,880	0	3,880	0	3,880
Equipment repair and renewal	1,201	(1,201)	0	0	0	0	0	0	0
Investment Property income equalisation	3,750		3,750	0	3,750	0	3,750	0	3,750
Property repairs and renewals	2,750	(1,250)	1,500	0	1,500	0	1,500	0	1,500
	35,317	(4,721)	19,863	(6,144)	16,791	(5,930)	13,826	(1,480)	13,086

Conclusion

61. While the Council expects to make significant savings in 2020/21 and 2021/22 from its transformation agenda these will not cover the costs or income losses from Covid. The Council has also started on a process of further transforming the way some services are delivered which will probably incur set up costs including some redundancy costs.
62. The Government's fundamental review of how local authorities are funded has also been delayed and is not likely to be implemented before 2022/23.
63. The Council anticipates the local economy will recover, some sections faster than others. The timeframe remains uncertain, but the services provided are likely to be more necessary as we move into Covid recovery.
64. For that reason, the Council wishes to maintain its services at the present level and use its capital reserves to fund the General Fund revenue deficits which require Government approval.

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65. There will be no increase in borrowing, the Council has over £70m in investments which can be used in the short term. To be clear, there is no external borrowing, this is more the accounting treatment of capital financing in the future.
66. The spending on services in 2019/20 was a surplus of over £10m due entirely to the Council's approach to regeneration and selling services to residents, local businesses, the private sector and other councils. For 2021/22 that income has reduced by over £8m. The current tax rate of less than £170 a year for a band D property means that, after inflation, the proceeds from council tax of £5.8m can never balance the council's budget where the main service providing committees spend £13.4 million.
67. The report above articulates the risks faced and solutions to balance the budget. Without the measures recommended above – around £2m of savings and capitalising £4 million of Covid costs the Council's working balance is reduced to just over the minimum set by council of £3.16m by March 2022
68. As the Council has not been able to invest the £100m planned to generate up to £2m additional income, £1.3 million of planned growth has been removed from the Council's Corporate plan – these are exclusively service improvements mainly on the environment and planning enforcement.

Medium Term Financial Strategy 2020/21 to 2023/24 - General Fund Summary

	Estimate 2020/21	Probable 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24
	£'000	£'000	£'000	£'000	£'000
Base Budget 2020/21 agreed by Council Feb 201	(5,822)	(5,822)	(5,822)	(5,822)	(5,822)
Budget Adjustments		8,263	3,412	888	(1,271)
Efficiency savings		0	(500)	(1,000)	(1,000)
Reductions in base budget			0	0	(1,000)
Adjusted base budget A	(5,822)	2,441	(2,910)	(5,934)	(9,093)
Accounting adjustments:					
- Reversal of depreciation charges	(2,640)	(2,640)	(2,640)	(2,640)	(2,640)
- Capital charge to HRA	(43)	(43)	(43)	(43)	(43)
Transfers to/from reserves:					
- Insurance reserve	0	0	0	0	0
- Business Rates Equalisation reserve	0	1,000	(3,880)	0	0
- Equipment repairs and renewals reserve	1,000	1,286	750	750	750
- Property repairs and renewals reserve	750	445	500	500	500
- Investment Property income equalisation reser	750	0	0	0	0
- Surrey Infrastructure Feasibility Fund	0	0	0	0	0
Treasury and Financing					
- Investment & Dividend Income	(373)	(271)	(209)	(207)	(210)
- Interest on loans to RBC companies	(1,571)	(1,460)	(1,477)	(2,198)	(2,198)
- Capital Financing	14,466	12,467	15,097	16,052	16,155
- Minimum Revenue Provision (MRP)	4,097	3,820	3,973	4,132	4,297
- Voluntary Revenue Provision (VRP)	0	0	0	0	0
Government Grants (Non-Service Specific)					
- New Homes Bonus	(1,657)	(1,658)	(599)	(564)	0
- Other grants - Covid19	0	(1,222)	0	0	0
- Other grants - Covid19 - new burdens (Busines	0	(130)	0	0	0
- Other grants - Covid19 - Compliance & Enforce	0	(37)	0	0	0
- Other grants - Covid19 - sales, fees & charges	0	(1,080)	0	0	0
- Lower Teir Services Grant	0	0	(800)	0	0
Budget requirement B	8,957	12,918	7,760	9,847	7,517
Funded by:					
- Business rates retention scheme	(3,700)	(1,500)	(2,900)	(1,400)	(1,100)
- Share of Council Tax (surplus)/deficit for prior y	0	0	44	44	44
- Share of Business Rates (surplus)/deficit for pri	0	0	4,000	0	0
Sub total of government funding C	(3,700)	(1,500)	1,144	(1,356)	(1,056)
Net demand (B less C)	5,257	11,418	8,904	8,491	6,461
Tax base - Band D equivalent numbers	34,099	34,099	33,404	33,554	33,704
Band D tax per year	169.59	169.59	174.59	179.59	184.59
Council tax income D	(5,783)	(5,783)	(5,832)	(6,026)	(6,221)
Use of / (contribution to) Working Balance	(526)	5,635	3,072	2,465	240

Adjustments to the 2020/21 base budget

Service Area	Probable 2020/21 £'000	Forecast 2021/22 £'000	Forecast 2022/23 £'000	Forecast 2023/24 £'000	Comments
Housing Committee					
General					
Care & Repair additional SP income in 2020/21	(28)				
Care & Repair reduction in anticipated clients contributions 2020/21	(15)				
Housing Enforcement increased licence fee income	(5)	(5)	(5)	(5)	
Property Leases higher than estimated level of void units & leases expiring	31	20	22	22	
property Leases terminating in 2021/21		(5)	(20)	(20)	
Homelessness Reduction Act Grant - funding of staff costs			200	200	
Anticipated reduction in Bed & Breakfast costs during 2020/21 (net)	(30)				
Reduced contribution from Homelessness grants due to falling TA costs	(35)				
Magna Carta Lettings - use of former Rentstart funds to expand current scheme (HSG Ctee 3/20)	21	21	21	21	
Magna Carta Lettings misc minor adjustments	(15)	(10)			
Runnymede Renewal					
Enabling - needs survey, last carried out in 2018	(35)	(35)	(35)		
Housing Benefits					
Changes in levels of Administrative grants	(64)	(10)			
Increased staffing & IT costs funded from new grants	20				
Reduction in recovery of previous overpayments during 2020/21 (COVID)	30				
Community Services Committee					
Community Services					
Staff resources for Community Services		7	7	7	Proceeding - to facilitate Surrey Heath Contract. Original costs reduced from £30k down to £7k
Community Services - Set up costs for Surrey Heath Contract	13				
Community Services - Surrey Heath Contract delayed until April 2021	100	(76)	(76)	(76)	
Day centre Administration- Saving on promotions	(5)				
Community Alarms	(10)				Saving on wages due to new projects not being undertaken due to covid 19
Community Transport - Income Loss COVID19	38				Loss of income from fares and day centre fares due to covid 19
Community Transport - Income Loss from SCC COVID19	210				Income loss from providing a service to Surrey County Council due to covid 19
Community transport - vehicle recharges reduced cost as per email from D Williams	(26)				Reduced costs due to not being used as a result of covid 19
Community transport - wages	(56)				Savings due to vacancy not being filled
Yellow Buses - Covid hit plus new service at reduced cost	(217)	(33)	(33)	(33)	Based on new contract
Day centres - reduction in the use of casuals	(6)				
Day Centres - Income Loss COVID19	26				Contributions from Surrey CC
Day Centres - Income Loss COVID19	145				Day Centres closed due to pandemic
Day Centres - Letting Income Loss COVID19	33	6			Day Centres closed due to pandemic

Adjustments to the 2020/21 base budget

Service Area	Probable 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Comments
	£'000	£'000	£'000	£'000	
Day centres - Changes to wages	(20)	13	13	13	Due to Vacancies at Woodham day centre
Day Centres - savings on overtime payments due to COVID19	(5)				
Day Centres - savings on food	(40)				
Day Centres - savings on Gas/ Electricity	(5)				
Day Centres - savings on Cleaning	(10)				
Day Centres - savings on furniture and Equipment	(4)				
Meals at home - additional costs of catering	15	3	3	3	
Meals at home - Income gain	(34)	(10)	(10)	(10)	
Meals at home - Saving on wages	(24)				
Community Development					
Crime and disorder - loss of income - Esher place contract cancelled	3	3	3	3	
Crime and disorder - loss of income - Surrey Heath Contract	6				Reduced income from surrey Heath contract
Crime and disorder - loss of income - Joint waste income	3				This contact is currently being negotiated, but delayed due to Covid 19
Crime and disorder - loss of income - target for new business removed	7	7	7	7	
Crime and disorder - loss of income - GPS Tracker	10	10	10	10	GPS / Tracker income double counted in the original budget
Crime and disorder - reduced expenditure - reduced costs of Operators licenses	(9)				This is only required every three years
Crime and disorder - Consultancy advice	35				Production of a tender for the maintenance and purchasing contract - work needs to start in September - will be met by savings from community development
Grant Aid- reduction in Community First expenditure	(20)				Due to events not taking place, the level of grants has been reduced for this financial year
Grant Aid- reduction in Partnership funding expenditure	(1)				Due to events not taking place, the level of grants has been reduced for this financial year
Grant Aid- reduction in leisure services	(4)				Due to events not taking place, the level of grants has been reduced for this financial year
Leisure Development - Assume no income from Egham Orbit for 20/21	246	263	263	263	Officers in discussions about future rental payments.
Surrey youth games - cancelled due to Covid 19	(6)				
Sports development - reduction in casual staffing costs	(3)				
Sports development - reduction in F&E, hire of facilities and other miscellaneous	(5)				
Public Halls - Income Loss - Chertsey due to COVID19	82	60	19	0	Income from halls is not expected to return to normal levels until 2023/24, due to the current restrictions which remain in place, this is due to be used as a Vaccination centre for the next 12 months
Public Halls - Income Loss - Hythe due to COVID19	85	67	21	0	The income from halls are not expected to return to normal levels until 2023/24, due to the current restrictions which remain in place
Halls - Reduction in wages	(10)				due to vacancy at the Hythe Centre
Halls - Reduction in use of utilities due to Corvid 19	(7)	(3)			
Halls - Reduction in use of Furniture & Equipment due to Corvid 19	(2)				
Halls - Reduction in use of uniforms due to Corvid 19	(1)				
Museum - casual staffing costs - due to Covid 19	(12)				
Museum - reduction in income due to Covid 19	17	5	3	0	School bookings returning but at lower levels then pre covid
Parks & Open Spaces - Income Loss COVID19	98	15	7	0	Hopefully income will return more quickly as sports events have resumed
Parks & Open Spaces - Commuted payments	(27)				Work at Englefield Green now being financed by commuted sums
Parks & open spaces reduction in cost wages due to Covid 19	(58)				
Parks & open spaces reduction in attendance allowance due to Covid 19	(28)				

Adjustments to the 2020/21 base budget

Service Area	Probable 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Comments
	£'000	£'000	£'000	£'000	
Parks & open spaces reduction in Grounds maintenance due to Covid 19	(24)	8			Partial deferrment to 2021/22
Parks & open spaces reduction in cost of sports equipment due to Covid 19	(6)				
Parks & open spaces reduction in cost of Water bills from paddling pools due to Covid 19	(1)				
Parks & open spaces - Contribution to Surrey Wide traveller transit site	(50)	25	25	25	Delayed in 20/21 but costs potentially increased to £75k per annum
Parks & open spaces - additional costs of cleaning public toilets	20	10			Additional cleaning carried out due to covid
Parks - Grounds maintenance contract retender	(40)	(37)	(37)	(37)	Reduced new figures based on information supplied by P Winfield
Parks (& Housing) - Tree Survey	20				Growth item agreed to proceed. £80,000 reduced to £20,000
Cemeteries - Income betterment	(47)				One off Covid bounce (but watch for usual winter lull).
Environment and Sustainability Committee					
Environmental Services					
Pollution control - equipment			6		Equipment Calibration/purchase every 3 years.
Contaminated land - £10,000 provision (E&S 21 March 2019)		(7)	(7)	(7)	One off £7,000 deferred to 2020/21 then dropping out of the budget
Pollution control - contaminated land - fees provision used in 2019/20	(6)				
Air quality £10,000 provision - subject to committee report		(5)	(5)	(5)	One off. £5,000 (of a £10,000 provision) deferred to 2020/21 then falling away
Air quality - SO42 £2,000 provision used in 2019/20	(2)				
Animal welfare licences - extension to licences - income delayed until 2021/22	3	(3)			Premises given 3 month extensions - income delayed
DSO Wages	30				Increase in agency costs
Green Waste – Invest to Income Generate	(65)	(65)	(65)	(65)	Costs in 20/21 (£65k) to create savings in 21/22 onwards Growth no longer required.
Green Waste - additional income offset by costs	(15)	3	3	3	Increase in income offset by additional vehicle costs and purchase of bins expenditure.
Domestic Refuse - reduction in income	10	10	10	10	Weekly collections from Addlestone One residential properties not required
Trade Waste Collection - Income Loss COVID19	50	30			Net figure - income loss partially offset by lower disposal costs
Trade Waste Collection - disposal costs - over estimated tonnage in 2019/20	(50)				Actual tonnage is less than the sundry creditor raised.
Street Clean. Litter & Dog Fouling Fines	19				Kingdom withdrew from contract in 19/20. Loss of income partially offset by savings. Assumes no replacement in 2020/21 only.
Street Cleansing - hazardous waste provision reduced	(5)	(5)	(5)	(5)	
Bartec system	1	1	1	1	Growth item proceeding
Highways and Transport Services					
Car Parks - Income Loss COVID19	600	70			Assumes reduction in usage of car parks will continue into 2021/22
Car Parks - reduction in penalty charge notice income		10	10	10	
Car Parks - urgent tree works - virement from Community Services	8				
On Street Parking - income loss COVID 19	70	10			Assumes reduction in income will continue into 2021/22
On Street Parking - reduction in penalty charge notice income		14	14	14	
Environmental Maintenance - RBC - hanging baskets and troughs cancelled for 20/21	(15)				
Environmental Maintenance - RBC - reduction in roundabout sponsorship income	10	10			Assumes back to normal from 2022/23
Licensing Committee					

Adjustments to the 2020/21 base budget

Service Area	Probable 2020/21 £'000	Forecast 2021/22 £'000	Forecast 2022/23 £'000	Forecast 2023/24 £'000	Comments
Licensing - Alcohol & Related Licensing income Loss COVID19	10	7	0	0	Loss of income in 2020/21 & 2021/22 due covid
Regulatory Committee					
Taxi Licensing - Income Loss	20	20	20	20	£20k loss of income expected going forward due to a decrease in Taxi Licenses applications and renewals
Planning Committee					
<u>Planning Policy & Implementation</u>					
Agency Staff Costs	25				Planned Underspend provision budget forward from 2019/20
Counsel Fees - (Local Plan) All inquiry Fees		(20)	(20)	(20)	Underspend £1,488 - Local Plan examination in Public costs, Stage 2 hearings, CMC 28 May 2019 - Local Plan Examination in Public hearings, EIP fees
Councils Local Plan	16				Planned Underspend provision budget forward from 2019/20
Conservation & Urban Design Advice		(7)	(7)	(7)	Peer review CA reviews; Additional Highways works recommended by the Inspector re Local Plan examination
Conservation & Urban Design Advice	5	0	0	0	Planned Underspend provision budget forward from 2019/20 (was 25K, 20K moved to Local Plan- Planning and Development Advice 2021/22)
Other Professional Fees		(10)	(10)	(10)	CMC March 2019 - to cover additional sustainability appraisal and additional viability work
Planning and Development Advice		(20)	(20)	(20)	CMC March 2019 - to cover additional highways consultancy costs.
Income grant received	(2)	0	0	0	One off grant for national dataset and map
Local Plan- Planning and Development Advice	(75)	75	0	0	One off provisions moved forward to 2021/22
Local Plan- Planning and Development Advice	0	(80)	(80)	(80)	2020/21 provisions dropping out
Local Plan- Planning and Development Advice	0	20	0	0	One off provision moved from Conservation & Urban Design Advice 2020/21
Neighbourhood Planning – Planning Advice	8	0	0	0	Planned Underspend provision budget forward from 2019/20
Neighbourhood Planning – Planning Advice	0	(15)	(15)	(15)	Fund no longer required
Neighbourhood Planning – income grant received	(30)	0	0	0	Grants to be received
<u>Development Management</u>					
Development Management - Salaries	34	34	34	34	Part of £75k Growth item proceeding (includes £10k one off costs in year one)
Development Management - Training and recruitment	0	(5)	(5)	(5)	
Development Management - Direct enforcement action	(5)	(5)	(10)	(10)	One off budget provision to be used in 2020/21 & 2021/22 only
Development Management - Counsel and Legal Fees combined	0	(18)	(18)	(18)	Expected increase in legal fees dropping out
Development Management - Planning Application Fees - Income Loss COVID19	100	100	0	0	£100k loss of income in 2020/21 & 2021/22 due covid and Brexit uncertainty
Development Management - Planning Application Fees	0	0	(140)	(140)	Reinstatement of income to normal levels - 2022/23 & 2023/24
Development Management - Planning Advice	0	0	(23)	(23)	Advice to Public (S) - Reinstatement of income to normal levels
Development Management - Planning Performance Agreement Advice(S)	20	0	0	0	£20k loss of income in 2020/21 due covid
Purchase of new software for CIL	8	8	8	8	Growth item proceeding to facilitate CIL
Community Infrastructure Levy (CIL)	0	(70)	(70)	(70)	Introduction of CIL
Adas Farm Counsel and Barristers Fees	(30)	(30)	(30)	(30)	Completed no further funds required

Adjustments to the 2020/21 base budget

Service Area	Probable 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Comments
	£'000	£'000	£'000	£'000	
Padd Farm - Court Costs - Enforcement costs	113	43	0	0	Estimated Enforcement Receiver costs
Padd Farm Legal Cost recovered	300	0	300	300	Receipt now expected in 21/22 - Dependent on sale of land by Enforcement Receiver
Longcross Garden Village Grant	(50)	0	100	100	Variations in Grant funding
Longcross Garden Village - Planning Performance Agreement		26	38	38	Depends on land owner entering into second PPA
Building Control					
Building Control - Income Loss COVID19	105	0	0	0	Loss of income in 2020/21 due to covid
Corporate Management Committee - Non Property					
Corporate & Democratic Services					
Corporate Management - Salaries	6	6	6	6	Part of £75k Growth item proceeding (includes £10k one off costs in year one)
Corporate Management - Media training			4		Training for CLT & Members. Estimated requirement every 3 years starting in 2019/20.
Corporate Management - Unitary provision	20				CMC July 2020, followed by SO42
Economic Development Strategy - Other professional fees		(56)	(56)	(56)	One off budget provision dropping out
Economic Development Strategy - Other professional fees	20				Planned Underspend provision budget forward from 2019/20
Public Accountability - Corporate Business Plan		(3)	(3)	(3)	One off budget provision dropping out
Public Accountability - External audit	77	26	26	26	Increase in net fees since the 2018/19 audit of accounts
Public Accountability - Enterprise zone	(15)	(10)	(25)	(25)	£25k One off budget provision. £15k deferred to 2021/22
Democratic Representation - Independent remuneration panel		3			Provision required every 3 years i.e. 2021/22
Public relations Communications - Runnymede talks	15	15	15	15	Growth item proceeding - One copy at £15k only (was 3 copies at £45k)
Central Services to the Public					
Elections - Borough running expenses			40	40	In 2020/21 the election was to be shared. In 2021/22 No borough election. In 2022/23 & 2023/24 borough election only.
Elections - 2020/21 election deferred - shared election costs saved	(60)	(15)			The 2020/21 election has been deferred to 2021/22 where it will be shared by three authorities
Elections - no By-elections this year	(5)				
Council Tax increased costs of annual billing	8	8	8	8	
Council Tax reduced costs recovered as courts are closed	80				As yet no known estimated re-opening time
Business Rates reduced costs recovered as courts are closed	7				As yet no known estimated re-opening time
Local Land Charges - Income Loss COVID19	48	10			Income loss offset by expenditure savings
Business Services to the Public					
Runnymede Business partnership	(7)	(7)	(7)	(7)	more accurate provision for Business engagement
Civic centre	20				additional £20k cleaning
Depot feasibility Study	30				Growth item proceeding. 2020/21 only
Control & Establishment					
Salaries - apprenticeship provision not fully utilised	(25)	5	20	20	additional budget provision to be utilised in future years

Adjustments to the 2020/21 base budget

Service Area	Probable 2020/21 £'000	Forecast 2021/22 £'000	Forecast 2022/23 £'000	Forecast 2023/24 £'000	Comments
Staff savings - additional vacancies/recruitment freeze	(400)				£400k is on top of the budgeted savings target of £300k
Employers costs - increase in pension %		25	50	50	Triennial review effective from April 2020 to March 2023
Employers costs - savings from over estimating provisions	(70)	(80)	(80)	(80)	
Employers costs - estimated savings from SCAVC		(17)	(17)	(17)	Estimated employer NI savings from staff joining Shared Cost AVC Pension scheme
Training budget - provisions reduced	(83)				
Training budget - management development	(20)	(17)	(37)	(37)	£37k one off provision, £19.5k deferred to 2021/22
Financial services Insurance - broker fees					5 Tender consultancy advice every 5 years (2023/24)
Financial services - P/U Accountancy services - Computer Maint	3				
Financial services - P/U Income collection - Computer Development	5				
Digital services - staffing reorganisation	15	35	35	35	CMC October 2020
Computer services - Computer development		(5)	(5)	(5)	One off budget provision dropping out
Digital Transformation Programme	15	4	(21)	(21)	Growth item proceeding (Capital items past 20/21 may be deferred)
Document management - expand i@w		15	15	15	additional costs when the system goes live
Document management - expand i@w		(15)	(15)	(15)	One off budget provision dropping out
Runnymede Web - Promotions		(8)	(8)	(8)	One off budget provision dropping out
Human resources - Other professional fees - Equality review		(6)	(6)	(6)	One off budget provision dropping out
Projects & procurement - computer maintenance provision reduced	(5)	(5)	(5)	(5)	
Law & Governance - Legal services - Agency staffing not budgeted for	85	85	85	85	Report to be presented to CMC in February 2021
Law & Governance general savings identified	(15)	10	10	10	One off savings less reduced income
Customer services - computer development costs		(25)	(25)	(25)	One off budget provision dropping out
Customer services - additional CRM computer maintenance	32	40	18	18	CMC May 2020 additional provision up to £59k
Customer services - other professional services		(3)	(3)	(3)	One off budget provision dropping out
Corporate Management Committee - Land & Property					
<u>Commercial property development</u>					
Staffing - Head of Department savings	(55)	(60)	(60)	(60)	Savings due to personnel change
Property Development - Ashdene - development cost to be capitalised	165	(247)			Work due to start 21/22 - will move development costs incurred to capital then.
Property Development - Pine Trees - Feasibility	(40)	(45)	(85)	(85)	P/U £85k was deferred to 2020/21, but only part will be spent this year, remainder (less £5k) in 21/22
Property Development - Feasibility	(25)	(25)	(50)	(50)	Feasibility costs reduced from 50k to 25k for next two years.
Property Development - Addlestone One residential marketing costs	11	16			Excess marketing costs after capitalising against sales. Expect remaining units to sell in 21/22
Property Development - Egham Gateway residential marketing costs		35			Not expecting any sales in 21/22 but will be marketing costs. In future years can capitalise against sales
<u>Commercial property services</u>					
Staffing - Staff reorganisation	345	95	125	125	CMC December 2020
Commercial Services - Annual energy efficiency certificates	100	100	100	100	Growth item proceeding
Property Services - asset valuations		(1)			2 New four year contract (CMC - Sept 2019).
Corporate property - Property surveys		(15)	(60)	(60)	Stock condition, EPC rating, Tree surveys and insurance reinstatement value surveys. After initial spend reduces to maintenance costs. See also ongoing £100k growth item
Corporate property - Legal Fees	(25)	(25)	(25)	(25)	Reduced to facilitate increase in legal staffing shown elsewhere

Adjustments to the 2020/21 base budget

Service Area	Probable 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Comments
	£'000	£'000	£'000	£'000	
Corporate property income/rents	5,612	1,611	(1,842)	(3,719)	See Property income sheet (09-11-20) Bad debt provision removed and added below
Corporate property income/rents - Assumes permanent loss		1,393	1,502	1,559	Assumes 5% permanent loss in income (reduced rents, company failures etc) due to Covid19
Corporate property income - Audio Visual Information Boards	15		(5)	(5)	Addlestone One Information boards. No income 20/21, target income in 21/22 then increasing by £5k
Capital - Laser - Surveyors Fees - P/U - DEFERRED TO 2021/22		5			Planned Underspend provision budget forward from 2019/20 and moved from Capital to revenue
LSC Laser House - Planned Redecoration - P/U - DEFERRED TO 2021/22	33	33			Planned Underspend provision budget forward from 2019/20 (was £172k, revised down to 65k over 2 years)
LSC Laser House - void costs - building not refurbished	10	35			continued works until work complete and building let
Pine Trees - Legal/Marketing	(15)	115	(30)	(30)	SO42 Dec 2018 - additional budget for legal and marketing fees incurred letting vacant units is deferred to 21/22 (less 15k in 20/21), then drops out.P/U of 15k current yr from budget of £30k reduces 21/22 spend
Addlestone One - additional void costs	110	90	55	28	assume vacancies will decrease by 25% per year
Egham Gateway West - void costs - NNDR reduced, credits received	30	130	500	250	assume minimal revenue costs while under construction, then budget for vacancies
The Precinct car park - Waitrose refunds	70	60	60	60	Reimburse RBCS for lost income due to change in Waitrose parking refund process. Covered by additional income in RBC.
Tudor Court & The Precinct - additional void costs	25	19	13	6	assume vacancies will decrease by 25% per year
Achieve gyms - Sport England consultation SO42	5				SO42 for assistance with leisure provider
General					
Estimates in the MTFS yet to be agreed - removed from base	(1,278)	(1,278)	(1,278)	(1,278)	Overall growth removed. Schemes progressing added to individual service areas
Net Income from £100m Property Investment - removed from base	1,200	1,200	1,200	1,200	£100m @ 5% less MRP & Interest removed.
Strategic maintenance plan	(310)	(338)	(276)	(295)	Draft SMP five year plan which starts on 1 April 2021. 2020/21 Base Budget £691k
Strategic maintenance plan - Sustainability Measures			180	180	Draft figures for sustainability works to properties split over 2 years
Transport costs - repairs		25	50	50	increased repair costs from new contractor from April 2020 offset by the purchase of new vehicles including warranties.
IHS subscriptions - new contract from September 2020	(12)	(19)	(19)	(19)	
Net Inflation			392	373	See "Inflation" Sheet
Roundings to align detailed budget and MTFS	(68)	43			
Additional COVID 19 Expenses	600				see Budget Monitoring Report for details
Covid Grant Assistance for Achieve lifestyle	500				Agreed at Council meeting on the 28/9/20
Total Budget Adjustments	8,263	3,412	888	(1,271)	

General Fund Summary Revenue Account

Council Budget for the Year Ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure on Services</u>				
Housing Committee	1,748,459	2,109,081	2,006,319	2,050,009
Community Services Committee	4,697,651	5,281,243	5,345,118	5,507,175
Environmental and Sustainability Committee	3,276,524	3,886,811	4,103,690	4,067,145
Licensing Committee	7,978	16,045	25,657	30,885
Regulatory Committee	64,766	70,941	91,795	97,873
Planning Committee	1,952,921	1,562,327	2,080,210	1,645,277
Corporate Management Committee	(21,880,172)	(18,825,044)	(11,671,156)	(15,712,263)
Estimates in the MTF5 yet to be agreed	0	1,278,000	0	0
Efficiencies and revenue reductions	0	(1,200,000)	0	(500,000)
Net Expenditure on Services	(10,131,873)	(5,820,596)	1,981,633	(2,813,899)
<u>Transfers and Financing Adjustments</u>				
Accounting and Other Adjustments:				
Reversal of Depreciation Charge	(2,174,278)	(2,640,428)	(2,181,422)	(2,736,854)
Cost of Capital Charge to HRA	(43,000)	(43,000)	(43,000)	(43,000)
Other accounting adjustments	109,673	0	0	0
Transfer to/(from) Reserves:				
Business Rates Equalisation Reserve	0	0	1,000,000	(3,880,000)
Equipment repairs and renewals reserve	1,000,000	1,000,000	1,286,000	750,000
Property repairs and renewals reserve	1,750,000	750,000	445,000	500,000
Investment Property income equalisation reserve	1,750,000	750,000	0	0
Infrastructure Feasibility Study Reserve	100,000	0	0	0
Financing and Investment Income:				
Investment Income	(358,135)	(373,000)	(271,000)	(209,000)
Interest on loans to RBC companies	(1,414,228)	(1,571,000)	(1,460,000)	(1,477,000)
Capital financing costs	10,923,929	14,466,000	12,467,000	15,097,000
Minimum Revenue Provision	3,288,804	4,097,000	3,820,000	3,973,000
Taxation and Non-Specific Grant Income:				
Council Tax income	(5,498,935)	(5,783,000)	(5,783,000)	(5,832,000)
Business Rates Retention	(6,735,816)	(3,700,000)	(1,500,000)	(2,900,000)
Transfer (from)/to the Collection Fund	140,000	0	0	4,044,000
New Homes Bonus	(1,145,690)	(1,657,919)	(1,657,919)	(599,418)
Covid related grants	0	0	(2,469,000)	0
Lower Teir Services Grant	0	0	0	(800,000)
Other Grants	(52,566)	0	0	0
Use of / (Contribution to) Working Balance	(8,492,115)	(525,943)	5,634,292	3,072,829

Council Tax Income Calculation

Council Tax Base (note 1)	33,410	34,099	34,099	33,404
Basic Amount of Council Tax (note 2)	£164.59	£169.59	£169.59	£174.59
<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

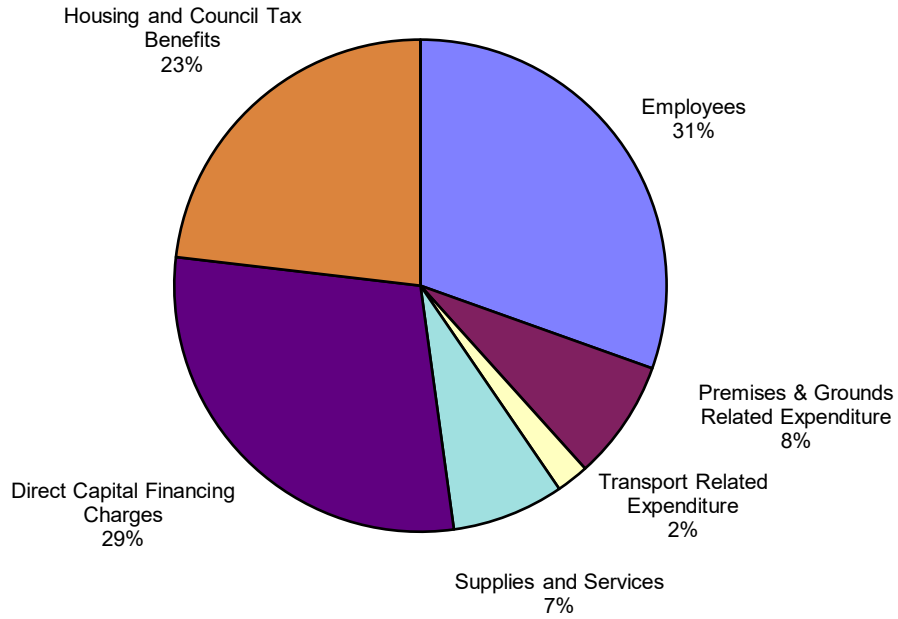
	<u>2019/20</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>EXPENDITURE</u>				
Employees	17,603,011	18,888,564	18,401,896	19,972,391
Premises & Grounds Related Expenditure	5,050,339	5,084,120	5,112,975	5,167,364
Transport Related Expenditure	1,636,083	1,616,810	1,044,895	1,395,566
Supplies and Services	4,560,495	5,033,915	6,307,499	4,828,953
Direct Capital Financing Charges	14,217,693	18,567,268	16,294,807	19,034,265
Housing and Council Tax Benefits	19,755,949	19,302,100	16,730,000	15,177,000
Accounting and Other Adjustment	109,673	78,000	0	0
Gross Expenditure	62,933,243	68,570,777	63,892,072	65,575,539
<u>INCOME</u>				
Housing Benefits Subsidy	19,909,750	19,332,900	16,730,500	15,207,500
Government Grants	1,856,888	2,216,539	4,839,421	1,966,538
Grants, Contributions, Donations and Sponsorship	2,821,128	2,422,745	1,944,202	2,608,450
Fees and Charges	6,030,700	6,328,815	4,509,149	6,620,698
Rents and Leases	25,777,446	27,533,930	21,629,658	24,571,850
Recycling Scheme	170,175	88,364	87,404	88,464
Recharges to Other Services	5,536,496	2,192,512	2,159,052	2,381,316
Investment Income	1,772,363	1,944,000	1,731,000	1,686,000
Council Tax	5,498,935	5,783,000	5,783,000	5,832,000
Business Rates retained	6,735,816	3,700,000	1,500,000	2,900,000
Other Income	55,662	53,915	75,394	53,894
Gross Income	76,165,358	71,596,720	60,988,780	63,916,710
Movement in reserves	(13,232,115)	(3,025,943)	2,903,292	1,658,829

Movement in General Fund Working Balance

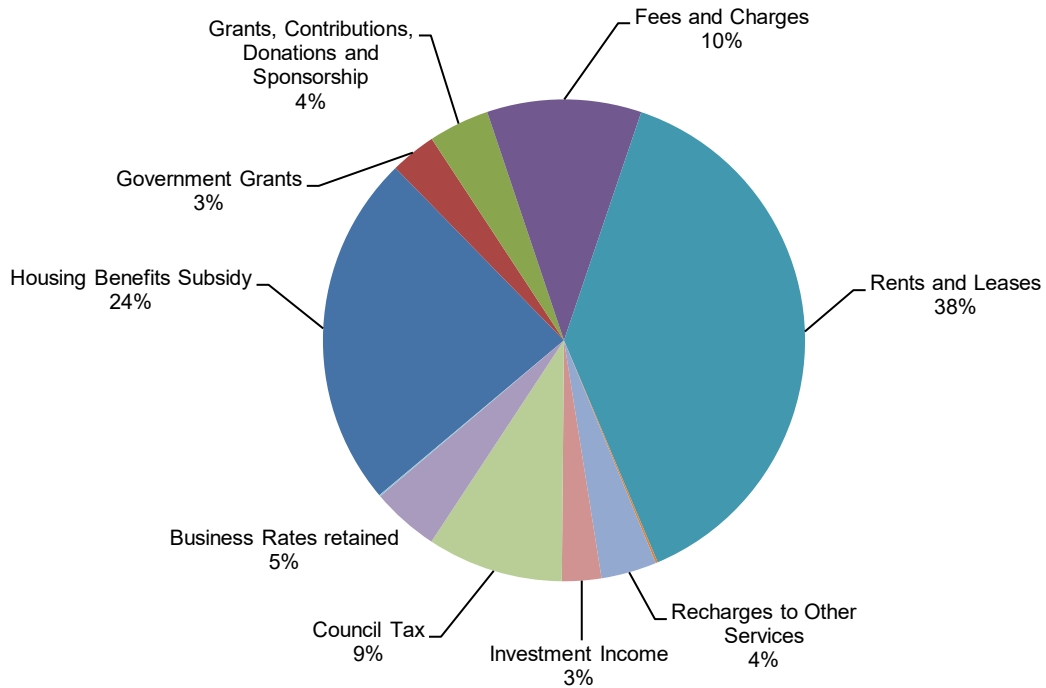
	<u>2019/20</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Movement in reserves (above)	(13,232,115)	(3,025,943)	2,903,292	1,658,829
Transfer to/(from) earmarked reserves	4,740,000	2,500,000	2,731,000	1,414,000
Use of / (Contribution to) General Fund Working Balance	(8,492,115)	(525,943)	5,634,292	3,072,829

GENERAL FUND SUBJECTIVE ANALYSIS

Gross Expenditure 2021/22



Gross Income 2021/22



Housing Committee

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Summary</u>				
<u>Runnymede renewal</u>				
Private sector renewal assistance	47,224	53,820	53,600	48,700
Care and repair service	40,434	34,471	11,359	959
Housing enforcement	58,604	126,100	119,680	134,420
<u>Homes first</u>				
Housing strategy and enabling	66,225	113,250	75,050	71,050
Housing advice and register	378,464	488,420	492,480	506,730
Property leases, working with partners	44,540	22,100	55,200	37,700
Homelessness	321,302	280,100	229,400	231,000
Magna Carta Lettings	179,166	258,900	260,980	263,030
<u>Benefits service</u>				
Housing and Council Tax benefits	612,500	731,920	708,570	756,420
Net expenditure	1,748,459	2,109,081	2,006,319	2,050,009

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	33,900	39,800	39,800	35,200
Training and recruitment	0	300	300	300
<u>Transport related expenditure</u>				
Travelling and subsistence	1,100	900	900	900
<u>Supplies and services</u>				
Communication	24	40	0	0
Computer Maintenance	0	180	2,800	2,600
Legal Fees		0	4,600	4,500
<u>Support services</u>	12,200	12,600	5,200	5,200
Net expenditure	47,224	53,820	53,600	48,700

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	41,100	33,800	33,800	28,500
Training and recruitment	0	0	0	0
<u>Transport related expenditure</u>				
Travelling and subsistence	2,100	1,200	1,200	1,200
<u>Supplies and services</u>				
General office expenses	4,822	4,750	4,750	4,750
Computer maintenance	366	200	200	200
Handyman Services	32,919	20,000	10,000	20,000
<u>Support services</u>	25,240	26,040	26,040	25,940
<u>Capital charges</u>				
Interest payments	0	0	0	0
Gross expenditure	106,547	85,990	75,990	80,590
<u>Income</u>				
Fees and charges	11,482	25,000	10,000	25,000
Surrey County Council Supporting People grant:				
- Core Grant	54,631	26,519	26,519	26,519
- Handyman Services	0	0	28,112	28,112
Gross income	66,113	51,519	64,631	79,631
Net expenditure	40,434	34,471	11,359	959

Housing enforcement (housing standards)

Service description

Budget manager: Private Sector Housing Manager - Mrs K Zivera

Service function:

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

Legal status:

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

Policy objectives:

Private sector housing renewal strategy (approved 2010)

Private sector housing enforcement policy (August 2012)

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

Housing enforcement (housing standards)

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	82,900	141,000	141,000	149,900
Training and recruitment	2,005	750	350	750
<u>Transport related expenditure</u>				
Travelling and subsistence	1,657	3,350	3,250	3,350
<u>Supplies and services</u>				
General office expenses	180	200	200	200
Communications	2,583	2,600	2,680	2,720
<u>Support services</u>				
	21,200	22,200	22,200	21,500
Gross expenditure	110,525	170,100	169,680	178,420
<u>Income</u>				
<u>Fees and charges</u>				
HMO Licensing fee income	51,921	44,000	50,000	44,000
Gross income	51,921	44,000	50,000	44,000
Net expenditure	58,604	126,100	119,680	134,420

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

Legal status:

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

Housing strategy and enabling

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Housing enabling role</u>				
Salaries & Agency staff costs	8,300	11,500	11,500	6,500
Staff training	195	200	0	200
Car allowances	200	150	150	150
Support services	17,400	17,600	17,600	13,800
Total - Housing enabling service	26,095	29,450	29,250	20,650
<u>Housing strategy</u>				
Salaries	33,430	36,900	36,900	40,400
Car allowances	600	600	600	600
Support services	4,400	4,600	4,600	4,700
Total - Housing strategy service	38,430	42,100	42,100	45,700
<u>Other related budgets</u>				
Supplies and services	1,700	1,700	1,700	1,700
Housing redevelopment resource	0	5,000	2,000	3,000
Housing Needs Survey - Consultants	0	35,000	0	0
Housing Stock Condition - Consultants	0	0	0	0
Total - Supplies and services	1,700	41,700	3,700	4,700
Net expenditure	66,225	113,250	75,050	71,050

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 Councils allocations policy for social housing.

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

Policy objectives: To provide a comprehensive housing advice service that helps applicants to secure or retain accommodation in both private & public sectors.

Housing advice and housing register

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Housing advice</u>				
Salaries	164,000	214,300	222,300	211,700
Training and recruitment	650	400	1,000	400
Travelling and subsistence	3,068	3,800	3,750	3,800
Support services	48,980	50,680	50,580	50,680
Total - Housing advice service	216,698	269,180	277,630	266,580
<u>Housing register</u>				
Salaries	92,100	144,900	144,900	163,100
Training and recruitment	0	200	100	200
Car allowances	2,300	3,600	3,600	3,600
Support services	43,180	44,140	43,900	44,000
Depreciation (New IT)	0	0	0	6,500
Total - Housing register service	137,580	192,840	192,500	217,400
<u>Other related budgets</u>				
Printing, stationery, booklet etc.,	3,761	3,600	4,050	4,050
Systems Upgrades & annual support	15,880	14,000	12,700	13,000
Clients medical expenses	2,945	7,000	4,000	4,000
Housing applicant checks	1,600	1,800	1,600	1,700
Agency Payments Surrey CC	20,000	20,000	20,000	20,000
Total - Supplies and services	44,186	46,400	42,350	42,750
Grants & Contributions	20,000	20,000	20,000	20,000
Costs recovered				
Net expenditure	378,464	488,420	492,480	506,730

Property Leases

Service description

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

Policy objectives:

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

Property Leases

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	900	2,500	2,500	3,200
Travelling and subsistence	100	100	100	100
<u>Premises related expenses</u>				
Building maintenance - Ongoing maintenance	44,833	45,000	45,000	45,000
Void costs - utilities & C. Tax payments due	1,978	1,120	5,720	1,620
Rental payments to Landlords	130,917	133,200	132,700	127,500
<u>Support services</u>	13,400	13,800	13,800	13,900
Gross expenditure	192,128	195,720	199,820	191,320
<u>Income</u>				
Rents received	106,922	127,500	101,000	109,000
Rusham Road Lease	26,500	26,500	26,500	26,500
Grants & Contributions	14,166	19,620	17,120	18,120
Gross income	147,588	173,620	144,620	153,620
Net expenditure	44,540	22,100	55,200	37,700

Homelessness

Service description

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

Service function:

To provide a holistic service in respect of the Council's statutory duties in relation to Parts 6 & 7 of the
This includes:-

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

Legal status:

Housing Act 1996 part 6 & 7 as amended by the Homelessness Act 2002; Housing Act 2004 (PSH
Homelessness Reduction Act 2017, due to be implemented in April 2018.

Policy objectives:

To prevent homelessness and sustain tenure where possible. Where not possible, the aim is to relieve

Homelessness

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	236,200	335,100	289,100	293,900
Training and recruitment	192	1,000	500	1,000
<u>Transport related expenditure</u>				
Travelling and subsistence	7,984	6,100	6,000	6,100
<u>Premises related expenses</u>				
Building maintenance	310	5,000	2,000	5,000
Bed and breakfast accommodation	12,689	75,000	25,000	75,000
<u>Supplies and services</u>				
General expenses	3,871	27,400	21,300	27,000
Transform - Winter Shelter	0	5,000	5,000	5,000
<u>Support services</u>				
	78,600	80,500	80,500	73,000
Gross expenditure	339,846	535,100	429,400	486,000
<u>Income</u>				
Rents (includes bed and breakfast rents)	6,800	30,000	10,000	30,000
Grants applied	11,744	225,000	190,000	225,000
Gross income	18,544	255,000	200,000	255,000
Net expenditure	321,302	280,100	229,400	231,000

Magna Carta Lettings

Service description

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

Service function:

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

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	112,100	138,100	138,100	131,500
Training and recruitment	190	4,250	1,250	3,250
<u>Transport related expenditure</u>				
Travelling and subsistence	1,765	3,250	3,250	3,250
<u>Premises related expenses</u>				
Building maintenance	5,190	5,000	6,400	6,800
Property Rents	394,458	417,800	512,600	570,000
Other property costs	11,132	20,000	15,000	15,000
<u>Supplies and services</u>				
General expenses	3,542	9,100	4,780	9,630
Rental deposits and guarantees (unrecoverable)	1,830	16,000	37,200	37,200
<u>Support services</u>				
	48,180	48,400	48,400	49,400
Gross expenditure	578,387	661,900	766,980	826,030
<u>Income</u>				
Rental income	399,221	400,000	506,000	560,000
Grants applied	0	3,000	0	3,000
Gross income	399,221	403,000	506,000	563,000
Net expenditure	179,166	258,900	260,980	263,030

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 2022

	<u>2019/20</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Administrative expenses and subsidies				
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	503,856	532,300	544,600	562,900
Redundancy	69,872	0	0	0
Training and recruitment	12,035	5,700	1,700	5,700
<u>Transport related expenditure</u>				
Travelling and subsistence	269	400	300	400
<u>Supplies and services</u>				
General office expenses	24,336	27,700	21,150	22,950
Computer maintenance	64,990	45,400	51,200	40,000
External audit fees - grant claims	13,425	9,500	13,400	13,400
<u>Support services</u>				
Capital Charges	0	0	0	9,250
Sub total - Administrative costs	1,083,503	999,720	1,011,070	1,033,920
<u>Government subsidies (administration)</u>				
General administration subsidy	239,465	237,000	237,600	225,500
Specific grants for new initiatives	77,737	0	64,400	21,500
Sub total - Government subsidies	317,202	237,000	302,000	247,000
Net expenditure on administration	766,301	762,720	709,070	786,920
Benefits granted and Government subsidy				
<u>Benefits granted</u>				
Local housing allowances	13,206,361	12,790,000	10,513,000	9,560,000
Local housing allowances - local scheme	8,513	9,600	9,000	9,000
Rent rebates (Incl. non - HRA rebates)	6,534,028	6,495,000	6,207,000	5,607,000
Rent rebates - local scheme	7,047	7,500	1,000	1,000
Sub total - Benefits granted	19,755,949	19,302,100	16,730,000	15,177,000
<u>Government subsidies (benefits)</u>				
Local housing allowances subsidy	13,110,003	12,790,000	10,513,000	9,560,000
Rent rebates subsidy (incl. non - HRA)	6,481,797	6,480,000	6,190,000	5,590,000
Local scheme subsidy	11,670	12,900	7,500	7,500
Incentive areas subsidy	306,280	50,000	20,000	50,000
Sub total - subsidy and other items	19,909,750	19,332,900	16,730,500	15,207,500
Net expenditure on benefits granted	(153,801)	(30,800)	(500)	(30,500)
Net expenditure on benefits service	612,500	731,920	708,570	756,420

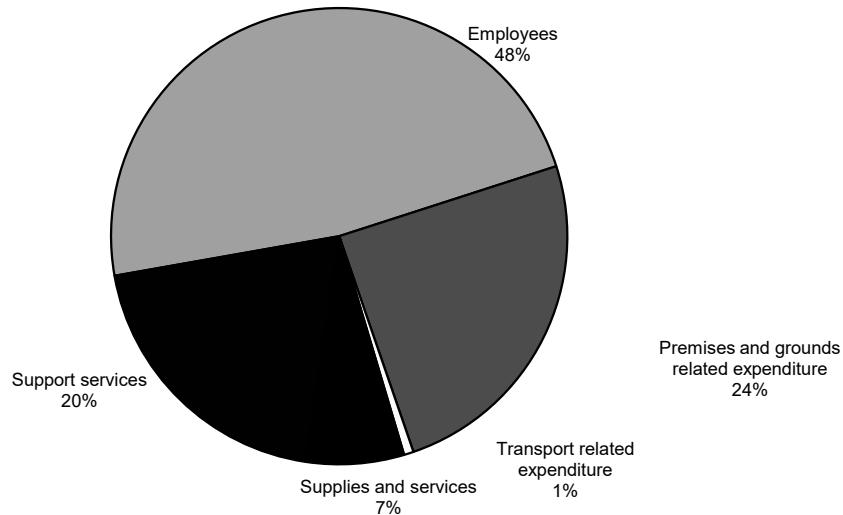
Housing Committee

Subjective analysis

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees	1,393,925	1,643,000	1,609,700	1,638,600
Premises and grounds related expenditure	601,507	702,120	744,420	845,920
Transport related expenditure	21,143	23,450	23,100	23,450
Supplies and services	198,774	256,170	225,310	237,600
Support services	707,500	699,280	691,540	681,440
Capital charges	0	0	0	15,750
Revenue expenditure	2,922,849	3,324,020	3,294,070	3,442,760
Housing benefits granted	19,755,949	19,302,100	16,730,000	15,177,000
Total expenditure	22,678,798	22,626,120	20,024,070	18,619,760
<u>Income</u>				
Housing benefits subsidy	19,909,750	19,332,900	16,730,500	15,207,500
Government grants	331,368	256,620	319,120	265,120
Grants and contribution to costs	86,375	274,519	264,631	302,631
Fees and charges	602,846	653,000	703,500	794,500
Gross income	20,930,339	20,517,039	18,017,751	16,569,751
Net expenditure	1,748,459	2,109,081	2,006,319	2,050,009

Expenditure Analysis 2021/22

(excluding Housing Benefits granted)



Community Services Committee

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Summary</u>				
Older people services				
Older people services administration	300,737	191,111	249,966	(33,819)
Centres for older people	528,326	543,128	637,339	666,789
Community meals service	69,737	87,425	46,107	104,070
Community alarm (Careline)	(7,911)	38,242	48,224	54,077
Community transport services				
Runnymede community transport	391,155	594,693	542,479	605,718
Community Safety				
Safer Runnymede	467,328	512,699	500,324	525,019
Community Safety Partnership	57,332	62,100	62,100	64,600
Assistance to voluntary organisations				
Grant aid	368,684	338,400	323,400	351,187
Cultural and related services				
Leisure and sports development	444,820	506,267	659,249	663,504
Chertsey Museum service	191,531	233,898	224,625	234,500
Allotments	34,007	26,869	27,825	27,751
Community halls	373,201	304,721	439,586	425,100
Parks and open spaces	1,436,710	1,802,442	1,592,633	1,758,692
Environmental and regulatory services				
Cemeteries and closed churchyards	41,993	39,248	(8,739)	59,987
Net expenditure	<u>4,697,651</u>	<u>5,281,243</u>	<u>5,345,118</u>	<u>5,507,175</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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	164,100	196,900	132,300	214,067
Training and recruitment	2,745	17,492	8,175	27,942
<u>Premises related expenses</u>				
Runnymede direct services - day centres	3,200	3,200	3,314	3,300
<u>Transport related expenditure</u>				
Travelling and subsistence	3,582	7,200	6,900	9,200
Community services van	514	500	500	500
<u>Supplies and services</u>				
Equipment, furniture and materials	3,910	0	0	0
General office expenses	4,401	13,301	30,500	18,001
Communications and computing	2,692	2,760	2,760	2,867
Services and expenses	0	0	0	0
Grants and subscriptions - lunch club	0	400	0	400
Miscellaneous expenses - third party insurance	6,174	6,138	6,297	6,423
Support services	138,960	130,800	130,800	128,900
Gross expenditure	330,276	378,691	321,546	411,600
<u>Income</u>				
Grants and Contributions	11,859	68,700	52,700	101,600
Sales Fees and charges	17,680	118,880	18,880	343,819
Gross Income	29,539	187,580	71,580	445,419
Net expenditure	300,737	191,111	249,966	(33,819)

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	386,907	437,566	409,626	675,728
Training And Recruitment	0	0	0	600
<u>Premises related expenses</u>				
Building maintenance	97,122	75,793	52,168	49,218
Energy costs	36,344	35,566	30,454	35,564
Water services	5,292	7,222	5,730	5,845
Rent, rates and insurance	27,299	29,385	27,801	28,444
Cleaning and domestic supplies	24,540	25,341	15,070	26,215
Grounds maintenance	905	2,026	1,964	2,312
<u>Transport related expenditure</u>				
Car allowances	1,600	1,600	1,600	2,120
<u>Supplies and services</u>				
Equipment, furniture and materials	33,972	32,616	28,678	42,278
Catering expenses	48,554	56,552	16,617	83,383
Clothes, uniform and laundry	658	535	535	545
General office expenses	50	323	0	276
Communications and computing	4,812	5,078	5,656	5,144
Services and expenses	13,497	5,244	6,720	8,653
Support services	29,400	30,800	30,800	30,800
Depreciation and impairment losses	75,930	76,813	75,930	75,930
<u>Savings target</u>				
Closure of 1 Centre over the Christmas period	(2,000)	(2,000)	(2,000)	(2,000)
Gross expenditure	784,881	820,460	707,349	1,071,055
<u>Income</u>				
Grants and contributions	26,450	26,450	0	108,750
Sales, fees and charges	229,025	249,791	70,010	294,965
Surrey Heath Partnership working	0	0	0	0
Rents and leases	1,080	1,091	0	551
Gross income	256,555	277,332	70,010	404,266
Net expenditure	528,326	543,128	637,339	666,789

Centres for older people

Notes

	<u>2019/20</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Net direct Expenditure of centres</u>				
Eileen Tozer centre	174,031	160,138	212,685	182,441
Manor Farm centre	113,627	135,767	184,628	158,934
Woodham and New Haw centre	142,930	152,770	146,456	103,523
Windle Valley - SHBC	0	0	0	109,055
Windle Valley - SHBC Saturday Club	0	0	0	19,266
Other costs (depreciation etc.)	97,739	94,453	93,570	93,570
	528,326	543,128	637,339	666,789

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 2022				
	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	114,939	144,005	119,200	305,916
Training & Recruitment	0	0	0	500
<u>Premises expenses</u>				
Depot recharge	4,400	4,700	4,700	4,700
Cleaning and domestic supplies	278	326	326	333
<u>Transport related expenditure</u>				
Direct transport costs	29,670	27,960	30,660	47,497
Car allowances	100	100	100	1,400
<u>Supplies and services</u>				
Equipment, furniture and materials	472	1,088	1,196	6,110
Catering expenses	71,671	72,200	87,100	149,700
Clothes, uniforms and laundry	2,853	315	315	1,315
General Office	0	158	0	161
Communications and computing	192	273	210	960
Support services	17,000	17,700	17,700	17,900
Gross expenditure	241,574	268,825	261,507	536,492
<u>Income</u>				
Grants and contributions - SCC care contribution	5,000	5,000	5,000	9,089
Surrey Heath Partnership working	0	0	0	0
Sales, fees and charges	166,836	176,400	210,400	423,333
Gross income	171,836	181,400	215,400	432,422
Net expenditure	69,737	87,425	46,107	104,070

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.
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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	202,600	276,864	266,100	405,337
Training & Recruitment	0	0	0	100
<u>Transport related expenditure</u>				
Car allowances	12,300	12,300	12,300	27,936
<u>Supplies and services</u>				
Equipment, furniture and materials (purchase of new units)	52,722	45,000	45,000	85,000
General office expenses	762	875	1,526	1,657
Communications and computing	1,889	2,269	1,800	2,447
Support services	129,420	142,020	142,020	166,020
Gross expenditure	399,692	479,328	468,746	688,497
<u>Income</u>				
Sales, Fees and Charges	44,781	48,712	48,712	0
Rents and leases:				
- Full charge to clients	247,722	256,074	258,510	516,220
- Other charges				
Recharges to HRA services	115,100	136,300	113,300	118,200
Gross income	407,604	441,086	420,522	634,420
Net expenditure	(7,911)	38,242	48,224	54,077

Runnymede community transport

Service description

Budget manager:	Business Centre Manager - Corporate Head of Community Services - Mr D Williams
Service function:	To provide accessible transport services for older Runnymede residents and those with disabilities and to promote and implement the Runnymede Travel initiative
Legal status:	1985 Transport Act Health Service and Public Health Act 1968 (DHSS Circular 17/71) 1990 NHS and Community Care Act. Local Government Act 2000, Highways Act 1980 and associated legislation. Local Government Act 2003.
Policy objective:	To provide a safe, efficient and cost effective transport service for vulnerable people living in Runnymede and introduce a series of initiatives that are designed to create safe and secure journeys to school with the aim of reducing the number of car related school journeys. Particular emphasis is placed upon the development of travel plans and the promotion of the Yellow Bus project.

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	369,816	388,389	331,900	899,878
Training and recruitment	1,325	1,020	900	2,843
<u>Premises related expenses</u>				
Building Maintenance	0	159	0	162
Depot recharge	9,500	10,400	10,400	10,400
Cleaning and Domestic Supplies	130	0	400	3,400
<u>Transport related expenditure</u>				
Direct Transport Costs	431	104	104	256
Transport recharges	162,653	184,390	157,180	361,862
Hire of buses	469,370	481,135	64,656	0
Travelling and subsistence	200	400	400	4,510
<u>Supplies and services</u>				
Furniture and equipment	1,130	1,640	1,640	6,033
Clothes, uniform and laundry	66	1,762	0	4,035
General office expenses	775	906	400	1,494
Communications and computing	10,137	10,410	10,209	18,664
Services and expenses	0	0	3,150	0
Support services	39,900	43,500	43,500	44,600
Depreciation and impairment losses	76,518	76,518	76,518	94,283
Gross expenditure	<u>1,141,950</u>	<u>1,200,733</u>	<u>701,357</u>	<u>1,452,420</u>
<u>Income</u>				
Grants and contributions				
Section 106 agreements towards the school bus scheme	134,979	0	0	0
Sponsorship income towards school buses	300	0	0	0
Surrey County Council partnership work towards commun	295,293	285,000	75,000	285,000
Surrey County Council grant support: towards community transport				
- social services	13,026	13,026	13,026	94,946
- transport unit	28,737	28,737	28,737	68,317
Vehicle fuel rebate	10,696	10,000	10,000	18,020
Sales, fees and charges	264,765	266,277	29,115	377,419
Recharge to Services	3,000	3,000	3,000	3,000
Gross income	<u>750,796</u>	<u>606,040</u>	<u>158,878</u>	<u>846,702</u>
Net expenditure	<u>391,155</u>	<u>594,693</u>	<u>542,479</u>	<u>605,718</u>

Runnymede community transport

Notes

	<u>2019/20</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Net expenditure includes the following:</u>				
Community transport	225,152	297,695	462,598	341,740
Travel Initiative	166,004	296,998	79,881	263,978
	<u>391,156</u>	<u>594,693</u>	<u>542,479</u>	<u>605,718</u>

Safer Runnymede

Service description

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

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	678,800	684,100	684,100	723,600
Training and recruitment	2,349	10,500	1,485	3,500
<u>Premises related expenses</u>				
Utility costs	1,532	2,000	2,000	2,000
Rents, rates and insurance	2,984	3,385	3,389	3,396
Grounds maintenance	883	2,935	885	791
<u>Transport related expenditure</u>				
Travelling and subsistence	22	200	0	200
Car allowances	1,800	1,800	1,800	1,800
<u>Supplies and services</u>				
Equipment, furniture and materials	102,167	109,534	103,948	111,470
Catering expenses	0	104	100	100
Clothes, uniform and laundry	526	816	0	500
General office expenses	1,303	3,834	1,839	1,997
Communications and computing	61,037	67,061	66,845	77,033
Services and expenses	1,914	1,934	36,914	1,952
Miscellaneous Expenses			159	162
Support services	126,100	131,200	131,100	141,000
Depreciation and impairment losses	149,124	187,449	130,197	136,927
Gross expenditure	1,130,541	1,206,852	1,164,761	1,206,428
<u>Income</u>				
Costs recovered from third parties (for services)	416,879	424,861	394,377	402,589
Sales fees and charges	933	1,032	840	1,200
Recharges to services	245,400	268,260	269,220	277,620
Gross income	663,213	694,153	664,437	681,409
Net expenditure	467,328	512,699	500,324	525,019

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
<u>Employees</u>				
Direct employee expenses	40,000	50,600	50,600	53,100
Training and Recruitment	95	1,000	1,000	1,000
<u>Premises related expenses</u>				
Grounds maintenance	400	400	400	400
<u>Transport related expenditure</u>				
Travelling and subsistence	6	0	0	0
Car allowances	1,200	200	200	200
<u>Supplies and services</u>				
Services and expenses	6	0	0	0
Grants and subscriptions	7,320	5,000	5,000	5,000
Miscellaneous expenses:				
- Joint Action Group (JAG)	2,240	2,900	2,900	2,900
- New Projects	4,959	0	0	0
Support services	6,900	7,100	7,100	7,100
Gross expenditure	63,125	67,200	67,200	69,700
Income				
Sales, fees and charges	100	100	100	100
Other grants and contributions	5,693	5,000	5,000	5,000
Gross income	5,793	5,100	5,100	5,100
Net expenditure	57,332	62,100	62,100	64,600

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 2022

	<u>2019/20</u> <u>Actual</u> £	<u>2020/21</u> <u>Estimate</u> £	<u>2020/21</u> <u>Probable</u> £	<u>2021/22</u> <u>Estimate</u> £
Expenditure				
<u>Employees</u>				
Direct employee expenses	40,000	40,900	40,900	44,100
Training and Recruitment	43	1,500	0	1,500
<u>Transport related expenses</u>				
Car allowances	700	1,300	1,300	1,300
<u>Supplies and services</u>				
<u>Corporate grants</u>				
General	6,740	700	700	700
Christmas Decorations	18,375	8,000	8,000	7,200
Runnymede Access Liaison group	3,500	1,500	1,500	1,500
<u>Community related grants</u>				
Citizens Advice Bureau	110,803	103,700	103,700	103,700
Community Services occasional grants	0	0	0	0
Runnymede Association of Voluntary Services	31,000	33,000	33,000	33,000
Surrey Community Action	0	0	0	0
Partnership Officer grants	6,368	4,400	3,400	3,787
Community First initiative	32,854	35,000	15,000	35,000
<u>Leisure grants</u>				
General provision	3,815	4,400	2,500	4,400
Grants for community events	4,550	4,800	2,300	4,800
Addlestone Community Assoc.	2,900	2,900	2,900	2,900
Arts	0	800	800	800
Runnymede Sports Council "Sports Runnymede"	0	0	0	0
Walk for peace	0	0	0	0
Egham Museum Salary	20,000	0	0	0
<u>Property related grants</u>				
Rent abatement grants	68,035	76,100	76,100	76,100
Support services	19,000	19,400	31,300	30,400
Gross expenditure	368,684	338,400	323,400	351,187
Net expenditure	368,684	338,400	323,400	351,187

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 2022

	<u>2019/20</u> <u>Actual</u> £	<u>2020/21</u> <u>Estimate</u> £	<u>2020/21</u> <u>Probable</u> £	<u>2021/22</u> <u>Estimate</u> £
<u>Employees</u>				
Direct employee expenses	181,064	160,307	155,307	158,600
Training and recruitment	1,014	604	500	600
<u>Premises related expenses</u>				
Building maintenance	(889)	0	0	0
Rent, rates and insurance	16,656	17,257	11,952	17,759
<u>Transport related expenditure</u>				
Travelling and subsistence	200	180	180	183
Car allowances	4,000	5,800	5,800	5,800
<u>Supplies and services</u>				
Equipment, furniture and materials	1,893	1,720	500	1,740
Clothes, uniform and laundry	2,748	1,300	0	1,300
General office expenses	26,748	16,623	14,023	16,077
Communications and computing	1,241	1,100	1,300	1,304
Miscellaneous Expenses	0	0	3,150	0
Grants and subscriptions	450	2,000	0	2,000
Public liability insurance	653	666	666	679
Support services	48,200	45,800	45,920	46,240
Depreciation and impairment losses	430,536	511,310	424,176	419,222
Gross expenditure	714,513	764,667	663,474	671,504
<u>Income</u>				
Grants and contributions	50,892	12,000	4,225	8,000
Sales, fees and charges	10,407	10,400	0	0
Rent and Leases	208,394	236,000	0	0
Gross Income	269,693	258,400	4,225	8,000
Net expenditure	444,820	506,267	659,249	663,504

Notes

	<u>2019/20</u> <u>Actual</u> £	<u>2020/21</u> <u>Estimate</u> £	<u>2020/21</u> <u>Probable</u> £	<u>2021/22</u> <u>Estimate</u> £
<u>Net expenditure includes the following:</u>				
Arts development	13,800	19,700	19,700	29,000
Sports development	20,510	25,432	22,880	34,908
Surrey Youth Games	32,270	35,796	30,900	38,600
Holiday Activities	0	0	0	0
General expenditure	378,241	425,339	585,769	560,996
	444,820	506,267	659,249	663,504

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
<u>Employees</u>				
Direct employee expenses	156,264	175,194	162,200	174,581
Training and recruitment	594	426	0	434
<u>Premises related expenses</u>				
Building maintenance	7,636	29,877	21,294	17,579
Energy and utility costs	5,634	5,313	4,784	5,594
Rent, rates and insurance	45,920	46,375	46,213	46,675
Cleaning and domestic supplies	1,518	1,476	1,358	1,486
Grounds maintenance	399	525	400	530
<u>Transport related expenditure</u>				
Travelling expenses	28	100	0	102
Car allowances	500	800	800	800
<u>Supplies and services</u>				
Equipment, furniture and materials	2,083	1,960	1,960	1,999
Catering expenses	147	47	47	48
General office expenses	6,799	8,024	6,830	7,720
Communication and computing	5,732	5,447	5,610	5,676
Service and expenses	1,266	1,252	830	880
Miscellaneous expenses:				
- Exhibits and exhibitions	16,718	14,428	13,018	15,444
- Museum projects	14,720	8,000	8,000	8,000
Support services	42,200	44,800	44,800	45,700
Depreciation and impairment losses	1,367	1,367	1,313	740
Gross expenditure	309,524	345,411	319,457	333,988
Income				
Grants and contributions:				
- Olive Matthews Collection Trust	69,274	69,276	69,988	70,238
- Museum projects	11,683	8,000	8,000	8,000
- Other grants	2,781	2,261	2,202	2,202
Sales, fees and charges	34,255	31,976	14,642	19,048
Gross income	117,993	111,513	94,832	99,488
Net expenditure	191,531	233,898	224,625	234,500

Allotments

Service description

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

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	22,500	20,700	20,700	22,200
Training & Recruitment	0	300	300	0
<u>Premises related expenses</u>				
Building maintenance	4,338	1,227	420	425
Energy and utility costs	2,421	2,153	3,400	2,980
Rents, rates and insurance	30	32	32	33
Grounds maintenance	12,195	10,994	10,994	11,199
<u>Transport related expenditure</u>				
Use of vehicles	1,399	1,600	2,110	1,790
Car Allowances	600	0	0	0
<u>Supplies and services</u>				
Communications and computing	579	593	599	617
Miscellaneous Expenses	0	0	0	0
Support services	22,400	22,400	22,400	22,100
Gross expenditure	66,462	59,999	60,955	61,344
<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	22,415	23,178	23,178	23,641
- Rent from self management schemes	2,826	2,852	2,852	2,852
Sales Fees and Charges	137	100	100	100
Gross Income	32,455	33,130	33,130	33,593
Net expenditure	34,007	26,869	27,825	27,751

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	140,790	152,500	142,400	159,400
Training and recruitment	519	848	0	530
<u>Premises related expenses</u>				
Building maintenance	150,138	48,349	40,667	39,748
Energy and utility costs	29,690	31,100	23,900	28,264
Rent, rates and insurance	23,301	24,113	24,095	24,631
Cleaning and domestic supplies	8,331	8,927	8,475	9,283
Grounds maintenance	2,952	3,177	3,134	3,199
<u>Transport related expenditure</u>				
Travelling and subsistence	2,600	2,650	2,600	2,600
<u>Supplies and services</u>				
Equipment, furniture and materials	5,159	4,944	2,200	5,001
Catering Expenses	0	0	0	200
Clothes, uniform and laundry	248	710	0	682
General office expenses	2,764	952	313	738
Communications and computing	3,726	3,630	3,500	3,549
Services and expenses	1,532	1,797	598	1,549
Support services	115,840	131,500	131,500	131,760
<u>Depreciation and impairment Losses</u>				
Depreciation	72,958	72,958	72,958	71,208
Gross expenditure	560,549	488,155	456,340	482,342
<u>Income</u>				
Sales, fees and charges	169,134	165,564	(6,366)	23,622
Rents and leases	18,213	17,870	23,120	33,620
Gross income	187,348	183,434	16,754	57,242
Net expenditure	373,201	304,721	439,586	425,100

Notes

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Net direct expenditure of halls</u>				
General expenditure	238,814	258,407	257,158	258,940
Chertsey Hall	113,707	38,356	128,738	92,914
The Hythe Centre	(10,554)	8,446	55,097	55,027
Thorpe Village Hall	31,157	(488)	(1,407)	18,219
Community Events	77	0	0	0
Total	373,201	304,721	439,586	425,100

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
<u>Employees</u>				
Direct employee expenses	651,602	756,496	690,064	817,568
Training and recruitment	13,507	9,979	6,279	10,024
<u>Premises related exp</u>				
Building maintenance	145,982	190,433	94,347	100,494
Energy and utility costs	41,172	41,564	37,682	38,284
Rent, rates and insurance	35,066	32,704	35,966	36,535
Cleaning and domestic supplies	29,327	27,976	25,221	30,004
Grounds maintenance	465,060	607,837	557,837	581,564
Grounds maintenance - Sangs	11,397	0	0	0
<u>Transport related expenditure</u>				
Use of vehicles	15,803	17,660	17,150	20,050
Travelling expenses	197	113	100	100
Car allowances	7,700	13,300	13,300	13,300
<u>Supplies and services</u>				
Equipment, furniture and materials	73,264	62,228	56,615	63,695
Clothes, uniform and laundry	2,090	2,276	2,176	2,300
General office expenses	3,410	3,680	4,465	4,400
Communications and computing	12,355	10,653	10,464	10,859
Services and expenses	5,924	11,392	11,852	10,920
Grants and subscriptions (Basingstoke Canal contribution)	8,000	8,000	8,000	8,000
Miscellaneous expenses:	16,049	63,855	12,800	89,111
Support services	168,719	184,820	184,820	184,180
Depreciation and impairment losses	108,863	115,321	104,540	112,506
Gross expenditure	1,815,487	2,160,287	1,873,678	2,133,894
Income				
Grants and contributions	48,286	35,700	10,140	29,700
Contribution from SANGS	11,397	0	0	0
Sales, fees and charges	62,033	71,278	19,272	56,190
Rents and leases	144,860	133,050	112,337	135,616
Other income and recharges:				
- Parks management recharge to services	103,000	109,900	109,900	145,800
- Investments / commuted payments	9,202	7,917	29,396	7,896
Gross income	378,776	357,845	281,045	375,202
Net expenditure	1,436,710	1,802,442	1,592,633	1,758,692

Cemeteries and closed churchyards

Service description

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

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	66,720	72,600	72,600	87,000
Training and recruitment	2,179	500	500	500
<u>Premises related expenses</u>				
Building maintenance	25,319	23,202	20,818	19,533
Energy and utility costs	1,341	2,921	3,006	2,961
Rent, rates and insurance	7,750	7,963	8,977	9,223
Cleaning and domestic	938		939	956
Grounds maintenance	102,414	118,043	117,866	122,335
<u>Transport related expenditure</u>				
Use of vehicles	0	0	0	0
Travelling and subsistence	2,300	2,000	2,000	2,000
<u>Supplies and services</u>				
Equipment, furniture and materials	916	1,084	871	881
Communications and computing	2,295	1,887	1,856	2,014
Services and expenses	251	0	102	204
Support services	42,640	44,780	44,780	47,280
Depreciation and impairment losses	560	560	560	560
Gross expenditure	255,623	275,540	274,875	295,447
<u>Income</u>				
Sales, fees and charges	213,182	235,943	283,258	235,100
Rent and leases	438	349	356	360
Other income	11	0	0	0
Gross income	213,631	236,292	283,614	235,460
Net expenditure	41,993	39,248	(8,739)	59,987

Notes

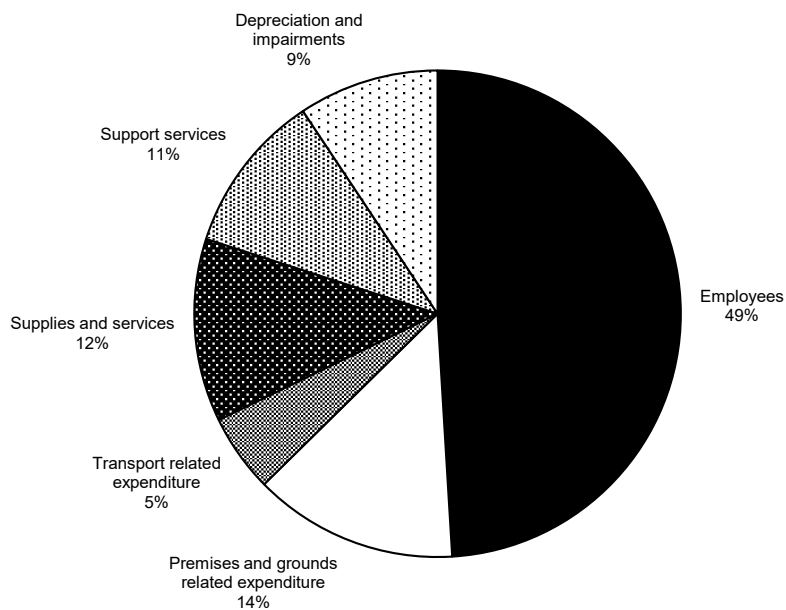
	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Net direct expenditure includes:</u>				
Cemeteries	22,280	14,535	(33,375)	25,887
Closed churchyards	19,713	24,713	24,636	34,100
	41,993	39,248	(8,739)	59,987

Community Services Committee

Subjective analysis

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees	3,238,472	3,599,290	3,295,136	4,789,148
Premises and grounds related expenditure	1,379,447	1,486,376	1,262,778	1,327,754
Transport related expenditure	719,475	763,392	321,740	505,506
Supplies and services	971,555	966,574	890,259	1,188,134
Support services	946,680	996,620	1,008,540	1,043,980
Depreciation and impairments	915,856	1,042,296	886,192	911,376
Gross expenditure	8,171,485	8,854,549	7,664,646	9,765,899
<u>Income</u>				
Grants, donations and sponsorship	714,949	569,150	284,018	808,862
Sales, fees and charges	1,630,150	1,801,316	1,083,342	2,177,487
Rents and leases	653,024	677,464	427,353	719,860
Recharges to other services	466,500	517,460	495,420	544,620
Other income	9,213	7,917	29,396	7,896
Gross income	3,473,835	3,573,307	2,319,529	4,258,725
Net expenditure	4,697,651	5,281,243	5,345,118	5,507,175

Expenditure Analysis 2021/2022



Environment and Sustainability Committee

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Summary				
Environmental and regulatory services				
Environmental administration	(1,845)	423	3	(110)
Environmental enforcement	281	50	(260)	60
Pollution control	270,303	272,470	264,176	276,845
Local air pollution	48,871	51,050	50,250	48,530
Occupational health, safety and welfare	87,951	111,510	106,595	108,050
Food safety and hygiene	151,297	170,910	171,465	186,685
Pest control and dog warden service	19,492	20,700	21,315	21,550
Animal welfare licensing	11,134	9,900	12,150	7,300
Recycling and environmental initiatives	1,201,554	1,488,386	1,288,719	1,479,094
Green waste collection	(139,686)	(101,502)	(183,955)	(149,837)
Refuse collection - domestic	858,614	1,066,105	888,488	1,034,999
Refuse collection - trade waste	(48,529)	(66,652)	(105,337)	(25,832)
Street cleansing	943,088	909,851	999,302	982,038
Public conveniences	22,788	17,471	19,355	19,042
Flood mitigation	250,714	223,680	219,540	232,780
Energy management	57,010	65,930	65,980	67,795
Highways and transport services				
Car parks	(572,309)	(505,168)	79,275	(416,212)
On street car parking enforcement	7,955	500	67,446	29,809
Environmental maintenance - RBC	42,131	41,340	37,850	52,310
Environmental maintenance - SCC Agency	30,427	37,991	34,820	38,820
Borough highways functions	23,576	59,829	56,633	62,354
Markets and street trading	11,947	12,010	12,010	12,318
Engineering services	(240)	27	(2,130)	(1,243)
Net expenditure	<u>3,276,524</u>	<u>3,886,811</u>	<u>4,103,690</u>	<u>4,067,145</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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	5,300	5,700	5,700	5,900
Training and recruitment	305	500	275	500
Transport related expenditure				
Travelling and subsistence	146	100	100	100
Car allowances	300	300	300	300
Supplies and services				
General office expenses	126	130	125	130
Communications and computing	15,475	15,990	15,800	16,100
Support services	5,400	6,000	6,000	6,000
Depreciation and impairment losses	1,903	1,903	1,903	960
Gross expenditure	28,955	30,623	30,203	29,990
Income				
Other income and recharges	30,800	30,200	30,200	30,100
Gross income	30,800	30,200	30,200	30,100
Net expenditure (income)	(1,845)	423	3	(110)

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	37,100	39,000	39,000	41,000
Training and recruitment	-	50	50	50
Transport related expenditure				
Car allowances	1,307	2,400	2,400	2,400
Supplies and services				
Equipment, furniture and materials	-	250	0	0
Protective clothing	90	100	60	80
Communications and computing	84	150	130	130
Support services	15,500	13,700	13,700	9,900
Gross expenditure	54,081	55,650	55,340	53,560
Income				
Other income and recharges	53,800	55,600	55,600	53,500
Gross income	53,800	55,600	55,600	53,500
Net expenditure	281	50	(260)	60

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	165,000	174,600	174,600	186,500
Training and recruitment	2,673	3,500	1,400	2,500
Premises related expenses				
Grounds maintenance	-	500	450	500
Transport related expenditure				
Travelling and subsistence	32	125	30	125
Car allowances	7,200	6,700	6,700	6,700
Supplies and services				
Equipment, furniture and materials	9,492	2,340	2,240	2,240
General office expenses	2,033	1,490	886	1,490
Communication and computing	2,776	2,970	3,040	3,040
Services and expenses:				
- Contaminated land	18,948	17,125	11,000	10,100
- Other expenses	4,631	3,320	2,730	3,250
Support services	62,200	62,600	62,600	63,200
	Gross expenditure	274,985	275,270	265,676
Income				
Sales, fees and charges	4,682	2,800	1,500	2,800
	Gross income	4,682	2,800	1,500
	Net expenditure	270,303	272,470	276,845

Notes

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable	<u>2021/22</u> Estimate £
Net expenditure includes:				
General pollution control	209,667	206,695	204,936	216,105
Contaminated land	60,636	65,775	59,240	60,740
	270,303	272,470	264,176	276,845

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	32,300	36,200	36,200	38,300
Transport related expenditure				
Car allowances	1,100	1,200	1,200	1,200
Supplies and services				
Services and expenses	1,516	1,500	1,550	1,580
Air quality provision	7,000	5,000	3,000	0
Support services	11,200	11,400	11,400	11,700
Gross expenditure	53,116	55,300	53,350	52,780
Income				
Sales, fees, charges (air pollution authorisation)	4,245	4,250	3,100	4,250
Gross income	4,245	4,250	3,100	4,250
Net expenditure	48,871	51,050	50,250	48,530

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	51,800	74,300	74,300	78,400
Training and recruitment	-	400	200	300
Transport related expenditure				
Travelling and subsistence	23	30	15	30
Car allowances	2,800	3,000	3,000	3,000
Supplies and services				
Equipment, furniture and materials	10	50	40	50
General office expenses	8,913	8,880	4,220	1,250
Communication and computing	105	150	120	120
Support services	24,300	24,700	24,700	24,900
Gross expenditure	87,951	111,510	106,595	108,050

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	103,760	122,400	122,400	136,700
Training and recruitment	2,268	1,750	2,400	2,650
Transport related expenditure				
Travelling and subsistence	52	100	50	100
Car allowances	5,300	5,900	5,900	5,900
Supplies and services				
Equipment, furniture and materials	897	600	500	700
General office expenses	811	350	350	350
Communication and computing	3,725	1,710	1,865	1,885
Services and expenses	-	200	100	200
Miscellaneous expenses	-	1,500	1,500	1,500
Support services	38,000	37,900	37,900	38,200
Gross expenditure	154,813	172,410	172,965	188,185
Income				
Other grants and contributions (costs recovered)	3,516	1,500	1,500	1,500
Gross income	3,516	1,500	1,500	1,500
Net expenditure	151,297	170,910	171,465	186,685

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	5,100	4,300	4,300	4,500
Transport related expenditure				
Car allowances	300	200	200	200
Supplies and services				
General office expenses	-	-	50	50
Communications and computing	300	300	300	300
Services and expenses:				
- Stray dogs, kennelling and vets fees etc.	3,445	5,500	4,400	4,500
- Stray dogs kennel provision/retainer fee	3,787	3,900	5,000	5,100
Support services	7,100	7,200	7,200	7,400
Gross expenditure	20,032	21,400	21,450	22,050
Income				
Sales, fees and charges(dog control charges)	540	700	135	500
Gross income	540	700	135	500
Net expenditure	19,492	20,700	21,315	21,550

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 2022

	<u>2019/20</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
Employees				
Direct employee expenses	9,400	10,400	10,400	10,800
Training and recruitment	1,980	1,000	250	1,000
Transport related expenditure				
Car allowances	400	400	400	400
Supplies and services				
Services and expenses	893	1,500	1,000	1,500
Support services	4,100	4,100	4,100	4,100
Gross expenditure	16,773	17,400	16,150	17,800
<u>Income</u>				
Sales, fees and charges	5,639	7,500	4,000	10,500
Gross income	5,639	7,500	4,000	10,500
Net expenditure	11,134	9,900	12,150	7,300

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	712,378	743,800	768,400	853,900
Training and recruitment	937	1,235	1,475	1,778
Premises related expenses				
Depot recharge	34,300	38,800	38,800	38,800
Grounds maintenance	3,700	3,700	3,700	3,300
Transport related expenditure				
Transport recharges	306,061	254,740	236,742	265,172
Transport insurance	1,131	1,012	1,012	1,012
Travelling and subsistence	5	50	50	50
Car allowances	200	200	200	200
Supplies and services				
Equipment, furniture including bins	29,252	32,500	32,500	32,500
Protective clothing	4,270	4,300	4,900	5,000
General office expenses	-	1,300	1,000	1,000
Communications and computing	9,909	14,000	15,000	15,276
Recycling initiatives	10,548	20,000	20,000	20,000
Public liability insurance	6,163	6,163	6,163	6,163
Food waste provision for additional costs	-	80,000	0	0
Support services	77,100	76,400	76,400	77,500
Depreciation and impairment losses	209,303	328,650	198,629	276,307
Gross expenditure	1,405,257	1,606,850	1,404,971	1,597,958
Income				
Sales, fees and charges	33,128	29,700	28,448	30,000
Recycling credits	2,042	1,000	40	1,100
Recycling scheme - Surrey County Council	168,133	87,364	87,364	87,364
Recharge to services	400	400	400	400
Gross income	203,703	118,464	116,252	118,864
Net expenditure	1,201,554	1,488,386	1,288,719	1,479,094

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	164,723	170,500	175,700	167,900
Training and recruitment	185	220	190	290
Premises related expenses				
Depot Recharge	9,000	9,900	9,900	9,900
Grounds Maintenance	3,800	3,800	3,800	3,400
Transport related expenditure				
Transport recharges	51,897	50,190	59,840	77,970
Transport insurance	124	126	126	126
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials including bins	26,031	20,100	25,100	25,100
Protective clothing	930	1,000	900	900
Communications and computing	10,328	6,500	6,300	6,300
Public liability insurance	1,265	1,265	1,265	1,265
Green waste provision to grow service	-	65,000	0	0
Support services	36,100	37,100	37,100	37,400
Depreciation and impairment losses	6,505	6,339	1,066	24,854
	Gross expenditure	310,988	372,140	321,387
Income				
Sales, fees and charges	450,238	473,300	505,000	505,000
Recharge to services	436	342	342	342
	Gross income	450,674	473,642	505,342
	Net income	(139,686)	(101,502)	(183,955)
		(149,837)		

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	509,950	527,000	543,900	540,500
Training and recruitment	604	895	910	1,110
Premises related expenses				
Depot recharges	23,100	25,400	25,400	25,400
Grounds maintenance	3,700	3,700	3,700	3,300
Transport related expenditure				
Transport recharges	229,829	191,300	162,530	200,380
Transport insurance	992	1,012	1,012	1,012
Car allowances	200	300	300	300
Supplies and services				
Equipment, furniture and materials including bins	34,253	45,100	33,100	37,600
Protective clothing	2,917	3,000	2,900	3,000
General office expenses	275	1,600	1,050	1,050
Communication and computing	7,062	9,612	9,512	9,662
Public liability insurance	4,426	4,426	4,426	4,426
Support services	83,300	85,600	85,600	85,700
Depreciation and impairment losses	72,036	221,360	52,748	159,959
Gross expenditure	972,644	1,120,305	927,088	1,073,399
Income				
Other grants and contributions	73,937	10,000	0	0
Sales, fees and charges	39,743	44,200	33,200	38,400
Recharge to services	350	0	5,400	0
Gross income	114,030	54,200	38,600	38,400
Net expenditure	858,614	1,066,105	888,488	1,034,999

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	89,123	89,100	91,500	129,500
Training and recruitment	84	60	150	150
Premises related expenses				
Depot recharges	4,100	4,500	4,500	4,500
Transport related expenditure				
Transport recharges	62,852	61,350	34,970	46,550
Transport insurance	124	126	126	126
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials including bins	3,533	10,000	5,000	5,000
Protective clothing	423	400	500	500
General office expenses	635	1,500	1,000	1,000
Communication and computing	1,263	1,500	1,352	1,400
Services and expenses (Disposal of trade waste)	286,506	256,300	153,100	247,000
Public liability insurance	716	716	716	716
Support services	45,900	46,100	46,100	46,200
Depreciation and impairment losses	11,506	11,396	2,949	826
Gross expenditure	506,865	483,148	342,063	483,568
Income				
Sales, fees and charges	520,794	515,100	410,000	472,600
Recharge to services	34,600	34,700	37,400	36,800
Gross income	555,394	549,800	447,400	509,400
Net income	(48,529)	(66,652)	(105,337)	(25,832)

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	602,485	585,900	668,800	649,100
Training and recruitment	1,844	1,060	1,300	1,600
Premises related expenses				
Depot recharge	20,500	22,200	22,200	22,200
Cleaning and domestic supplies	223	300	300	300
Grounds maintenance	87,150	96,100	90,600	87,200
Transport related expenditure				
Transport recharges	171,432	175,330	134,110	187,060
Direct transport costs	124	127	227	227
Car allowances	600	700	700	700
Supplies and services				
Equipment, furniture and materials	17,893	23,200	22,800	22,500
Clothes, uniform and laundry	4,901	4,900	4,800	4,900
General office expenses	4,602	5,200	4,355	4,400
Communications and computing	7,122	8,850	9,530	9,630
Services and expenses (litter and dog fouling fees)	15,015	40,500	0	40,500
Services and expenses (other)	114	140	130	130
Public liability insurance	3,585	3,585	3,585	3,585
Support services	106,600	118,100	118,100	108,800
Depreciation and impairment losses	81,183	42,859	76,565	61,606
Gross expenditure	1,125,373	1,129,051	1,158,102	1,204,438
Income				
Other grants and contributions (costs recovered)	120	500	100	100
Sales, fees and charges (litter & dog fouling fines)	25,800	60,000	0	60,000
Recharge to services	156,365	158,700	158,700	162,300
Gross income	182,285	219,200	158,800	222,400
Net expenditure	943,088	909,851	999,302	982,038

Street cleansing

Notes

	<u>2019/20</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>	
	Actual	Estimate	Probable	Estimate	
<u>Net expenditure includes:</u>	£	£	£	£	
Street cleansing	899,666	866,114	936,570	947,913	
Anti-graffiti and street care team	10,568	10,967	11,481	10,565	
Abandoned vehicle collection	32,549	34,170	33,660	33,360	(1)
Litter and dog fouling	305	(1,400)	17,591	(9,800)	(1)
	<u>943,088</u>	<u>909,851</u>	<u>999,302</u>	<u>982,038</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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £	
Expenditure					
Employees					
Direct employee expenses	27,952	27,000	27,400	26,700	
Training and recruitment	86	50	150	150	
Premises related expenses					
Building maintenance	4,965	2,064	2,113	3,659	(1)
Utilities, rates and insurance	1,060	1,038	1,078	1,099	
Depot recharge	1,300	1,500	1,500	1,500	
Cleaning materials	1,084	1,200	2,200	2,200	
Transport related expenditure					
Transport recharges	6,812	5,610	5,810	4,630	
Supplies and services					
Clothes, uniform and laundry	434	400	400	400	
Communications and computing	91	100	100	100	
Support services	11,840	12,340	12,340	12,540	
Depreciation and impairment losses	6,064	5,969	6,064	6,064	
Gross expenditure	61,688	57,271	59,155	59,042	
Income					
Other grants and contributions	2,000	2,000	2,000	2,000	
Recharge to services	36,900	37,800	37,800	38,000	
Gross income	38,900	39,800	39,800	40,000	
Net expenditure	22,788	17,471	19,355	19,042	

Flood mitigation

Service description

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

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	51,540	88,100	88,100	98,400
Training and recruitment	1,800	0	0	0
Premises related expenses				
Depot recharge	4,700	5,200	5,200	5,200
Grounds maintenance	77,350	89,000	84,300	87,450
Transport related expenditure				
Car allowances	1,000	3,000	3,000	3,000
Supplies and services				
Equipment insurance	1	2	2	2
Protective clothing	57	100	100	100
General office expenses	2,554	2,270	1,840	1,330
Communication and computing	6,620	6,710	6,700	6,800
Services and expenses	12	0	0	0
Contribution - River Thames scheme	84,000	0	0	0
Support services	44,700	47,100	47,100	47,500
Gross expenditure	274,334	241,482	236,342	249,782
Income				
Other grants and contributions (costs recovered)	16,820	17,802	16,802	17,002
Recharge to services	6,800	0	0	0
Gross income	23,620	17,802	16,802	17,002
Net expenditure	250,714	223,680	219,540	232,780

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	65,300	66,600	66,600	69,100
Training and recruitment	114	600	600	600
Transport related expenditure				
Travelling and subsistence	272	250	250	255
Car allowances	1,400	1,400	1,400	1,400
Supplies and services				
Equipment, furniture and materials	41	500	500	500
Catering expenses	1	100	100	100
General office expenses	2,037	1,000	1,000	1,000
Communications and computing	532	480	530	540
Services and expenses	1,995	0	0	0
Miscellaneous expenses - smart meter project	3,730	0	0	0
Miscellaneous expenses - promotion of events	-	1,500	1,500	1,500
Support services	24,300	26,500	26,500	26,700
Gross expenditure	99,722	98,930	98,980	101,695
Income				
Other grants and contributions- smart meter project	3,730	0	0	0
Other grants and contributions	6,582	0	0	0
Recharge to housing revenue account	32,400	33,000	33,000	33,900
Gross income	42,712	33,000	33,000	33,900
Net expenditure	57,010	65,930	65,980	67,795

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	101,700	107,600	107,600	111,700
Training and recruitment	46	250	50	255
Premises related expenses				
Depot, rents, rates and utilities	124,242	120,218	117,068	121,700
Cleaning materials	16	0	200	200
Grounds maintenance	44,001	41,693	50,043	41,158
Transport related expenditure				
Transport recharges	6,530	5,260	3,550	5,740
Car allowances	3,100	3,050	3,000	3,050
Supplies and services				
Equipment, furniture and materials	14,701	15,350	14,289	14,602
Clothes, uniform and laundry	285	637	637	637
General office expenses	4,742	6,765	3,265	6,796
Communications and computing	7,634	7,219	7,915	8,870
Services and expenses	11,666	12,925	10,305	13,727
Public liability insurance	5,246	5,246	5,246	5,246
Support services	71,560	71,460	71,460	71,960
Depreciation and impairment losses	5,638	5,638	5,026	2,926
Gross expenditure	401,107	403,311	399,654	408,567
Income				
Sales fees and charges:				
- Rents, concessions, etc.	379	379	379	379
- Pay and display income & pay by phone income	765,094	707,200	196,400	636,000
- Penalty charge notices	71,701	80,000	25,000	70,000
- Season tickets and permits	128,542	120,900	87,000	118,400
Other income and recharges	7,700	0	11,600	0
Gross income	973,416	908,479	320,379	824,779
Net income	(572,309)	(505,168)	79,275	(416,212)

On street car parking enforcement

Service description

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

Budget for the year ending 31 March 2022

	<u>2019/20</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2021/22</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	86,000	88,000	88,000	91,000
Training and recruitment	46	250	50	255
Premises related expenses				
Depot recharge	4,600	5,100	5,100	5,100
Cleaning materials	16	0	200	200
Grounds maintenance	176	0	0	0
Transport related expenditure				
Transport recharges	6,530	5,260	3,550	5,740
Car allowances	2,000	2,120	2,100	2,120
Supplies and services				
Equipment, furniture and materials	328	350	350	357
Clothes, uniform and laundry	285	637	637	637
General office expenses	3,797	2,962	2,962	3,009
Communications and computing	7,861	7,451	8,275	9,550
Services and expenses	3,340	4,236	3,300	4,236
Public liability insurance	445	445	445	445
Support services	39,760	40,660	40,660	40,960
Depreciation and impairment losses	629	629	17	0
Gross expenditure	155,813	158,100	155,646	163,609
Income				
Sales, fees and charges (penalty charge notices)	133,322	144,000	74,000	120,000
Sales, fees and charges (resident permits/waivers etc.)	14,536	13,600	14,200	13,800
Gross income	147,858	157,600	88,200	133,800
Net expenditure (income)	7,955	500	67,446	29,809

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £	
Expenditure					
Employees					
Direct employee expenses	700	800	800	800	
Premises related expenses					
Grounds maintenance:					(1)
- Runnymede in Bloom - general costs	17,657	17,670	4,200	17,970	
- Shrubs, flowerbeds and tree planting	17,285	18,400	18,400	18,700	
- Sponsored roundabouts	14,382	14,800	14,800	15,000	
Transport related expenditure					
Transport recharges	153	170	150	240	
Support services	24,800	23,500	23,500	23,600	
Gross expenditure	74,977	75,340	61,850	76,310	
Income					
Other grants and contributions:					
- Sponsored roundabouts	32,846	34,000	24,000	24,000	
Gross income	32,846	34,000	24,000	24,000	
Net expenditure	42,131	41,340	37,850	52,310	

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	15,545	20,700	11,200	15,100
Premises related expenses				
Depot recharge	800	900	900	900
Grounds maintenance:				
- Verge grass cutting	69,900	69,900	69,900	69,900
- Verge weed control	6,537	6,500	16,000	16,000
Transport related expenditure				
Car allowances	100	100	100	100
Supplies and services				
Communications and computing	100	100	100	100
Support services	5,100	7,400	7,400	7,500
Depreciation and impairment losses	179	225	179	179
Gross expenditure	98,261	105,825	105,779	109,779
Income				
Other Grants and contributions				
- Costs recovered from Surrey County Council	67,834	67,834	70,959	70,959
Gross income	67,834	67,834	70,959	70,959
Net expenditure (income)	30,427	37,991	34,820	38,820

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, bus shelters and benches; and, all works and activities which are in part or wholly reimbursed by third parties.
Legal status:	Highways Act 1980.
Policy objectives:	To maintain and extend policies to improve town centres. To improve signing of communities and facilities within the Borough. To recover costs of reimbursable functions

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £	
Expenditure					
Employees					
Direct employee expenses	7,600	21,300	21,300	23,600	
Premises related expenses					
Building maintenance (war memorials)	360	665	499	2,900	
Rent, water and insurance	61	104	104	104	
Grounds maintenance	12,745	11,830	11,500	10,900	
Transport related expenditure					
Car allowances	200	700	700	700	
Supplies and services					
Equipment, furniture and materials	13,664	19,130	19,130	18,550	
General office expenses	1,800	1,900	1,900	1,900	
Services and expenses	180	0	0	0	
Surrey infrastructure studies	(20,282)	-	0	0	(1)
Support services	19,000	19,800	19,800	20,300	
Gross expenditure	35,328	75,429	74,933	78,954	
Income					
Other grants and contributions	57	0	0	0	
Sales, fees and charges	11,695	15,600	18,300	16,600	
Gross income	11,752	15,600	18,300	16,600	
Net expenditure	23,576	59,829	56,633	62,354	

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £	
Expenditure					
Supplies and services					
General office expenses	-	410	410	418	(2)
Miscellaneous expenses - trial markets	1,547	0	0	0	(1)
Support services	10,400	11,600	11,600	11,900	
Gross expenditure	11,947	12,010	12,010	12,318	

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 2022

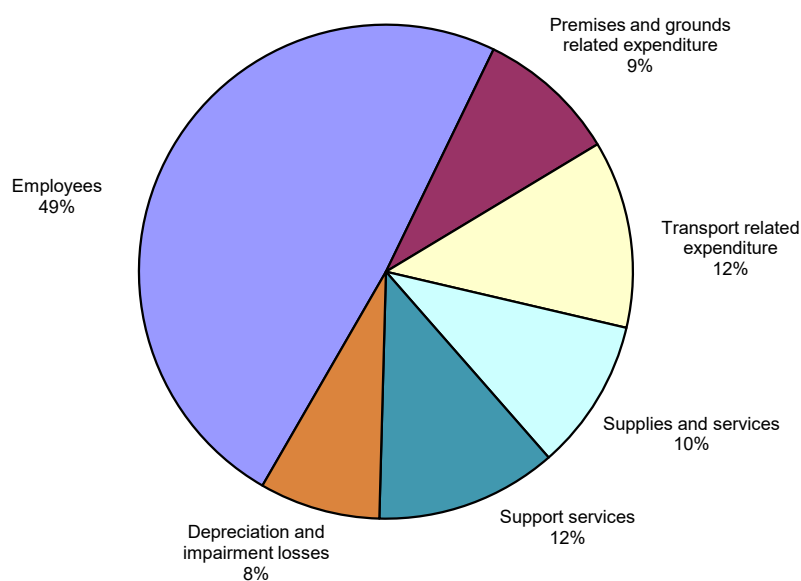
	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	-	1,900	1,900	2,000
Training and recruitment	1,180	2,367	1,220	2,367
Transport related expenditure				
Travelling and subsistence	37	100	80	100
Car allowances	-	100	100	100
Supplies and services				
General office expenses	1,415	1,510	640	40
Communications and computing	728	850	730	750
Support services	17,200	17,300	17,300	17,500
Gross expenditure	20,560	24,127	21,970	22,857
Income				
Other income and recharges to services	20,800	24,100	24,100	24,100
Gross income	20,800	24,100	24,100	24,100
Net expenditure (income)	(240)	27	(2,130)	(1,243)

Environment and Sustainability Committee

Subjective analysis

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees	2,858,908	3,019,387	3,138,770	3,296,955
Premises and grounds related expenditure	592,810	616,682	608,655	620,640
Transport related expenditure	872,865	784,338	676,230	828,715
Supplies and services	740,581	848,947	524,298	668,390
Support services	785,460	808,560	808,560	801,460
Depreciation and impairment losses	394,946	624,968	345,146	533,681
Gross expenditure	<u>6,245,570</u>	<u>6,702,882</u>	<u>6,101,659</u>	<u>6,749,841</u>
<u>Income</u>				
Other grants and contributions	207,442	133,636	115,361	115,561
Sales, fees and charges	2,210,078	2,219,229	1,400,662	2,099,229
Recycling credits	2,042	1,000	40	1,100
Recycling scheme	168,133	87,364	87,364	87,364
Recharges to services	381,351	374,842	394,542	379,442
Gross income	<u>2,969,046</u>	<u>2,816,071</u>	<u>1,997,969</u>	<u>2,682,696</u>
Net expenditure	<u>3,276,524</u>	<u>3,886,811</u>	<u>4,103,690</u>	<u>4,067,145</u>

Expenditure Analysis 2021/22



Licensing Committee

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Summary</u>				
Alcohol and related licensing	7,978	16,045	25,657	30,885
Net expenditure	7,978	16,045	25,657	30,885

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 2022

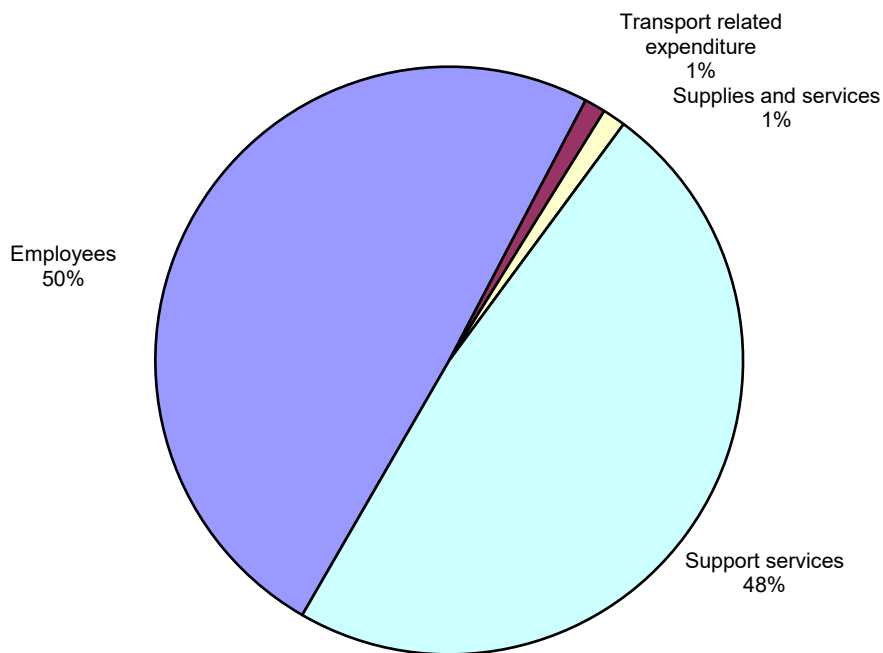
	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	40,400	41,800	41,800	43,300
Training and recruitment	0	200	200	200
Transport related expenditure				
Car allowances	1,010	1,025	1,025	1,025
Supplies and services				
Equipment, furniture and materials	0	210	210	210
General office expenses	150	310	310	310
Communication and computing	600	600	600	600
Support services	34,600	36,400	36,400	42,500
Gross expenditure	76,760	80,545	80,545	88,145
<u>Income</u>				
Sales, fees and charges:				
Annual fees	53,740	53,000	50,000	50,000
Application fees	3,760	2,000	950	930
Other fees and charges	11,282	9,500	3,938	6,330
Gross income	68,782	64,500	54,888	57,260
Net expenditure	7,978	16,045	25,657	30,885

Licensing Committee

Subjective analysis

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees	40,400	42,000	42,000	43,500
Transport related expenditure	1,010	1,025	1,025	1,025
Supplies and services	750	1,120	1,120	1,120
Support services	34,600	36,400	36,400	42,500
Gross expenditure	76,760	80,545	80,545	88,145
<u>Income</u>				
Fees and charges	68,782	64,500	54,888	57,260
Gross income	68,782	64,500	54,888	57,260
Net expenditure	7,978	16,045	25,657	30,885

Expenditure Analysis 2021/22



Regulatory Committee

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Summary</u>				
Gambling	5,860	8,165	8,115	8,615
Taxi licensing	39,429	45,606	66,610	74,188
Other licences	19,477	17,170	17,070	15,070
Net expenditure	64,766	70,941	91,795	97,873

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	9,200	10,000	10,000	10,400
Training and recruitment	0	200	200	200
Transport related expenditure				
Car allowances	100	115	115	115
Support services	6,800	7,800	7,800	7,900
Gross expenditure	16,100	18,115	18,115	18,615
<u>Income</u>				
Sales, fees and charges				
Betting premises licences	6,600	7,200	7,200	7,200
Gaming, lotteries and amusement permits	2,890	2,000	2,050	2,050
Family entertainment centre licences	750	750	750	750
Gross income	10,240	9,950	10,000	10,000
Net expenditure	5,860	8,165	8,115	8,615

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	72,900	82,700	82,700	84,800
Training and recruitment	358	340	340	340
Premises related expenses				
Rent, rates and insurance (taxi bay rentals)	4,856	4,996	5,200	5,200
Transport related expenditure				
Car allowances	804	1,725	1,725	1,725
Supplies and services				
Equipment, furniture and materials	1,089	2,275	2,275	2,275
Clothes, uniform and laundry	54	70	70	70
General office expenses	368	1,000	1,000	1,000
Communication and computing	600	600	600	600
Services and expenses	3,329	3,100	3,100	3,100
Support services	29,400	36,600	36,600	36,800
Gross expenditure	113,758	133,406	133,610	135,910
<u>Income</u>				
Costs recovered (DBS checks)	3,451	3,000	3,000	3,000
Sales, fees and charges	70,878	84,800	64,000	58,722
Gross income	74,329	87,800	67,000	61,722
Net expenditure (income)	39,429	45,606	66,610	74,188

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 2022

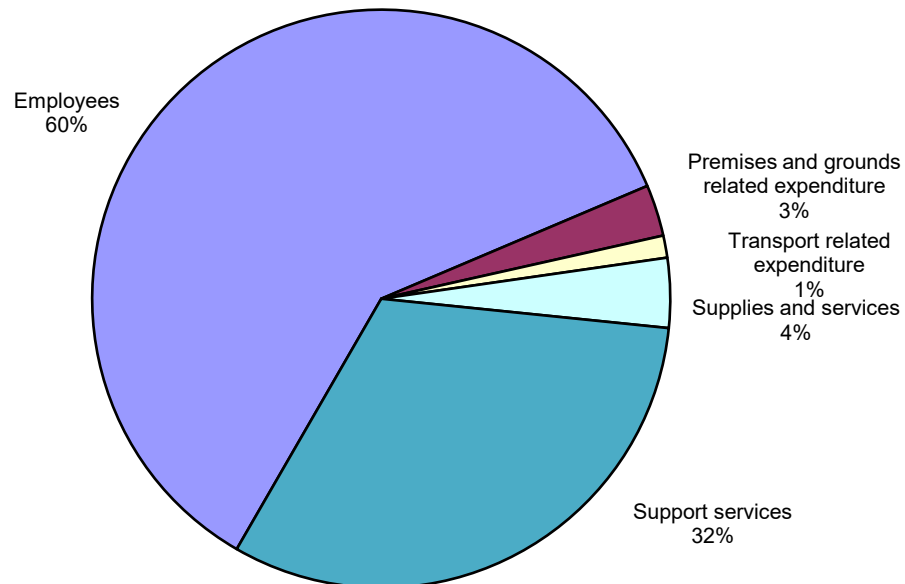
	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	15,100	12,900	12,900	13,300
Training and recruitment	230	70	70	70
Transport related expenditure				
Car allowances	600	400	400	400
Support services	12,500	12,700	12,700	12,700
Gross expenditure	28,430	26,070	26,070	26,470
<u>Income</u>				
Sales, fees and charges	8,953	8,900	9,000	11,400
Gross income	8,953	8,900	9,000	11,400
Net expenditure	19,477	17,170	17,070	15,070

Regulatory Committee

Subjective analysis

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees	97,788	106,210	106,210	109,110
Premises and grounds related expenditure	4,856	4,996	5,200	5,200
Transport related expenditure	1,504	2,240	2,240	2,240
Supplies and services	5,441	7,045	7,045	7,045
Support services	48,700	57,100	57,100	57,400
Gross expenditure	158,288	177,591	177,795	180,995
<u>Income</u>				
Costs recovered	3,451	3,000	3,000	3,000
Sales, fees and charges	90,071	103,650	83,000	80,122
Gross income	93,522	106,650	86,000	83,122
Net expenditure	64,766	70,941	91,795	97,873

Expenditure Analysis 2021/22



Planning Committee

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Summary				
Planning Policy and Strategy	691,174	696,050	636,570	664,820
Development Management	1,086,330	660,751	1,145,785	761,921
Building Control:				
Non Fee Related	166,857	184,610	183,329	188,210
Fee Related	8,560	20,916	114,526	30,326
Net Expenditure	1,952,921	1,562,327	2,080,210	1,645,277

Planning Policy and Strategy

Service Description

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

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	370,088	387,300	412,300	422,700
Training and Recruitment	2,423	3,600	3,600	3,600
Premises Related expenditure				
Hire of facilities	46	200	-	200
Transport Related Expenditure				
Travelling and Subsistence	6,953	8,350	1,750	1,950
Supplies and Services				
General Office Expenses	3,511	3,800	3,700	3,800
Communication and Computing	2,054	3,250	3,850	3,250
Services and Expenses:				
- Consultancy	-	10,000	10,000	-
- Urban Design Advice	450	15,000	20,000	8,000
- Counsel Fees- all Inquiry Fees	54,330	10,000	36,000	-
- Planning and Development Advice	125,034	20,000	18,700	-
- Land Registry and Courier Fees	207	200	1,400	-
Neighbourhood Planning Forum	6,600	25,000	33,400	-
Local Plan				
- Counsel Fees	-	20,000	-	-
- Other fees	-	5,130	-	-
- Planning and Development Advice	-	65,000	5,000	95,000
Support Services	144,480	134,220	134,220	141,320
Gross Expenditure	716,174	711,050	683,920	679,820
Income				
Grants received	25,000	15,000	47,350	15,000
Gross Income	25,000	15,000	47,350	15,000
Net Expenditure	691,174	696,050	636,570	664,820

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	1,092,943	1,116,500	1,150,900	1,149,700
Training and Recruitment	27,059	20,900	17,900	15,900
Premises Related Expenditure				
Direct Services Team recharge - Enforcement	1,400	1,400	1,400	1,300
Transport Related Expenditure				
Travelling and Subsistence	26,253	29,100	28,350	29,100
Supplies and Services				
General Office Expenses	14,056	23,843	18,321	20,166
Communication and Computing	38,282	37,977	50,977	48,977
Services and Expenses:				
- Appeals and Court Cases	14,000	60,000	59,000	37,000
- Padd Farm	168,866	1,600	112,841	42,950
- Adas Farm	24,000	30,000	-	-
- Longcross Garden Village	6,062	10,340	10,100	10,000
- Planning Delivery Design Quality	87,082	-	-	-
- Other Fees and Consultancy	35,992	32,094	27,744	32,094
Public Liability Insurance	1,897	1,897	1,897	1,897
Support Services	511,940	531,600	532,840	545,337
Gross Expenditure	<u>2,049,831</u>	<u>1,897,251</u>	<u>2,012,270</u>	<u>1,934,421</u>
Income				
Grant Received	125,000	100,000	150,000	100,000
Contributions / Costs Recovered	32,600	-	933	-
Padd Farm Legal Fees Recovered	-	300,000	-	300,000
Sales, Fees and Charges:				
- Planning Application Fees	665,856	700,000	600,000	600,000
- Advice to Public Fees	59,914	67,300	67,300	59,000
- Plans, Consents & Prints	8,149	6,700	5,752	6,000
- Planning Performance Agreement (PPA) Advice	71,982	62,500	42,500	37,500
- Community Infrastructure Levy (CIL)	-	-	-	70,000
Gross Income	<u>963,501</u>	<u>1,236,500</u>	<u>866,485</u>	<u>1,172,500</u>
Net Expenditure	<u>1,086,330</u>	<u>660,751</u>	<u>1,145,785</u>	<u>761,921</u>

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	86,900	99,000	99,000	102,300
Training and Recruitment	2,439	4,770	4,770	4,770
Transport Related Expenditure				
Travelling and Subsistence	5,557	5,300	5,350	5,400
Supplies and Services				
General Office Expenses	6,959	9,738	8,407	9,738
Communication and Computing	3,170	4,570	4,570	4,570
Structural Engineers Fees				
Consultancy				
Public Liability Insurance	632	632	632	632
Support Services	61,200	60,600	60,600	60,800
Gross Expenditure	166,857	184,610	183,329	188,210

Building Control - Fee Related

Service Description

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

Budget for the year ending 31 March 2022

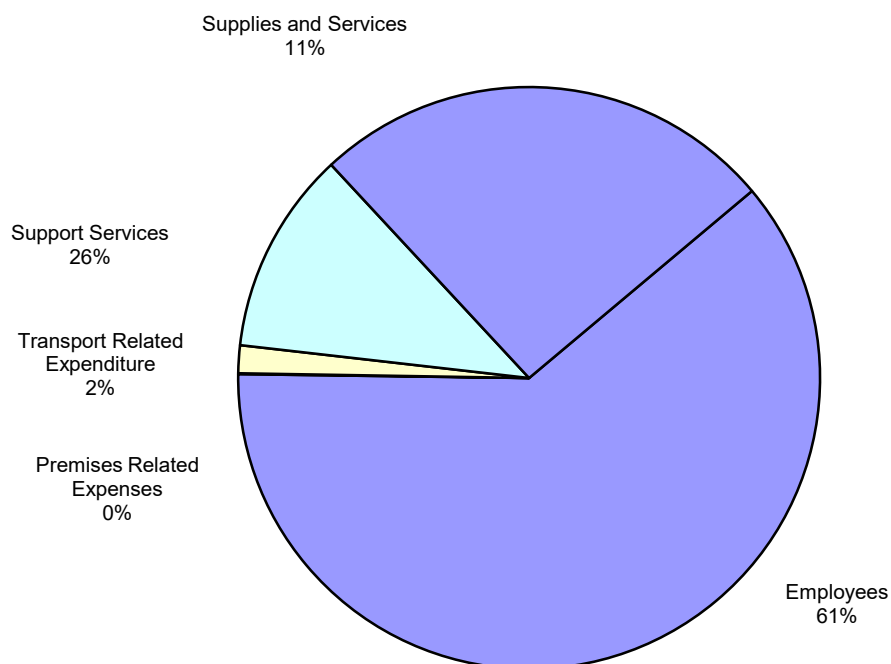
	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	236,100	242,000	242,000	250,100
Transport Related Expenditure				
Travelling and Subsistence	12,327	12,600	12,550	12,600
Supplies and Services				
General Office Expenses	92	600	500	600
Communication and Computing	6,810	7,529	7,529	7,529
Services and Expenses	13,537	30,590	19,000	30,600
Public Liability Insurance	1,897	1,897	1,897	1,897
Support Services	72,400	72,400	72,400	72,500
Gross Expenditure	343,164	367,616	355,876	375,826
Income				
Sales, Fees and Charges				
Sales	1,338	2,700	550	1,500
Fees and Charges - Application/ Inspection Fees	333,266	344,000	240,800	344,000
Gross Income	334,604	346,700	241,350	345,500
Net Expenditure (Income)	8,560	20,916	114,526	30,326

Planning Committee

Subjective Analysis

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees	1,817,951	1,874,070	1,930,470	1,949,070
Premises Related Expenses	1,446	1,600	1,400	1,500
Transport Related Expenditure	51,090	55,350	48,000	49,050
Supplies and Services	615,518	430,687	455,465	358,700
Support Services	790,020	798,820	800,060	819,957
Gross Expenditure	3,276,026	3,160,527	3,235,395	3,178,277
<u>Income</u>				
Government grants	150,000	115,000	197,350	115,000
Contributions / Costs Recovered	32,600	300,000	933	300,000
Sales, Fees and Charges	1,140,505	1,183,200	956,902	1,118,000
Gross Income	1,323,105	1,598,200	1,155,185	1,533,000
Net Expenditure	1,952,921	1,562,327	2,080,210	1,645,277

Expenditure Analysis 2021/22



Corporate Management Committee

Budget for the year ending 31 March 2022

Summary	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Corporate and democratic services				
Corporate management	729,421	1,063,650	1,124,160	984,115
Democratic representation and management	891,330	972,281	975,874	1,000,134
Central services to the public				
Council tax collection	637,014	655,190	737,455	668,765
National non domestic rate	41,277	60,230	65,390	66,090
Registration of electors	190,394	198,194	186,174	157,994
Elections	236,395	198,561	125,814	193,017
Communications service	129,447	173,400	227,800	235,000
Local land charges	(2,159)	(11,185)	37,330	4,600
Contingencies planning	182,258	184,244	1,477,747	195,917
Business services				
Corporate land and property holdings - current portfolio	(23,018,989)	(24,152,236)	(17,774,224)	(20,405,659)
Corporate land and property holdings - development	(2,909,533)	414,140	391,940	12,690
Runnymede Business Partnership	38,021	63,050	57,050	96,250
Control and establishment budgets				
Civic Centre	29,040	213,113	115,448	201,353
Chertsey Depot	34,759	20,898	30,386	(27,138)
Staff costs	0	(107,800)	(480,500)	(130,500)
Employers costs	874,896	984,609	738,900	565,200
Staff training and recruitment	5,935	(21,080)	(12,580)	(42,500)
Car allowances	(3,021)	0	0	0
Financial services	(31,376)	61,305	43,495	30,229
Computer services	260,078	123,091	164,884	202,491
Corporate document management system	(23,636)	6,798	3,392	27,773
Post room management services	(29,260)	(8,480)	(6,076)	390
Runnymede web	(31,119)	(5,038)	3,500	(429)
Human resources	27,701	9,692	1,862	17,843
Projects and procurement services	(20,855)	39,153	36,701	41,915
Customer services	(119,683)	45,040	34,583	55,899
Law and governance services	79,557	(17,196)	51,095	101,965
Planning technical services	(22,826)	970	970	(7,130)
Building support services	31,694	(1,966)	(3,313)	36,639
Geographical information service	(26,051)	(3,033)	(2,236)	3,972
Runnymede direct services	(33,455)	13,189	(26,219)	(8,744)
Radio station	(112)	0	(200)	100
Transport overheads	(27,314)	2,172	2,242	9,496
Net expenditure (income)	(21,880,172)	(18,825,044)	(11,671,156)	(15,712,263)

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	382,411	511,850	468,350	460,550
Training and recruitment	1,160	3,825	1,575	2,075
Transport related expenditure				
Travelling and subsistence	113	520	220	220
Car allowances	7,800	9,600	9,600	9,600
Supplies and services				
Equipment, furniture and materials	1,850	2,150	1,950	2,150
Catering expenses	432	550	550	550
General office expenses	39,298	28,600	50,150	40,800
Communications and computing	12,351	9,500	9,670	9,770
Services and expenses	98,739	113,550	249,990	137,510
Grants and subscriptions	1,625	2,500	2,000	2,500
Miscellaneous expenses	0	143,115	130,615	85,000
Third party payments	43,400	45,000	45,000	45,000
Support services	379,840	404,440	404,440	412,740
Depreciation & Impairment	471	0	0	0
Gross expenditure	969,490	1,275,200	1,374,110	1,208,465
Income				
Government grants - Fraud	368	0	0	0
Other grants and contributions - EDS	34,051	0	0	0
Recharges to other general fund services - Bank charges	34,550	34,550	34,550	34,550
Recharges to the Housing Revenue Account				
- Corporate fraud	49,100	50,000	50,000	50,000
- External Audit	12,000	12,000	50,400	24,800
- Corporate costs	110,000	115,000	115,000	115,000
Gross income	240,069	211,550	249,950	224,350
Net expenditure	729,421	1,063,650	1,124,160	984,115

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	47,747	51,700	51,700	49,550
Other employee costs	348,851	356,705	362,345	373,890
Training and recruitment	2,236	4,500	3,500	4,500
Premises related expenditure				
Rents, rates and insurance	712	700	700	770
Ground maintenance	355	450	450	450
Transport related expenditure				
Travelling expenses	4,251	4,600	3,000	4,700
Travelling allowance	318	2,100	2,100	2,100
Supplies and services				
Equipment, furniture and materials	252	10	10	10
Catering expenses	1,931	1,268	1,268	2,068
General office expenses	3,905	3,632	4,185	4,180
Communications and computing	2,116	2,116	2,116	2,116
Services and expenses	3,156	0	0	0
Support services	552,900	636,800	636,800	649,800
Gross expenditure	968,730	1,064,581	1,068,174	1,094,134
Income				
Recharged to the Housing Revenue Account				
Committee servicing	28,900	33,300	33,300	34,000
Members allowances	48,500	59,000	59,000	60,000
Net expenditure	891,330	972,281	975,874	1,000,134

Corporate and democratic core**Democratic representation and management****Service statistics**

	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
	Actual	Estimate	Estimate
	£	£	£
Allowance payable (per Councillor)			
Mayor's allowance	5,000	5,112	5,184
Deputy Mayor's allowance	1,250	1,278	1,396
Basic allowance (41 members)	4,000	4,086	4,143
Basic attendance allowance (41 members)	1,000	1,026	1,038
Leader of the Council	10,000	10,224	10,368
Deputy Leader of the Council	2,500	2,556	2,592
Political Group Leaders (other than Leader of the Council) (4)	3,750	3,834	3,888
Members of Planning Committee (other than Chairman & Vice-Chairman)	2,913	2,973	3,012
Members of Corp. Man. not in receipt of other Special Allowance	1,250	1,278	1,296
Co-opted Members of the Standards Committee	460	471	477
Chairman of Englefield Green Committee	1,250	1,278	1,296
Chairman of Licensing Committee	5,000	5,112	5,184
Chairman of Planning Committee	8,750	8,931	9,048
Chairman of Regulatory Committee	2,500	2,556	2,592
Chairman of Standards and Audit Committee	1,650	1,686	1,710
Chairman of Other Policy Committees	5,000	5,112	5,184
Chairman of Overview and Scrutiny Committee	5,000	5,112	5,184
Vice-Chairman of Planning Committee	5,827	5,949	6,024
Vice-Chairman of Licensing Committee	2,500	2,556	2,592
Vice-Chairman of Regulatory Committee	1,250	1,278	1,296
Vice-Chairman of Standards and Audit Committee	625	639	648
Vice-Chairman of Other Policy Committees	2,500	2,556	2,592
Vice-Chairman of Overview and Scrutiny Committee	2,500	2,556	2,592
Chairman of Joint Committee (2019/20)	5,000	-	5,184
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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	69,050	61,900	61,900	70,800
Training and recruitment	5,494	3,400	150	2,575
Premises related expenditure				
Rents, rates and insurance	2,701	8,875	2,300	7,900
Ground maintenance	13,058	1,500	1,500	1,200
Transport related expenditure				
Travelling expenses	2,091	1,200	50	1,200
Supplies and services				
Equipment, furniture and materials	(2,318)	2,065	2,000	30
Catering expenses	276	140	0	100
General office expenses	11,670	7,579	2,115	6,330
Communications and computing	38,795	26,377	13,884	20,417
Services and expenses	48,965	34,010	0	27,250
Miscellaneous expenses	313	5,315	315	5,315
Support services	46,300	46,200	41,600	49,900
Gross expenditure	236,395	198,561	125,814	193,017

Communications Service

Service description

Budget managers:	Communications and Marketing Manager - P. Le Riche
Service function:	The promotion of the Council as a whole (including specific services) to the community. The posting of notices and maintenance of notice boards. Community Projects and Events.
Legal status:	Local Government Act 1972 and 1986
Policy objectives:	To build on the existing excellent reputation of Runnymede Borough Council within its community and with its stakeholders. To develop and maintain strong media relations, and to deliver the Council's communications strategy through sustainable and effective PR activities, using all the appropriate channels. To reach residents and stakeholders with imaginative, appropriately targeted and consistently communicated Runnymede Borough Council messages. To take responsibility for consistent messages in all internal and external-facing publications and communications.

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	90,157	136,300	189,800	197,500
Training and recruitment	188	3,000	1,000	2,000
Transport related expenditure				
Travelling expenses	58	200	100	100
Car allowances	200	200	200	200
Supplies and services				
Equipment, furniture and materials	200	1,500	1,500	1,700
General office expenses	10,346	100	12,000	14,100
Communications and computing	6,673	0	7,000	7,000
Grants and subscriptions	102	300	300	300
Support services	40,300	50,800	38,900	39,100
Gross expenditure	148,224	192,400	250,800	262,000
Income				
Sales, fees and charges	0	0	4,000	4,000
Other income and recharges	18,777	19,000	19,000	23,000
Gross income	18,777	19,000	23,000	27,000
Net expenditure	129,447	173,400	227,800	235,000

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	274,700	273,000	273,000	281,000
Training and recruitment	2,030	3,850	850	3,850
Transport related expenditure				
Travelling expenses	69	300	100	300
Car allowances	900	900	900	900
Supplies and services				
General office expenses	7,838	5,650	4,550	4,650
Communications and computing	21,486	21,910	21,920	21,930
Services and expenses	63,103	49,380	52,380	55,880
Support services	468,900	465,200	465,200	465,700
Gross expenditure	839,026	820,190	818,900	834,210
Income				
Other grants and contributions:				
- Costs and penalties recovered	202,012	165,000	81,445	165,445
Gross income	202,012	165,000	81,445	165,445
Net expenditure	637,014	655,190	737,455	668,765

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	110,400	111,300	111,300	116,700
Training and recruitment	1,708	1,300	600	1,300
Transport related expenditure				
Travelling expenses	0	50	50	50
Car allowances	1,300	1,300	1,300	1,300
Supplies and services				
General office expenses	36	100	100	100
Communications and computing	14,451	12,640	12,700	13,100
Services and expenses	3,215	5,800	4,100	5,600
Support services	68,140	71,240	71,240	71,940
Gross expenditure	199,250	203,730	201,390	210,090
Income				
Government grants:				
- Cost of collection allowance	135,325	132,000	132,000	132,000
Other grants and contributions - costs recovered	22,648	11,500	4,000	12,000
Gross income	157,973	143,500	136,000	144,000
Net expenditure	41,277	60,230	65,390	66,090

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	93,271	88,100	97,100	41,990
Training and recruitment	2,538	1,145	195	1,170
Transport related expenditure				
Travelling expenses	188	100	100	100
Car allowances	3,400	3,400	3,400	3,400
Supplies and services				
Equipment, furniture and materials	1,362	250	250	250
General office expenses	12,180	13,373	12,800	15,320
Communications and computing	40,153	36,086	22,321	37,724
Services and expenses	5,960	5,000	6,400	7,000
Miscellaneous expenses	0	0	0	0
Support services	50,740	52,740	52,740	53,040
Gross expenditure	209,792	200,194	195,306	159,994
Income				
Government grants	17,150	0	9,032	0
Sales, fees and charges- sales of registers	2,248	2,000	100	2,000
Gross income	19,398	2,000	9,132	2,000
Net expenditure	190,394	198,194	186,174	157,994

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	93,012	96,600	96,600	100,700
Training and recruitment	0	0	0	250
Transport related expenditure				
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials	0	0	0	0
Catering expenses	0	0	0	0
General office expenses	252	115	130	150
Communications and computing	3,445	3,500	3,500	3,600
Services and expenses	37,105	41,500	33,000	40,000
Support services	92,500	94,300	94,300	95,400
Gross expenditure	226,414	236,115	227,630	240,200
Income				
Sales, fees and charges:				
- Sales	330	300	300	300
- Search fees	228,243	247,000	190,000	235,300
Gross income	228,573	247,300	190,300	235,600
Net expenditure (income)	(2,159)	(11,185)	37,330	4,600

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	18,408	25,100	25,100	34,200
Premises related expenditure				
Rent, rates and insurance - depot recharge	8,900	9,800	9,800	9,800
Grounds maintenance	16,500	16,500	16,500	14,200
Transport related expenditure				
Transport recharges	15,593	15,700	11,490	17,330
Supplies and services				
Covid 19 Expenditure	18,222	0	1,300,000	0
Equipment, furniture and materials	(1,220)	1,600	1,600	1,600
General office expenses	582	4,134	4,099	4,179
Communications and computing	3,091	7,891	4,106	4,170
Third party payments	55,963	56,100	57,700	59,400
Support services	43,100	44,300	44,300	48,100
Depreciation and impairment losses	3,119	3,119	3,052	2,938
Net expenditure	182,258	184,244	1,477,747	195,917

Corporate land and property holdings

Management of current portfolio

Service description

Budget manager:	Corporate Head of Commercial Services - A. Williams
Service function:	<p>The general management of corporate land and property including the giving of advice and information, and the maintenance of the property register.</p> <p>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.</p>
Legal status:	<p>Town and Country Planning Act 1959,1971 and 1990. Local Government Planning and Land Act 1980. Local Government 1972 & 2003.</p> <p>Landlord and tenant Act 1954. Law of Property act 1925. Housing Act 2004.</p> <p>Health & Safety at Work Act 1974. Leasehold Reform Act 1967.</p> <p>Data Protection Act 2018.</p>
Policy objectives:	<p>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.</p> <p>We will provide an Asset Management Service that delivers a comprehensive and proactive "Corporate Landlord" approach to the commercial and operational property portfolio.</p> <p>To encourage economic activity in the Borough.</p> <p>To manage and maintain the Councils strategic land acquisitions in an efficient and effective manner.</p>

Corporate land and property holdings

Management of current portfolio

Budget for the year ending 31 March 2022

Expenditure	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Employees				
Direct employee expenses	547,459	439,100	784,100	541,500
Training and recruitment	32,446	3,650	2,650	5,000
Premises related expenditure				
Building maintenance	70,798	69,950	126,950	120,850
Energy costs	147,165	47,200	71,800	67,700
Water services	1,597	1,000	3,500	3,500
Rent, rates and insurance	930,076	1,079,250	1,236,800	1,124,800
Cleaning and domestic supplies	0	0		0
Grounds maintenance	3,841	7,200	7,200	6,900
Service charge expenditure	744,194	350,000	500,000	500,000
Transport related expenditure				
Travelling expenses	217	500	250	250
Car allowances	1,300	2,700	2,700	2,700
Supplies and services				
Equipment, furniture and materials	(8,204)	0	0	0
Catering expenses	23	100	100	100
General office expenses	11,598	33,950	35,950	59,950
Communications and computing	13,521	8,900	10,250	10,250
Services and expenses	261,355	430,400	535,400	790,400
Service charge expenditure	72,166	150,000	200,000	200,000
Miscellaneous expenses	(134,028)	400	30,400	20,400
Support services	281,000	310,300	357,900	359,900
Depreciation and impairment losses	215,883	305,345	284,846	284,846
Gross expenditure	3,192,407	3,239,945	4,190,796	4,099,046
Income				
Rents and leases	24,995,020	23,765,581	21,078,420	23,686,105
Rents and leases - Target from new property	0	2,925,000	0	0
Other grants and contributions - costs recovered	397,129	85,800	85,800	2,800
Costs recovered - Service charges	787,948	500,000	700,000	700,000
Costs recovered - RBC Companies & Other	10,499	80,000	80,000	80,000
Sales, fees and charges	0	15,000	0	15,000
Other income and recharges	20,800	20,800	20,800	20,800
Gross income	26,211,396	27,392,181	21,965,020	24,504,705
Net expenditure (income)	(23,018,989)	(24,152,236)	(17,774,224)	(20,405,659)

Corporate land and property development

Development of portfolio

Service description

Budget manager:	Corporate Head of Commercial Services - A. Williams
Service function:	Leading the regeneration of the main towns in the Borough. Increasing revenue income through the use of capital and exploiting commercial opportunities
Legal status:	Localism Act 2011, Town and Country Planning Act 1959,1971 and 1990. Local Government Planning and Land Act 1980. Local Government 1972 & 2003. Landlord and tenant Act 1954. Law of Property act 1925. Housing Act 2004. Health & Safety at Work Act 1974. Leasehold Reform Act 1967. Data Protection Act 2018.
Policy objectives:	To complete and fulfil the Medium Term Financial Plan transfers for income generation through major acquisition, town centre developments and where required disposals. To encourage economic activity and place shaping in the Borough. To manage and maintain the Councils strategic land acquisitions in an efficient and effective manner.

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	253,547	174,300	118,600	113,800
Training and recruitment	608	1,040	1,040	1,540
Premises related expenditure				
Building Maintenance	3,032	0	0	0
Rent, rates and insurance	5,636	0	0	0
Transport related expenditure				
Travelling expenses	459	1,000	1,000	500
Car allowances	600	600	600	650
Supplies and services				
Equipment, furniture and materials	8,706	0	1,000	1,000
Catering expenses	0	100	100	0
General office expenses	24,985	20,000	15,000	25,000
Communications and computing	213	0	0	0
Services and expenses	297,100	225,000	275,000	146,200 1)
Miscellaneous expenses	0	0	0	0
Support services	143,200	148,100	125,600	127,000
Gross expenditure	738,086	570,140	537,940	415,690
Income				
Other income and recharges to capital	3,647,619	156,000	146,000	403,000 2)
Gross income	3,647,619	156,000	146,000	403,000
Net expenditure (income)	(2,909,533)	414,140	391,940	12,690

Additional Analysis

1) Ashdene/Barabar (Prior year costs	0	0	155,000
2) Ashdene/Barabar (Capitalization of costs to date	0	0	(277,000)

Runnymede Business Partnership

Service description

Budget manager:	Corporate Head of Planning Policy & Economic Development - R. Raynaud
Service function:	<p>To develop an economic assessment and strategy for the Borough to promote smart economic growth.</p> <p>To grow the Business Runnymede membership and maintain the Business Runnymede website and publish a regular newsletter to inform local businesses of business support, funding and property opportunities.</p> <p>To host networking events and training seminars</p> <p>To identify and access funding to help deliver projects</p> <p>To work in partnership with other local authorities, Surrey County Council, Chambers of Commerce, EM3 LEP and government departments to help deliver infrastructure and other economic development projects and sub-regional economic strategy.</p> <p>To support the work of Commercial Services in delivering regeneration developments.</p> <p>To work in partnership with local businesses and other stakeholders to support events and markets and other initiatives to improve the vitality and viability of the Borough's three town centres.</p>
Legal status:	Local Government Act 2000 and Local Government Act 2003
Policy objectives:	To encourage economic activity in the Borough and to maintain a good working relationship with local businesses.

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	25,600	37,500	37,500	76,500
Transport related expenditure				
Car allowances	0	900	900	900
Supplies and services				
Catering expenses	119	200	200	200
General office expenses	237	1,050	250	250
Communications and computing	979	900	2,700	2,700
Services and expenses	190	200	200	200
Grants and subscriptions	4,159	0	0	0
Miscellaneous expenses	0	10,500	3,300	3,300
Support services	11,600	11,800	12,000	12,200
Gross expenditure	42,884	63,050	57,050	96,250
Income				
Government grant	2,159	0	0	0
Other grants and contributions	2,704	0	0	0
Net expenditure	38,021	63,050	57,050	96,250

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 - A. Williams (Rents)
Service function:	A control account for the monitoring of Civic Centre costs, including rents and service charges to Surrey Police, Surrey Library and Surrey Adult Care
Legal status:	Local Government Act 1972.
Policy objectives :	That the Council be held in high regard by all that come into contact with it.

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	82,300	84,700	84,700	84,700
Premises related expenditure				
Building maintenance	156,211	305,205	161,877	148,468
Fuel, light and water	166,467	180,300	170,300	170,300
Rates and insurance	394,608	403,920	400,440	411,240
Cleaning and domestic supplies	85,542	86,120	106,720	86,320
Grounds maintenance	4,132	4,133	4,133	4,233
Supplies and services				
Equipment, furniture and materials	1,328	1,400	300	300
Catering expenses	2,349	4,000	4,300	4,400
General Office expenses	3,149	3,900	3,900	3,900
Communications and computing	32,593	39,955	58,400	44,300
Services and expenses	3,217	3,700	23,200	3,200
Support services	140,800	143,700	143,700	145,200
Depreciation and impairment losses	392,695	444,314	392,212	578,426
Gross expenditure	1,465,391	1,705,347	1,554,182	1,684,987
Income				
Sales, fees and charges	13,900	0	0	8,000
Rents and Leases	128,951	165,434	123,434	165,434
Other income and recharges				
- General fund services	1,183,200	1,211,700	1,200,200	1,195,100
- Housing Revenue Account	110,300	115,100	115,100	115,100
Gross income	1,436,351	1,492,234	1,438,734	1,483,634
Net expenditure (income)	29,040	213,113	115,448	201,353

Chertsey Depot

Service description

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

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	31,133	45,150	40,664	20,800
Training and recruitment	8,373	330	320	420
Premises related expenditure				
Strategic maintenance	27,126	36,333	22,795	12,921
Building maintenance	2,500	15,500	15,500	15,900
Fuel, light, cleaning and water	27,029	6,000	6,000	6,200
Rates and insurance	52,518	53,892	53,339	54,880
Grounds maintenance -yard	13,306	11,400	13,000	10,800
Transport related expenditure				
Transport recharges	4,471	5,790	5,150	6,750
Car allowances	212	200	200	200
Supplies and services				
Equipment, furniture and materials	1,886	2,200	2,200	2,200
Clothes, uniform and laundry	1,765	2,000	2,000	2,000
General office expenses	2,961	1,700	1,700	1,700
Communications and computing	1,807	1,520	1,520	1,520
Special works provision	0	0	0	0
Services and expenses	0	1,100	31,100	100
Miscellaneous expenses	100	3,000	1,400	3,000
Support services	28,500	28,700	28,700	28,900
Depreciation and impairment losses	66,123	65,434	64,149	63,922
Gross expenditure	269,810	280,249	289,737	232,213
Income				
Rents and leases	451	451	451	451
Other income and recharges	234,600	258,900	258,900	258,900
Gross income	235,051	259,351	259,351	259,351
Net expenditure (income)	34,759	20,898	30,386	(27,138)

Salaries of staff (by department)

Service description

Budget manager:	All Corporate Heads
Service function:	A control account for the monitoring of staff salaries.
Legal status:	Local Government Act 1972. Superannuation Act 1972 and associated regulations. Miscellaneous other enactment's relating to the employment of staff.
Policy objectives:	To have employment arrangements in place to meet statutory requirements and to recruit and retain high calibre staff to deliver council services. Local pay arrangements are in place. To achieve containment in employment costs consistent with service needs.

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Department				
Chief executives	554,375	741,700	729,400	717,000
Human resources	238,580	235,400	230,600	242,100
Commercial services	1,050,509	807,700	748,600	664,300
Law and governance services	1,086,606	1,014,500	1,043,600	1,047,500
Finance	849,740	903,800	879,500	899,900
Customer, digital & collection services	1,957,864	1,901,000	1,911,300	1,972,300
Housing services	2,127,366	2,087,700	2,077,600	2,194,700
Community services	594,171	716,000	652,500	703,700
Community development	1,207,873	1,256,900	1,243,400	1,299,500
Environmental services	1,023,994	1,235,400	1,198,800	1,268,700
Planning development management	1,302,902	1,262,300	1,263,500	1,266,400
Planning policy & economic development	432,366	458,800	474,400	490,100
Chief Executives contingency	0	14,500	14,500	14,500
Savings from vacancies/turnover	0	(300,000)	0	(240,000)
Additional savings from vacancies/turnover and posts on	0	0	(320,000)	0
Apprenticeship provision	0	55,000	30,000	60,000
Transformation/restructuring	0	87,700	0	0
Adjustment for short term accumulated absences	7,800	0	0	0
Gross expenditure	12,434,146	12,478,400	12,177,700	12,600,700
Income				
Recharged to:				
Accrued leave: to General Fund summary page	6,900	0	0	0
General fund and trading services	10,832,938	11,221,900	11,279,600	11,253,300
Housing revenue account	1,593,408	1,399,300	1,413,600	1,512,900
Housing revenue account - accrued leave	900	-	-	-
Housing revenue account - salary savings	-	(35,000)	(35,000)	(35,000)
Gross income	12,434,146	12,586,200	12,658,200	12,731,200
Net expenditure (income)	0	(107,800)	(480,500)	(130,500)

Employer's costs

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employers contributions				
Pension contributions for early retirees - annual	62,000	61,000	61,000	60,000
Pension contributions for early retirees - one off	(69,245)	0	0	0
Pension back-funding for previous years deficits	885,000	745,000	745,000	770,000
Pension unwinding of discount on local scheme	59,700	60,000	60,000	61,000
Pension contributions for current staff	1,434,617	1,960,000	1,940,000	1,930,000
Pensions sub-total	2,372,072	2,826,000	2,806,000	2,821,000
National insurance	1,111,210	1,350,000	1,301,500	1,302,000
Recruitment incentives etc.	61,194	66,150	54,100	62,500
In house training	28,345	77,000	32,500	59,500
Employer's insurances	41,255	41,259	41,300	41,300
Financial services	7,200	7,400	7,400	7,800
Municipal safety service	58,805	59,300	59,700	63,000
Savings from vacancies/turnover		0	(140,000)	(60,000)
Insurance prepayment	4,000	0	0	0
Gross expenditure	3,684,081	4,427,109	4,162,500	4,297,100
Income				
Less recharges				
General fund services	2,433,804	2,967,800	2,945,200	3,197,100
Housing revenue account - services	264,381	363,700	367,400	423,800
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	2,809,185	3,442,500	3,423,600	3,731,900
Net expenditure	874,896	984,609	738,900	565,200

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:	<p>The Council is committed to providing a quality customer orientated service to all residents and recognises that the effective training and development of staff will help achieve this aim. Training provision will be selected in a cost effective way, making the best use of training resources. Training opportunities will be taken which meet the following aims:-</p> <ul style="list-style-type: none"> - To continue the development of workforce skills & competencies to meet the council's needs - To fulfil the Authority's objectives as set by the performance management scheme - To increase effectiveness in the way current tasks are undertaken - To develop skills and flexibility to meet future needs - To respond to changes of policy and legislation - To enable staff to reach their full potential thereby increasing job satisfaction and morale - To aid their career progression within the Council - To fulfil the training and development requirements of professional bodies - To develop effective management through a management development programme <p>Cost effective recruitment advertising Use of Surrey Jobs website for most vacancies</p>

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employee expenses				
Training expenditure within services	116,007	187,400	109,000	190,000
Training expenditure financed by grant	20,762	55,000	55,000	55,000
Training expenditure held centrally	28,345	77,000	32,500	59,500
Less: anticipated savings	-	(28,500)	(20,000)	(50,000)
sub total	165,114	290,900	176,500	254,500
Staff recruitment expenditure	157,487	30,000	50,000	50,000
Fees	7,435	7,420	7,420	7,500
Gross expenditure	330,036	328,320	233,920	312,000
Income				
Training charged direct to:				
- General fund services	95,697	147,400	87,000	150,000
- Housing revenue account	20,310	40,000	22,000	40,000
- Employers costs - in house training	28,345	77,000	32,500	59,500
Government grants - training costs	22,262	55,000	55,000	55,000
Staff recruitment charged direct to:				
- General fund services	157,487	30,000	35,000	40,000
- Housing revenue account	0	0	15,000	10,000
Gross income	324,101	349,400	246,500	354,500
Net expenditure (income)	5,935	(21,080)	(12,580)	(42,500)

Car allowances and leasing

Service description

Budget managers: Corporate Head of Human Resources - F. Skene

Service function: A control account for the monitoring of car allowance costs.

Legal status: Local Government Act 1972

Policy objectives: To retain salary scales which are competitive and offer attractive employment packages to attract and retain high calibre staff.
Local pay arrangements are in place.

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

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Car Allowances	164,648	191,700	191,700	179,300
Car Leasing	53,250	58,600	58,600	58,800
Gross expenditure	217,898	250,300	250,300	238,100
Income				
Less recharges				
Cost recovered	2,410	2,800	2,800	2,800
General fund services	183,409	202,400	202,400	190,200
Housing revenue account	35,100	45,100	45,100	45,100
Gross income	220,919	250,300	250,300	238,100
Net income	(3,021)	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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	1,030,102	1,123,450	1,100,750	1,135,150
Training and recruitment	17,154	9,710	8,798	7,560
Premises related expenditure				
Building maintenance	288	500	500	500
Transport related expenditure				
Travelling expenses	888	1,000	1,000	1,000
Car allowances	7,700	7,700	7,700	7,700
Supplies and services				
Equipment, furniture and materials	7,663	1,300	1,300	1,300
Catering expenses	20	100	50	100
General office expenses	37,430	43,430	36,800	42,710
Communications and computing	106,047	129,107	135,662	126,487
Services and expenses	70,040	78,940	73,635	74,340
Miscellaneous expenses	860	500	960	0
Third Party Payments - General	68,960	61,200	61,200	61,200
Support services	293,040	309,840	309,840	309,840
Depreciation and impairment losses	14,961	18,608	29,900	29,143
Gross expenditure	1,655,153	1,785,385	1,768,095	1,797,030
Income				
Other grants, reimbursements and contributions	72,568	65,760	70,700	70,700
Sales, fees and charges	26,573	28,620	28,200	28,200
Miscellaneous income	39	1,000	1,000	1,000
Other income and recharges	1,587,349	1,628,700	1,624,700	1,666,901
Gross income	1,686,529	1,724,080	1,724,600	1,766,801
Net expenditure (income)	(31,376)	61,305	43,495	30,229

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	557,428	661,445	661,445	627,845
Training and recruitment	66,715	5,000	9,000	5,000
Transport related expenditure				
Travelling expenses	140	100	100	100
Car allowances	100	100	100	100
Premises related expenditure				
Rents, rates and insurance	6	6	6	6
Supplies and services				
Equipment, furniture and materials	651	650	650	650
General office expenses	1,312	700	700	700
Communications and computing	228,775	261,810	262,360	249,560
Services and expenses	94,725	17,000	4,000	16,000
Miscellaneous expenses	7,728	7,800	5,008	6,400
Support services	124,600	133,100	133,100	153,900
Depreciation and impairment losses	125,998	85,480	142,215	177,330
Gross expenditure	1,208,178	1,173,191	1,218,684	1,237,591
Income				
Other grants, reimbursements and contributions	0	0	14,000	0
Sales, fees and charges	0	0	700	0
Other income and recharges				
- Recharges to services	948,100	1,050,100	1,039,100	1,035,100
Gross income	948,100	1,050,100	1,053,800	1,035,100
Net expenditure (income)	260,078	123,091	164,884	202,491

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	76,400	86,800	86,800	72,200
Training and recruitment	0	500	500	500
Supplies and services				
General office expenses	(36)	100	3,500	3,530
Communications and computing	14,808	30,000	28,700	29,500
Support services	78,100	77,300	77,300	77,500
Depreciation and impairment losses	20,392	25,898	20,392	58,343
Gross expenditure	189,664	220,598	217,192	241,573
Income				
Other income and recharges	213,300	213,800	213,800	213,800
Gross income	213,300	213,800	213,800	213,800
Net expenditure (income)	(23,636)	6,798	3,392	27,773

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	16,400	17,900	17,900	23,900
Training and recruitment	0	100	100	100
Supplies and services				
General office expenses	38	100	100	100
Communications and computing	5,073	5,020	5,224	5,490
Support services	23,500	24,000	24,000	24,200
Gross expenditure	45,011	47,120	47,324	53,790
Income				
Other income and recharges	74,271	55,600	53,400	53,400
Gross income	74,271	55,600	53,400	53,400
Net expenditure (income)	(29,260)	(8,480)	(6,076)	390

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	76,400	80,900	85,900	87,000
Training and recruitment	130	3,000	500	500
Transport related expenditure				
Travelling expenses	134	100	100	100
Supplies and services				
Equipment, furniture and materials	18	500	0	0
General office expenses	0	8,000	8,000	0
Communications and computing	17,036	26,400	39,200	38,400
Support services	60,100	61,100	61,100	61,300
Depreciation and impairment losses	6,262	6,262	0	3,571
	Gross expenditure	160,080	186,262	194,800
	160,080	186,262	194,800	190,871
Income				
Other income and recharges	191,199	191,300	191,300	191,300
	Gross income	191,199	191,300	191,300
	191,199	191,300	191,300	191,300
	Net expenditure (income)	(31,119)	(5,038)	(429)
	(31,119)	(5,038)	3,500	(429)

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	260,932	265,700	265,700	276,100
Training and recruitment	3,335	11,283	4,183	11,283
Transport related expenditure				
Travelling and subsistence	12	50	0	50
Car allowances	0	100	100	100
Supplies and services				
Catering expenses	-	55	55	55
General office expenses	5,049	6,086	5,590	6,106
Communications and computing	6,113	5,600	5,600	5,600
Other professional services	10,826	6,000	6,000	0
Support services	82,100	87,600	87,600	88,900
Depreciation and impairment losses	398	398	398	200
Gross expenditure	368,765	382,872	375,226	388,394
Income				
Other grants, reimbursements and contributions	9,364	9,180	9,364	9,551
Other income and recharges	331,700	364,000	364,000	361,000
Gross income	341,064	373,180	373,364	370,551
Net expenditure (income)	27,701	9,692	1,862	17,843

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	241,177	365,200	342,200	345,800
Training and recruitment	7,045	8,350	6,850	6,860
Transport related expenditure				
Travelling and subsistence	151	500	0	500
Car allowances	0	100	100	100
Supplies and services				
General office expenses	718	855	2,080	1,820
Communications and computing	1,706	8,000	1,971	2,035
Support services	50,200	65,000	65,000	66,300
Depreciation and impairment losses	1,148	1,148	0	0
Gross expenditure	302,145	449,153	418,201	423,415
Income				
Other income and recharges	323,000	410,000	381,500	381,500
Gross income	323,000	410,000	381,500	381,500
Net expenditure (income)	(20,855)	39,153	36,701	41,915

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	564,468	679,500	649,500	662,200
Training and recruitment	2,121	2,225	225	2,230
Transport related expenditure				
Travelling and subsistence	44	50	50	50
Supplies and services				
Equipment, furniture and materials	1,501	1,245	1,245	1,245
General office expenses	562	250	668	450
Communications and computing	29,445	57,470	76,670	60,770
Services and expenses	575	4,600	4,600	1,600
Support services	201,900	223,800	223,800	224,100
Depreciation and impairment losses	0	0	1,925	23,354
Gross expenditure	800,616	969,140	958,683	975,999
Income				
Other income and recharges	920,299	924,100	924,100	920,100
Gross income	920,299	924,100	924,100	920,100
Net expenditure (income)	(119,683)	45,040	34,583	55,899

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	1,060,465	1,041,400	1,138,400	1,181,900
Training and recruitment	7,232	15,900	4,000	15,100
Transport related expenditure				
Travelling and subsistence	178	150	150	150
Car allowances	4,600	4,600	4,600	4,600
Supplies and services				
Equipment, furniture and materials	0	550	150	50
Catering expenses	65	100	100	100
General office expenses	40,686	48,285	47,075	49,815
Communications and computing	5,608	8,700	6,000	9,150
Services and expenses	2,763	11,600	12,575	12,100
Miscellaneous expenses	7,728	7,800	5,000	7,800
Support services	175,300	184,600	183,100	183,700
Depreciation and impairment losses	1,919	1,919	0	0
Gross expenditure	1,306,544	1,325,604	1,401,150	1,464,465
Income				
Other grants, reimbursements and contributions	33,652	20,400	26,000	20,000
Sales, fees and charges	16,935	10,000	2,555	300
Other income and recharges	1,176,400	1,312,400	1,321,500	1,342,200
Gross income	1,226,987	1,342,800	1,350,055	1,362,500
Net expenditure (income)	79,557	(17,196)	51,095	101,965

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	163,300	166,900	166,900	158,600
Training and recruitment	971	4,000	4,000	4,000
Supplies and services				
General office expenses	103	70	70	70
Support services	40,600	42,100	42,100	42,300
Gross expenditure	204,974	213,070	213,070	204,970
Income				
Other income and recharges	227,800	212,100	212,100	212,100
Gross income	227,800	212,100	212,100	212,100
Net expenditure (income)	(22,826)	970	970	(7,130)

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	363,640	339,500	339,500	219,200
Training and recruitment	1,191	1,300	1,300	900
Premises related expenditure				
Buildings insurance	107	112	112	112
Transport related expenditure				
Travelling and subsistence	11,361	11,340	11,340	5,340
Supplies and services				
Equipment, furniture and materials	606	260	260	260
Protective clothing	118	100	100	100
General office expenses	2,895	2,840	1,850	1,180
Communications and computing	8,056	5,170	5,170	4,770
Services and expenses	10	50	50	50
Insurance	9,638	9,637	9,637	6,559
Support services	86,000	88,000	88,000	71,000
Depreciation and impairment losses	168	425	168	168
Gross expenditure	483,790	458,734	457,487	309,639
Income				
Other grants, reimbursements and contributions	204,296	206,300	206,300	18,500
Other income and recharges	247,800	254,400	254,500	254,500
Gross income	452,096	460,700	460,800	273,000
Net expenditure (income)	31,694	(1,966)	(3,313)	36,639

Geographical information service

Service description

Budget manager: Principal GIS Officer - J. Shaw

Service function:

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

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

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

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	75,000	93,700	93,700	102,400
Training and recruitment	768	1,150	1,750	1,150
Transport related expenditure				
Travelling and subsistence	0	50	0	0
Supplies and services				
General office expenses	0	500	500	1,300
Communications and computing	6,664	11,000	14,112	10,822
Services and expenses - fees and consultancy	1,750	1,500	1,500	1,500
Support services	52,400	50,500	50,500	50,600
Depreciation and impairment losses	1,167	1,167	902	0
Gross expenditure	137,749	159,567	162,964	167,772
Income				
Other grants, reimbursements and contributions	0	0	1,400	0
Other income and recharges	163,800	162,600	163,800	163,800
Gross income	163,800	162,600	165,200	163,800
Net expenditure (income)	(26,051)	(3,033)	(2,236)	3,972

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	88,492	122,200	106,900	89,500
Training and recruitment	216	740	670	770
Premises related expenditure				
Depot accommodation	15,200	16,700	16,700	16,700
Grounds maintenance	179	2,500	2,500	2,500
Transport related expenditure				
Transport recharges	39,296	39,700	34,070	42,500
Transport insurance	124	125	150	150
Car allowances	200	100	200	200
Supplies and services				
Equipment, furniture and materials	752	4,300	4,200	4,200
Clothes, uniform and laundry	1,084	1,100	700	700
Communications and computing	1,586	1,600	1,000	1,000
Public liability insurance	681	681	681	681
Support services	18,100	18,300	18,300	18,500
Depreciation and impairment losses	17,560	17,743	17,560	17,955
Gross expenditure	183,470	225,789	203,631	195,356
Income				
Other Grants and Contributions	2,891	1,500	250	2,400
Other income and recharges	214,034	211,100	229,600	201,700
Gross income	216,925	212,600	229,850	204,100
Net expenditure (income)	(33,455)	13,189	(26,219)	(8,744)

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	1,700	800	800	800
Premises related expenditure				
Depot recharge	800	900	900	900
Supplies and services				
Equipment, furniture and maintenance	488	400	200	200
Communications and computing	0	800	800	800
Support services	4,300	4,500	4,500	4,800
Gross expenditure	7,288	7,400	7,200	7,500
Income				
Other income and recharges	7,400	7,400	7,400	7,400
Gross income	7,400	7,400	7,400	7,400
Net expenditure (income)	(112)	0	(200)	100

Transport Overheads

Service description

Budget manager: Transport Manager - B Saunders

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

Budget for the year ending 31 March 2022

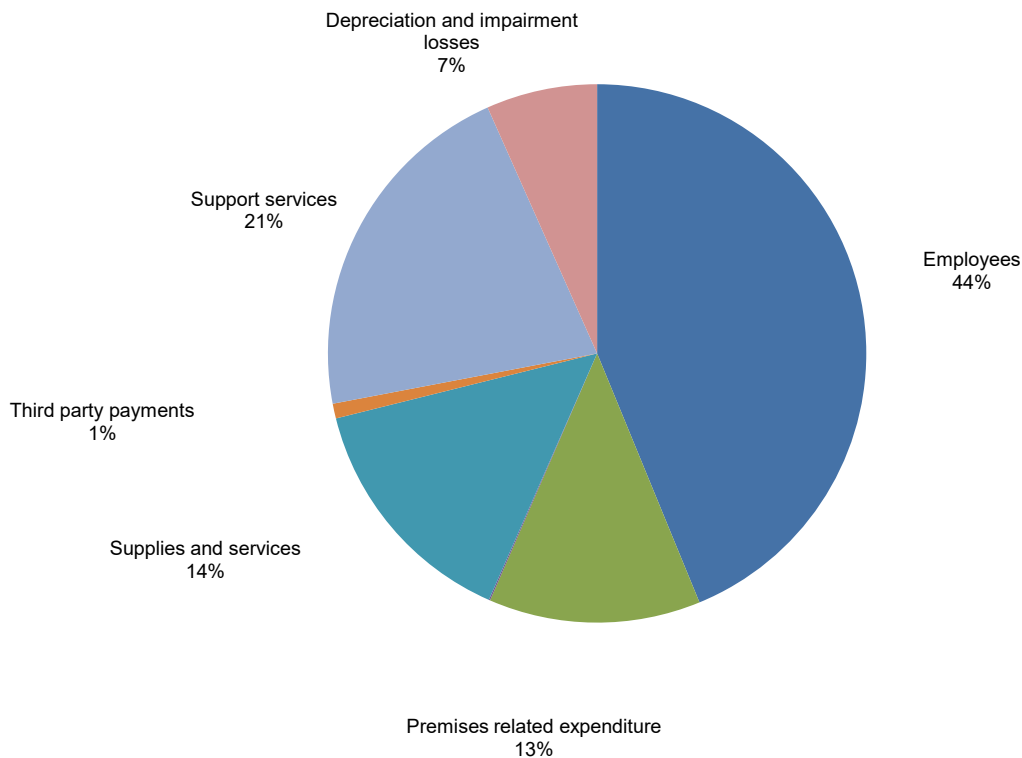
	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	52,300	73,100	73,100	78,700
Training and recruitment	0	200	200	200
Premises related expenditure				
Depot recharge	24,000	26,400	26,400	26,400
Grounds maintenance	323	0	300	500
Transport related expenditure				
Garaging recharge	53,433	57,800	57,800	57,800
Vehicle recharge	401	1,290	1,390	1,390
Car allowances	100	200	200	200
Supplies and services				
Equipment, furniture and materials	409	880	680	890
General office expenses	2,652	2,000	1,800	2,100
Communications and computing	281	30	100	100
Support services	29,100	30,200	30,200	31,200
Depreciation and impairment losses	172	172	172	116
Gross expenditure	163,171	192,272	192,342	199,596
Income				
Other income and recharges - recharged to vehicles	190,485	190,100	190,100	190,100
Gross income	190,485	190,100	190,100	190,100
Net expenditure (income)	(27,314)	2,172	2,242	9,496

Corporate Management Committee

Subjective analysis

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees	8,155,567	8,604,607	8,279,610	8,146,008
Employees (contra)				
Premises related expenditure	2,470,273	2,272,346	2,490,522	2,366,350
Transport related expenditure	(31,004)	(12,985)	(27,440)	(14,420)
Supplies and services	1,859,553	2,361,072	4,040,102	2,702,364
Third party payments	168,323	162,300	163,900	165,600
Support services	3,667,160	3,908,560	3,915,860	3,967,060
Depreciation and impairment losses	868,436	977,432	957,891	1,240,312
Gross expenditure	<u>17,158,308</u>	<u>18,273,332</u>	<u>19,820,445</u>	<u>18,573,274</u>
<u>Income</u>				
Government grants	177,264	187,000	196,032	187,000
Costs and penalties recovered - includes other grants & contribu	1,779,762	1,145,440	1,279,259	1,081,396
Other fees and charges	60,025	56,920	36,855	58,800
Rents and leases	25,124,422	26,856,466	21,202,305	23,851,990
Land charges search fees	228,243	247,000	190,000	235,300
Recharges to other services	11,668,764	8,605,550	8,587,150	8,871,051
Gross income	<u>39,038,480</u>	<u>37,098,376</u>	<u>31,491,601</u>	<u>34,285,537</u>
Net expenditure	<u>(21,880,172)</u>	<u>(18,825,044)</u>	<u>(11,671,156)</u>	<u>(15,712,263)</u>

Expenditure Analysis 2021/2022



Housing Revenue Account

Budget for the year ending 31 March 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
General management	2,030,903	1,854,190	1,873,290	2,016,130
Special services management	609,194	835,048	739,028	872,138
Supporting people for Council tenants	118,731	159,160	144,770	145,100
Mobile home site (Net)	(164,095)	(75,150)	(180,650)	(83,350)
Housing repairs	5,513,554	7,173,190	6,186,820	6,605,830
Less funded from major repairs reserve	(2,348,890)	(3,550,000)	(2,720,000)	(2,976,000)
Sale of Council houses administration	0	0	0	0
Other HRA Expenditure	542,890	476,000	575,000	481,000
Debt charges	3,425,944	3,425,950	3,425,950	3,425,600
Depreciation charges	4,290,778	2,055,400	1,948,000	1,948,000
Total expenditure	14,019,009	12,353,788	11,992,208	12,434,448
<u>Income</u>				
Rent from dwellings	16,013,653	16,345,900	16,323,300	16,574,300
Non-dwelling rents and income	166,120	138,900	195,900	179,900
Interest on balances	123,248	183,000	48,200	0
Total income	16,303,021	16,667,800	16,567,400	16,754,200
Surplus (deficit) in the year	2,284,012	4,314,012	4,575,192	4,319,752

Housing revenue account working balance

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Balance brought forward	22,645,896	25,350,080	24,434,695	28,223,187
Add surplus (less deficit) in the year	2,284,012	4,314,012	4,575,192	4,319,752
Capital expenditure - new purchases	(495,213)	(910,000)	(420,000)	(910,000)
Capital expenditure - new build programme	0	(1,442,500)	(366,700)	(843,300)
Capital expenditure - further potential schemes	0	(1,460,000)	0	(1,550,000)
Balance carried forward	24,434,695	25,851,592	28,223,187	29,239,639
Major Repairs Reserve balance	6,223,287	1,798,232	5,451,287	4,423,287
Total balances	30,657,982	27,649,824	33,674,474	33,662,926

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	751,110	715,800	715,800	809,900
Training and recruitment	34,964	43,100	25,100	43,100
<u>Premises related expenses</u>				
Council tax - empty dwellings	61,185	8,300	70,000	31,000
<u>Transport related expenditure</u>				
Travelling and subsistence	13,991	16,500	15,800	16,500
<u>Supplies and services</u>				
General office expenses	31,142	32,770	39,370	40,470
Communications and computing	89,978	66,840	91,000	83,500
Payment of rent - collection fees	5,094	5,000	4,000	4,500
Legal and other expenses	74,299	70,200	47,100	57,100
Property development consultation (New)	195,269	0	0	0
Insurance	185,011	198,900	206,300	214,200
Removal and disturbance expenses	1,742	75,000	35,000	75,000
DHP top-up	47,511	50,000	50,000	50,000
<u>Support services</u>	600,180	628,380	633,120	641,360
Capital Charges	0	0	0	10,000
Gross expenditure	2,091,476	1,910,790	1,932,590	2,076,630
<u>Income</u>				
Grants & contributions	3,800	0	3,800	3,800
Legal expenses recovered	1,421	3,000	1,500	2,000
Other Costs Recovered	1,660	0	0	0
Insurance premiums recharged	13,892	13,800	14,000	14,700
Recharge to General Fund	39,800	39,800	40,000	40,000
Gross income	60,573	56,600	59,300	60,500
Net expenditure	2,030,903	1,854,190	1,873,290	2,016,130

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Expenditure				
<u>Employees</u>				
Managerial and administrative staff	68,890	79,300	79,200	93,900
Scheme managers	34,800	85,600	85,600	87,100
Caretaking and cleaning	119,828	126,870	94,150	143,200
Training & Recruitment	230	0	0	0
<u>Premises related expenses</u>				
Building maintenance (tenants initiatives)	14,795	130,800	77,100	131,600
Energy and utility costs	127,013	132,600	135,700	135,800
Rent, rates and insurance	5,656	3,220	8,700	8,750
Cleaning and domestic supplies	22,952	26,970	27,560	28,020
Grounds maintenance	96,772	90,390	80,990	91,890
Furniture & Equipment	11,760	5,750	1,800	1,800
<u>Transport related expenditure</u>				
Use of vehicles	7,886	7,310	7,380	7,820
Car allowances	3,300	3,000	3,000	3,000
<u>Supplies and services</u>				
General expenses - TV Licences	1,596	1,400	1,720	1,720
General expenses (tenants participation)	6,174	13,700	9,600	13,100
Communications and computing	8,674	15,800	15,380	13,790
Community First Initiative	3,215	30,000	20,000	30,000
<u>Support services</u>	100,600	106,480	106,240	97,540
<u>Capital Charges</u>	1,408	1,408	1,408	1,408
Gross expenditure	635,549	860,598	755,528	890,438
Income				
Grants & Contributions	6,026	5,750	1,800	1,800
Sales, fees and charges	16,186	17,000	14,200	15,000
Rents and leases	4,143	2,800	500	1,500
Net expenditure	609,194	835,048	739,028	872,138

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	175,400	194,500	194,500	186,400
<u>Transport related expenditure</u>				
Staff travelling and subsistence	2,200	3,100	3,100	3,100
<u>Supplies and services</u>				
Furnishing - renewals	13,948	17,600	13,000	16,500
Community alarm system recharge	115,100	136,300	113,300	118,200
<u>Support services</u>				
	17,200	23,000	23,000	23,000
Gross expenditure	323,848	374,500	346,900	347,200
<u>Income</u>				
Supporting people grant	18,128	27,190	27,190	0
Costs recovered	5,466	5,950	0	0
Sheltered dwellings tenants charges	178,109	177,900	170,500	170,500
Charges to clients - Community Alarms	3,414	4,300	4,440	31,600
Gross income	205,117	215,340	202,130	202,100
Net expenditure	118,731	159,160	144,770	145,100

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	6,600	6,900	6,900	8,200
Wages	0	700	700	700
<u>Premises related expenses</u>				
Maintenance of vans and site	5,341	35,700	5,700	35,600
Fuel, light, cleaning and water	14,410	18,500	20,500	20,000
Rates, insurance and telephone	1,558	800	1,700	1,300
<u>Transport related expenditure</u>				
Car Allowances	600	100	100	100
<u>Support services</u>				
	7,400	7,600	7,600	7,800
<u>Other items</u>				
Capital (caravan renewal)	0	45,000	0	45,000
Gross expenditure	35,909	115,300	43,200	118,700
<u>Income</u>				
<u>Fees and charges</u>				
Sale of mobile homes - commission	21,500	10,000	34,000	15,000
Site rents (net of voids)	119,348	120,160	124,200	123,700
Rent of mobile homes (net)	41,416	42,940	48,500	46,400
Water charges	17,290	16,900	16,700	16,500
Miscellaneous	450	450	450	450
Gross income	200,004	190,450	223,850	202,050
Net expenditure	(164,095)	(75,150)	(180,650)	(83,350)

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Planned maintenance</u>				
Cyclic works - external decorations	282,141	240,000	263,000	240,000
Cyclic works - communal decorations	11,203	27,000	27,000	27,000
Cyclic works - OAP decorations	0	20,000	10,000	20,000
Annual maintenance and inspection (net)	498,767	678,500	577,000	616,500
Rolling repairs programme	4,030	45,000	20,000	45,000
Total planned maintenance	796,141	1,010,500	897,000	948,500
<u>Special works</u>				
Major works	1,554,409	2,250,000	2,000,000	1,810,000
Sheltered scheme works	13,375	110,000	20,000	0
Total special works	1,567,784	2,360,000	2,020,000	1,810,000
<u>Demand maintenance</u>				
Houses, flats and communal areas	601,885	680,000	650,000	680,000
Temporary Accomodation units	16,912	25,000	25,000	25,000
Sheltered housing	37,064	60,000	60,000	60,000
Total demand maintenance	655,861	765,000	735,000	765,000
<u>Major improvement schemes</u>				
Central heating	166,781	320,000	200,000	530,000
Kitchen and bathroom upgrades	614,325	870,000	500,000	636,000
Total major improvement schemes	781,106	1,190,000	700,000	1,166,000
<u>Other maintenance</u>				
Void repairs and decoration allowances	574,608	527,000	527,000	527,000
Disabled conversions (net)	98,061	200,000	150,000	200,000
Total other maintenance	672,669	727,000	677,000	727,000
<u>Insurance claims (excl. rent loss)</u>				
Insured costs	1,013	103,000	103,000	103,000
- Less policy excess	(1,000)	(3,000)	(3,000)	(3,000)
Gross cost of insurance claims	13	100,000	100,000	100,000
Gross Expenditure	4,473,574	6,152,500	5,129,000	5,516,500
<u>Income</u>				
Insurance company settlement of claims	13	100,000	100,000	100,000
Gross Income	13	100,000	100,000	100,000
Total maintenance budget	4,473,561	6,052,500	5,029,000	5,416,500

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Salaries	624,233	684,500	705,500	765,300
Training costs	1,290	2,000	1,500	2,000
Car allowances	16,810	23,500	23,450	23,500
Supplies and services	17,080	18,110	34,790	19,050
<u>Support services</u>	384,480	396,480	396,480	383,380
Recharges	(3,900)	(3,900)	(3,900)	(3,900)
Total supervision costs	1,039,993	1,120,690	1,157,820	1,189,330
Total maintenance costs (previous page)	4,473,561	6,052,500	5,029,000	5,416,500
Gross housing repairs expenditure	5,513,554	7,173,190	6,186,820	6,605,830

Improvement works counting as capital expenditure

(For information only)

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Special major works	1,554,409	2,250,000	2,000,000	1,810,000
Sheltered scheme works	13,375	110,000	20,000	0
Central heating programme	166,781	320,000	200,000	530,000
Kitchen and bathroom upgrade works (incl ex	614,325	870,000	500,000	636,000
Total capital repairs	2,348,890	3,550,000	2,720,000	2,976,000
Major repairs to be met from new repairs reserve	2,348,890	3,550,000	2,720,000	2,976,000

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	7,000	10,200	10,200	10,000
<u>Transport related expenditure</u>				
Car allowances	300	200	200	200
<u>Supplies and services</u>				
Valuation and other fees	2,474	2,700	10,700	10,700
<u>Support services</u>	13,700	17,700	17,700	18,000
Gross expenditure	23,474	30,800	38,800	38,900
Charged to capital receipts	(23,474)	(30,800)	(38,800)	(38,900)
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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Debt charges</u>				
Interest on borrowings	3,425,944	3,425,950	3,425,950	3,425,600
Dealing charges				
Net expenditure	3,425,944	3,425,950	3,425,950	3,425,600
 <u>Depreciation transferred to major repairs reserve</u>				
Depreciation	4,290,778	2,055,400	1,948,000	1,948,000
Net expenditure	4,290,778	2,055,400	1,948,000	1,948,000

See table below for accumulated balances and movements on account.

Major Repairs Reserve summary

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Opening balance at start of year	4,738,614	3,292,832	6,223,287	5,451,287
Contribution to reserve	4,290,778	2,055,400	1,948,000	1,948,000
Capital expenditure funded from reserve	(2,348,890)	(3,550,000)	(2,720,000)	(2,976,000)
Reprovision of Farm Close (Capital Exp)	(457,215)	0	0	0
Net movement in year	1,484,673	(1,494,600)	(772,000)	(1,028,000)
Balance at year end	6,223,287	1,798,232	5,451,287	4,423,287

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 2022

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>HRA pension backfunding</u>	100,000	100,000	100,000	100,000
<u>HRA staff - accrued leave</u>	1,100	0	0	0
<u>HRA Leased Properties</u>	825	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)	77,062	0	116,000	0
<u>Provision for uncollectable rents</u>	96,703	90,000	73,000	90,000
<u>Contribution to corporate expenses</u>	224,200	243,000	243,000	248,000
Gross expenditure	542,890	476,000	575,000	481,000

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 2022

Rents from dwellings

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
Income				
<u>Rent debit</u>				
General stock dwellings	15,980,868	16,272,500	16,360,000	16,595,000
Tenants service charges	184,833	186,700	186,700	188,500
Rents of shared ownership properties	224,504	216,000	220,000	212,500
Heating charges	34,606	32,400	32,400	32,400
Gross rent for dwellings	16,424,811	16,707,600	16,799,100	17,028,400
<u>Less voids (rent loss on empty dwellings)</u>				
General stock dwellings	403,699	353,400	465,200	446,000
Tenant service charges	6,937	6,700	9,000	6,500
Heating charges	522	1,600	1,600	1,600
Total voids on dwellings	411,158	361,700	475,800	454,100
Net rent for dwellings	16,013,653	16,345,900	16,323,300	16,574,300

Service statistics

	<u>2019/20</u> Actual	<u>2020/21</u> Estimate	<u>2020/21</u> Probable	<u>2021/22</u> Estimate
Average number of houses & flats	2,842	2,842	2,846	2,847
Average number of void houses & flats	71	60	79	74
Average number of DIYSO properties	67	64	65	63

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 2022

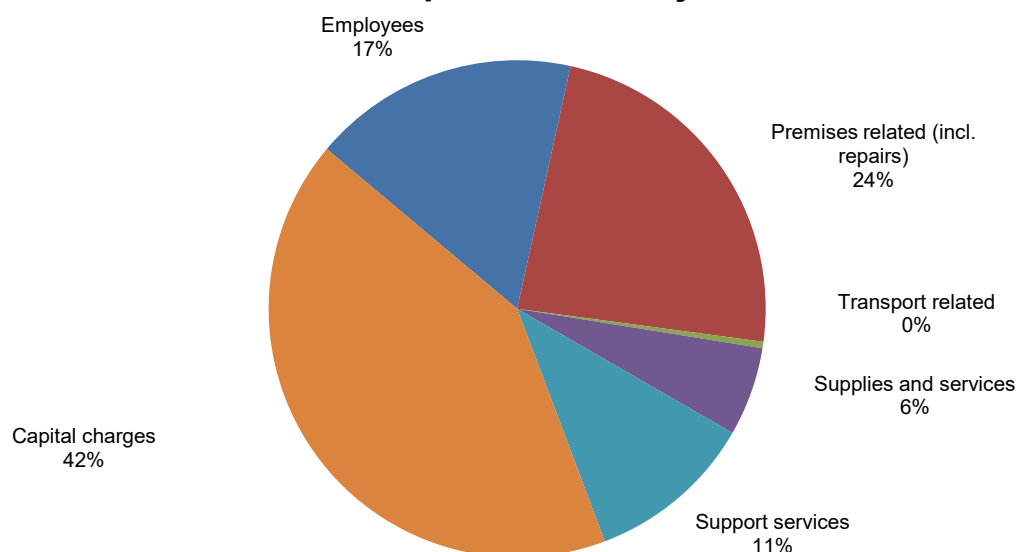
	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Non-dwelling rents and income</u>				
Rents of other properties	64,934	35,000	62,400	62,400
Leasehold service charges	82,451	82,600	95,000	95,000
Mead Court service charges	14,381	16,300	34,000	18,000
Miscellaneous receipts (e.g. small land sales)	4,354	5,000	4,500	4,500
Sub total - other rents and income	166,120	138,900	195,900	179,900
<u>Investment and mortgage income</u>				
Interest on balances	123,248	183,000	48,200	0
Sub total - interest	123,248	183,000	48,200	0
Total non-dwelling rents and income	289,368	321,900	244,100	179,900

Housing revenue account

Subjective analysis

	<u>2019/20</u> Actual £	<u>2020/21</u> Estimate £	<u>2020/21</u> Probable £	<u>2021/22</u> Estimate £
<u>Expenditure</u>				
Employees	1,925,445	2,049,470	2,019,150	2,249,800
Premises related (incl. repairs)	2,475,191	3,094,780	2,836,950	3,069,460
Transport related	45,087	53,710	53,030	54,220
Supplies and services	810,067	740,070	693,060	749,630
Support services	1,347,760	1,422,640	1,427,140	1,419,080
Capital charges	7,838,192	5,525,758	5,534,358	5,428,008
Gross expenditure	14,441,742	12,886,428	12,563,688	12,970,198
<u>Income</u>				
Net rents	16,108,564	16,423,200	16,454,600	16,686,000
Grants and Contributions	48,985	146,740	146,790	120,300
Fees and charges	408,383	403,800	445,390	439,750
Interest	123,248	183,000	48,200	0
Recharges to General Fund	43,700	43,700	43,900	43,900
Gross income	16,732,880	17,200,440	17,138,880	17,289,950
Net expenditure	(2,291,138)	(4,314,012)	(4,575,192)	(4,319,752)

Expenditure Analysis 2021/22



Fees and charges

Housing Revenue Account

From April 2021 £	VAT treatment
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Average council house rents (per week)

Bedsit	68.51	Outside scope
1 bed dwelling	94.20	Outside scope
2 bed dwelling	112.90	Outside scope
3 bed dwelling	123.39	Outside scope
4 bed dwelling	134.65	Outside scope
5 or more bed dwelling	158.06	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)

Tenants service charges (per week)

Torin Court	1.19	Outside scope
Hampshire Court	6.13	Outside scope
Middlesex Court	6.13	Outside scope
Surrey Towers	6.13	Outside scope
Sussex Court	5.95	Outside scope
Audley & Southam House	1.41	Outside scope
Fairoaks Court	1.09	Outside scope
Oaklands Court	1.20	Outside scope
Bemonds	17.78	Outside scope
Darley Dene	12.73	Outside scope
Floral House	11.05	Outside scope
Grove Court	10.35	Outside scope
Heatherfields	9.37	Outside scope
Shared Houses	8.73	Outside scope

Independent Retirement Living (IRL)

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

Heathervale Way mobile home site - New Haw

Net site rent per pitch per week	36.05	Exempt
Rent of council mobile homes	54.08	Exempt
Rent of new larger council mobile homes	81.12	Exempt

Fees and charges

Housing Revenue Account

	From April 2021 £	VAT treatment
<u>Heating and hot water charges - Independent Retirement Living</u>		
Charge per week		
- Bemonds 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 2021 £	VAT treatment
<u>Houses in multiple occupation (HMO) licensing costs</u>		
Basic fee	650.00	Outside scope
Assisted application or undeclared HMO	800.00	Outside scope
Reduction for multiple applications from same applicant	76.00	Outside scope
Reduction for renewal of fees	73.00	Outside scope
<u>Homeless persons accommodation</u>		
Bed and breakfast accommodation		
- flat rate room charge per week	182.00	Outside scope
- 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 2021 £	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	5.30	Outside scope
Saturday and Sunday	Cost per two course meal	4.95	Outside scope
	Cost per three course meal	5.60	Outside scope
	Afternoon Tea	2.80	Outside scope
<u>Community transport</u>			
	Fare for return transport to day centres (Monday - Friday)	3.80	Zero Rated
	Journey within one zone (minimum fare)	3.20	Zero Rated
	Journey to each subsequent zone	2.60	Zero Rated
	School Transport Service	4.00	Zero Rated

Fees and charges

Careline system

		From April 2021 £	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 2021 £	VAT treatment
<u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u>			
Monday to Friday	5pm to 11pm	23.50	Exempt
Saturday	9am to 5pm	30.00	Exempt
Saturday	5pm to 11pm	42.50	Exempt
<u>Commercial hire/trade shows (per hour)</u>			
Saturdays only	9am to 11pm	48.50	Exempt
<u>Catering facilities</u>			
Full use of kitchen		67.00	Exempt
Full use of tea bar		N/A	Exempt
Use of public address system		N/A	Exempt
<u>Registered charities</u>			
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)	7.40	Standard
Manor Farm Day Centre	(Incl VAT)	7.55	Standard
Woodham and New Haw Day Centre	(Incl VAT)	7.55	Standard
These rates are based upon the standard of facilities available			
<u>Chiropodist fees (full day)</u>		28.00	Exempt

Fees and charges

Chertsey Museum

	From Sept 2021 £	VAT treatment
<u>School's membership scheme</u>		
<u>Annual membership fee</u>		
Schools with 0 - 150 pupils	30.00	Outside Scope
Schools with 151 - 250 pupils	40.00	Outside Scope
Schools with 251+ pupils	50.00	Outside Scope
<u>Talks held at Museum</u>		
<u>Member schools</u>		
One 1/2 day session	65.00	Outside Scope
Two 1/2 day session (same day)	85.00	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	100.00	Outside Scope
Viking day (with re-enactor)	195.00	Outside Scope
Viking day (no re-enactor)	105.00	Outside Scope
Roman/Greek activity day	135.00	Outside Scope
Victorian activity day	120.00	Outside Scope
Anglo Saxon day	130.00	Outside Scope
Big dig	180.00	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
2 x Two hour toy/seaside workshop (in the same day)	150.00	Outside Scope
Tudor workshop	95.00	Outside Scope
2 x Tudor workshop	175.00	Outside Scope
3 x Tudor workshop	200.00	Outside Scope
Prehistoric workshop - 30 children	85.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)	135.00	Outside Scope

*non members pay additional £10 booking

Fees and charges

Chertsey Museum

	From Sept 2021 £	VAT treatment
<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
Tudor workshop	110.00	Outside Scope
2 x Tudor workshop	190.00	Outside Scope
3 x Tudor workshop	215.00	Outside Scope
Prehistoric workshop - 30 children	100.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)	150.00	Outside Scope
<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
Tudor workshop	125.00	Outside Scope
2 x Tudor workshop	205.00	Outside Scope
3 x Tudor workshop	230.00	Outside Scope
Prehistoric workshop - 30 children	115.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)	165.00	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)	0.50	Standard
A3 Copies (plus VAT)	0.55	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 2022 £	VAT treatment
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Charge per 25m² (rod) per annum:

- Payment by annual direct debit
- Payment by other means

17.50
20.00

Outside Scope
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 25m² (rod) per annum:

- Payment by annual direct debit
- Payment by other means

Outside Scope
Outside Scope

There is a 50% abatement for all senior citizens over 60 years of age who had an allotment before the 1st April 2019. New allotment holders who take a site on or after the 1st April 2019 will only be entitled to the 50% abatement once they have reached the state pension age.

Fees and charges

Community Halls

		From April 2021 £	VAT treatment
<u>Chertsey Hall</u>			
<u>Community package Monday to Friday 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	22.26	Standard
Meeting Room A	(per hour)	9.48	Standard
Meeting Room C	(per hour)	6.06	Standard
Meeting Room D	(per hour)	7.80	Standard
<u>Community package - Monday to Friday 17:00 to 23:00 hrs</u>			
Main Hall	(per hour)	29.75	Standard
Meeting Room A	(per hour)	13.48	Standard
Meeting Room C	(per hour)	9.15	Standard
Meeting Room D	(per hour)	11.85	Standard
<u>Community package - Weekends 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	30.38	Standard
Meeting Room A	(per hour)	13.77	Standard
Meeting Room C	(per hour)	9.56	Standard
Meeting Room D	(per hour)	12.27	Standard
<u>Community Package - weekends 17:00 to 23.00</u>			
Main Hall	(per hour)	40.40	Standard
Meeting Room A	(per hour)	18.31	Standard
Meeting Room C	(per hour)	12.71	Standard
Meeting Room D	(per hour)	16.32	Standard
<u>Business Package</u>			
Main Hall	(per hour)	58.33	Standard
Meeting Room A	(per hour)	25.00	Standard
Meeting Room C	(per hour)	20.83	Standard
Meeting Room D	(per hour)	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)		125.00	Standard
Main Hall (each additional hour)		33.33	Standard
Room A (3 hours, 30 people or less)		62.50	Standard
Room A (each additional hour)		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)		333.33	Standard
Main Hall (each additional hour)		50.00	Standard
Main Hall (less than 6 hours)	(per hour)	58.33	Standard
Room A (6 hours)		133.33	Standard
Room A (each additional hour)		20.83	Standard
Room A (less than 6 hours)	(per hour)	25.00	Standard
Room C	(per hour)	16.67	Standard
Room D	(per hour)	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		41.67	Standard
100+ people		83.33	Standard

Fees and charges

Community Halls

		From April 2021 £	VAT treatment
<u>The Hythe Centre</u>			
<u>Community package- Monday to Friday 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 22.26	Standard
Small Hall	(per hour)	(plus VAT) 10.60	Standard
Room 1	(per hour)	(plus VAT) 6.06	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 7.80	Standard
<u>Community package - Monday to Friday 17:00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 29.75	Standard
Small Hall	(per hour)	(plus VAT) 14.56	Standard
Room 1	(per hour)	(plus VAT) 9.15	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 11.85	Standard
<u>Community use - Weekends 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 30.38	Standard
Small Hall	(per hour)	(plus VAT) 14.76	Standard
Room 1	(per hour)	(plus VAT) 9.56	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 12.27	Standard
<u>Community use - Weekends 17.00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 40.40	Standard
Small Hall	(per hour)	(plus VAT) 19.63	Standard
Room 1	(per hour)	(plus VAT) 12.71	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 16.32	Standard
<u>Business package</u>			
Main Hall	(per hour)	(plus VAT) 58.33	Standard
Small Hall	(per hour)	(plus VAT) 29.17	Standard
Room 1	(per hour)	(plus VAT) 20.83	Standard
Room 2 /Bar Lounge	(per hour)	(plus VAT) 20.83	Standard
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages			
<u>Children's Party Packages</u>			
Main Hall (3 hours, 40+ people)		(plus VAT) 125.00	Standard
Main Hall (each additional hour)		(plus VAT) 33.33	Standard
Small Halls 1 or 2 (3 hours, 40 people or less)		(plus VAT) 83.33	Standard
Small Halls 1 or 2 (each additional hour)		(plus VAT) 29.17	Standard
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence. If alcohol is required please refer to function package which would apply			
<u>Functions packages</u>			
Main Hall (6 hours package)		(plus VAT) 333.33	Standard
Main Hall (each additional hour)	(per hour)	(plus VAT) 50.00	Standard
Main Hall Function Rate (less than 6 hrs) minimum 2 hours	(per hour)	(plus VAT) 58.33	Standard
Small Halls 1 or 2 (6 hour package)		(plus VAT) 166.67	Standard
Small Halls 1 or 2 (each additional hour)		(plus VAT) 25.00	Standard
Small Halls 1 or 2 (6 hour package)		(plus VAT) 29.17	Standard
Room 1	(per hour)	(plus VAT) 16.67	Standard
Room 2	(per hour)	(plus VAT) 16.67	Standard
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence and access to bar provision. Small rooms for functions only available to hire when booking a package			
<u>Use of kitchen</u>			
Up to 100 people		(plus VAT) 41.67	Standard
100+ people		(plus VAT) 83.33	Standard

Fees and charges

Community Halls

		From April 2021 £	VAT treatment
<u>Community Halls</u>			
<u>Equipment Hire</u>			
TV & Video Recorder/ DVD player	(plus VAT)	29.17	Standard
Screen/presentation projector/TV on movable s (per booking)	(plus VAT)	29.17	Standard
House P.A. system including microphone (per booking)	(plus VAT)	41.67	Standard
2 way radios (per booking)	(plus VAT)	16.67	Standard
CD player C/W Ipod dock (per booking)	(plus VAT)	8.33	Standard
Indoor Bowls carpet and woods (per hour : 2 hours min)	(plus VAT)	5.33	Standard
Flip chart and pad (per booking)	(plus VAT)	12.50	Standard
Flip chart stand only (per booking)	(plus VAT)	4.17	Standard
Electric piano (per booking)	(plus VAT)	8.33	Standard
Extension leads (per booking)	(plus VAT)	2.50	Standard
Stage lighting with access (per booking)	(plus VAT)	41.67	Standard
<u>Notes for Community Halls</u>			
<ul style="list-style-type: none"> ▪ Hiring's to registered Charities are by law exempt from VAT and therefore no VAT will be added to the above charges ▪ All small rooms only available to hire when booking package ▪ Deposit required for all hires ▪ All Hires minimum of 2 hours except Childrens Parties minimum of 3 hours ▪ Prices are subject to variation from time to time to reflect any amendments approved by the Council. ▪ All above charges for Audio, Visual Aid and Additional Equipment are per booking unless otherwise stated ▪ Hires are charged on an Hourly basis ▪ All times booked must include set up and clear down time ▪ The Head of Community Development has the delegated authority to make reductions and develop marketing packages to promote usage ▪ Cancellations - all cancellations will be subject to an administrative fee of 10% of total cost excluding VAT 			

Fees and charges

Parks and open spaces

	From April 2021 £	VAT treatment	
<u>Bowls (includes VAT)</u>			
Green fees per person			
Per hour	7.70	Standard	
Per hour (senior citizens/juniors/registered disabled)	4.10	Standard	
Per match	12.80	Standard	
Per match (senior citizens/juniors/registered disabled)	6.50	Standard	
Per season	122.00	Standard	
Per season (senior citizens/juniors/registered disabled)	61.00	Standard	
<u>Football pitches with changing - per match (includes VAT)</u>			
Full size pitches			
Senior clubs	109.00	Standard	
Junior clubs	55.00	Standard	
Small pitches up to 1 hour 30 mins	53.00	Standard	
<u>Football pitches without changing - per match (includes VAT)</u>			
Full size pitches	42.00	Standard	
Small pitches up to 1 hour 30 mins	35.00	Standard	
<u>Croquet (includes VAT)</u>			
Adults per Person per Hour	5.50	Standard	
Juniors/Senior Citizens/Registered Disabled per Person per Hour	2.90	Standard	
<u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u>			
Court fees (team games) per hour per court	33.30	Standard	
Court fees (junior games) per hour per court	28.50	Standard	
Floodlighting per hour per court	11.20	Standard	
<u>Cricket (includes VAT)</u>			
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields			
Games commencing Before 5.00 p.m.	111.00	Standard	
Games commencing After 5.00 p.m.	70.00	Standard	
Junior Games	56.00	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	62.00	Standard	
Hire of rooms in pavilions - per hour (min 2 hours)	19.80	Exempt	
Team use of park for training - per hour	26.60	Standard	
Team use of park for training (junior teams) - per hour	13.30	Standard	
<u>Events (includes VAT)</u>			
Community and charity events	No charge		
Firework displays			
Less than 15 minutes	240.00	Standard	
More than 15 minutes	POA	Standard	
Fairgrounds			
Operational days	620.00	Standard	
Non operational days	340.00	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>			
	Disabled Person	No Charge	Standard
No return within 3 hours	Fee up to 3 hours	No Charge	Standard
	All Day Fee	2.80	Standard

Fees and charges

Cemeteries

	From April 2021 £	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	1,598.00	Outside Scope
	100 years - for future use	2,380.00	Outside Scope
Extended burial rights	25 years	250.00	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	2,742.00	Outside Scope
	100 years - for future use	3,957.00	Outside Scope
Extended burial rights	25 years	933.00	Outside Scope
<u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u>			
Exclusive burial rights	100 years - for immediate use	745.00	Outside Scope
	100 years - for future use	1,127.00	Outside Scope
<u>Cremated remains grave space 0.79m x 0.91m (2.6' x 3')</u>			
Exclusive burial rights	100 years - for immediate use	550.00	Outside Scope
	100 years - for future use	830.00	Outside Scope
Extended burial rights	25 years	210.00	Outside Scope
<u>Vault</u>			
The right to construct a walled grave or vault		2,250.00	Outside Scope
<u>Interment fees (private and public grave)</u>			
Adult coffin		1,237.00	Outside Scope
Casket burial or oversized coffin		1,300.00	Outside Scope
Cremated remains		270.00	Outside Scope
Muslim section Englefield Green - weekdays (normal hours)		1,237.00	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")		220.00	Outside Scope
* Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")		220.00	Outside Scope
* Right to place a Book or tablet memorial		165.00	Outside Scope
* Right to place memorial on Classic grave space		865.00	Outside Scope
Additional inscription		90.00	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 Children's Funeral Fund for England			

Fees and charges

Cemeteries

	From April 2021 £	VAT treatment
<u>Genealogy search fees</u>		
Search fees per interment	20.00	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	270.00	Outside Scope
Provision and installation of plaque by the Council	120.00	Outside Scope
<u>Administration and other fees</u>		
Registration of transfer of exclusive right of burial (will or probate provided)	92.00	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	102.00	Outside Scope
Copy of exclusive right of burial	92.00	Outside Scope
Postponement or cancellation of burial after notice has been given	372.00	Outside Scope
Charge for chapel (Per hour - minimum charge)	92.00	Outside Scope
Selection fee - for Cemeteries Registrar to attend	157.00	Outside Scope
Completion of Exhumation Applications	102.00	Outside Scope

Fees and charges

Crime and disorder

From
April 2021
£

VAT
treatment

Safer Runnymede (Includes VAT)

CCTV System - supply of copy DVDs

146.39

Standard

CCTV System - supply of copy photograph

23.75

Standard

CCTV System - viewing DVD footage (per hour or part thereof)

64.04

Standard

Fees and charges

Refuse collection

	From April 2021 £	VAT treatment
Trade refuse		
Sack collection	<u>161.80</u>	Outside Scope
120 litre wheeled bins	<u>284.80</u>	Outside Scope
240 litre wheeled bins	<u>448.60</u>	Outside Scope
360 litre wheeled bins	<u>551.25</u>	Outside Scope
660 litre wheeled bins	<u>703.80</u>	Outside Scope
1100 litre bulk containers	<u>934.00</u>	Outside Scope
1100 litre bulk containers - lockable	<u>966.00</u>	Outside Scope

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

Fees and charges

Refuse collection

	From April 2021 £	VAT treatment
<u>Domestic refuse</u>		
Purchase of wheeled containers (includes purchase, delivery and administration costs) (only one bin collected/emptied per household)		
New bins		
- 140 litre bin	44.00	Outside Scope
- 180 litre bin	54.00	Outside Scope
- 660 litre bin (communal facilities)	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)		
- 140 litre bin	29.00	Outside Scope
- 180 litre bin	37.00	Outside Scope
Upgrade from		
- 140 litre bin to 180 litre bin	54.00	Outside Scope
- 180 litre bin to 360 litre bin Families of 6 or more with a child under the age of 3 annual rental charge	72.00	Outside Scope
<u>One off payments</u>		
Charge for contaminated bins and additional collections		
- 240 litre bin	46.77	Outside Scope
- 360 litre bin	69.23	Outside Scope
- 660 litre bin	101.22	Outside Scope
- 1100 litre bin	155.41	Outside Scope
<u>Bulky waste collections</u>		
Up to 3 items	26.00	Outside Scope
Per additional item maximum of 6 items	6.00	Outside Scope

Fees and charges

Refuse collection

	From April 2021 £	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	79.80	Outside Scope
	135.80	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	91.00	Outside Scope
- Collection charge	121.80	Outside Scope
	212.80	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	113.00	Outside Scope
- Collection charge	132.30	Outside Scope
	245.30	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	116.00	Outside Scope
- Collection charge	174.30	Outside Scope
	290.30	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	138.00	Outside Scope
- Collection charge	197.40	Outside Scope
	335.40	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	154.00	Outside Scope
- Collection charge	197.40	Outside Scope
	351.40	Outside Scope

Fees and charges

Recycling and Green Waste

	From April 2021 £	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 businesses - fortnightly collection</u>		
Service cost including hire, administration and collection		
120 litre wheeled bins		
- Administration and Container hire charge	56.00	Outside Scope
- Collection charge	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 2021 £	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 2021 £	VAT treatment
<u>On street parking</u>		
First residents permit	50.00	Outside Scope
Additional permits	75.00	Outside Scope
Daily visitor permits (max 120 per property per year)	2.00	Outside Scope
Amendment to permit	15.00	Outside Scope
<u>Waivers / bay suspensions</u>		
Waiver certificate (per vehicle) up to 3 days	25.00	Outside Scope
each additional day	6.00	Outside Scope
Bay suspension (each marked bay) up to 3 days	75.00	Outside Scope
each additional day	12.00	Outside Scope
<u>Pay and display parking (including pay by phone)</u>		
<u>Town Centre (higher scale) car parks</u>		
<u>Medium Stay parking (includes VAT)</u>		
<u>(Monday to Saturday)</u>		
Egham (Hummer Road); Chertsey (Beomonds)		
Disabled Person	No charge	Standard
Fee up to 1 hour	1.30	Standard
Fee 1 to 2 hours	2.50	Standard
Fee 2 to 3 hours	3.50	Standard
Fee 3 to 4 hours	4.00	Standard
Fee 4 to 5 hours	4.50	Standard
Fee 5 to 6 hours	5.50	Standard
<u>Long stay parking (includes VAT)</u>		
<u>(Monday to Saturday)</u>		
Egham (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 2021 £	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) Non-resident (per quarter) Resident (per annum) Resident (per quarter)	700.00 250.00 300.00 100.00 Standard Standard Standard Standard
<u>Car park permits (Monday to Saturday)</u>		
Beomonds, British Legion, Hummer Road, Memorial Gardens, Woodlands	Non-resident (per annum) Non-resident (per quarter) Resident (per annum) Resident (per quarter)	700.00 250.00 300.00 100.00 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) (per quarter)	125.00 Standard 50.00 Standard
<u>Contract car parking</u>		
Chertsey (Beomonds Row, White Hart Row)	Non-resident (per annum) Non-resident (per quarter) Resident (per annum) Resident (per quarter)	750.00 Standard 225.00 Standard 250.00 Standard 75.00 Standard
Contract Parking Key Deposit (Refundable on return of the key)		40.00 Outside Scope

Fees and charges

Other environment and sustainability charges

	From April 2021 £	VAT treatment
<u>Food hygiene and Health and Safety Courses</u>		
All courses (including those in a foreign language) will be chargeable per person. All fees will be set at the discretion of the Corporate Head of Environmental Services to cover costs.	POA	Standard
Food Export Certificate	100.00	Outside Scope
Re-inspections requested by food businesses	160.00	Outside Scope
<u>Environmental offences</u>		
<u>Penalty fines:</u>		
Noise Act domestic offence (reduced to £64 if paid within 10 days)	Set locally to statute maximum 80.00	Outside Scope
Noise Act commercial/licenses offence	500.00	Outside Scope
Failure to produce waste transfer notice (reduced to £240 if paid within 10 days)	300.00	Outside Scope
Failure to produce waste carrier papers (reduced to £240 if paid within 10 days)	300.00	Outside Scope
Failure to provide waste receptacles (reduced to £80 if paid within 10 days)	Set locally to statute maximum 100.00	Outside Scope
<u>Smoke free enforcement</u>		
<u>Penalty fines:</u>		
Smoking in a smoke free place (reduced to £30 if paid within 15 days)	50.00	Outside Scope
Failing to display no-smoking signage (reduced to £150 if paid within 15 days)	200.00	Outside Scope
<u>Abandoned vehicles</u>		
Fixed penalty notice fee (reduced to £160 if paid within 10 days)	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 2021 £	VAT treatment
<u>Water sampling charges</u>		
Risk assessment (each assessment)	500.00	Outside Scope
Sampling (each visit)	100.00	Outside Scope
Investigation (each investigation)	100.00	Outside Scope
Granting and authorisation (each authorisation)	100.00	Outside Scope
Analysing a sample:		
taken under regulation 10	25.00	Outside Scope
taken during check monitoring	100.00	Outside Scope
taken during audit monitoring	500.00	Outside Scope

No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of the analysis of a previous sample.

Air Pollution fees

The setting of fees and charges for Local Air Pollution Prevention and Control (LAPPC) and Local Air - Integrated Pollution Prevention and Control (LA-IPPC) is determined annually by DEFRA (Department for Environment Food and Rural Affairs) under the regime falling within the Pollution Prevention and Control Act 1999. The appropriate fees can be accessed from the following link:

<https://www.runnymede.gov.uk/article/14095/Environmental-Permits>

Outside Scope

Alternatively the appropriate fees and charges can be obtained from the Corporate Head of Environmental Services within the Environmental Health & Licensing Section at Runnymede Borough Council.
environmentalhealth@runnymede.gov.uk or 01932 838383

Register of authorised processes

Complete register	887.00	Outside Scope
Individual entry	131.00	Outside Scope

Contaminated Land

Basic contaminated land enquiry at an hourly rate	95.00	Outside Scope
Contaminated land enquiry for one property	210.00	Outside Scope
Contaminated land enquiry for more than one property	403.00	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	70.00	Outside Scope
	95.00	

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	110.00	Outside Scope
	135.00	

The collection fee may be increased where additional charges are incurred

Fees and charges

Other environment and sustainability charges

	From April 2021 £	VAT treatment
<u>Highway and engineering charges</u>		
<u>Copies of plans etc. (includes VAT)</u>		
A4 Size	12.50	Standard
A3 Size	13.75	Standard
Larger than A3 size	28.50	Standard
A minimum fee for replying to technical questions	162.00	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	65.75	Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	16.25	Outside Scope
Renaming a street : requested by residents including notification		Outside Scope
<u>New addresses</u>		
New development of first plot	65.75	Outside Scope
New development for plots 2 -5 (per plot)	33.50	Outside Scope
New development for plots 6 - 10 (per plot)	28.00	Outside Scope
New development for plots 11 - 20 (per plot)	22.25	Outside Scope
New development for plots 21 and greater (per plot)	16.25	Outside Scope
Additional charge, where this includes naming of a street (per street)	110.00	Outside Scope
Additional charge, where this includes the naming of a building (e.g. block of flats) (per block)	110.00	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 2021 £	VAT treatment
<u>Miscellaneous fees and charges</u>		
<u>Graffiti removal (includes VAT)</u>		
Removal of extensive graffiti from private property (per hour)	98.11	Standard
<u>Street trading consents</u>		
Basic fee	910.00	Outside Scope
Additional annual charge for each day of the week a trader operates	210.00	Outside Scope
<u>Sale of technical documents</u>		
Fee at the discretion of the Corporate Head of Environmental Services	POA	Standard
<u>Annual animal licence fees</u>		
Higher Tier activities (exc. Home board and day care dogs) New application	343.00	Outside Scope
Higher Tier activities (exc. Home board and day care dogs) Renewal	232.00	Outside Scope
Lower Tier activities (Home board and day care dogs) New application	318.00	Outside Scope
Lower Tier activities (Home board and day care dogs) Renewal	208.00	Outside Scope
Additional activity charge	47.00	Outside Scope
Enforcement charge	164.00	Outside Scope
Re-rating fee	189.00	Outside Scope
Transfer / variation	51.00	Outside Scope
Copy of licence	31.00	Outside Scope
Dangerous wild animals	503.00	Outside Scope
<u>Vet fees</u>		
If Veterinary Inspections are necessary in order to grant above licences		Outside Scope

Fees and charges

Premises and alcohol related licences

From April 2021 £	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

Fees and charges

Premises and alcohol related licences

From April 2021 £	VAT treatment
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Exceptionally large capacity sites

This is an additional charge for large events based on the number of attendees as follows:

New licence

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

Annual fee

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

Personal Licences

Application for a grant of personal licence	37.00	Outside Scope
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Temporary events

Temporary event notice	21.00	Outside Scope
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Fees and charges

Premises and alcohol related licences

	From April 2021 £	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 2021 £	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 2021 £	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 2021 £	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 2021 £	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 2021 £	VAT treatment
<u>Registration fees</u>		
Ear piercing, electrolysis, tattooing and acupuncture		
- Practitioners	213.00	Outside Scope
- Premises	213.00	Outside Scope
Sex establishments	954.00	Outside Scope
Sex establishments	954.00	Outside Scope
<u>Mobile homes site licences</u>		
Application for new site licence (includes £50.00 for single unit site) plus an additional £6.00 for each additional unit up to 101 units plus an additional £5.00 for each additional unit up to 201 units plus an additional £4.00 for each additional unit over 201	300.00	Outside Scope
Site inspection	50.00	Outside Scope
Fit and proper person test	160.00	Outside Scope
Application 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)	363.00	Outside Scope
Scrap metal collectors licence (3 year licence)	231.00	Outside Scope
Charity collection permits:		
House to house collections	Free	Outside Scope
Street collections	Free	Outside Scope
<u>Certificate of suitability</u>		
Film certification	358.00	Outside Scope
<u>Pavement Licence</u>		
Application for new temporary pavement licence	100.00	Outside Scope

Fees and charges

Planning and Building Control Services

	From April 2021 £	VAT treatment
<u>Local Plan and Policies map</u>		
Cost of printing the Runnymede 2030 Local Plan Policies Map including p&p	84.00	Outside Scope
Cost of printing the Runnymede 2030 Local Plan plus p&p.	33.00	Outside Scope
<u>Planning fees</u>		
Planning application fees - Set by Statute		Outside Scope
Pre-Application advice service fees - Set by the Planning Committee on 23 October 2019		Standard
High hedges complaint fee - Charge for processing and resolving dispute	716.00	Outside Scope
<u>Building control fees</u>		
Set by the Planning Committee with guidance issued by Local Authority Building Control	Increased by 5% from 01 April 2021	Standard
Set by the Planning Committee with guidance issued by Local Authority Building Control	Increased by 5% from 01 April 2021	Outside Scope

Fees and charges

Planning and Building Control Services

	From April 2021 £	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	245.00	Outside Scope
A minimum fee for general enquiries for the supply of planning and building control histories and background information on sites	96.00	Outside Scope
Building Control completion letter	44.00	Outside Scope
<u>Search and copying fees, paper/electronic (micro-fiche) (includes VAT)</u>		
Search and copying fees - planning decision notices	35.00	Standard
Copies of 106 Agreements and appeal decisions	35.00	Standard
Background papers / miscellaneous documents	3.70	Standard
A4 print from website	0.30	Standard

Fees and charges

Corporate and Business Services

	From April 2021 £	VAT treatment
Register of Electors		
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 2021 £	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)	35.00	Standard
<u>Council Tax</u>		
Court costs	94.50	Exempt
<u>Business Rates</u>		
Court costs	135.50	Outside Scope
<u>Other charges</u>		
Freedom of information/Environmental Information regulations - staff time per hour	25.00	Standard
Data Protection Subject Access Request - per request - charges set by legislation	no charge from May 2018	Outside Scope
Provision of photocopies of documents under the Local Government (Access to Information Act 1986) (per page)	0.30	Standard
Provision of photocopies generally		
Printing/copying A4 documents (per page)	0.30	Standard
Printing/copying A3 documents (per page)	0.40	Standard

Fees and charges

Corporate and Business Services

	From April 2021 £	VAT treatment
<u>Corporate Properties</u>		
Garage rentals (per week)		
If included with house	13.50	Outside Scope
Private rental	16.20	Standard
Sale of property enquiries - refundable if sale proceeds	1,000.00	Standard
<u>Civic Centre accommodation charges</u>		
Council Chamber		
Community use per hour	40.00	Standard
Semi commercial use per hour	80.00	Standard
Commercial use per hour	120.00	Standard
Committee Room		
Community use per hour	20.00	Standard
Semi commercial use per hour	40.00	Standard
Commercial use per hour	60.00	Standard
Foyer/Meeting Rooms/Members Room		
Community use per hour	10.00	Standard
Semi commercial use per hour	20.00	Standard
Commercial use per hour	30.00	Standard
Out of hours reception cover	per hour	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

General Fund Capital Programme 2020/21 to 2029/30

Cost Centre	Scheme Details	Approval Date	Scheme Budget	Actual to 31 Mar 20	Revised 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Comments
			£	£	£	£	£	£	£	£	£	£	£	£	
	Housing Services														
	Improvement Grants/Loans (private sector properties)														
CHAA	Disabled Facilities Grants	CMC - Jan 2015	5,350,000		535,000	535,000	535,000	535,000	535,000	535,000	535,000	535,000	535,000	535,000	
CHAA	Discretionary Renovation Grants	CMC - Jan 2015	299,760		29,976	29,976	29,976	29,976	29,976	29,976	29,976	29,976	29,976	29,976	
CHAA	Minor Works Assistance Grants	CMC - Jan 2015	169,700		16,970	16,970	16,970	16,970	16,970	16,970	16,970	16,970	16,970	16,970	Funded by grant
CHAB	Loans - Granted	CMC - Jan 2015	400,000		40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	
CHAB	Moving Home Scheme Loans	CMC - Jan 2015	295,610		29,561	29,561	29,561	29,561	29,561	29,561	29,561	29,561	29,561	29,561	
	Capital Schemes (non-council housing)														
CHBA	New Housing Schemes - Grants to partner organisations	CMC - June 2014	3,000,000		300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	Annual provision to draw down
	Capital Schemes (HRA Housing)														
CHAI	Capitalisation of improvement works	HRA Business Plan	61,696,000		2,720,000	2,976,000	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000	Capitalisation at year end
CHBF	Purchase of Property	Hsg - Sept 2016	12,000,000		600,000	1,300,000	1,300,000	1,000,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	Part financed by use of Housing receipts not paid to the Government Pool - New Build Housing
CHBK	Reprovision of flood damaged houses (Farm Close)	Hsg - Sept 2016	755,491	755,491											
CHBL	St Georges Development, Addlestone	CMC - Sept 2017	2,126,252	476,252	500,000	1,150,000									Subject to future Cttee report. 27% 1-4-1, 73% HRA.
CHBM	Dunkirk Nursery Land Purchase	CMC - Nov 2017	3,592,136	842,136		1,250,000	1,500,000								Future works subject to Committee report.
CHBN	HRA Grants to Registered Providers	CMC - June 2019	2,000,000			500,000	500,000	500,000	500,000						Provision of new affordable housing and the use of retained 1-4-1 right to buy capital receipts. Funded 100% from 1-4-1 set aside receipts
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. Garage conversions - subject to committee report and approval
CHBT	Sleeping Pods - Salvation Army Premises		20,000		20,000										Part of Housing Support Grant for the vulnerable
CHBR	New Haw Road Conversion	CMC - Jan 2019	150,000		150,000										
	Sub-totals		92,754,949	2,073,879	4,941,507	8,427,507	11,851,507	9,451,507	9,751,507	9,251,507	9,251,507	9,251,507	9,251,507	9,251,507	
	Environment & Sustainability														
	Environmental Services														
CGEL	Depot vehicle fleet replacement programme		4,525,503	493,920	1,611,348				386,000	312,000	25,000	1,567,235	65,000	65,000	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								CLT to review
	A320 North of Woking HIF Scheme	SO42 - May 2020	2,000,000					2,000,000							
CGSL	North Thames cycleways project		170,000		20,000	150,000									
	Sub-totals		11,695,503	493,920	3,631,348	2,150,000	1,000,000	2,000,000	386,000	312,000	25,000	1,567,235	65,000	65,000	
	Community Services														
	Community Transport														
-	Vehicle fleet replacement programme:														
CGKS	- Ashford Locality hub transport		52,146		52,146										
CGKS	- Future provision		961,000		135,000	61,000	288,000		144,000	288,000		45,000			
CGRJ	Runnymede Travel Initiative	Full Council Sept 2020	135,000		135,000										
	Community Development														
	Safer Runnymede														
CGAG	CCTV Equipment Replacement	-	1,000,000		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
	Grant Aid to Sporting and Community Organisations														
CGBQ	Grants to Local Organisations	-	200,000		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	Annual provision available to draw down
CGRU	Loan to Addlestone Canoe Club	Full Council Mar 2020	150,000		150,000										
	Sports and Leisure Development														
CGNR	Egham Leisure Centre Development (Egham Orbit)	CMC - June 2017	18,912,117	18,512,743	399,374										
	Parks and Open Spaces														
CGPB	Runnymede Pleasure Ground	CMC - Sept 2017	4,781,000	467,688			4,313,312								
CGPW	Securing Sites - Parks and Open Spaces	CMC - Jan 2019	250,000	171,149	78,851										
CGPZ	New Bike Track - Kings Lane Open Space	TBA	30,000		20,000										
CGSM	Replacement play area programme	TBA	900,000			100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	CMC report Awaited. Subject to annual committee reports
CGPX	Parks Vehicle replacement programme	CMC - Jan 2019	200,000			68,000	18,000	12,000	34,000					68,000	
CGRH	Grounds Maintenance Contract Vehicles	TBA	236,000			236,000									subject to future committee report
CGSK	Gogmore Farm Park Improvement - Bridge and Path		16,442		16,442										
	General Schemes														
CGRY	Youth Café provision and fit out	TBA	120,000			120,000									subject to future committee report
CGRY	1st Chertsey Scout Hut	CMC - Apr 2019	55,000		55,000										
	Sub-totals		27,998,704	19,151,580	1,161,813	715,000	4,839,312	232,000	398,000	508,000	220,000	265,000	220,000	288,000	

General Fund Capital Programme 2020/21 to 2029/30

Cost Centre	Scheme Details	Approval Date	Scheme Budget	Actual to 31 Mar 20	Revised 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Comments
			£	£	£	£	£	£	£	£	£	£	£	£	
Corporate & Business Services															
General Schemes															
CGLG	Provision for Asset Management	-	12,095,000		345,000	350,000	500,000	500,000	500,000	2,400,000	1,000,000	5,500,000	500,000	500,000	
CGSN	Development Loans to RBCI (Egham Gateway)		14,431,340			14,431,340									
CGRN	Depot Refurbishment works	CMC - Feb 2019	250,000		100,000	150,000									
CGRQ	Capital Contribution towards Surreywide Travellers' Site	TBA	200,000			200,000									
ICT Schemes															
CGJW	ICT Hardware Replacement (Incl Members)	CMC - Oct 2017	1,325,000	37,816	184,684	122,500	122,500	122,500	122,500	122,500	122,500	122,500	122,500	122,500	Annual provision available to draw down
CGJZ	ICT Upgrades & Developments	-	1,277,393	176,598	200,795	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	Annual provision available to draw down
CGRB	E- Procurement System	TBA	20,000			20,000									
CGRF	ICON Civica Payment Kiosk	CMC - Sept 2019	20,000	14,200	5,800										
CGRJ	Planning - Community Infrastructure Levy - CIL System	TBA	40,000												
Digital Transformation Strategy															
CGPY	Retendering Systems - Provision	CMC - Feb 2019	2,763,500		994,000	499,500	1,270,000								
CGPZ	- Income Management System	CMC - Feb 2019	91,800	67,054	24,746										
CGRZ	- Northgate Systems (Revs, Bens, Hsg, Planning, Info@work)	CMC - Feb 2020	511,500		216,000	295,500									
CGSA	- Customer Relationship Management & Content Managemnt System	CMC - May 2020	300,000		300,000										
CGSB	- Modern.gov system	CMC - May 2020	25,000		25,000										
CGSC	- Bartec upgrade	CMC - May 2020	10,000		10,000										
CGSD	- Financial Management System	CMC - May 2020	500,000			500,000									
CGSE	- GDPR Data Recovery	CMC - May 2020	15,000			15,000									
CGSF	- Network and Infrastructure update	CMC - May 2020	60,000			60,000									
CGSG	- Combined HR & Payroll system	CMC - May 2020	40,000			40,000									
CGSH	- Telephony system	CMC - May 2020	100,000			100,000									
	- Environmental Services system	TBA	170,000				170,000								
	- Sharepoint	TBA	50,000				50,000								
	- Land Charges system	TBA	60,000				60,000								
Property related schemes															
CGMA	Addlestone ONE Project	CMC - Sept 2014	79,984,528	77,017,235	1,000,000	1,967,293									
CGMN	Marshall Place redevelopment (Edwards Place)		2,648,876	2,584,722	64,154										
CGNH	6 Station Road, Egham	SO42 - Nov 2016	695,497	695,497											
CGNQ	Egham Regeneration Gateway West Development	Council - Nov 2016	81,340,000	9,281,312	24,918,688	42,300,000	4,840,000								
CGMT	Barbara Clark House (Ashdene House) Redevelopment	Full Council July 2019	7,000,000		100,000	6,900,000									
CGRT	Provision for purchases for regeneration purposes	CMC - Dec 2016	10,000,000			10,000,000									Purchase of commercial property no longer possible - CLT to review
CGNM	Egham Business Park development	CMC - Dec 2016	32,885,247	32,885,247											
CGNF	Potential Chertsey regen property	-	2,657,000				2,657,000								Subject to future committee report. non-financial investment
CGPQ	Chertsey Business Park	CMC - July 2018	18,820,000	11,483,947	6,865,553	470,500									non-financial investment
CGRS	1, Pine Trees Estate refurbishment	CMC - Sept 2019	1,250,000		1,250,000										non-financial investment
	Egham Gateway East Development	TBA	70,000,000					30,000,000	30,000,000	10,000,000					subject to future committee report
Sub-totals			341,636,681	134,243,628	36,644,420	78,501,633	9,789,500	30,722,500	30,722,500	12,622,500	1,222,500	5,722,500	722,500	722,500	
Summary															
	Housing Services		92,754,949	2,073,879	4,941,507	8,427,507	11,851,507	9,451,507	9,751,507	9,251,507	9,251,507	9,251,507	9,251,507	9,251,507	
	Community Services		27,998,704	19,151,580	1,161,813	715,000	4,839,312	232,000	398,000	508,000	220,000	265,000	220,000	288,000	
	Environment & Sustainability		11,695,503	493,920	3,631,348	2,150,000	1,000,000	2,000,000	386,000	312,000	25,000	1,567,235	65,000	65,000	
	Corporate and Business Services		341,636,681	134,243,628	36,644,420	78,501,633	9,789,500	30,722,500	30,722,500	12,622,500	1,222,500	5,722,500	722,500	722,500	
Total			474,085,838	155,963,007	46,379,088	89,794,140	27,480,319	42,406,007	41,258,007	22,694,007	10,719,007	16,806,242	10,259,007	10,327,007	