

# **RUNNYMEDE BOROUGH COUNCIL**

## **BUDGET INFORMATION 2018 - 19**

### **ITEM**

Budget and Council Tax report  
Medium Term Financial Strategy  
Council Tax Setting for 2018/19

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

Housing Revenue Account budget

Fees and Charges Tables

Capital Strategy and Programme

# BUDGET AND COUNCIL TAX REPORT 2018/19

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## Introduction

This report details the Councils budget proposals for 2018/19 and updated Financial Strategy and was presented to the Corporate Management Committee on 25 January 2018. The report covers the Councils General Fund (expenditure to be financed from council tax). The budget for the Housing Revenue Account is recommended to Council by the Housing Committee

The General Fund budget is the Council's annual budget which needs to be approved by Council prior to the end of February each year. It is the financial representation of the Council's policies and activities for the following year and legally must be a balanced budget over the medium term. i.e. the plan for resources expended must be matched by income available, including drawing upon General Fund reserves and balances. It is high profile in that the activities are funded by Government grant, fees and charges, retained business rates and council tax. The setting of the council tax is a key component of the general fund budget. Members have made it clear they wish to maintain balances above the level judged to be a minimum for cash flow and contingency purposes.

Over the medium term the General Fund working balance is to fund pump priming initiatives (mainly those which future reduce costs or generate income streams) and short term pressures. Earmarked reserves are created to fund specific known or likely future costs.

This report concentrates on the General Fund Revenue Budget and seeks to set out the approach taken in establishing the base budget, the planned expenditure for 2018/19 and the amount of resources available to fund those activities. This also covers actions required in the future to bridge the gap between income and planned spending in order to deliver a balanced budget in the medium term.

The Medium term Financial Strategy also forecasts to 2020/21 the costs of current policies (including estimates of inflation) to ensure the Councils policies are affordable in the medium term.

It should be noted that there will be separate reports on other components of the 2018/19 budget which will have some overlap with the General Fund Revenue Budget. These are the Capital Strategy & Programme and the Council's Borrowing and Investment Strategy.

## Context

The Government announced in December 2016 the Local Government Finance Settlement for the four year period ending March 2020. The impact is a continued and significant reduction in the funding for local Government up to 2019/20.

Government has made it clear it anticipates further reductions in local authority funding over the next four years as part of the ongoing program to reduce the national deficit. The Government has committed that local authorities will retain most of the business rates collected by 2020/21. However this does not mean all of the business rates collected in Surrey will remain in the county; there will still be a distribution of rates income according to the government's assessment of need. The Councils financial strategy is to replace lost government grant with new sources of income from investing in the Borough's towns commencing with Addlestone and Egham. It will also acquire good quality investment assets to generate a sustainable income stream as part of investing in the Borough's future.

## Medium Term Financial Strategy

The overall MTFs has not changed significantly over the last year, the Councils priority still includes providing a full range of discretionary and statutory services which residents enjoy for one of the lowest tax rates in the UK. The resource available from Government has changed radically, and will continue to change until the end of this decade, which does require the Council to re-visit priorities for investment to replace government funding with a long term sustainable income stream. Also new cost pressures mainly related to refuse collection, recycling, the commercial strategy, welfare benefit reforms and new duties related to the Homelessness Reduction Act amongst others. The Council has made considerable savings from the centralisation of the customer services function, business transformation projects and providing services which generate income streams such as "safer Runnymede and "meals at Home". The Members' overarching continuing strategy is one which;

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- Ensures an adequate level of working balances to fund unexpected or unknown expenditure in the following year and leave an uncommitted balance of at least £3.3m.
- The budget for 2018/19 contains significant efficiency savings but this has been more than offset by unavoidable growth to fund service delivery. The MTFS is still showing a call on the General Fund working balance greater than planned for 2017/18 to 2020/21, but in 2021/22 the general Fund revenue account returns to a surplus. During 2018/19 it is likely the Council will make a small contribution to the General Fund working balance. Much depends on the continuation of the Surrey business rates pilot beyond 2018/19 and any unforeseen spending commitments which arise. Each year elected members, mainly committee chairs and vice chairs, begin preparing policy initiatives for the following year which maintains sustainable service delivery within resources available. This process will continue during the summer of 2018.
- The Capital Strategy shows the receipts available. Prudential borrowing will only be used to fund assets which generate a revenue income to support the Councils priorities. The strategy also demonstrates resources are available to fund short life assets (heavy plant and equipment, CCTV renewal etc.). The Council is expecting to receive significant capital receipts in 2018/19 from the Addlestone One development which will be retained to fund unforeseen capital expenditure over the next four years
- The replacement of short life assets such as refuse collection vehicle, CCTV equipment has traditionally been funded from capital receipts. In 2020/21 the MTFS contains a revenue provision of £1million per year to replace these assets and rely less on capital receipts.
- An investment strategy which maintains a low risk environment but seeks to maximise the yield on the Councils investments and cash flows.
- Robust financial monitoring and reporting procedures to allow an adequate planning horizon to make adjustments to the budget in an orderly fashion.

### Government Grants

The table below demonstrates how government intend local authority spending power to return to 2015/16 levels by 2020/21. While government funding will be reduced by 22%, local authorities will increase council tax by a similar percentage over the same period.

	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL CHANGE	
<b>Government funding</b>	£ M	£ M	£ M	£ M	£ M	£ M	%
Settlement funding assesment	21,249.9	18,601.5	16,632.4	15,574.0	14,397.9	-6,852.0	-32%
Adjustment - Business rates multiplier	165.1	165.1	150.0	250.0	375.5	210.4	127%
Rural services delivery grant	15.5	80.8	65.0	65.0	65.0	49.5	319%
Transition grant		150.0	150.0				
New homes bonus	1,200.0	1,485.0	1,251.9	946.2	900.0	-300.0	-25%
	<b>22,630.5</b>	<b>20,482.4</b>	<b>18,249.3</b>	<b>16,835.2</b>	<b>15,738.4</b>	<b>-6,892.1</b>	<b>-30%</b>
Improved better care fund			1,115.0	1,499.0	1,837.0		
Adult Social care support grant			241.1				
	<b>22,630.5</b>	<b>20,482.4</b>	<b>19,605.4</b>	<b>18,334.2</b>	<b>17,575.4</b>	<b>-5,055.1</b>	<b>-22%</b>
<b>Local authority council tax</b>							
Council tax proceeds - note 1	22,035.9	22,858.5	23,701.6	24,902.6	26,166.0	4,130.1	19%
Adult social care precept		381.8	948.2	1,661.2	1,824.4		
Additional flexibility for shire districts		7.0	16.0	36.4	57.0		
	22,035.9	23,247.3	24,665.8	26,600.2	28,047.4	6,011.5	27%
<b>Core spending power</b>	<b>44,666.4</b>	<b>43,729.7</b>	<b>44,271.2</b>	<b>44,934.4</b>	<b>45,622.8</b>	<b>956.4</b>	<b>2.1%</b>

Note 1 - Includes tax base growth and maximum increases allowed 2017/18 to 2019/20

Source - DCLG - Core spending power - supporting information

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However the table demonstrates that the funding stream for shire districts has been reduced by 30%. As a Band D tax for Runnymede BC is £154.59 a year, increasing council tax to replace lost funding is not feasible. In the last line of the table, core spending power for all UK councils has increased by 1.5% from £44,271.2m to £44,934.4m.

In the table above the national figures affecting district councils the most show a reduction in government funding of £18,249.3 m to £16,835.2m, a reduction of 8%. However the table below shows the impact on Runnymede is much more significant at 22.8%. 38 Councils lose more than 20%, 152 between 20% and 10%, 186 between 10% and 0% with 7 councils seeing a small increase. Of the 383 district councils, or equivalent, Runnymede is in the top 20 with a reduction in funding of 22.8%.

<b>Change in Government funding -2017/18 to 2018/19</b>			
	Biggest reductions		Lowest reduction or increase
	%		%
1 Brentwood	-32.7	1 Daventry	4.5
8 Epsom & Ewell	-25.3	2 Chelmsford	2.7
12 Mole Valley	-24.5	3 Greater London Authority	2.3
14 Tandridge	-23.8	7 Isles of Scilly	0
16 Richmond upon Thames	-23.5	20 Kingston upon Hull	-2.8
<b>19 Runnymede</b>	<b>-22.8</b>		
20 Guildford	-22.6		

Source - DCLG - Core spending power - supporting information

For 2018/19 local authorities have been offered more flexibility on council tax increases for 2018/19 and 2019/20.

- Shire districts, £5 a year or 3%, whichever is the greater.
- For social services authorities increase the precept by an additional 1% to 3%, provided the increase does not exceed 6% between 2017/18 and 2018/19.
- Police precepts can increase by £12 a year for 2018/19 and 2019/20
- No referendum principles have been set for the new Mayoral Combined Authorities or parish councils; however government expects them to “*show restraint*”.

As the billing authority, Runnymede BC will be sending out council tax bills with a total increase of around 5.99%, more than the current inflation rate.

A planned change from Government in local authority finance is the business rates retention system. Ten further pilots have been approved by Government for 2018/19, including the Surrey scheme which gives additional income for 2018/19. There is no commitment from Government to continue the scheme beyond one year. As at 5 January the government has not provided the Surrey Councils with the detail behind the scheme, members will be updated as soon as details are announced.

Governments most recent proposals have changed on business rates retention. The original intention was that 100% of business rates would be retained by local government. This has been reduced to 75%

The Council submitted their efficiency plans to Government who provided a four year “certainty settlement” which expires in March 2020 with negative Revenue Support Grant of £300,000. In essence this sum is paid to Government from the Councils income or council tax proceeds to be re-distributed to other parts of the UK. Full business rates retention is not likely to be introduced before 2020/21.

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The Fair Funding Review is planned to be implemented in April 2020. While these uncertainties hamper meaningful financial planning beyond 2019/20, the financial plans assume the negative RSG does not increase, but the income we retain from business rates does not increase either.

The table below shows that all of the authorities in Surrey, especially the County Council, are seeing significant reductions in their RSG. The government is planning to consult on “*fair and affordable*” options for “negative” RSG before the 2019/20 settlement. Of the £946m earmarked to be paid for New Homes Bonus, £900 m has been top sliced from RSG.

The fair funding review is likely to be implemented in 2020/21 and will be subject to a further round of consultation.

Between April 2015 and March 2020 the Surrey councils are losing RSG significantly. This may add to the service pressures on Runnymede as the county council seeks to balance its budget.

	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL CHANGE
	£'000	£'000	£'000	£'000	£'000	£'000
Runnymede BC	1,322	750	290	1	(300)	(1,622)
All Surrey Districts	15,409	6,514	(781)	(4,929)	(9,640)	(25,049)
Surrey County Council	109,234	62,000	21,121	(2,199)	(27,276)	(136,510)
<b>TOTAL</b>	<b>125,965</b>	<b>69,264</b>	<b>20,630</b>	<b>(7,127)</b>	<b>(37,216)</b>	<b>(163,181)</b>

The New Homes Bonus reward grant has been reduced significantly for 2017/18 onwards, the Councils financial plans anticipate this source of funding will decline over the next few years as shown below.

<b>Forecast of New Homes Bonus - 2018 /19 to 2021/22</b>						
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£	£
Year 1	430,103					
Year 2	313,225					
Year 3	318,358	318,358				
Year 4	232,308	232,308				
Year 5	210,081	210,081	210,081			
Year 6	506,845	506,845	506,845	506,845		
Year 7		42,507	42,507	42,507	42,507	
Year 8			32,594	32,594	32,594	32,594
Year 9				30,000	30,000	30,000
Year 10					30,000	30,000
	2,010,920	1,310,099	792,027	611,946	135,101	92,594
Potential loss						
Final projection for reward grant			792,027	611,946	135,101	92,594

### Council tax

Runnymede BC has one of the lowest tax rates in the UK; a Band D tax rate is £154.59 a year or 2.97 a week.

The government has raised the referendum threshold from 2% to 3% for 2018/19, or £5 a year, whichever is higher. As the Councils tax rate is so low the difference is marginal as shown in the table below.

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If the council tax rate was increased by 3% for 2018/19 a band D tax would be £159.23 rather than £159.59.

	2017/18	2018/19	2019/20	2020/21	2021/22
Council tax base (band "D" equivalent numbers)	33,327	33,490	33,640	33,790	33,940
Tax Rate (Band D council tax)	£154.59	£159.59	£164.59	£169.59	£174.59
Increase £		£5.00	£5.00	£5.00	£5.07
Increase %		3.23%	3.13%	3.04%	2.99%
Income	£5,152,021	£5,344,669	£5,536,808	£5,730,446	£5,925,585

Over the last two years, while collection costs have increased slightly, collection rates have been maintained at over 99%. Universal Credit for new working age claimants will be introduced into Runnymede over the next few years. Officers are working closely with the Department for Works and Pensions on the transition for some claimants from HB to Universal Credit

At this stage it is not proposed to make any changes to the council tax discount scheme which is working well.

### Total funding from taxation

The table below shows the comparison of direct Government funding compared to the council tax receipts expected at a 99% collection rate, which the Council has maintained for a number of years.

While the Council has reduced the workforce by around 16% and made over £6m in efficiency savings to fund regeneration projects and enhance services, the scope for significant efficiency savings is limited. The reduction in income from taxation is almost £2m in 2017/18 and 2018/19 alone. Clearly, council tax increases and efficiency savings alone cannot balance the Councils budget.

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL CHANGE
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Revenue Support grant	1,322	750	290	1	(300)	(300)	(1,622)
New Homes Bonus	1,504	2,011	1,314	792	612	135	(1,369)
Retained Business Rates	2,491	2,233	1,847	1,847	1,847	1,847	(644)
	5,317	4,994	3,451	2,640	2,159	1,682	(3,635)
Council tax income	4,637	4,914	5,152	5,345	5,537	5,730	1,093
	9,954	9,908	8,603	7,985	7,696	7,412	(2,542)
Annual reduction		(47)	(1,304)	(618)	(289)	(283)	

### Regeneration strategy

In 2012 the Council made plans to invest significant sums in the Runnymede Regeneration Programme. This included setting aside considerable sums to fund the programme through to 2018/19 when the income from rents started to replenish balances. Over a short period the savings made from the transformation agenda, slimming down management costs etc. increased the general Fund working balance from under £3m in April 2011 to £9.4m by March 2015

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General Fund working balance						
	ACTUAL					
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000	£'000	£'000
Balance 1 April	2,993	5,860	6,174	7,968	9,421	7,981
Increase / (decrease)	2,867	314	1,794	1,453	(1,440)	(1,444)
<b>Balance 31 March</b>	<b>5,860</b>	<b>6,174</b>	<b>7,968</b>	<b>9,421</b>	<b>7,981</b>	<b>6,537</b>

As outlined above, since 2012 the Councils strategy has been to focus significant resources, capital and revenue, on the regeneration of the borough with major schemes in Addlestone and Egham. This includes replacing an old leisure centre with a new centre, which includes a swimming pool. As the building is energy efficient it significantly reduced running costs.

The table below demonstrates the significance of the regeneration and the property investment strategy is to the financial health of the Council

	Original Estimate 2017/18 £	Revised Estimate 2017/18 £	Estimate 2018/19 £	Estimate 2019/20 £	Estimate 2020/21 £	Estimate 2021/22 £
Expenditure	720	1,650	1,147	1,023	1,023	1,023
Income	- 12,129	- 11,532	- 20,495	- 25,330	- 30,638	- 31,446
	- 11,409	- 9,882	- 19,348	- 24,307	- 29,615	- 30,423
Interest	6,577	5,549	11,234	15,644	17,817	17,977
MRP	1,916	1,652	3,034	3,948	4,714	4,903
	- 2,916	- 2,681	- 5,080	- 4,716	- 7,084	- 7,543

While the capital investment plans have not changed, the “yields” from acquisitions, mainly but not exclusively, in the borough, have hardened in the last year. Yields of over 5% locally are difficult. As interest rates are due to increase over the next two years which has reduced the net income to £7.5 m by 2021/22.

MRP – Minimum Revenue Provision is cash set aside and invested to repay loans when they become due. Most loans are due to be repaid in around 45 to 50 years’ time. The MRP is retained and invested which gives the Council an investment income.

### General Fund working balance

The budget for 2018/19 shows a surplus of income over expenditure, however the long term effect of reducing government funding and maintaining services does reduce the General Fund working balance below the minimum recommended level in 2019/20 and 2020/21. However the income from the Business Rates pilot has not been included for 2018/19 until Government clarifies the details of the scheme.

General Fund working balance					
	PROJECTED				
	2017/18	2018/19	2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000	£'000
Balance 1 April	6,537	4,178	4,274	3,095	2,934
Increase / (decrease)	(2,359)	96	(1,179)	(161)	740
<b>Balance 31 March</b>	<b>4,178</b>	<b>4,274</b>	<b>3,095</b>	<b>2,934</b>	<b>3,674</b>

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## **Policy framework implications**

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

## **Resource implications (where applicable)**

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

## **Legal implications**

Contained in the report

## **Recommendation(s):**

- i. Council will approve a contribution to the working balance set out in the report for 2018/19 in the sum of £96,000.**
- ii. The growth and savings proposals shown in the MTFS are agreed**
- iii. The council tax is increased by £5 (band D equivalent) for 2018/19.**
- iv. The pay award to staff be set at 2% in July 2018**
- v. Continue in 2018/19 with the existing council tax discount scheme to be reviewed as government welfare benefit proposals for universal credit develop**
- vi. Runnymede BC joins the Surrey business rate pilot scheme for 2018/19**



## Medium Term Financial Strategy 2017/18 to 2021/22 - General Fund Summary

	Estimate 2017/18	Probable 2017/18	Forecast 2018/19	Forecast 2019/20	Forecast 2020/21	Forecast 2021/22
	£'000	£'000	£'000	£'000	£'000	£'000
Housing Committee	1,868	1,986	2,068	2,206	2,206	2,206
Community Services Committee	4,432	4,665	4,602	4,515	4,522	4,522
Environmental and Sustainability Committee	3,429	3,317	3,435	3,770	3,991	3,997
Licensing Committee	54	54	54	54	54	54
Regulatory Committee	37	37	37	37	37	37
Planning Committee	1,522	1,506	1,560	1,138	1,199	1,199
Corporate Management Committee	(8,189)	(5,348)	(14,646)	(18,771)	(24,138)	(25,080)
<b>Adjusted base budget A</b>	<b>3,153</b>	<b>6,218</b>	<b>(2,890)</b>	<b>(7,051)</b>	<b>(12,129)</b>	<b>(13,065)</b>
Accounting adjustments:						
- Reversal of depreciation charges	(2,045)	(2,045)	(2,045)	(2,045)	(2,045)	(2,045)
- Capital charge to HRA	(43)	(43)	(43)	(43)	(43)	(43)
- Revenue contributions to Capital expenditure	217	217	235	235	235	235
Transfers to/from reserves:						
- Insurance reserve	0	0	0	0	0	0
- All weather pitch reserve	0	(115)	0	0	0	0
- Equipment repairs and renewals reserve	0	0	0	0	1,000	1,000
- Property repairs and renewals reserve	0	0	0	0	0	0
- Investment Property equalisation reserve	0	0	0	0	0	0
Treasury and Financing						
- Investment Income	(66)	(151)	(217)	(330)	(493)	(654)
- Interest on loans to RBC companies	(407)	(318)	(1,349)	(1,360)	(1,360)	(1,360)
- Dividend income	0	0	(6)	(6)	(6)	(6)
- Capital Financing	6,577	5,549	11,234	15,644	17,817	17,977
- Minimum Revenue Provision (MRP)	1,916	1,652	3,034	3,948	4,714	4,903
- Voluntary Revenue Provision (VRP)	0	0	0	0	0	0
Government Grants (Non-Service Specific)						
- New Homes Bonus	(1,310)	(1,314)	(792)	(612)	(135)	(93)
- Other grants	(2)	(2)	0	0	0	0
<b>Budget requirement B</b>	<b>7,990</b>	<b>9,647</b>	<b>7,161</b>	<b>8,379</b>	<b>7,554</b>	<b>6,849</b>
Funded by:						
- Revenue support grant	(289)	(289)	(10)	300	300	300
- Business rates retention scheme	(1,847)	(1,847)	(1,902)	(1,963)	(1,963)	(1,963)
- Share of Council Tax surplus for prior years	0	0	0	0	0	0
- Share of Business Rates surplus for prior years	0	0	0	0	0	0
<b>Sub total of government funding C</b>	<b>(2,136)</b>	<b>(2,136)</b>	<b>(1,912)</b>	<b>(1,663)</b>	<b>(1,663)</b>	<b>(1,663)</b>
<b>Net demand ( B less C )</b>	<b>5,854</b>	<b>7,511</b>	<b>5,249</b>	<b>6,716</b>	<b>5,891</b>	<b>5,186</b>
Tax base - Band D equivalent numbers	33,327	33,327	33,490	33,640	33,790	33,940
Band D tax per year	154.59	154.59	159.59	164.59	169.59	174.59
<b>Council tax income D</b>	<b>(5,152)</b>	<b>(5,152)</b>	<b>(5,345)</b>	<b>(5,537)</b>	<b>(5,730)</b>	<b>(5,926)</b>
<b>Use of / (contribution to) Working Balance</b>	<b>702</b>	<b>2,359</b>	<b>(96)</b>	<b>1,179</b>	<b>161</b>	<b>(740)</b>

## Adjustments to the 2017/18 base budget

		Probable	Forecast	Forecast	Forecast	Forecast	Comments
		2017/18	2018/19	2019/20	2020/21	2021/22	
		£'000	£'000	£'000	£'000	£'000	
<b>Housing Committee</b>							
<b>Base Budget 2017/18 agreed by Council Feb 2017</b>		<b>1,868</b>	<b>1,868</b>	<b>1,868</b>	<b>1,868</b>	<b>1,868</b>	
<b>Runnymede Renewal</b>							
	Home Improvement Agency	18	20	20	20	20	Re-introduction of the Handyman scheme to be largely met from unused grant receipts in 2016/17. Scheme costs in future years to be assessed after trial period working with Woking BC. (Hsg Cttee 1/11/17)
	Home Improvement Agency	(29)	(5)	10	10	10	Anticipated changes to the level of SCC Supporting People grants. Awaiting wider "Foundations" report Summer 2017.
<b>Homes First</b>							
	Housing Options - staff cover (12 months)	(11)	(11)	(11)	(11)	(11)	Additional post (Hsg Cttee – June 2016) (20% charged to HRA). Costs dropping out.
	Housing Options - Assisted Purchase (Nothing included in 2017/18 base budget)	?	?	?	?	?	Development of a scheme to assist low income workforce into home ownership as part of the housing options toolkit. A bulk of the estimated £300,000 cost will come from within the existing capital programme;. Effect on revenue ongoing and set up costs are unknown. <b>SUBJECT TO FUTURE COMMITTEE REPORT</b>
NEW	Employment Access Officer match funded post	20					P/U carried forward from 2016/17
NEW	Employment Access Officer match funded post	(20)					Match funding declined by DCLG in July 2017 so provision no longer required.
NEW	Locata upgrade - Planned Underspend	2					P/U carried forward from 2016/17
	Enabling - needs survey	(35)		(35)	(35)	(35)	Provision every three years - £35k in 17/18 dropping out
	Enabling - private sector stock condition survey	(40)		(40)	(40)	(40)	Provision every 6 years - £40k in 17/18 dropping out
	Housing Register		(25)	(25)	(25)	(25)	Housing advice/register- system improvements - 2017/18 provision dropping out
NEW	Magna Carta Lettings use of Bonds	12	12				P/U carried forward from 2016/17
NEW	Magna Carta Lettings Scheme	12	32	32	32	32	Expansion of scheme (CMC 30 Mar 2017)
NEW	Homelessness & Advice Team	42	50	50	50	50	Additional staffing requirement (1.5fte) net of 20% charged to the HRA (CMC 30 Mar 2017)
	Homelessness - Sanctuary scheme		5	5	5	5	In recent years the costs of this scheme have been funded from un-used Capital grants. However these capital grants are now once more ring fenced, meaning that they cannot be used for Sanctuary Scheme works, resulting in the costs falling on the General Fund in subsequent years.
NEW	Homelessness - Bed & Breakfast costs	100	100	100	100	100	The level of Bed & Breakfast costs have been running high since February 2017 and it is anticipated that this will increase costs by around £180,000 (gross) at current spend levels. (Around 45% is recovered through rents charged). Additional resources for Magna Carta Lettings will be investigated to alleviate some of the pressure. <b>SUBJECT TO FUTURE COMMITTEE REPORT</b>
NEW	Homelessness Reduction Act			210	210	210	New legislation that will impact on Runnymede in the near future. A staffing report was considered by the September 2017 Housing Committee that detailed staffing costs, and this was approved by CMC on 12 October. Whilst these additional staff costs will be met from a Government grant in 2017/18 & 2018/19 grants for future years have to be confirmed. It is Hoped that future years costs will also be met from government grants but levels dependent on government review of impact of legislation following implementation (CMC 12 Oct 2017)
<b>Benefits</b>							

## Adjustments to the 2017/18 base budget

			Probable	Forecast	Forecast	Forecast	Forecast	Comments
			2017/18	2018/19	2019/20	2020/21	2021/22	
			£'000	£'000	£'000	£'000	£'000	
	NEW	Benefits - use of agency staff during 2017/18	60					Use of ongoing agency staff to complete workload following long term staff absences.
		Benefits - Ongoing 10% cut in admin subsidy	(13)	22	22	22	22	In recent years the government has been implementing cuts in the administration subsidy of up to 10% per annum. This takes no account of the possible future centralisation of the Housing Benefit service. Current years reduction less than budgeted.
<b>Community Services Committee</b>								
<b>Base Budget 2017/18 agreed by Council Feb 2017</b>			<b>4,432</b>	<b>4,432</b>	<b>4,432</b>	<b>4,432</b>	<b>4,432</b>	
<b>General</b>								
		Increased income target - Service Growth - Community Transport/Meals/Alarms		(7)	(7)	(7)	(7)	CLT target for anticipated service growth
	NEW	Surrey Heath contract split between Day centres, Community Alarms, Transport, Meals on wheels	12	12	12			Surrey Heath contract estimated to generate £112,000, now anticipated to be £100,000. However additional £19,000 from aarm monitoring (shown below) more than offsets this.
<b>Older People Services</b>								
	NEW	Meals on wheels - wages	14	14	14	14	14	Supplementary estimate of £13,500 due to regrading of staff from Grade 3 to 4 (CMC 29 June 2017)
	NEW	Day centres- Orchard Day Centres - Business Rates	6	6	6	6	6	Cost of Business Rates following vacation of Age UK
	NEW	Day centres- Orchard Day Centres - Commercial Rents	8	8	8	8	8	Age UK moved out of the Orchard
	NEW	Day Centres - Grounds maintenance	(24)	(42)	(42)	(42)	(42)	New SCAS income from use of Manor Farm & Woodham and New Haw day centres parking partially offset in 2017/18 by £18k spent on remarking and new parking bays for the SCAS contract. (CS Cttee - June 2017)
	NEW	Day centre meals	(4)	(8)				Reduction in income based on service stats supplied during budget process offset by reduction in catering costs
	NEW	Day Centre - Centre Assistant Posts		33				Request to keep the posts for another 12 months (CMC Nov 2017)
<b>Community transport</b>								
	NEW	Transport Contract income	(96)	(96)	(96)	(96)	(96)	Increased income from various new transportation contracts
<b>Community Alarms</b>								
	NEW	Supporting people - telecare	10	5	5	5	5	Contract cancelled. Income down £59,500 a year partially offset by a reduction in the purchase of equipment down £54,500
<b>Community Safety</b>								
	NEW	Safer Runnymede salaries	15	15	15	15	15	Sickness and increased overtime provision. Reflects prior year levels of overspending
	NEW	Safer Runnymede - Direct Employee costs	(55)	(55)	(55)	(55)	(55)	Reductions following loss of contracts
	NEW	Safer Runnymede - Running costs	(40)	(40)	(40)	(40)	(40)	Reductions following loss of contracts
		Safer Runnymede - Contribution from the Police Commissioner		60	60	60	60	One off Police contribution in 2017/18 dropping out
	NEW	Safer Runnymede - Costs Recovered	219	253	253	253	253	Epsom & Elmbridge Contract cancelled
		Safer Runnymede - Services for Addlestone ONE		(14)	(14)	(14)	(14)	Full service 17/18 onwards - In full year £78k less £15k costs (£49k in base budget).

### Adjustments to the 2017/18 base budget

			Probable 2017/18 £'000	Forecast 2018/19 £'000	Forecast 2019/20 £'000	Forecast 2020/21 £'000	Forecast 2021/22 £'000	Comments
	NEW	Surrey Heath - Alarm monitoring	(19)	(19)	(19)			Part of Surrey Heath contract
<b>Assistance to Voluntary Organisations</b>								
		Grant aid - Egham Museum		(10)	(10)	(10)	(10)	2 year supplementary estimate (CMC 24 Sep 2015) dropping out
	NEW	Grant Aid - Community First	5	5	5	5	5	Increase in Community First budget (CMC - Jan 2017)
<b>Cultural services</b>								
		Leisure Centre Management - New agreement		(13)	(52)	(52)	(52)	Management fee and building maintenance dropping out on completion of new lease for ELC
	NEW	Leisure Centre Management	22	22				Agreement to pay £22,000 to Achieve Lifestyle for two years on exchange of the Agreement for Lease.
	NEW	Leisure Centre Management	115					Payment of All Weather Pitch Reserve to facilitate new agreements (CS Cttee - Sept 2017). Balancing credit (transfer from reserves) on Summary page
	NEW	Leisure development	1	1	1	1	1	additional cost of membership fees not budgeted for
	NEW	Chertsey Museum - Education Officer/Curator	3	9	9	9	9	CMC - Oct 2017
	NEW	Parks	(1)	(1)	(1)	(1)	(1)	Car Parking income from pay and display at Homewood Park
	NEW	Parks - Sundry Rents	(5)	(5)				Traylens Fair
		Halls - Wages		(13)	(13)	(13)	(13)	Reduced hours at the Hythe
	NEW	Halls - Lettings income	7	7				Reduction in bookings - taken from budget working papers
	NEW	Cemeteries - staffing costs	(26)					Work currently being undertaken by outside contractors. Staffing review pending
		Cemeteries - Grounds Maintenance	16					Additional costs of grave digging and other services following contracting out of work
		Cemeteries - Sales, fees and charges	(15)	(11)				Income from internment fees up
	NEW	PPP funding projects	(19)					Grant brought forward to cover the wages of the Outreach post
		Community Safety	9	24	24	24	24	FS106 commuted sum payments dropping out
	NEW	Parks - Traveller incursions (non-planning related)	75	10				Additional costs associated with illegal encampments (CMC Nov 2017)
	NEW	Parks - Moth killer		20	20	20	20	<b>SUBJECT TO FUTURE COMMITTEE REPORT</b>
<b>Environment and Sustainability Committee</b>								
<b>Base Budget 2017/18 agreed by Council Feb 2017</b>			<b>3,429</b>	<b>3,429</b>	<b>3,429</b>	<b>3,429</b>	<b>3,429</b>	
<b>Environmental Services</b>								
		Pollution control - equipment			6		6	Equipment Calibration every 3 years.
	New	Pollution control - contaminated land - professional fees	4					P/U carried forward from 2016/17
	New	Pollution control - contaminated land - professional fees	(10)	10				Provision moved to 2018/19 - work delayed

### Adjustments to the 2017/18 base budget

			Probable	Forecast	Forecast	Forecast	Forecast	Comments
			2017/18	2018/19	2019/20	2020/21	2021/22	
			£'000	£'000	£'000	£'000	£'000	
	NEW	Pollution Control - Air Quality		10	10	10	10	Legal challenges continue to the Governments attempts to introduce a National Air Quality Plan. Currently no significant additional burdens have been handed to Runnymede from central government, but as the government's action plan continues to evolve a contingency for such costs is prudent. Should the government look to impose 'directions to take action on air quality' similar to the 28 local authorities identified in the last report (including locally Surrey Heath, Guildford and Rushmoor) it is highly unlikely that there will be financial support from central government. Any additional duties or requirements arising from court action or revised legislation e.g. imposition of LEZs or increase monitoring requirements will need to be addressed. <b>SUBJECT TO FUTURE COMMITTEE REPORT</b>
	New	Food safety and hygiene - barrister fee / legal costs recovered	(11)					Legal costs recovered offset by additional cost of barrister. Additional income used to finance stray dog admin/kennelling
	New	Environmental Enforcement	(20)	(20)	(20)	(20)	(20)	Additional income resulting from increased enforcement
	New	Dog warden service - stray dog kennel provision	4	4	4			Financed by Food Safety legal costs recovered in 2017/18
	New	DSO - wages	20	20	20	20	20	Street Cleansing wages - savings removed
	New	DSO - wages	(50)					Savings due to vacant posts and unable to find agency staff to cover
		Waste & DSO Review - Consultancy support	0	(14)	(14)	(14)	(14)	Virement from the New Initiatives fund approved by Corporate Management Committee in July 2016 for 2017/18 only. Budget returning to Corporate Management thereafter. - Review delayed until 2018/19. 19.10.17 Review to be carried out shortly.
		Increased income target - DSO services for Addlestone ONE	5	(11)	(11)	(11)	(11)	Enhanced Refuse, Street Cleansing, External Lighting and Winter Maintenance (Assumed start of October 17).
	New	DSO - Bins	(15)	(15)	(15)	(15)	(15)	Net savings
	New	DSO - Bartec - additional costs / annual costs	5	5	5	5	5	£5,000 additional costs incurred in 2017/18. On going additional costs from 2018/19, offset in part by savings from ROCC budgets no longer required
		Recycling - Additional Costs		(16)	(16)	(16)	(16)	CMC 28 July 2016 Recycling Officer (£28,500) one year only wef November 2016. Budget dropping back out thereafter.
		recycling & Green waste	(190)	(221)	(149)	(76)	(76)	Proposed interim arrangement with SCC - Gate Fees & Recycling Credits to be offset by one payment from 2018/19 onwards. RBC to pay £60,700 in 2017/18 as an interim arrangement with recycling credits and food waste payments remaining unchanged.
	New	Refuse - tipping away compensation	67	67	67	67	67	No longer due
	New	Green waste - communications and computing	5					P/U carried forward from 2016/17
	New	Green waste - computing	5					Northgate interface - additional provision required
		Green waste - communications and computing		(5)	(5)	(5)	(5)	Provision for new income interface and link in 17/18 only. Budget dropping out.
	New	Green waste - income	20	20	20	20	20	Income lower than estimated
	NEW	Green Waste – Invest to Income Generate			65	(32)	(32)	The DSO team are keen to enhance our customer usage, and thus profitability of the Green Waste Service. A business plan is being prepared with a overall project target of increasing our customer numbers by 2-3,000. RBC currently has 6.5-7,000 customers, which is over 3,000 less than our neighbours even accounting for population variance. As this service makes a real profit for the Council a sustainable business plan for service growth can be expected to generate a net income as it develops. <b>SUBJECT TO FUTURE COMMITTEE REPORT</b>
	New	Trade waste	10	5	0	0	0	Income lower than estimated. Future years offset by existing savings target
	New	Refuse - new income	(8)	(8)	(8)	(8)	(8)	School refuse collections

### Adjustments to the 2017/18 base budget

			Probable	Forecast	Forecast	Forecast	Forecast	Comments
			2017/18	2018/19	2019/20	2020/21	2021/22	
			£'000	£'000	£'000	£'000	£'000	
	NEW	DSO Review – Staff salaries		156	266	266	266	Through the DSO review work is being undertaken to consider the salary level of Direct Service Operations. Significant further work is needed to establish the necessity and scale of any uplift, but a precautionary +10% uplift to the salaries budget may be appropriate while this work progress. <b>SUBJECT TO FUTURE COMMITTEE REPORT</b>
	NEW	DSO Review – Staff salaries		(50)	(111)	(111)	(111)	Reduction in Agency staff if above measures approved. Assumes 75% of existing casual staff budgets can be removed
	NEW	Street Cleansing – Service enhancement				206	206	The DSO have made some cost estimates for a significant enhancement to the street cleansing service. Excluding the capital expenditure, the revenue costs for such a change would cover fuel costs, additional drivers and loaders, on-costs, PPE, Training, etc). <b>SUBJECT TO FUTURE COMMITTEE REPORT</b>
	New	Flood Mitigation - maintenance	5					P/U carried forward from 2016/17
		Flood Mitigation - special works provision		0	15	15	15	Budget to be increased back to prior levels
	New	Flood Mitigation - income	11	10	10	10	10	Reduction in costs recovered
	New	Energy Management - wages	2					P/U carried forward from 2016/17
	NEW	Energy Management - Energy Management Assistant	4	17	17	17	17	Supplementary estimate agreed at CMC October 2017
<b>Highways and Transport Services</b>								
	New	Car parks - P&D machines	5					P/U carried forward from 2016/17
		Car parks – purchase of equipment		(4)	(4)	(4)	(4)	Purchase of printers and video badges in 2017/18. Budget dropping out.
	New	Car parks – purchase of equipment	(3)	3				Purchase of video badges postponed until 2018/19
		Car parks – The Precinct, Egham	(14)	13	13	13	13	Closure for Egham Phase 1 regeneration scheme. Loss of income offset by reduced costs. Assumed closure 31 March 2018
	NEW	Car parks - General	(7)	(10)	(10)	(10)	(10)	Higher than estimated pay and display income - increased usage
	NEW	Car parks - General	(33)	(40)	(40)	(40)	(40)	Increase in fees in Egham now budgeted for offset by delay in fee increases
	NEW	Car parks - Memorial Gardens Car Park	(15)	(27)	(27)	(27)	(27)	Net Income from extended car park (CMC 23 Feb 2017)
	NEW	On Street Parking - reduced income	25					Penalty charge notice income lower than estimated - possible deficit
	NEW	Travel Initiative - Yellow Bus Scheme	3	5	5	5	5	Increase in costs following tender exercise (CMC 30 Mar 2017)
		Travel Initiatives - Yellow Bus s106 income		0				Variations in predicted section 106 contributions
	NEW	Travel Initiative - Yellow Bus s106 income	65	64	219	268	268	Budget for 2017/18 was £267,600. No income received 30.10.17.
	NEW	Travel Initiative - Yellow Bus Scheme - Fares		(19)	(28)	(28)	(28)	Fares increased from Sept 2018
	NEW	Environmental Maintenance - SCC		57	57	57	57	New agency agreement w.e.f 18/19 -Supplementary estimate (£57.2k) agreed at CMC Ctte 29 June 2017 (see Environ & Sustain. Cttee June 2017).
<b>Licensing Committee</b>								
Base Budget 2017/18 agreed by Council Feb 2017			54	54	54	54	54	
<b>Regulatory Committee</b>								
Base Budget 2017/18 agreed by Council Feb 2017			37	37	37	37	37	

### Adjustments to the 2017/18 base budget

			Probable 2017/18 £'000	Forecast 2018/19 £'000	Forecast 2019/20 £'000	Forecast 2020/21 £'000	Forecast 2021/22 £'000	Comments
<b>Planning Committee</b>								
<b>Base Budget 2017/18 agreed by Council Feb 2017</b>			<b>1,522</b>	<b>1,522</b>	<b>1,522</b>	<b>1,522</b>	<b>1,522</b>	
		Planning Policy - Local Plan Potential Inquiry costs	(100)		(100)	(100)	(100)	Local Plan slipped to 2017/18 - potential Inquiry costs dropping out
		Planning Policy - Costs of Neighbourhood Planning			(100)	(100)	(100)	Tranches in 16/17 - 18/19. Estimated cost of examination and referendum of 2 x Neighbourhood Plans (Thorpe and/or Englefield Green). Budget in 2017/18 dropping out in 2016/17.
		Planning Policy - Costs of Neighbourhood Planning		50				Potential £50k to be 'repaid' through Government Grant.
		Development Management - Equipment		(3)	(3)	(3)	(3)	One off equipment purchase dropping out
		Planning Policy - Professional fees	50					Planned underspend c/fwd from 2016/17
	New	Development Management - s106 contributions	44					
	New	Planning General - Garden Village Grant - 2018/19		(100)				Assumed Grant in 2017/18 used to pay for Development Management Staffing (CMC Nov 2017)
	New	Planning General - Planning Performance Agreement - Longcross	(65)	(65)				Not yet received. Agreed PPA with Crest/Aviva - £130k over 2 years (8 quarters) (CMC Nov 2017)
	New	Planning General - Planning Performance Agreement - Other	(25)	(25)				Not yet received. <u>Estimated</u> overachievement of standard £700k planning fee incomes per year, based on anticipated increase in Strategic Scale applications in run up to Local Plan adoption (CMC Nov 2017)
	New	Planning General - Custom and Self Build New Burdens	(30)	(30)	(15)			£20.645 underspend in 16/17 + new burdens payment of £30k 17/18; £30k 18/19; and £15k 19/20 (CMC Nov 2017)
	New	Planning General - Brownfield Register Vanguard Grant and New Burdens	(25)	(15)	(8)			Vanguard payment of £10k received 17/18 + new burdens payment of £15k 17/18; £15k 18/19; and £7.55k 19/20 - Estimated (no figures for 18/19, 19/20 yet available) (CMC Nov 2017)
	New	Planning General - Increased Planning Fee Income	(35)	(140)	(140)	(140)	(140)	20% fee increase proposed by Government (applied to RBC £700k planning fee income per year), anticipated to commence December 2017. caveat - ring fenced for planning purposes. There will be an audit on base budget increase (CMC Nov 2017)
	New	Staffing - LGV - Major Projects Team (full team costs spread across LGV and DM)	104	158	64			FULL YEAR = 100% of Project Planner (£89,878); 75% of Project Administrator (£30,815); and 75% (seconded) Team Leader with acting up allowance (£54,147+£6,325) (CMC Nov 2017)
	New	Staffing - Development Management Team	24	94	78			Costs of covering the non-Garden Village parts of Major projects team, the ADM Maternity Cover, the Secondment to Major Projects Team and backfilling of resultant and other frozen vacancies (CMC Nov 2017)
	New	Staffing - Local Plans Team	(1)	9	(16)			Costs of Local Plan Team restructuring and backfilling with temporary staff where permanent staff cannot be recruited (CMC Nov 2017)

## Adjustments to the 2017/18 base budget

		Probable	Forecast	Forecast	Forecast	Forecast	Comments
		2017/18	2018/19	2019/20	2020/21	2021/22	
		£'000	£'000	£'000	£'000	£'000	
	New Local Plans - Extraordinary consultancy, evidence and Examination costs	43	85	(165)			Additional consultancy costs for creation of evidence base (2017/18), additional costs of Examination in Public (inc. consultants giving evidence) (2018/19), additional evidence costs for post EiP modifications (2018/19 and or 2019/20) - Off set by approved Consultancy and Examination budgets. 19/20 - foreseeing reduction in budget (CMC Nov 2017)
	NEW Building Control Staffing		20	20	20	20	Proposal for increased market supplements for staff. <b>SUBJECT TO FUTURE COMMITTEE REPORT</b>
<b>Corporate Management Committee - Non Property</b>							
<b>Base Budget 2017/18 agreed by Council Feb 2017</b>		<b>3,580</b>	<b>3,580</b>	<b>3,580</b>	<b>3,580</b>	<b>3,580</b>	
<b>Corporate &amp; Democratic Services</b>							
	Corporate Management - Media training			4			Training for CLT & Members. Around £150 per person. Each session of up to 10 people will require external support to provide equipment for videoing people so they can practice being interviewed and have the ability to watch it back. Estimated requirement every 3 years.
	Corporate Management - New Initiatives Fund	0	14	14	14	14	CMC 28 July 2016. £50k per year. 2017/18 allocated as follows: Business engagement £10k (every year); Waste/DSO Review £13,500; Xmas decorations provision £3,000 (every year)
	NEW Corporate Management - Internal Service reviews & restructuring	(23)	(45)	(45)	(45)	(45)	Project management provision of £35k and Transformation provision of £10k. Replaced by Major Change Initiatives
	NEW Corporate Management - Major Change initiatives		50	50	50	50	Proposal for change management initiatives
	NEW Corporate Management - Major Community initiatives		25	25	25	25	Proposal for coimmunity initiatives
	NEW Corporate Management - Major Change initiatives		95	127	127	127	Proposal for increased staffing for project, contract and performance management. <b>SUBJECT TO FUTURE COMMITTEE REPORT</b>
	Corporate Management - Economic Development Strategy	(11)	(1)	(13)	(18)	(18)	Additional costs of delivering Economic Development Strategy dropping out (Environmental & Sustainability Cttee report 17 Nov 2016)
	NEW Corporate Management - Economic Development Strategy	9					P/U carried forward from 2016/17
	NEW Corporate Management - Economic Development Strategy	19	76	76	76	76	New Strategic Project Manager (CMC Oct 2017)
	NEW Corporate Management - Runnymede Pleasure Ground project	5					P/U carried forward from 2016/17
	NEW Corporate Management - Public Accountability - External Audit fees - contribution received	(7)					Distribution of funds from the closed External Audit Commission
	Corporate Management - Public Accountability - Business Engagement	(7)					Reduced provision required in 2017/18
	Corporate Management - Public Accountability - Enterprise Zone		(8)	(17)	(17)	(17)	Cost of support - CMC 25 Aug 2016. Temporary provision dropping out
	NEW Corporate Management - Public Accountability - Enterprize Zone	19					P/U carried forward from 2016/17
	Democratic Representation - Members Allowances		16	16	16	16	Increase in allowances in 2018 – (CMC – Jan 2016)
	Democratic Representation - Members ICT	(10)	(8)	40	0	(8)	Replacement of Members ICT equipment (CMC 26 Feb 15).
	Democratic Representation - Independent remuneration panel		3			3	Provision required every 3 years
<b>Central Services to the Public</b>							
	NEW Election/Register of Elections reorganisation	27	43	21	7	7	Two temp staffing posts (A0124 A0126) extended (CMC 30 Mar 2017) and the section restructured



### Adjustments to the 2017/18 base budget

		Probable	Forecast	Forecast	Forecast	Forecast	Comments
		2017/18	2018/19	2019/20	2020/21	2021/22	
		£'000	£'000	£'000	£'000	£'000	
	Elections - running expenses		98	60	98	0	Borough elections; no borough elections in 2017/18 and 2021/22 . In 2018/19 and 2020/21 stand alone borough election. In 2019/20 the election may be shared.
	Elections - fees and services	(22)	(17)	(22)	(22)	(22)	2017/18 provision needed for Boundary Review work and other work which needs to be carried out including public consultation strategy. Provision reduced from £22k to £5k and moved to 2018/19
	Register of Electors - grant funding ceasing			21	21	21	Grant funding dropping out
	Public relations - Honorary Freeman	(1)	(7)	(7)	(7)	(7)	2017/18 provision for 2 x Honorary Freeman - CMC 25/08/2016. Temporary budget dropping out
NEW	Business rates - income	(14)	(10)	(10)	(10)	(10)	New burden grant and other recoveries offset by additional costs
NEW	Local Land Charges - reduced search fee income	13	13	13	13	13	offset by reduced SCC search fees due
NEW	Contingencies Planning - dividends	6	6	6	6	6	Dividends moved to Summary Sheet under Financing section so cost neutral
NEW	Municipal Safety - defibrulators		4	3			replacement of 8 machines in 2018 and 2019 (lasting 7 years) and replacement of the remaining 5 machines in 2023/24
	<b>Control &amp; Establishment</b>						
NEW	Civic Centre - energy increases	10	15	15	15	15	
	Civic Centre - Staff car parking		(53)	(53)	(53)	(53)	Rent of spaces in Adlestone Multi-Storey car park (CMC – June 2016). Budget agreed to December or March 2017 ? then dropping out.
NEW	Civic Centre - business rates revaluation	103	103	103	103	103	
Aug	Civic Centre - business rates - appeal	(89)					reduced costs due to Buildings work during 2015/16 2016/17 and 2017/18 less costs of appeal
NEW	Civic Centre - internal plants removed June 2017	(2)	(4)	(4)	(4)	(4)	
NEW	Depot	8					P/U carried forward from 2016/17
	Depot - maintenance of barrier		(3)	(3)	(3)	(3)	One off provision dropping out
	Salaries - Minimum Living Wage		6	22	22	22	Increase to bring salaries up to the new Minimum Living Wage.
NEW	Salaries - apprenticeship costs	49	217	300	300	300	Additional staffing costs (CMC - June 2017)
	Training - professional fees		(5)	(5)	(5)	(5)	One off expenditure dropping out
NEW	Staff Training provision	(20)	(20)	(20)	(20)	(20)	2016/17 actuals underspent by £20k - assumed this will reoccur in future years
	Financial services - professional fees		(5)	(5)	(5)	(5)	VAT review in 2017/18. Budget dropping out thereafter.
NEW	Financial Services	16					P/U carried forward from 2016/17
NEW	Financial Services - recharges to RBC Companies	(6)	(16)	(16)	(16)	(16)	Increased recharges
NEW	Financial Services - insurance tender evaluation work		(3)	(3)		(3)	provision only required every 3 years
NEW	Financial Services - insurance services	(13)	(13)	(13)	(13)	(13)	increased number of properties therefore increased commission
NEW	Financial Services - payroll services	5					computer developments
NEW	Financial Services - income services	3	9	19	19	19	no longer able to charge credit card fees
	Runnymede Web - computer maint support	(18)		7			Provision for support costs no longer required, as this support is only payable every 5 years
	Runnymede web - promotional expenses		(21)	(21)	(21)	(21)	One off provision in 2017/18 dropping out
	Human resources staffing		(6)	(6)	(6)	(6)	Pay Equality Review in 2017/18. Budget dropping out
NEW	Human Resources	2					P/U carried forward from 2016/17
NEW	Human Resources - additional staffing costs	(20)					Provision of £20k in the base budget for additional staffing. Saving in 17/18 Due to delay in plans going to Committee.



### Adjustments to the 2017/18 base budget

		Probable	Forecast	Forecast	Forecast	Forecast	Comments
		2017/18	2018/19	2019/20	2020/21	2021/22	
		£'000	£'000	£'000	£'000	£'000	
NEW	Commercial Services - reorganisation phase 2	153	23	23	23	23	Temp Valuers extended another year, additional Admin hours and increase to Valuers grades (CMC 23 Feb 2017). Additional income generated to be shown below
NEW	Commercial Services - additional requirements	107	198	74	74	74	Supplementary estimate agreed at CMC October 2017
<b>Commercial property development</b>							
NEW	Property Development - all schemes	254					P/U carried forward from 2016/17
	Corporate property development - Egham phase 1 developments	7	100	100	100	100	One-off development costs being capitalised in 17/18 budget.
NEW	Corporate property development - 10-18 Station Road	51					One-off development holding costs (business rates etc)
	Corporate property development - Ashdene	250	(100)	125	125	125	Ashdene development costs to be capitalised in 18/19 once work starts on the rebuild programme. Credit in 2017/18 base estimate. Will need External Audit approval depending on how far back we are intending to recover
	Corporate property development - Marshall Place	157	(72)	85	85	85	Marshall Place development costs to be capitalised in 18/19 once work starts on the rebuild programme. Credit in 2017/18 base estimate. Will need External Audit approval depending on how far back we are intending to recover
	Corporate property development - Sale of Addlestone Flats	0	150	150	150	150	Costs associated with the sale of the Addlestone One flats to private individuals to be capitalised in 17/18 to offset the capital receipt. Credit in 2017/18 base estimate. Will need External Audit approval depending on how far back we are intending to recover
	Corporate property development - Sale of Addlestone TVHA Flats	15	15	15	15	15	Costs associated with the sale of the Addlestone one flats to Thames Valley Housing Association capitalised in 16/17 to offset the capital receipt. So no credit in 2017/18 or future years.
	Corporate property development - Runnymede Regeneration	226	(28)	198	198	198	Base budget of £198k. Assumed capital works start in 2018/19 and expenditure incurred on scheme in 2016/17 can be capitalised. Will need External Audit approval depending on how far back we are intending to recover. Credit in 2017/18 base estimate.
	Corporate Properties - Demolition of Housing garages			25	25	25	Potential demolition of garages in Egham to facilitate new housing (CMC 30/11/17)
<b>Commercial property holdings</b>							
	Corporate property portfolio - advertising, market research and surveys		(57)	(57)	(57)	(57)	£87k in base budget reducing to £30k thereafter (CMC - Jan 2016)
NEW	Corporate property portfolio - running costs	30					increased costs of vacant properties eg business rates
NEW	Corporate property portfolio - Chiswick House	15					increased costs of managing services charges over the £40k virement agreed at CMC - Mar 2017
NEW	Corporate property portfolio - Unither House	11					costs of managing services charges - no budget
NEW	Corporate property portfolio - Dunsfold Block						costs of compensation re services charges - CMC Oct 2017 -->Capital
	Corporate property income	608	(8,356)	(13,191)	(18,499)	(19,306)	Variations in general rental income ( <b>as at 06/12/17</b> ). Figures include all new income targets (including from new £100m per year PIS revision as per CMC 15 Dec 2016). Also includes loss of old rents and all new rents in the Runnymede Regeneration (Egham phase 1 & ELC) area.
NEW	Property Holdings - Gym floor repairs/rent losses	43					repairs to Gym floor following structural damage to property in Egham
Sep	Property Holdings rent - Potential legal claim	365					CMC Sept 2017
<b>Total</b>							
		<b>6,218</b>	<b>(2,890)</b>	<b>(7,051)</b>	<b>(12,129)</b>	<b>(13,065)</b>	

### **Proposed Council Tax for 2018-19**

Following consideration of the budget related matters referred to in items 9 to 12 on the agenda and the reference from the Housing Committee, the Council is requested to adopt the following resolution in respect of the Council Tax to be levied in Runnymede Borough for the financial year commencing 1 April 2018.

To note that the Corporate Director of Resources, in accordance with the terms of his delegated authority, has calculated the following amounts for the year 2018/19 in accordance with the regulations made under Sections 31B (3) and 34(4) of the Local Government Finance Act 1992 (as amended) ("the Act") :-

#### Recommendations

1. The Council Tax Base 2018/19 for the whole Council as 33,489.6 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012 for the whole Council area be agreed
2. To approve a 3.23% increase in the Runnymede Borough Council element of the council tax for 2018/19
3. That the following amounts be calculated for the year 2018/19 in accordance with Sections 31 to 36 of the Act:
  - A £60,530,779.43 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 £55,186,172.25 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act.
  - C £5,344,607.18 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 £159.59 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 £159.59 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 2018/19 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	106.40	124.12	141.86	159.59	195.06	230.52	265.99	319.18

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

To note for the year 2018/19 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	940.86	1,097.67	1,254.48	1,411.29	1,724.91	2,038.53	2,352.15	2,822.58
Surrey police	157.71	184.00	210.28	236.57	289.14	341.71	394.28	473.14

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 2018/19 for each of the categories of dwellings:

Valuation band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
<b>TOTAL TAX DUE</b>	<b>1,204.97</b>	<b>1,405.79</b>	<b>1,606.62</b>	<b>1,807.45</b>	<b>2,209.11</b>	<b>2,610.76</b>	<b>3,012.42</b>	<b>3,614.90</b>

The Council has determined that its relevant basic amount of Council Tax for 2017/18 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 2018/19 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 2018 to 1 January 2019 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.

# General Fund Summary Revenue Account

## Council Budget for the Year Ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure on Services</u></b>				
Housing Committee	1,422,954	1,867,690	2,011,948	2,171,345
Community Services Committee	4,293,373	4,431,913	4,821,116	5,103,121
Environmental and Sustainability Committee	2,890,692	3,428,787	3,227,362	3,392,498
Licensing Committee	49,915	53,895	54,088	36,002
Regulatory Committee	27,643	37,351	37,512	34,079
Planning Committee	1,179,006	1,521,812	1,489,360	1,622,204
Corporate Management Committee	794,862	(8,188,751)	(5,017,508)	(15,395,522)
Estimates in the MTFS yet to be agreed	0	0	0	554,000
<b>Net Expenditure on Services</b>	<b>10,658,445</b>	<b>3,152,697</b>	<b>6,623,878</b>	<b>(2,482,273)</b>
<b><u>Transfers and Financing Adjustments</u></b>				
Accounting and Other Adjustments:				
Reversal of Depreciation Charge	(2,746,592)	(2,044,968)	(2,452,322)	(2,452,322)
Cost of Capital Charge to HRA	(43,000)	(43,000)	(43,000)	(43,000)
Revenue Contributions to Capital Expenditure	123,323	217,000	217,000	235,000
Other accounting adjustments	4,100	0	0	0
Transfer to/(from) Reserves:				
Egham LC All Weather Pitch Reserve	0	0	(115,083)	0
Financing and Investment Income:				
Investment Income	(319,865)	(66,000)	(151,000)	(217,000)
Interest on loans to RBC companies	(35,140)	(407,000)	(318,000)	(1,355,000)
Capital financing costs	1,928,800	6,577,000	5,549,000	11,234,000
Minimum Revenue Provision	535,398	1,916,000	1,652,000	3,034,000
Taxation and Non-Specific Grant Income:				
Council Tax income	(4,990,322)	(5,152,021)	(5,152,021)	(5,344,669)
Business Rates Retention	(477,900)	(1,847,000)	(1,847,000)	(1,902,000)
Transfer (from)/to the Collection Fund	(150,088)	0	0	0
Revenue Support Grant	(746,228)	(288,911)	(288,911)	(10,000)
New Homes Bonus	(2,014,784)	(1,310,099)	(1,314,191)	(792,027)
Other Grants	(282,270)	(1,698)	(1,698)	0
<b>Use of / (Contribution to) Working Balance</b>	<b>1,443,877</b>	<b>702,000</b>	<b>2,358,652</b>	<b>(95,291)</b>

## Council Tax Income Calculation

Council Tax Base (note 1)	33,179	33,327	33,327	33,490
Basic Amount of Council Tax (note 2)	£149.59	£154.59	£154.59	£159.59
<b><u>Notes</u></b>				
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.				

## Housing Committee

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Summary</u></b>				
<b><u>Runnymede renewal</u></b>				
Private sector renewal assistance	49,891	47,200	47,275	55,375
Care and repair service	44,948	52,120	40,233	54,980
Housing enforcement	56,935	60,900	59,970	70,300
<b><u>Homes first</u></b>				
Housing strategy and enabling	64,579	150,600	72,000	143,900
Housing advice and register	476,905	492,400	512,940	454,490
Property leases, working with partners	-29,388	8,400	7,150	5,900
Homelessness	165,558	129,000	239,050	340,550
Magna Carta Lettings	90,610	118,800	151,080	178,650
<b><u>Benefits service</u></b>				
Housing and Council Tax benefits	502,916	808,270	882,250	867,200
<b>Net expenditure</b>	<b><u>1,422,954</u></b>	<b><u>1,867,690</u></b>	<b><u>2,011,948</u></b>	<b><u>2,171,345</u></b>

## Private sector renewal assistance

Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	37,200	34,500	34,500	41,300
Training and recruitment	0	300	300	300
<u>Transport related expenditure</u>				
Travelling and subsistence	1,103	1,000	1,000	1,100
<u>Supplies and services</u>				
Communication	32	50	25	25
Computer Maintenance	176	100	100	100
Legal Fees	770	0	0	0
<u>Support services</u>				
Financial services	4,200	4,500	4,500	4,500
Information technology	1,600	1,600	1,600	1,700
Human resources	400	400	400	500
Office accommodation	2,500	2,800	2,800	3,700
Customer services	800	800	800	800
Law and governance	0	0	100	200
Technical services	1,110	1,150	1,150	1,150
<b>Net expenditure</b>	<b>49,891</b>	<b>47,200</b>	<b>47,275</b>	<b>55,375</b>



## Private sector renewal assistance

### Service description

**Budget manager:** Private Sector Housing Manager - Mrs K Zivera

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

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	47,200	47,200
Inflation and PRP		1,000
Variations in (Env Health) salary allocations		6,000
Variations in Support Service recharges	100	1,300
Other net changes	(25)	(125)
<b>2017/18 Probable</b>	<b>47,275</b>	
<b>2018/19 Estimate</b>		<b>55,375</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
<u>Number of grants completed</u>				
Mandatory disabled facilities grants	33	50	35	35
Minor works assistance	25	40	15	20
Major works assistance	2	10	3	5
<u>Value of grants (capital budget)</u>				
Mandatory disabled facilities grants	£201,385	£300,000	£245,000	£250,000
Minor works assistance	£3,241	£10,000	£3,500	£7,000
Major works assistance	£1,958	£5,000	£3,000	£5,000
Total grant expenditure	£206,584	£315,000	£251,500	£262,000
<u>Loans</u>				
Number	0	2	1	1
Value - general	£0	£10,000	£3,000	£3,000

## Runnymede care and repair (home improvement) service

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	95,100	76,800	76,800	65,800
Training and recruitment	0	300	300	300
<u>Transport related expenditure</u>				
Travelling and subsistence	2,621	2,600	2,550	2,150
<u>Supplies and services</u>				
General office expenses	4,870	5,600	5,150	5,150
Computer maintenance	190	300	200	200
Handyman Services	16,646	0	18,000	20,000
<u>Support services</u>				
Financial services	4,900	5,100	5,100	4,900
Information technology	3,700	4,300	4,300	4,600
Human resources	1,400	1,400	1,400	1,200
Office accommodation	8,900	9,700	9,700	9,300
Customer services	1,300	1,300	1,300	1,300
Technical services	3,920	4,120	4,220	4,600
<u>Capital charges</u>				
Interest payments	0	600	250	250
<b>Gross expenditure</b>	<b>143,547</b>	<b>112,120</b>	<b>129,270</b>	<b>119,750</b>
<b><u>Income</u></b>				
Fees and charges	31,505	25,000	25,000	25,000
Surrey County Council Supporting People grant:				
- Core Grant	53,038	35,000	53,037	39,770
- Handyman Services	14,056	0	11,000	0
<b>Gross income</b>	<b>98,599</b>	<b>60,000</b>	<b>89,037</b>	<b>64,770</b>
<b>Net expenditure</b>	<b>44,948</b>	<b>52,120</b>	<b>40,233</b>	<b>54,980</b>

## Runnymede care and repair (home improvement) service

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	52,120	52,120
Inflation and PRP		2,400
Variations in (Env Health) salary allocations		(12,000)
Reduced Salary allocations transferred to other Housing budgets		(1,000)
Re-introduction of Handyman service in conjunction with Woking BC pilot	18,000	20,000
Supporting People contribution towards the revised handyman scheme	(11,000)	
Phased withdrawal of Supporting People Core grant relaxed	(18,040)	(4,770)
Other net changes	(857)	(1,770)
<b>2017/18 Probable</b>	<b>40,223</b>	
<b>2018/19 Estimate</b>		<b>54,980</b>

### Service statistics

	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Enquiries handled	250	250	250
Completed cases	70	70	70
Value of works	£ 250,000	£ 250,000	£ 250,000

## Housing enforcement (housing standards)

Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	54,300	54,700	54,700	62,100
Training and recruitment	658	750	750	750
<u>Transport related expenditure</u>				
Travelling and subsistence	1,793	1,700	1,700	1,800
<u>Supplies and services</u>				
General office expenses	300	200	200	200
Equipment	91	0	470	0
<u>Support services</u>				
Financial services	2,000	2,300	2,300	2,300
Information technology	1,600	1,600	2,100	2,200
Human resources	600	600	600	700
Office accommodation	4,000	4,300	4,300	5,600
Customer services	800	800	800	800
Law and governance	1,400	1,800	1,900	1,900
Technical services	1,110	1,150	1,150	1,150
<b>Gross expenditure</b>	<b>68,652</b>	<b>69,900</b>	<b>70,970</b>	<b>79,500</b>
<b><u>Income</u></b>				
<u>Fees and charges</u>				
HMO Licensing fee income	10,882	9,000	11,000	9,200
Smoke alarm Grant	835	0	0	0
<b>Gross income</b>	<b>11,717</b>	<b>9,000</b>	<b>11,000</b>	<b>9,200</b>
<b>Net expenditure</b>	<b>56,935</b>	<b>60,900</b>	<b>59,970</b>	<b>70,300</b>

## Housing enforcement (housing standards)

### Service description

**Budget manager:** Private Sector Housing Manager - Mrs K Zivera

**Service function:**

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

**Legal status:**

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

**Policy objectives:**

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

### Budget variations

	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
	£	£
2017/18 Original estimate	60,900	60,900
Inflation and PRP		1,600
Variations in (Env Health) salary allocations		6,000
Variations in Support Service recharges	600	2,100
Increased fee income	(2,000)	(200)
Other net changes	470	(100)
<b>2017/18 Probable</b>	<b>59,970</b>	
<b>2018/19 Estimate</b>		<b>70,300</b>

### Service statistics

In 2015/16 there were 258 service requests from tenants of private landlords and 211 additional actions within the HMO sector, such as proactive visits to non licensable HMO's.

## Housing strategy and enabling

Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Housing enabling role</u></b>				
Salaries	24,902	25,400	25,400	16,500
Staff training	0	200	0	200
Car allowances	403	400	400	300
Financial services	3,200	3,200	3,200	2,900
Information technology	974	900	900	1,000
Human resources	300	300	300	100
Office accommodation	1,700	1,800	1,800	1,000
Customer services	1,600	1,600	1,600	1,700
Law and governance	4,100	6,600	6,600	8,400
Technical services	300	300	300	300
<b>Total - Housing enabling service</b>	<b>37,479</b>	<b>40,700</b>	<b>40,500</b>	<b>32,400</b>
<b><u>Housing strategy</u></b>				
Salaries	19,700	22,600	22,600	24,200
Car allowances	600	600	600	600
Financial services	1,400	1,500	1,400	1,400
Information technology	2,400	1,800	1,800	2,300
Human resources	200	200	200	100
Office accommodation	1,000	1,100	1,100	1,100
Law and governance	0	0	100	100
<b>Total - Housing strategy service</b>	<b>25,300</b>	<b>27,800</b>	<b>27,800</b>	<b>29,800</b>
<b><u>Other related budgets</u></b>				
Supplies and services	1,800	2,100	1,700	1,700
Housing redevelopment resource	0	5,000	2,000	5,000
Housing Needs Survey - Consultants	0	35,000	0	35,000
Housing Stock Condition - Consultants	0	40,000	0	40,000
<b>Total - Supplies and services</b>	<b>1,800</b>	<b>82,100</b>	<b>3,700</b>	<b>81,700</b>
<b>Net expenditure</b>	<b>64,579</b>	<b>150,600</b>	<b>72,000</b>	<b>143,900</b>

## Housing strategy and enabling

### Service description

**Budget manager:** Corporate Head of Housing & Community Development - Mrs J. Margetts

**Service function:**

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

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

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

**Legal status:**

Housing Act 1985, s8 (review of housing needs); Housing Act 2004 s225 (needs of gypsies and travellers);  
Local Government Act 200 part 1 (promoting well-being)

### Budget variations

	<b>2017/18 Probable</b>	<b>2018/19 Estimate</b>
	£	£
2017/18 Original estimate	150,600	150,600
Reduced Salary allocations transferred to other Housing budgets		(7,300)
Reduction in Redevelopment resource as not yet used in 2017/18	(3,000)	
Cost of Housing needs survey deferred until 2018/19	(35,000)	
Cost of Housing stock condition Survey deferred until 2018/19	(40,000)	
Other net changes	(600)	600
<b>2017/18 Probable</b>	<b>72,000</b>	
<b>2018/19 Estimate</b>		<b>143,900</b>

### Service statistics

Between April 2013 and November 2017, the Council has acquired the following properties for use as affordable housing using a combination of HRA balances (Capital) and General fund (Revenue).

- Strategic purchases	17
- Magna Carta portfolio	37
- Private leased properties	19
	73

## Housing advice and housing register

Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Housing advice</u></b>				
Salaries	220,419	215,500	225,300	443,000
Training and recruitment	526	400	3,540	400
Car allowances	5,700	5,800	5,860	14,460
Financial services	2,800	3,000	3,000	3,700
Information technology	7,100	7,500	9,200	9,700
Human resources	3,000	3,300	3,300	3,400
Office accommodation	19,500	23,100	23,100	27,700
Customer services	4,200	4,200	4,200	4,600
Other small recharges	300	300	1,300	2,700
<b>Total - Housing advice service</b>	<b>263,545</b>	<b>263,100</b>	<b>278,800</b>	<b>509,660</b>
<b><u>Housing register</u></b>				
Salaries	123,200	127,800	131,300	88,900
Training and recruitment	99	200	200	200
Car allowances	5,200	4,900	4,900	3,100
Financial services	4,200	4,300	4,300	4,200
Information technology	7,200	9,900	10,700	11,400
Human resources	1,900	1,900	1,900	1,300
Office accommodation	12,100	13,200	13,200	10,100
Customer services	12,800	12,800	12,800	14,000
Other small recharges	0	0	340	880
<b>Total - Housing register service</b>	<b>166,699</b>	<b>175,000</b>	<b>179,640</b>	<b>134,080</b>
<b><u>Other related budgets</u></b>				
Printing, stationery, booklet etc.,	4,165	3,800	3,800	3,800
Choice based lettings	0	200	200	200
Systems Upgrades & annual support	40,415	41,600	53,200	16,900
Clients medical expenses	5,430	6,700	6,700	6,850
Housing applicant checks	3,602	2,000	1,600	1,800
<b>Total - Supplies and services</b>	<b>53,612</b>	<b>54,300</b>	<b>65,500</b>	<b>29,550</b>
Grants & Contributions	5,725	0	11,000	218,800
Costs recovered	1,226	0	0	0
<b>Net expenditure</b>	<b>476,905</b>	<b>492,400</b>	<b>512,940</b>	<b>454,490</b>



## Housing advice and housing register

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	492,400	492,400
<u>Homelessness Reduction Act - implementation April 2018</u>		
Additional staffing as agreed at Committee in Sept 2017		210,300
New staff car allowances		8,500
Staff training	1,000	
LOCATA "Trail Blazer" project	10,000	
Use of government grants received	-11,000	-218,800
Supplementary Est - Additional Housing Options officers (1.5 fte posts) (as approved at Housing Cttee - March 2017)	36,600	43,800
Partially offset by Temporary post fully spent in 2016/17	(11,200)	(11,200)
Reduced Salary allocations transferred to other Housing budgets	(10,000)	(54,300)
Current 3 year programme to upgrade LOCATA due to be completed in 2017/18		(24,700)
<u>Enhancements to the LOCATA housing system (Hsg Cttee - Sept 2015)</u>		
Increased monthly medical bills		
Support Services - variations in support service allocations	3,840	10,200
Other net changes	1,300	(1,710)
<b>2017/18 Probable</b>	<b>512,940</b>	
<b>2018/19 Estimate</b>		<b>454,490</b>

### Service statistics

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

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

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

## Property Leases

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	14,300	7,000	7,000	2,100
Travelling and subsistence	100	100	100	100
<u>Premises related expenses</u>				
Building maintenance - property adaptations	1,549	0	0	0
Building maintenance - Ongoing maintenance	11,869	45,000	45,000	45,000
Void costs - utilities & C. Tax payments due	707	2,500	1,500	1,500
Rental payments to Landlords	109,871	125,100	126,000	129,200
Housing Management recharge	7,800	8,600	8,700	8,900
Financial services	2,100	3,000	3,100	3,100
Customer Services	0	0	800	900
Other small recharges	0	0	0	200
<b>Gross expenditure</b>	<b>148,296</b>	<b>191,300</b>	<b>192,200</b>	<b>191,000</b>
<b><u>Income</u></b>				
Rents received	150,263	157,900	137,700	137,700
Rusham Road Lease	21,147	25,000	26,450	26,500
Grants & Contributions	0	0	20,900	20,900
Contribution to costs	6,274	0	0	0
<b>Gross income</b>	<b>177,684</b>	<b>182,900</b>	<b>185,050</b>	<b>185,100</b>
<b>Net expenditure</b>	<b>-29,388</b>	<b>8,400</b>	<b>7,150</b>	<b>5,900</b>

## Property Leases

### Service description

**Budget manager:** Business Development and Policy Officer - Ms M Ward

**Policy objectives:**

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	8,400	8,400
Inflation and PRP	1,000	4,000
Reduced Salary allocations transferred to other Housing budgets		(5,000)
<u>Premises costs</u>		
Reduced provision for costs arising from void periods	(1,000)	(1,000)
Support Services - variations in support service allocations	900	1,200
<u>Income</u>		
Rental income due from tenants - due to loss of TA Admin Subsidy	20,900	20,900
Contribution from Government Grant to cover rent loss	(20,900)	(20,900)
Increased annual rent in respect of Rusham Road	(1,450)	(1,500)
Other net changes	(700)	(200)
<b>2017/18 Probable</b>	<b>7,150</b>	
<b>2018/19 Estimate</b>		<b>5,900</b>

### Service statistics

	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Number of units of accommodation provided (This includes the Rusham Road units (5) managed by Transform Housing)	19	19	19

## Homelessness

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Salaries	31,700	34,100	37,600	117,700
Training and recruitment	1,500	300	150	300
<b><u>Transport related expenditure</u></b>				
Travelling and subsistence	2,958	2,900	1,300	3,400
<b><u>Premises related expenses</u></b>				
Building maintenance	6,541	3,000	5,000	5,000
Bed and breakfast accommodation	127,575	112,000	280,000	280,000
<b><u>Supplies and services</u></b>				
General expenses	23,954	2,000	6,700	1,850
Transform - Winter Shelter	14,000	0	5,000	5,000
<b><u>Support services</u></b>				
Financial services	4,600	5,000	5,000	5,800
Information technology	2,800	3,200	4,100	6,700
Human resources	400	500	500	1,700
Office accommodation	4,700	5,100	5,100	15,300
Customer services	5,000	5,000	5,000	5,200
Law and governance	4,800	8,400	8,600	12,600
<b>Gross expenditure</b>	<b>230,528</b>	<b>181,500</b>	<b>364,050</b>	<b>460,550</b>
<b><u>Income</u></b>				
Rents (includes bed and breakfast rents)	58,429	49,500	120,000	120,000
Grants applied	6,541	3,000	5,000	0
<b>Gross income</b>	<b>64,970</b>	<b>52,500</b>	<b>125,000</b>	<b>120,000</b>
<b>Net expenditure</b>	<b>165,558</b>	<b>129,000</b>	<b>239,050</b>	<b>340,550</b>

## Homelessness

### Service description

**Budget manager:** Strategic Housing Manager - Mrs J Stephens

**Service function:**

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

This includes:-

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

**Legal status:**

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

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

**Policy objectives:**

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	129,000	129,000
Inflation and PRP		3,300
Increased Salary allocations transferred from other Housing budgets		79,100
Supplementary Est - Additional Housing Options officers (1.5 fte posts) (as approved at Housing Cttee - March 2017)	3,500	3,500
Increased use of Temporary Accommodation (based on 8 months costs)	168,000	168,000
Partially offset by increased rents collected from clients	(70,500)	(70,500)
Annual contribution towards the running costs of the winter shelter	5,000	5,000
Increased Legal expenses in 2017/18	4,500	
Support Services - variations in support service allocations	1,100	20,100
no longer able to use Capital grants to fund expenditure in 2018/19		3,000
Other net changes	(1,550)	50
<b>2017/18 Probable</b>	<b>239,050</b>	
<b>2018/19 Estimate</b>		<b>340,550</b>

### Service statistics

	<u>2015/16</u> <b>Actual</b>	<u>2016/17</u> <b>Probable</b>
Homelessness applications received	185	169
Homelessness applications accepted as homeless	115	71

Between April and December 2017 a further 110 applications had been received of which 67 to date have been accepted as homeless.

## Magna Carta Lettings

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	48,700	53,000	53,000	55,100
Training and recruitment	2,439	4,000	2,500	2,500
<u>Transport related expenditure</u>				
Travelling and subsistence	65	50	1,750	1,750
<u>Premises related expenses</u>				
Building maintenance	1,334	2,500	4,300	6,300
Property Rents	81,363	158,000	215,700	321,400
Other property costs	8,770	14,000	12,230	22,500
<u>Supplies and services</u>				
General expenses	541	1,700	6,400	6,400
Rental deposits and guarantees (unrecoverable)	-2,587	7,050	28,000	28,000
<u>Support services</u>				
Financial services	26,200	26,200	26,700	27,800
Information technology	0	0	1,500	1,800
Human resources	500	700	700	700
Office accommodation	3,500	6,600	6,600	7,300
Customer services	0	0	1,600	1,900
Law and governance	0	0	100	200
<b>Gross expenditure</b>	<b>170,825</b>	<b>273,800</b>	<b>361,080</b>	<b>483,650</b>
<b><u>Income</u></b>				
Rental income	80,215	155,000	210,000	305,000
<b>Gross income</b>	<b>80,215</b>	<b>155,000</b>	<b>210,000</b>	<b>305,000</b>
<b>Net expenditure</b>	<b>90,610</b>	<b>118,800</b>	<b>151,080</b>	<b>178,650</b>

## Magna Carta Lettings

### Service description

**Budget manager:** Tenancy Manager - Mrs A Kendall

**Service function:**

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

**Legal status:**

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

**Policy objectives:**

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

### Budget variations

	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
	£	£
2017/18 Original estimate	118,800	118,800
Planned Underspend b/fwd from 2016/17 - Bonds	24,000	
Supplementary Estimate - Scheme enhanced March 2017 Hsg Ctte	32,200	32,200
Phased increase in enhanced scheme approved in March 2017, resulting in full approved budget not being required during 2017/18 budget	(20,000)	
Bonds provision partially deferred to 2018/19	(12,000)	12,000
Support Services - variations in support service allocations	3,700	6,200
Slight reduction in estimated rents to be collected	2,000	6,000
Other net changes	2,380	3,450
<b>2017/18 Probable</b>	<b>151,080</b>	
<b>2018/19 Estimate</b>		<b>178,650</b>

### Service statistics

	<u>2017</u> Estimate	<u>2017</u> Probable	<u>2018</u> Estimate
Assured Shorthold Tenancy Managed Properties	13	19	25
Direct let properties	12	18	20

## Benefits service

### Service description

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

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Number of claimants in receipt of:				
Council Tax Support	3,644	3,600	3,600	3,600
Council housing rent rebates	1,580	1,500	1,600	1,600
Private sector local housing allowances	1,980	2,000	2,000	2,000

Council Tax Benefit ceased to exist from 1 April 2013, and was replaced with Council Tax Support. Pensioners are fully protected (approx 2,400 claims) though most working age claimants are now expected to make some contribution towards their Council Tax bill.

The estimate for 2017/18 shows a reduction in the number of HB claims because of the introduction of Universal Credit (UC) from February 2016. It is difficult to accurately estimate the impact on the existing caseload as the implementation of UC has been very slow to start. Universal Credit will only affect Working Age claimants.

Pensioners, still make up the majority (53%) of the current caseload and are not covered in the new UC scheme. They will remain on Housing Benefits for years to come. Council Tax Support is also outside the UC scheme and will continue to be assessed and paid to both pension age and working age claimants.



## Benefits service

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Administrative expenses and subsidies</b>				
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Salaries	637,700	615,400	675,400	605,200
Training and recruitment	1,362	1,740	3,750	5,500
<b><u>Transport related expenditure</u></b>				
Travelling and subsistence	3,337	3,300	3,550	2,550
<b><u>Supplies and services</u></b>				
General office expenses	27,495	31,650	33,050	33,550
Computer maintenance	64,774	45,400	45,400	52,900
External audit fees - grant claims	8,601	9,500	8,000	8,000
<b><u>Support services</u></b>				
Financial services	112,100	135,600	134,900	135,900
Information technology	67,700	75,800	75,800	77,300
Human resources	8,800	11,600	11,600	11,900
Office accommodation	63,500	80,800	80,800	94,200
Customer services	97,100	97,100	97,100	101,400
Law and governance	500	500	1,900	4,800
Technical services	880	880	1,600	1,600
<b><u>Income</u></b>				
Costs recovered	(17,339)	0	0	0
<b>Sub total - Administrative costs</b>	<b>1,076,510</b>	<b>1,109,270</b>	<b>1,172,850</b>	<b>1,134,800</b>
<b><u>Government subsidies (administration)</u></b>				
General administration subsidy	285,892	257,000	269,900	250,000
Specific grants for new initiatives	54,000	0	3,100	0
<b>Sub total - Government subsidies</b>	<b>339,892</b>	<b>257,000</b>	<b>273,000</b>	<b>250,000</b>
<b>Net expenditure on administration</b>	<b>736,618</b>	<b>852,270</b>	<b>899,850</b>	<b>884,800</b>
<b>Benefits granted and Government subsidy</b>				
<b><u>Benefits granted</u></b>				
Local housing allowances	14,766,593	14,660,000	14,400,000	14,400,000
Local housing allowances - local scheme	3,944	4,000	5,000	5,000
Rent rebates (Incl. non - HRA rebates)	7,686,826	7,508,000	7,445,000	7,300,000
Rent rebates - local scheme	19,096	19,000	16,000	16,000
<b>Sub total - Benefits granted</b>	<b>22,476,459</b>	<b>22,191,000</b>	<b>21,866,000</b>	<b>21,721,000</b>
<b><u>Government subsidies (benefits)</u></b>				
Local housing allowances subsidy	14,563,172	14,660,000	14,400,000	14,400,000
Rent rebates subsidy (incl. non - HRA)	7,590,543	7,508,000	7,417,500	7,272,500
Local scheme subsidy	17,280	17,000	16,100	16,100
Incentive areas subsidy	539,166	50,000	50,000	50,000
<b>Sub total - subsidy and other items</b>	<b>22,710,161</b>	<b>22,235,000</b>	<b>21,883,600</b>	<b>21,738,600</b>
<b>Net expenditure on benefits granted</b>	<b>(233,702)</b>	<b>(44,000)</b>	<b>(17,600)</b>	<b>(17,600)</b>
<b>Net expenditure on benefits service</b>	<b>502,916</b>	<b>808,270</b>	<b>882,250</b>	<b>867,200</b>

## Benefits service

### Budget variations - Administrative costs

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	852,270	852,270
Revenues & Benefits reorganisation		(16,800)
Agency benefits staff being used as staff cover	60,000	
Increased staff training costs		3,750
S/Est - Alterations to the Revenues & Benefits IT system		7,500
Support Services - variations in support service allocations		25,000
Estimated changes in Central government administration subsidy	(13,000)	12,000
Other net changes		1,080
<b>2017/18 Probable</b>	<b>899,270</b>	
<b>2018/19 Estimate</b>		<b>884,800</b>

### Budget variations - Benefit granted and Government subsidy

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	(44,000)	(44,000)
Changes to Non-HRA rebates benefits eligibility	27,500	27,500
Changes in Local Scheme budgets		
- Benefit awarded	(2,000)	(2,000)
- Government subsidy	900	900
<b>2017/18 Probable</b>	<b>(17,600)</b>	
<b>2018/19 Estimate</b>		<b>(17,600)</b>

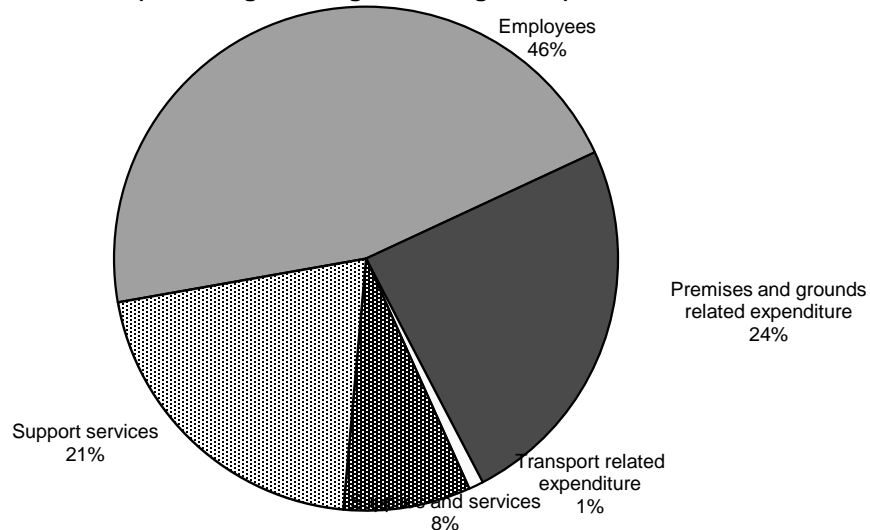
# Housing Committee

## Subjective analysis

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	1,313,805	1,274,990	1,355,090	1,532,350
Premises and grounds related expenditure	349,579	462,100	689,730	810,900
Transport related expenditure	23,880	23,350	23,710	31,310
Supplies and services	215,265	239,950	225,895	272,625
Support services	551,494	627,100	638,960	694,380
Capital charges	0	600	250	250
<b>Revenue expenditure</b>	<b><u>2,454,023</u></b>	<b><u>2,628,090</u></b>	<b><u>2,933,635</u></b>	<b><u>3,341,815</u></b>
Housing benefits granted	22,476,459	22,191,000	21,866,000	21,721,000
<b>Total expenditure</b>	<b><u>24,930,482</u></b>	<b><u>24,819,090</u></b>	<b><u>24,799,635</u></b>	<b><u>25,062,815</u></b>
<b><u>Income</u></b>				
Housing benefits subsidy	22,710,161	22,235,000	21,883,600	21,738,600
Government grants	339,892	257,000	293,900	270,900
Grants and contribution to costs	104,199	38,000	80,037	258,570
Fees and charges	353,276	421,400	530,150	623,400
<b>Gross income</b>	<b><u>23,507,528</u></b>	<b><u>22,951,400</u></b>	<b><u>22,787,687</u></b>	<b><u>22,891,470</u></b>
<b>Net expenditure</b>	<b><u>1,422,954</u></b>	<b><u>1,867,690</u></b>	<b><u>2,011,948</u></b>	<b><u>2,171,345</u></b>

### Expenditure Analysis 2018/19

(excluding Housing Benefits granted)



## Community Services Committee

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Summary</u></b>				
Older people services				
Older people services administration	145,150	274,920	260,493	281,640
Centres for older people	445,753	438,676	494,119	605,685
Centres meals service	50,147	70,922	62,867	63,371
Community meals service	42,656	69,521	89,790	92,962
Community alarm (Careline)	(13,054)	(10,797)	(38,046)	(15,679)
Community transport services				
Runnymede community transport	256,972	245,709	228,586	214,673
Community Safety				
Safer Runnymede	452,353	264,229	435,983	561,848
Community Safety Partnership	28,524	32,650	45,333	57,504
Assistance to voluntary organisations				
Grant aid	407,198	346,823	346,673	334,733
Cultural and related services				
Leisure centre management	493,069	488,260	613,684	542,129
Leisure and sports development	146,732	172,493	173,836	196,287
Chertsey Museum service	167,160	190,834	198,638	219,360
Allotments	33,445	35,777	37,049	28,886
Community halls	287,697	270,107	288,286	350,763
Parks and open spaces	1,429,828	1,426,491	1,518,268	1,481,316
Environmental and regulatory services				
Cemeteries and closed churchyards	(51,809)	77,245	54,726	87,643
Surrey County Council Personalisation and Prevention Partnership funding (net)	(28,449)	38,053	10,831	0
<b>Net expenditure</b>	<b><u>4,293,373</u></b>	<b><u>4,431,913</u></b>	<b><u>4,821,116</u></b>	<b><u>5,103,121</u></b>

## Older people services administration

### Estimate for the year ending 31 March 2019

	<u>2016/17</u>	<u>2017/18</u>	<u>2017/18</u>	<u>2018/19</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses	78,700	104,250	106,250	131,300
Training and recruitment	7,490	12,500	12,500	22,492
<b><u>Premises related expenses</u></b>				
Runnymede direct services - day centres	3,000	3,000	3,000	3,000
<b><u>Transport related expenditure</u></b>				
Travelling and subsistence	2,161	1,903	1,903	3,405
Community services van	1,924	2,080	2,060	2,100
<b><u>Supplies and services</u></b>				
Equipment, furniture and materials	2,330	0	0	0
General office expenses	5,172	15,228	26,012	15,268
Communications and computing	6,519	6,028	2,028	2,035
Grants and subscriptions - lunch club	1,338	400	400	400
Miscellaneous expenses - third party insurance	7,692	7,884	8,512	8,512
<b><u>Support services</u></b>				
Financial services	31,700	34,500	31,300	32,400
Information technology	30,100	31,100	31,100	33,100
Human Resources	3,100	3,600	3,600	4,200
Office accommodation	5,300	9,500	9,500	17,700
Customer Services	7,700	7,700	7,700	4,800
Law and Governance	11,100	11,000	13,400	15,400
Technical support services	23,700	21,500	21,500	21,600
Housing and Lesiure Management	3,300	3,300	3,300	3,300
<b>Gross expenditure</b>	<b>232,326</b>	<b>275,473</b>	<b>284,065</b>	<b>321,012</b>
<b><u>Income</u></b>				
Grants and Contributions	4,273	0	0	15,800
Sales Fees and charges	82,904	553	23,572	23,572
<b>Gross Income</b>	<b>87,176</b>	<b>553</b>	<b>23,572</b>	<b>39,372</b>
<b>Net expenditure</b>	<b>145,150</b>	<b>274,920</b>	<b>260,493</b>	<b>281,640</b>

## Older people services administration

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original budget	274,920	274,920
Direct Employee expenses - Changes in staffing levels carrying out this service	2,000	11,250
Direct Employee expenses - 12 month funded role for well being prescribing		15,800
Training and recruitment- requirement for additional training		10,000
Transport related expenses- increased car allowances		1,500
General Office - Planned underspend b/fwd	10,947	
Communications and computing - change in postage allocation	(4,000)	(4,000)
Support Services - changes in allocation	(800)	10,300
Fees and charges - Income from Surrey Heath contract split over numerous services	(23,000)	(23,000)
Grants and contributions - funding for the well being prescribing role		(15,800)
Other net changes	426	670
<b>2017/18 Probable outturn</b>	<b>260,493</b>	
<b>2018/19 Estimate</b>		<b>281,640</b>

## Centres for older people

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses	259,350	238,193	256,407	279,622
<b><u>Premises related expenses</u></b>				
Building maintenance	46,916	66,096	71,374	168,844
Energy costs	35,475	44,865	39,495	41,022
Water services	6,238	6,253	4,988	6,196
Rent, rates and insurance	30,203	30,967	36,983	38,061
Cleaning and domestic supplies	32,077	28,702	28,112	28,963
Grounds maintenance	2,570	1,805	19,905	1,809
<b><u>Transport related expenditure</u></b>				
Car allowances	1,100	900	900	1,700
<b><u>Supplies and services</u></b>				
Equipment, furniture and materials	15,460	21,265	37,665	21,296
General office expenses	217	356	356	363
Communications and computing	5,118	5,415	5,732	5,823
Services and expenses	4,685	4,560	5,233	4,884
<b><u>Support services</u></b>				
Financial services	9,300	10,600	10,600	9,800
Human Resources	9,300	9,300	9,300	9,500
Customer Services	5,100	5,100	5,100	0
Housing & Leisure management	6,200	6,100	6,100	6,200
<b><u>Depreciation and impairment losses</u></b>				
Depreciation	135,547	75,803	135,547	135,547
<b><u>Savings target</u></b>				
Closure of 1 Centre over the Christmas period	(2,000)	(2,000)	(2,000)	(2,000)
<b>Gross expenditure</b>	<b>602,855</b>	<b>554,280</b>	<b>671,797</b>	<b>757,630</b>
<b><u>Income</u></b>				
Grants and contributions	83,903	52,900	79,200	52,900
Sales, fees and charges	52,153	44,417	88,398	88,954
Rents and leases	21,046	18,287	10,080	10,091
<b>Gross income</b>	<b>157,102</b>	<b>115,604</b>	<b>177,678</b>	<b>151,945</b>
<b>Net expenditure</b>	<b>445,753</b>	<b>438,676</b>	<b>494,119</b>	<b>605,685</b>

### Notes

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Net direct Expenditure of centres</u></b>				
Eileen Tozer centre	94,377	122,421	121,858	148,793
Manor Farm centre	89,111	91,876	98,316	130,357
The Orchard centre	7,610	13,523	31,903	56,279
Woodham and New Haw centre	108,592	122,544	104,766	116,674
Other costs (depreciation etc.)	146,064	88,312	137,276	153,582

## Centres for older people

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original budget	438,676	438,676
Direct Employee expenses - changes to staffing costs and allocations	18,200	41,400
Building maintenance - variation in strategic maintenance plan		97,500
Building maintenance - planned underspend relating to the Orchard b/fwd	5,300	5,300
Grounds maintenance - remarking bays for the south central ambulance service contract	18,100	
General reduction in centre's utility budgets.	(6,500)	(3,900)
Rates - Orchard previously paid for by Age Concern	5,600	5,800
Insurance - increased cost of insurance	1,700	2,000
Equipment, Furniture and Materials - Planned underspend b/fwd	10,000	
Equipment, Furniture and Materials - Costs associated with the South central ambulance service contract	6,400	
Support Services - changes to recharge allocation		(5,600)
Depreciation - variation of recharge	59,700	59,700
Grants and Contributions - Funding towards temporary staff from the Personalisation and prevention partnership	(26,300)	
Sales, Fees and charges - new contract with the south central ambulance service Woodham Day centre	(41,750)	(41,750)
Sales, Fees and charges - Increased bookings at Eileen Tozer	(2,900)	(3,100)
Rent and Leases - Age concern lease terminated at the Orchard day centre	8,300	8,300
Other net changes	(407)	1,359
<b>2017/18 Probable outturn</b>	<b>494,119</b>	
<b>2018/19 Estimate</b>		<b>605,685</b>

### Service statistics

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



## Centre meals service

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses	148,012	154,831	151,168	155,168
<b><u>Supplies and services</u></b>				
Cleaning and domestic supplies	724	3,091	3,091	3,152
Equipment, furniture and materials	2,616	11,583	10,995	11,815
Catering expenses	50,515	67,629	53,075	57,288
Clothes, uniform and laundry	102	515	515	525
Services and expenses	3,162	3,123	3,123	3,123
<b>Gross expenditure</b>	<b>205,130</b>	<b>240,772</b>	<b>221,967</b>	<b>231,071</b>
<b><u>Income</u></b>				
Sales, fees and charges	154,983	169,850	159,100	167,700
<b>Gross income</b>	<b>154,983</b>	<b>169,850</b>	<b>159,100</b>	<b>167,700</b>
<b>Net expenditure</b>	<b>50,147</b>	<b>70,922</b>	<b>62,867</b>	<b>63,371</b>

### Notes

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Net direct expenditure of meals service</u></b>				
Eileen Tozer centre	12,660	13,714	16,535	14,847
Manor Farm centre	21,131	30,374	22,106	22,146
Woodham & New Haw centre	16,356	26,834	24,226	26,378

## Centre meals service

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original budget	70,922	70,922
Direct Employee expenses - changes in staff costs and uptake in company pension	(3,700)	
Variation in catering expenses due to the number of meals sold	(14,600)	(10,300)
Variations in fees and charges due to changes in number of meals sold	10,750	2,150
Other net changes	(505)	599
<b>2017/18 Probable outturn</b>	<b>62,867</b>	
<b>2018/19 Estimate</b>		<b>63,371</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
<b>Day Centre meals provided</b>				
Eileen Tozer centre	12,281	14,000	12,000	13,500
Manor Farm centre	10,258	11,500	11,500	12,000
Woodham & New Haw centre	12,995	14,000	13,500	13,500

## Community meals service (meals-on-wheels)

Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	94,350	134,151	140,962	139,006
<u>Premises expenses</u>				
Depot recharge	2,800	2,800	4,300	4,400
Cleaning and domestic supplies	255	308	308	314
<u>Transport related expenditure</u>				
Direct transport costs	38,115	37,280	36,720	37,390
Car allowances	200	100	100	100
<u>Supplies and services</u>				
Equipment, furniture and materials	692	1,025	1,025	1,046
Catering expenses	55,752	65,262	65,262	66,379
Clothes, uniforms and laundry	576	420	420	428
General Office	0	149	149	152
Communications and computing	65	144	144	147
<u>Support services</u>				
Financial services	5,500	5,800	5,900	6,000
Information technology	1,900	1,900	1,900	2,100
Human resources	3,500	3,500	3,500	3,700
Office accommodation	600	700	700	2,400
Law and Governance	0	0	800	1,800
<u>Depreciation and impairment losses</u>				
Depreciation	50	0	50	50
<b>Gross expenditure</b>	<b>204,356</b>	<b>253,539</b>	<b>262,240</b>	<b>265,412</b>
<b><u>Income</u></b>				
Grants and contributions - SCC care contribution	10,000	10,000	10,000	10,000
Sales, fees and charges	151,700	174,018	162,450	162,450
<b>Gross income</b>	<b>161,700</b>	<b>184,018</b>	<b>172,450</b>	<b>172,450</b>
<b>Net expenditure</b>	<b>42,656</b>	<b>69,521</b>	<b>89,790</b>	<b>92,962</b>

## Community meals service (meals-on-wheels)

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original budget	69,521	69,521
Direct employee expenses - Changes in staffing levels carrying out service due to Surrey Heath Contract	6,800	4,900
Premises - Increased depot recharge	1,500	1,500
Catering expenses - variations in cost due to take up of meals and cost of food		1,100
Support Services - changes in allocation	900	4,100
Fees and charges - Variation in income from the Surrey heath contract	11,600	11,600
Other net changes	(531)	241
<b>2017/18 Probable outturn</b>	<b>89,790</b>	
<b>2018/19 Estimate</b>		<b>92,962</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Number of meals on wheels	36,787	36,500	36,500	36,500
Charges				
Two courses - Monday to Friday	£4.30	£4.30	£4.30	£4.30
Two courses - Saturday and Sunday	£4.60	£4.60	£4.60	£4.60
Three course meal	£5.10	£5.10	£5.10	£5.10
Afternoon Tea	£2.50	£2.50	£2.50	£2.60

## Community alarm (careline system)

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses	169,755	159,981	159,088	221,464
<b><u>Transport related expenditure</u></b>				
Direct transport costs	8	0	0	0
Car allowances	11,400	11,800	11,800	12,300
<b><u>Supplies and services</u></b>				
Equipment, furniture and materials (purchase of new units)	64,476	100,000	45,500	45,500
General office expenses	1,505	718	838	838
Communications ar	2,437	3,193	2,903	2,967
<b><u>Support services</u></b>				
Financial services	35,600	35,300	33,900	34,800
Information Technology	500	500	500	600
Human resources	2,400	2,400	2,400	3,400
Office accommodation	15,500	16,900	16,900	27,700
Customer services	31,800	31,800	31,800	900
Law and Governance	0	0	1,800	2,800
Housing & Leisure management	72,160	66,060	66,060	61,960
<b>Gross expenditure</b>	<b>407,542</b>	<b>428,652</b>	<b>373,489</b>	<b>415,229</b>
<b><u>Income</u></b>				
Grants and contributions	0	0	10,875	0
Sales, Fees and Charges	1,650	15,213	60,480	60,480
Reimbursements of equipment costs	50,762	59,500	-4,500	0
Rents and leases:				
- Full charge to clients	265,063	274,336	254,280	256,828
- Other charges				
Recharges to HRA services	103,120	90,400	90,400	113,600
<b>Gross income</b>	<b>420,596</b>	<b>439,449</b>	<b>411,535</b>	<b>430,908</b>
<b>Net expenditure</b>	<b>(13,054)</b>	<b>(10,797)</b>	<b>(38,046)</b>	<b>(15,679)</b>

## Community alarm (careline system)

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original budget	(10,797)	(10,797)
Direct employee expenses - changes in the allocation of the staffing levels carrying out this service	(900)	61,500
Transport - increased cost of car allowance		500
Equipment - contract with Surrey county council cancelled	(54,500)	(54,500)
Support Services - variations in support services allocations	400	(20,800)
<u>Income</u>		
Surrey County Council contributions - telecare service income	(10,875)	
Fees and charges - Additional income from the Surrey heath contract	(45,267)	(45,267)
Loss of equipment reimbursement as contract cancelled	64,000	59,500
Rent and leases - Reduction in number of units hired	20,100	17,500
Increase in the recharge to the HRA in respect of connected HRA units		(23,200)
Other net changes	(207)	(115)
<b>2017/18 Probable outturn</b>	<b>(38,046)</b>	
<b>2018/19 Estimate</b>		<b>(15,679)</b>

### Service statistics

	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Average number of private sector units	1,070	990	1,000
Average number of council dwellings connected	500	510	510

## Runnymede community transport

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses	327,377	344,001	361,351	355,551
Training and recruitment	980	1,000	500	1,020
<b><u>Premises related expenses</u></b>				
Building Maintenance	117	150	150	153
Depot recharge	9,000	9,000	9,000	9,500
Cleaning and Domestic Supplies	67	103	103	105
<b><u>Transport related expenditure</u></b>				
Direct Transport Costs	208	0	300	300
Transport recharges	118,577	124,470	120,050	127,910
Car allowances	659	400	400	200
<b><u>Supplies and services</u></b>				
Furniture and equipment	801	1,640	1,640	1,673
Clothes, uniform and laundry	824	1,538	1,800	1,693
General office expenses	254	267	267	272
Communications and computing	6,297	8,560	10,077	10,248
<b><u>Support services</u></b>				
Financial services	6,600	6,500	7,200	8,300
Information technology	4,500	5,700	6,200	6,900
Human resources	6,300	6,900	6,900	7,100
Office Accommodation	1,200	1,300	1,300	2,800
Customer services	0	0	400	400
Law and Governance	0	0	1,300	2,900
<b><u>Depreciation and impairment losses</u></b>				
Depreciation	96,535	107,723	96,535	96,535
<b>Gross expenditure</b>	<b>580,295</b>	<b>619,252</b>	<b>625,473</b>	<b>633,560</b>
<b><u>Income</u></b>				
<b><u>Grants and contributions</u></b>				
Surrey County Council partnership work	187,592	165,000	250,000	270,000
Surrey County Council grant support:				
- social services	26,052	26,050	26,050	26,050
- transport unit	31,930	31,930	28,737	28,737
- Surrey Heath Scheduling service	14,000	0	0	0
Vehicle private hire income				
Vehicle fuel rebate	11,062	6,000	10,000	10,000
Sales, fees and charges	48,187	140,063	71,200	74,200
Recharge to Services	4,500	4,500	10,900	9,900
<b>Gross income</b>	<b>323,323</b>	<b>373,543</b>	<b>396,887</b>	<b>418,887</b>
<b>Net expenditure</b>	<b>256,972</b>	<b>245,709</b>	<b>228,586</b>	<b>214,673</b>

## Runnymede community transport

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original budget	245,709	245,709
Direct employee expenses - changes in staffing levels due to the Surrey Heath contract	17,400	11,600
Transport recharges - Reduction in the cost of vehicle recharges	(4,400)	3,400
Communications and computing - additional computer licences	1,500	1,700
Support Services - Changes to recharge allocation	1,200	3,200
Depreciation - variation of recharge	(11,200)	(11,200)
Contributions - increased contribution towards supplying transport	(10,000)	(10,000)
Surrey County Council grant support - reduced by ten percent	3,200	3,200
Vehicle fuel rebate	(4,000)	(4,000)
Fees and charges - variation in income from the Surrey heath contract	65,880	65,880
Fees and charges - variation in income from other contract's	(75,000)	(95,000)
Other net changes	(1,703)	184
<b>2017/18 Probable outturn</b>	<b>228,586</b>	
<b>2018/19 Estimate</b>		<b>214,673</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Number of dial a ride journeys	7,409	9,100	9,000	9,500
Number of vehicles	14	14	14	14
Membership charge	Free	Free	Free	Free
Fares				
Dial a ride journey within one zone	£2.90	£2.90	£2.90	£2.90
Dial a ride journey to each subsequent zone	£2.10	£2.10	£2.10	£2.30
Day centre return fare	£3.30	£3.30	£3.30	£3.40



## Safer Runnymede

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses	768,545	702,300	659,300	677,200
Training and recruitment	867	3,700	2,900	3,800
<b><u>Premises related expenses</u></b>				
Utility costs	2,356	2,372	1,200	2,443
Rents, rates and insurance	2,892	2,903	2,886	2,994
Grounds maintenance	871	2,916	866	2,921
<b><u>Transport related expenditure</u></b>				
Travelling and subsistence	91	205	205	209
Car allowances	1,975	1,700	1,700	1,800
<b><u>Supplies and services</u></b>				
Equipment, furniture and materials	81,079	86,923	89,184	90,811
Catering expenses	44	256	100	100
Clothes, uniform and laundry	429	769	769	784
General office expenses	6,796	6,091	3,320	4,231
Communications and computing	121,766	116,368	76,434	79,041
Services and expenses	1,773	615	640	640
<b><u>Support services</u></b>				
Financial services	15,000	16,000	13,000	12,100
Information technology	23,400	22,200	22,500	23,600
Human Resources	9,800	11,100	11,100	9,000
Office accommodation	64,500	70,000	70,000	79,800
Customer Services	2,700	2,700	2,700	3,400
Law and Governance	7,000	6,200	10,100	11,800
Technical services	2,300	2,500	2,500	2,500
<b><u>Depreciation and impairment losses</u></b>				
Depreciation	136,215	94,497	137,768	137,768
<b>Gross expenditure</b>	<b>1,250,399</b>	<b>1,152,315</b>	<b>1,109,172</b>	<b>1,146,942</b>
<b><u>Income</u></b>				
Costs recovered from third parties (for services)	531,491	633,334	418,437	324,222
Sales fees and charges	995	1,012	1,012	1,012
Recharges to services	265,560	253,740	253,740	259,860
<b>Gross income</b>	<b>798,046</b>	<b>888,086</b>	<b>673,189</b>	<b>585,094</b>
<b>Net expenditure</b>	<b>452,353</b>	<b>264,229</b>	<b>435,983</b>	<b>561,848</b>

## Safer Runnymede

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	264,229	264,229
Direct employee expenses - changes in staffing levels carrying out this service	(43,000)	(25,100)
Premises related expenses - No tree cutting expected to be undertaken	(2,050)	
Utilities - Reduced electricity charge	(1,200)	
Equipment - increased rental cost of the mindme equipment offset by income below	2,700	2,700
General Office expenses - Digital media consumables only required every three years	(2,600)	(1,600)
Communications and computing - Reduced cost of cable rental and computer maintenance due to the cancellation of the Elmbridge contract	(46,300)	(44,800)
Communications and computing - increased cost of Community alarms	5,900	5,900
Support Services - Changes to recharge allocation	1,200	11,500
Depreciation - variation in capital spend profile and reduced depreciation	43,271	43,271
Costs recovered - Cancellation of Elmbridge and Epsom's contract	228,100	254,700
Costs recovered - variations in other contracts	2,000	2,000
Costs recovered - income from the GPS and Carecall program	(5,600)	(5,600)
Costs recovered - income from the Police Commissioner		60,000
Recharges - variations in recharges to other services	0	(6,100)
Other net changes	(1,029)	748
<b>2017/18 Probable outturn</b>	<b>445,621</b>	
<b>2018/19 Estimate</b>		<b>561,848</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Number of CCTV camera sites @ 1 April:				
Within Runnymede	260	260	275	275
Outside Runnymede	104	90	37	37
Incidents recorded	11,290	11,000	7,800	8,000
Telecare - calls received	33,349	55,000	55,000	55,000
Out of hours - messages taken	1,594	2,200	2,000	2,000

## Community safety partnership

### Estimate for the year ending 31 March 2019

	2016/17 Actual £	2017/18 Estimate £	2017/18 Probable £	2018/19 Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	41,900	43,600	43,600	45,500
Training and Recruitment	0	2,500	1,000	1,500
<u>Premises related expenses</u>				
Grounds maintenance	400	400	400	400
<u>Transport related expenditure</u>				
Travelling and subsistence	2	0	0	0
Car allowances	1,600	1,200	1,200	1,200
<u>Supplies and services</u>				
Grants and subscriptions	295	204	204	208
Miscellaneous expenses:				
- Joint Action Group (JAG)	441	2,900	5,233	2,900
- New Projects	11,905	0	3,000	0
<u>Support services</u>				
Financial services Recharge	1,000	1,000	1,000	1,000
Information Technology	400	400	400	400
Human Resources	500	500	500	500
Office Accommodation	3,700	3,700	3,700	3,700
Customer Services	200	200	200	400
<b>Gross expenditure</b>	<b>62,343</b>	<b>56,604</b>	<b>60,437</b>	<b>57,708</b>
<b><u>Income</u></b>				
Other grants and contributions	22,316	23,954	15,104	204
Contribution towards New Projects	11,503	0	0	0
<b>Gross income</b>	<b>33,819</b>	<b>23,954</b>	<b>15,104</b>	<b>204</b>
<b>Net expenditure</b>	<b>28,524</b>	<b>32,650</b>	<b>45,333</b>	<b>57,504</b>

## Community safety partnership

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	32,650	32,650
Direct employee expenses - changes in staffing levels carrying out this service		1,900
Training and recruitment - crime training no longer taking place	(1,500)	(1,000)
Supplies and Services - Joint action group planned underspend b/fwd	2,333	
New Projects - Budget virement relating to Police commissioner project	3,000	
Contributions - sundry depositor income no longer available	8,850	23,750
Other net changes	0	204
<b>2017/18 Probable outturn</b>	<b>45,333</b>	
<b>2018/19 Estimate</b>		<b>57,504</b>

## Grant aid

### Estimate for the year ending 31 March 2019

<b>Expenditure</b>	<b><u>2016/17</u></b> <b><u>Actual</u></b> <b>£</b>	<b><u>2017/18</u></b> <b><u>Estimate</u></b> <b>£</b>	<b><u>2017/18</u></b> <b><u>Probable</u></b> <b>£</b>	<b><u>2018/19</u></b> <b><u>Estimate</u></b> <b>£</b>
<b><u>Employees</u></b>				
Direct employee expenses	34,000	34,400	34,400	35,600
Training and Recruitment	404	1,500	1,500	1,500
<b><u>Transport related expenses</u></b>				
Car allowances	700	700	700	700
<b><u>Communications and Computing</u></b>				
Phone Allowances	0	0	0	0
<b><u>Supplies and services</u></b>				
<b><u>Corporate grants</u></b>				
General	500	700	700	700
Christmas Decorations	2,700	0	0	0
Runnymede Access Liaison group	1,500	1,500	1,500	1,500
Association for Improvement of Runnymede	6,000	0	0	0
<b><u>Community related grants</u></b>				
Age Concern Runnymede	75,100	0	0	0
Citizens Advice Bureau	94,946	124,915	124,915	124,915
Runnymede Association of Voluntary Services	31,000	31,000	31,000	31,000
Runnymede Mental Health Association	0	0	0	0
Surrey Community Action	2,000	2,000	2,000	2,000
Partnership Officer grants	5,878	4,400	4,400	4,400
Community First initiative	44,124	35,000	35,000	35,000
<b><u>Leisure grants</u></b>				
General provision	2,010	4,400	4,400	4,400
Grants for community events	2,750	3,000	2,750	3,000
Addlestone Community Assoc.	2,900	2,900	2,900	2,900
Runnymede Association of Arts	800	800	800	800
Runnymede Sports Council "Sport Runnymede"	1,600	0	0	0
Egham Museum Salary	20,000	10,000	10,000	0
<b><u>Property related grants</u></b>				
Rent abatement grants	60,486	72,008	72,008	67,218 (2)
<b><u>Support services</u></b>				
Financial services Recharge	3,600	3,900	3,900	3,900
Information technology	1,500	1,500	1,500	1,700
Human Resources	300	300	300	300
Office Accommodation	1,700	1,900	1,900	2,100
Customer Services	300	300	300	500
Law and Governance	8,300	7,900	8,000	8,800
Technical services	2,100	1,800	1,800	1,800
<b>Gross expenditure</b>	<b>407,198</b>	<b>346,823</b>	<b>346,673</b>	<b>334,733</b>
<b>Net expenditure</b>	<b>407,198</b>	<b>346,823</b>	<b>346,673</b>	<b>334,733</b>

## Grant aid

### Service description

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

### Budget variations

	<u>2017/18</u> <u>Probable</u>	<u>2018/19</u> <u>Estimate</u>
	£	£
2017/18 Original budget	346,823	346,823
Direct employee expenses - changes in staffing levels carrying out this service		1,200
<u>Leisure grants</u>		
Egham Museum - supplementary estimate was only for two years		(10,000)
<u>Property related grants</u>		
Cab - rent increase lower then expected		(5,050)
Recharges - variations in recharges to other services	100	1,500
Other net changes	(250)	260
<b>2017/18 Probable outturn</b>	<b>346,673</b>	
<b>2018/19 Estimate</b>		<b>334,733</b>

## Leisure centre management

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses:				
- Management and supervision	5,700	5,600	5,600	7,524
<b><u>Premises related expenses</u></b>				
Building maintenance	78,917	79,166	73,166	142,606
Rates and insurance	8,376	8,585	8,815	9,030
Grounds maintenance	189	200	200	200
<b><u>Supplies and services</u></b>				
Services and expenses:				
- Annual management fee	63,542	63,533	190,080	46,746
Services and expenses				
<b><u>Support services</u></b>				
Financial services	3,900	4,500	4,500	4,600
Law and Governance	1,400	1,400	1,400	1,400
Housing & Leisure management	500	300	300	300
Technical services	27,500	25,000	25,000	25,100
<b><u>Depreciation an impairment losses</u></b>				
Depreciation	304,623	299,976	304,623	304,623
<b>Gross expenditure</b>	<b>494,647</b>	<b>488,260</b>	<b>613,684</b>	<b>542,129</b>
<b><u>Income</u></b>				
Grants and contributions	1,578	0	0	0
<b>Gross Income</b>	<b>1,578</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net expenditure/(income)</b>	<b>493,069</b>	<b>488,260</b>	<b>613,684</b>	<b>542,129</b>

## Leisure Centre management

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original budget	488,260	488,260
Direct employee expenses - changes in staffing levels carrying out this service		1,900
Building maintenance - variation in strategic maintenance plan	(6,000)	63,440
Services and expenses - annual management fee additional payments made due to new lease	126,500	(16,800)
Support Services - Changes to recharge allocation		200
Depreciation - variation in capital spend profile and reduced depreciation	4,600	4,600
Other net changes	324	529
<b>2017/18 Probable outturn</b>	<b>613,684</b>	
<b>2018/19 Estimate</b>		<b>542,129</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Achieve Leisure Centre's				
Number of visits	305,696	310,000	309,000	310,000
Number of members at 31 March	2,871	3,000	2,884	3,000
Achieve Lifestyle website	www.achievelifestyle.co.uk			



## Leisure and sports development

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<u>Employees</u>				
Direct employee expenses	100,839	124,027	130,435	139,626
Training and recruitment	0	100	200	202
<u>Premises related expenses</u>				
Rent, rates and insurance	2,063	1,400	1,380	6,750
<u>Transport related expenditure</u>				
Travelling and subsistence	24	50	150	151
Car allowances	3,600	4,000	4,000	4,000
<u>Supplies and services</u>				
Equipment, furniture and materials	3,306	1,800	1,272	1,836
Clothes, uniform and laundry	1,133	1,500	1,526	1,530
General office expenses	12,036	11,060	12,529	14,327
Communications and computing	1,200	1,100	1,100	1,100
Grants and subscriptions	300	2,500	1,250	2,000
Public liability insurance	835	856	924	945
Miscellaneous expenses:				
- Costs relating to target ward project	2,225	0	0	0
<u>Support services</u>				
Financial services	5,900	6,200	5,700	5,800
Information technology	6,500	5,500	5,600	6,000
Human resources	1,300	1,300	1,300	2,300
Office accommodation	10,600	11,500	11,500	18,500
Customer services	1,300	1,300	1,300	2,700
Law and Governance	600	0	700	1,400
Housing and Leisure Management	400	300	300	300
<b>Gross expenditure</b>	<b>154,160</b>	<b>174,493</b>	<b>181,166</b>	<b>209,467</b>
<u>Income</u>				
Grants and contributions	7,392	1,000	7,330	13,180
Sales, fees and charges	36	1,000	0	0
<b>Gross Income</b>	<b>7,428</b>	<b>2,000</b>	<b>7,330</b>	<b>13,180</b>
<b>Net expenditure</b>	<b>146,732</b>	<b>172,493</b>	<b>173,836</b>	<b>196,287</b>

### Notes

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Net expenditure includes the following:</u></b>				
Arts development	7,800	7,900	7,900	12,300
Sports development	20,561	22,028	22,240	25,300
Surrey Youth Games	31,650	36,189	36,078	37,383

## Leisure and sports development

### Service description

<b>Budget Managers:</b>	Business Centre Manager - Head of Community Development - Mr C. Hunt
<b>Service function:</b>	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.
<b>Legal status:</b>	The Local Government (Miscellaneous Provisions) Act 1976.

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original budget	172,493	172,493
Direct employee expense - Variations in salary allocations due to over 50's activities	6,400	15,600
Premises related - Swimming sessions for the over 50's		5,500
General office - increased costs of printing and promotion expenses	800	2,600
General office - additional council membership fees previously coded elsewhere	1,000	1,000
Grants and Subscriptions - Fewer contributions made to clubs for Surrey youth games	(750)	(500)
Support Services - variations in support service allocations	300	10,900
Grants and contributions - additional income from over 50's sessions	(6,300)	(12,200)
Other net changes	(107)	894
<b>2017/18 Probable outturn</b>	<b>173,836</b>	
<b>2018/19 Estimate</b>		<b>196,287</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£	£	£
Surrey Youth Games registered for training	325	450	404	420

## Chertsey Museum service

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses	147,535	143,733	147,073	159,498
Training and recruitment	417	406	406	414
<b><u>Premises related expenses</u></b>				
Building maintenance	6,269	26,609	26,609	33,953
Energy and utility costs	4,716	5,810	4,810	4,976
Rent, rates and insurance	43,063	43,436	44,778	45,364
Cleaning and domestic supplies	1,120	1,300	1,300	1,310
Grounds maintenance	509	513	513	517
<b><u>Transport related expenditure</u></b>				
Travelling expenses	54	107	107	109
Car allowances	1,600	500	500	500
<b><u>Supplies and services</u></b>				
Equipment, furniture and materials	566	1,884	3,984	1,922
Catering expenses	106	107	107	109
General office expenses	6,691	7,170	7,170	7,313
Communication and computing	4,751	4,653	5,115	5,159
Service and expenses	1,031	1,147	1,047	1,060
Miscellaneous expenses:				
- Exhibits and exhibitions	14,143	13,013	13,013	13,192
- Museum projects	14,629	8,000	8,000	8,000
<b><u>Support services</u></b>				
Financial services	9,500	10,300	10,300	10,500
Information technology	7,300	7,400	7,400	8,500
Human resources	4,300	4,300	4,300	4,800
Customer services	1,300	1,300	1,300	2,500
Law and Governance	0	0	500	1,600
Housing and Leisure Management	5,900	5,700	5,700	5,900
Technical services	3,200	3,200	3,200	3,200
<b><u>Depreciation and impairment losses</u></b>				
Depreciation	1,669	1,367	1,668	1,668
<b>Gross expenditure</b>	<b>280,372</b>	<b>291,955</b>	<b>298,900</b>	<b>322,064</b>
<b><u>Income</u></b>				
Grants and contributions:				
- Olive Matthews Collection Trust	61,184	61,225	62,333	62,650
- Museum projects	14,641	8,000	8,000	8,000
- Other grants	2,013	2,115	2,964	2,164
- VAT repayment				
Sales, fees and charges	35,374	29,781	26,965	29,890
<b>Gross income</b>	<b>113,211</b>	<b>101,121</b>	<b>100,262</b>	<b>102,704</b>
<b>Net expenditure</b>	<b>167,160</b>	<b>190,834</b>	<b>198,638</b>	<b>219,360</b>

## Chertsey Museum service

### Service description

<b>Budget manager:</b>	Museum Curator - Ms E Warren Principal Building Services Manager - Mr. R Webb (Building maintenance Issues only)
<b>Service function:</b>	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.
<b>Legal status:</b>	Public Libraries and Museums Act 1964.

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original budget	190,834	190,834
Direct employee expenses - Changes in staffing levels carrying out service		6,765
Direct employee expenses - Supplementary estimate agreed	3,325	9,000
Building maintenance - variation in strategic maintenance plan		7,300
Premises - Saving on energy costs for Gas	(1,000)	(800)
Rent, Rates and Insurance - Increased cost of rates	1,300	1,900
Support Services - Variations in support service allocations	500	4,800
Sales, fees and charges - reduction in income from childrens activities	2,800	
Other net changes	879	(439)
<b>2017/18 Probable outturn</b>	<b>198,638</b>	
<b>2018/19 Estimate</b>		<b>219,360</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
Number of visitors	7,639	5,000	7,000	7,000
Number of talks in the Museum (Ave. of 30 people)	90	90	90	90
Number of outside talks (Ave. of 30 people)	289	270	250	250
Number of school loans (Ave. of 30 children)	3,960	15,000	3,500	3,500

## Allotments

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	11,900	12,204	12,204	23,000
Training & Recruitment			1,900	300
<u>Premises related expenses</u>				
Building maintenance	552	1,805	1,805	1,851
Energy and utility costs	1,772	2,073	2,223	2,279
Rents, rates and insurance	32	27	27	33
Grounds maintenance	9,621	10,558	10,199	10,425
<u>Transport related expenditure</u>				
Use of vehicles	1,653	1,540	1,150	1,290
Car Allowances	600	600	600	600
<u>Supplies and services</u>				
Communications and computing	523	539	539	555
<u>Support services</u>				
Financial services	6,300	6,500	6,500	6,600
Information technology	1,600	1,700	1,700	1,800
Customer services	21,900	21,900	21,900	800
Law and Governance	1,100	1,400	1,400	1,400
Housing and Leisure Management	4,400	3,500	3,500	6,800
Technical services	3,400	3,500	3,500	3,500
<u>Depreciation and impairment losses</u>				
Depreciation	171	0	171	171
<b>Gross expenditure</b>	<b>65,524</b>	<b>67,846</b>	<b>69,318</b>	<b>61,404</b>
<b><u>Income</u></b>				
<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	22,115	22,128	22,328	22,571
- Rent from self management schemes	2,587	2,639	2,639	2,639
<u>Sales Fees and Charges</u>				
Admin Fees	301	302	302	308
<b>Gross Income</b>	<b>32,079</b>	<b>32,069</b>	<b>32,269</b>	<b>32,518</b>
<b>Net expenditure</b>	<b>33,445</b>	<b>35,777</b>	<b>37,049</b>	<b>28,886</b>

## Allotments

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original budget	35,777	35,777
Direct employee expenses - Changes in staffing levels carrying out service		10,800
Training and recruitment - additional cost of training	1,900	300
Premises related - tipping charge budget removed	(360)	(360)
Transport related - variation in council recharge	(390)	250
Support services - variations in other service allocations		(17,600)
Other net changes	122	(281)
<b>2017/18 Probable outturn</b>	<b>37,049</b>	
<b>2018/19 Estimate</b>		<b>28,886</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Number of allotment sites:				
Number of Council managed sites	9	9	9	9
Number of self managed sites	3	3	3	3
Number of Council managed plots				
Total available plots	374	372	374	374
Total actually let	361	360	361	360

## Community Halls

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses	161,015	162,507	153,351	149,700
Training and recruitment	146	826	826	842
<b><u>Premises related expenses</u></b>				
Building maintenance	26,591	22,742	22,742	73,229
Energy and utility costs	22,399	23,614	22,150	23,515
Rent, rates and insurance	24,372	24,980	23,395	24,304
Cleaning and domestic supplies	8,441	9,906	9,630	10,227
Grounds maintenance	2,845	3,079	2,986	3,099
<b><u>Transport related expenditure</u></b>				
Travelling and subsistence	2,800	2,700	2,700	2,700
<b><u>Supplies and services</u></b>				
Equipment, furniture and materials	1,221	4,910	4,110	4,953
Clothes, uniform and laundry	225	671	510	684
General office expenses	866	980	909	1,041
Communications and computing	2,975	3,773	3,606	3,665
Services and expenses	1,165	2,336	1,160	1,595
<b><u>Support services</u></b>				
Financial services	24,100	25,400	25,400	26,100
Information technology	11,700	12,900	12,900	13,000
Human resources	2,600	2,600	2,600	2,700
Office accommodation	3,500	3,800	3,800	4,500
Customer services	33,300	33,300	33,300	42,400
Law and Governance	1,700	0	300	900
Housing and Leisure Management	9,140	9,540	9,540	9,260
Technical services	16,300	14,200	14,200	14,200
<b><u>Depreciation and impairment Losses</u></b>				
Depreciation	95,081	69,225	95,081	95,081
<b>Gross expenditure</b>	<b>452,482</b>	<b>433,989</b>	<b>445,196</b>	<b>507,695</b>
<b><u>Income</u></b>				
Sales, fees and charges	146,160	145,208	138,285	138,307
Rents and leases	18,625	18,674	18,625	18,625
<b>Gross income</b>	<b>164,785</b>	<b>163,882</b>	<b>156,910</b>	<b>156,932</b>
<b>Net expenditure</b>	<b>287,697</b>	<b>270,107</b>	<b>288,286</b>	<b>350,763</b>

### Notes

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Net direct expenditure of halls</u></b>				
Chertsey Hall	25,698	34,474	30,650	53,689
The Hythe Centre	19,985	16,158	22,227	10,446
Thorpe Village Hall	1,391	3,062	3,063	32,470

## Community Halls

### Service description

<b>Budget manager:</b>	Community Halls Manager - Mrs. S Chambers
<b>Service function:</b>	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
<b>Legal status:</b>	Local Government (Miscellaneous Provisions) Act 1976.

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original budget	270,107	270,107
Direct employee expenses - staffing levels reduced at the Hythe centre	(9,200)	(13,800)
Direct employee expenses - variation in staffing costs at Chertsey Hall		1,000
Building maintenance - variation in strategic maintenance plan		50,500
Variations in other premises related costs	(3,400)	(400)
Variations in other supplies and services related costs	(2,400)	(700)
Support Services - variations in support service allocations	300	11,300
Depreciation - variations in the capital programme and property valuations	25,900	25,900
Income - variations in anticipated income levels at the Hythe centre	8,900	8,900
Income - variations in anticipated income levels at Chertsey hall	(1,930)	(1,930)
Other net changes	9	(114)
<b>2017/18 Probable outturn</b>	<b>288,286</b>	
<b>2018/19 Estimate</b>		<b>350,763</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Number of bookings				
Chertsey	1,053	1,030	800	1,010
Hythe	1,045	1,052	910	1,010



## Parks and open spaces

### Estimate for the year ending 31 March 2019

<u>Expenditure</u>	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<u>Employees</u>				
Direct employee expenses	630,179	596,964	635,064	678,231
Training and recruitment	2,596	7,205	7,105	5,109
<u>Premises related exp</u>				
Building maintenance	95,363	111,463	118,913	96,267
Energy and utility costs	29,086	31,980	32,578	32,755
Rent, rates and insurance	24,043	24,477	24,147	24,581
Cleaning and domestic supplies	15,288	13,777	13,741	14,925
Grounds maintenance	488,545	464,082	481,537	473,446
<u>Transport related expenditure</u>				
Use of vehicles	16,807	16,380	15,440	16,470
Travelling expenses	41	107	207	109
Car allowances	13,400	12,300	12,300	12,300
<u>Supplies and services</u>				
Equipment, furniture and materials	60,917	59,456	59,945	60,637
Clothes, uniform and laundry	1,373	2,150	2,150	2,191
General office expenses	2,230	2,857	2,946	3,002
Communications and computing	3,155	2,853	2,653	2,705
Services and expenses	1,652	2,227	67,924	12,136
Grants and subscriptions (Basingstoke Canal contribution)	8,000	8,000	8,000	8,000
Miscellaneous expenses:				
-Public liability insurance	16,230	16,443	17,751	18,162
-Shows, fairs, band concerts etc	800	3,900	800	800
<u>Support services</u>				
Financial services	29,700	32,200	29,900	31,600
Information technology	8,200	8,500	8,500	9,300
Human resources	8,600	8,600	8,600	9,800
Office accommodation	21,600	19,900	19,900	26,900
Customer services	28,400	28,400	28,400	12,400
Law and Governance	9,100	7,400	14,800	11,000
Corporate Services	0	0	3,000	0
Housing and Leisure Management	26,800	26,600	26,600	27,040
Technical services	20,000	21,800	21,800	21,900
<u>Depreciation and impairment losses</u>				
Depreciation	179,744	178,781	178,781	178,781
<b>Gross expenditure</b>	<b>1,741,849</b>	<b>1,708,802</b>	<b>1,843,482</b>	<b>1,790,547</b>
<u>Income</u>				
Grants and contributions	48,806	10,200	41,155	14,200
Sales, fees and charges	38,900	51,567	53,965	54,129
Rents and leases	117,008	102,652	104,622	101,480
Other income and recharges:				
- Parks management recharge to services	85,400	88,300	95,300	109,600
- Investments / commuted payments	21,907	29,592	30,172	29,822
<b>Gross income</b>	<b>312,021</b>	<b>282,311</b>	<b>325,214</b>	<b>309,231</b>
<b>Net expenditure</b>	<b>1,429,828</b>	<b>1,426,491</b>	<b>1,518,268</b>	<b>1,481,316</b>

## Parks and open spaces

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original budget	1,426,491	1,426,491
Direct employee expenses - changes in staffing levels to manage the service	38,100	81,300
Training and Recruitment - Additional training required	(100)	(2,100)
Building maintenance - variation in strategic maintenance plan		(15,200)
Building maintenance - planned underspend b/fwd	7,500	
Energy and utilities - expected variation in costs	600	800
Cleaning and domestic - variation in the cost of refuse collection and Hygiene services	100	1,300
Grounds maintenance - variation of work undertaken by the general maintenance contrac	(13,600)	9,400
Grounds maintenance - variations in expenditure offset by contributions below	25,555	
Grounds maintenance - additional work undertaken at chertsey meads	4,800	(1,000)
Supplies and services - Expected cost of travellers incursions	65,100	10,000
Miscellaneous expenses - theatre events no longer taking place	(3,100)	(3,100)
Miscellaneous expenses - increased cost of public liability insurance	1,300	1,700
Support services - variations in service allocations	8,100	(3,500)
Grants and contributions - additional contributions (see grounds maintenance costs)	(25,555)	
Grants and contributions - additional contributions offset by costs above	(5,400)	(4,000)
Sales, Fees and charges - theatre events no longer taking place	3,100	3,100
Sales, Fees and charges - variation in income received	(5,517)	(5,607)
Rent - Variation in the rental income received	(2,000)	1,200
Recharge to other services - Increased recharge to other services	(7,000)	(21,300)
Other net changes	(206)	1,832
<b>2017/18 Probable outturn</b>	<b>1,518,268</b>	
<b>2018/19 Estimate</b>		<b>1,481,316</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Area of land managed by this service (hectares)	339	339	339	339
Net cost per hectare	£ 4,218	£ 4,208	£ 4,479	£ 4,370
Number of play equipped areas (Incl. housing)	42	42	45	45
Number of games pitches	38	38	38	38

## Cemeteries and closed churchyards

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses	111,394	109,619	81,003	129,112
Training and recruitment	260	600	550	600
<b><u>Premises related expenses</u></b>				
Building maintenance	13,455	22,964	22,964	21,582
Energy and utility costs	3,974	4,672	5,866	4,788
Rent, rates and insurance	6,204	6,348	6,600	6,873
Grounds maintenance	73,573	70,683	81,996	72,505
<b><u>Transport related expenditure</u></b>				
Use of vehicles	13,006	14,970	13,660	14,060
Travelling and subsistence	2,100	2,300	2,300	2,300
<b><u>Supplies and services</u></b>				
Equipment, furniture and materials	1,754	5,097	1,378	5,107
General office expenses	9	0	0	0
Communications and computing	1,914	2,010	2,355	2,066
<b><u>Support services</u></b>				
Financial services	9,300	9,900	9,900	10,600
Information technology	4,000	4,300	4,300	5,500
Human resources	1,700	1,700	1,700	2,100
Office accommodation	3,500	3,900	3,900	8,700
Customer services	10,000	10,000	10,000	800
Law and Governance	0	0	200	700
Housing and Leisure Management	5,200	4,000	4,000	4,900
Technical services	6,100	6,200	6,200	6,200
<b><u>Depreciation and impairment losses</u></b>				
Depreciation	8,087	8,086	8,086	8,086
<b>Gross expenditure</b>	<b>275,530</b>	<b>287,349</b>	<b>266,958</b>	<b>306,579</b>
<b><u>Income</u></b>				
Sales, fees and charges	326,853	209,380	211,496	218,182
Rent and leases	471	620	632	648
Other income	16	104	104	106
<b>Gross income</b>	<b>327,339</b>	<b>210,104</b>	<b>212,232</b>	<b>218,936</b>
<b>Net expenditure</b>	<b>(51,809)</b>	<b>77,245</b>	<b>54,726</b>	<b>87,643</b>

### Notes

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Net direct expenditure includes:</u></b>				
Cemeteries	(67,962)	56,649	34,768	64,643
Closed churchyards	16,153	20,596	19,958	23,000

## Cemeteries and closed churchyards

### Service description

<b>Budget manager:</b>	Community Services Manager - Green Space - Mr. P Winfield Principal Building Services Manager - Mr. R Webb (Building maintenance Issues Only)
<b>Service function:</b>	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.
<b>Legal status:</b>	Local Government Act 1972; Local Authorities Cemeteries Order 1977 and The Open Spaces Act 1906.

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original budget	77,245	77,245
Direct employee expenses - changes in staffing levels to manage the service	(28,600)	19,500
Building maintenance - variation in strategic maintenance plan		(1,400)
Utilities - increased charges at the cemeteries	1,200	
Grounds maintenance - variation in the cost of work undertaken at the cemeteries	11,300	1,800
Transport related - Reduction in vehicle recharges	(1,300)	(900)
Supplies and services - variation in cost of tools and plant	(3,700)	
Support services - variations in other service allocations	200	(500)
Sales - Income expected to be higher than originally anticipated	(2,100)	(8,800)
Other net changes	481	698
<b>2017/18 Probable outturn</b>	<b>54,726</b>	
<b>2018/19 Estimate</b>		<b>87,643</b>

### Service statistics

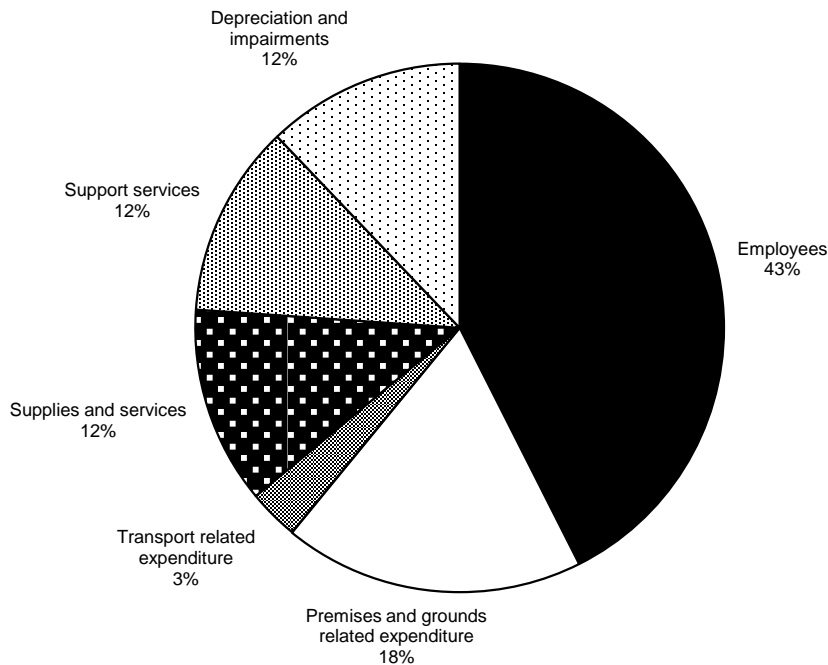
	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
<u>Cemeteries</u>				
Approximate area of cemeteries (hectares)	14	14	14	14
Number of cemeteries	4	4	4	4
Number of interments	153	135	150	150
Number of new graves excavated	73	74	70	70
<u>Closed churchyards managed by Runnymede</u>				
St John the Baptist Church, Egham			St Paul's Parish Church, Addlestone	
St Mary's Parish Church, Thorpe			Christ Church, Virginia Water	
St Peter's Shared Church, Chertsey				

## Community Services Committee

### Subjective analysis

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	3,117,863	3,128,398	3,135,843	3,362,881
Premises and grounds related expenditure	1,171,916	1,218,889	1,273,640	1,452,515
Transport related expenditure	235,961	238,792	231,652	243,903
Supplies and services	1,111,737	1,073,267	1,205,901	954,913
Support services	912,800	922,100	936,200	930,660
Depreciation and impairments	959,275	837,011	958,310	958,310
<b>Gross expenditure</b>	<b><u>7,509,552</u></b>	<b><u>7,418,457</u></b>	<b><u>7,741,546</u></b>	<b><u>7,903,182</u></b>
<b><u>Income</u></b>				
Grants, donations and sponsorship	710,000	457,874	603,946	513,885
Sales, fees and charges	1,571,685	1,615,698	1,415,662	1,343,406
Rents and leases	453,991	446,336	420,206	419,882
Recharges to other services	458,580	436,940	450,340	492,960
Other income	21,923	29,696	30,276	29,928
<b>Gross income</b>	<b><u>3,216,179</u></b>	<b><u>2,986,544</u></b>	<b><u>2,920,430</u></b>	<b><u>2,800,061</u></b>
<b>Net expenditure</b>	<b><u>4,293,373</u></b>	<b><u>4,431,913</u></b>	<b><u>4,821,116</u></b>	<b><u>5,103,121</u></b>

### Expenditure Analysis 2018/2019



## Environment and Sustainability Committee

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Summary</b>				
Environmental and regulatory services				
General pollution control	240,352	289,586	270,675	288,243
Local air pollution	32,683	34,160	35,556	36,200
Occupational health, safety and welfare	93,171	92,600	92,830	88,970
Food safety and hygiene	141,432	150,118	140,317	173,449
Pest control and dog warden service	21,947	21,300	24,665	27,200
Recycling and environmental initiatives	877,965	1,314,551	1,067,702	1,005,410
Green waste collection	(147,897)	(174,942)	(143,681)	(76,583)
Refuse collection - domestic	758,966	855,780	863,190	869,751
Refuse collection - trade waste	(104,503)	(98,913)	(86,873)	(73,855)
Street cleansing	681,627	744,633	727,106	780,713
Public conveniences	19,789	16,523	13,493	17,577
Flood mitigation	243,548	296,223	301,532	296,824
Energy management	50,251	50,327	57,649	66,480
Highways and transport services				
Car parks	(341,659)	(300,711)	(365,449)	(355,809)
On street car parking enforcement	(4,436)	(1,838)	22,813	(1,032)
Runnymede travel initiative	240,779	35,300	103,370	86,525
Environmental maintenance - RBC	43,686	50,053	46,943	48,654
Environmental maintenance - SCC Agency	(17,325)	(16,155)	(13,020)	43,508
Borough highways functions	50,724	59,247	59,187	59,978
Markets and street trading	10,300	10,805	10,805	10,305
Engineering services	(34)	140	(480)	(10)
Environmental Administration	(674)	0	(968)	0
<b>Net expenditure</b>	<b>2,890,692</b>	<b>3,428,787</b>	<b>3,227,362</b>	<b>3,392,498</b>

## Pollution control

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	167,700	194,300	186,300	183,000
Training and recruitment	1,344	1,860	2,055	2,087
Premises related expenses				
Grounds maintenance	-	-	500	500
Transport related expenditure				
Travelling and subsistence	63	150	100	125
Car allowances	7,200	7,800	7,800	7,200
Supplies and services				
Equipment, furniture and materials	886	2,640	3,791	2,640
General office expenses	799	812	830	830
Communication and computing	2,959	3,280	3,460	3,390
Services and expenses:				
- Contaminated land	125	11,375	3,625	20,125
- Other expenses	4,680	3,350	2,270	3,370
Support services				
Financial services	6,400	6,500	6,500	6,800
Information technology	7,000	7,700	7,700	8,400
Human resources	2,000	2,300	2,300	2,300
Office accommodation	13,300	15,900	15,900	19,300
Customer services	7,800	7,800	7,800	9,800
Law and governance	4,900	6,500	6,800	3,000
Technical services	6,816	8,069	8,069	6,776
Community services	9,300	9,500	9,500	9,600
<b>Gross expenditure</b>	<b>243,272</b>	<b>289,836</b>	<b>275,300</b>	<b>289,243</b>
<b>Income</b>				
Other grants and contributions	-	-	3,160	0
Sales, fees and charges	2,920	250	1,465	1,000
<b>Gross income</b>	<b>2,920</b>	<b>250</b>	<b>4,625</b>	<b>1,000</b>
<b>Net expenditure</b>	<b>240,352</b>	<b>289,586</b>	<b>270,675</b>	<b>288,243</b>

### Notes

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Net expenditure includes:</b>				
General pollution control	212,912	230,029	219,315	216,958
Contaminated land	27,440	59,557	51,360	71,285
	<u>240,352</u>	<u>289,586</u>	<u>270,675</u>	<u>288,243</u>

## Pollution control

### Service description

<b>Budget manager:</b>	Environmental Health and Licensing Manager - Mr P. Burke
<b>Service function:</b>	Monitoring of pollution levels; responding to complaints; service of notices; emergency response.
<b>Legal status:</b>	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
<b>Policy objectives:</b>	Effective control of environmental and noise pollution to meet duties and standards laid down in statute. Long term monitoring of air quality, air quality assessments. To complete contaminated land assessments.

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	289,586	289,586
Salaries - virement to street cleansing (litter and dog fouling)	(8,000)	(1,600)
Salaries - changes in time allocations		(9,700)
Training and recruitment - increase in professional subscriptions	200	200
Grounds maintenance - new provision for removal of seized vehicles	500	500
Car allowances - change in recharge		(600)
Equipment, furniture and materials - budget not required in 2017/18	(2,000)	
Equipment, furniture and materials - budget financed from contributions	3,200	
Contaminated Land - planned underspend in 2017/18 only	3,500	
Contaminated Land - professional fees annual provision moved to 2018/19	(10,000)	10,000
Contaminated Land - fees provision - moved to Local air pollution	(1,300)	(1,300)
Services and expenses - other - legal fees budget - virement to Food safety	(1,000)	
Support services - variations in recharges	300	1,700
Other grants and contributions - variation in income	(3,200)	
Sales, fees and charges - variations in income	(1,200)	(800)
Other net changes	89	257
<b>2017/18 Probable outturn</b>	<b>270,675</b>	
<b>2018/19 Estimate</b>		<b>288,243</b>



## Pollution control

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
<b><u>Pollution control</u></b>				
Complaints/requests requiring a response	240	200	220	220
Statutory notices served	3	10	10	10
Notices complied with	3	20	10	10
Notices complied in default	1	0	1	0
Summonses served/simple cautions given	0	0	0	0
<b><u>Noise control</u></b>				
Complaints/requests requiring a response	404	300	450	450
Statutory notices served	25	10	10	10
Notices complied with	25	10	10	10
Notices complied in default	0	0	0	0
Summonses served/formal cautions given	0	0	0	0
<b><u>Contaminated land</u></b>				
Sites determined	0	0	0	0
Remediation agreements	0	0	0	0
Remediation notices served	0	0	0	0
Contaminated land enquiries (chargeable)	7	10	20	20
Contaminated land enquiries general	290	250	300	300
Desk studies	0	2	2	2
Phase 1 intrusive	0	1	1	1

## Local air pollution

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	28,700	30,300	30,300	30,100
Transport related expenditure				
Car allowances	900	1,100	1,110	1,110
Supplies and services				
Services and expenses	1,367	120	1,420	1,420
Support services				
Financial services	3,600	3,700	3,700	3,900
Information technology	1,700	1,800	1,800	1,900
Human resources	200	400	400	400
Office accommodation	1,200	1,300	1,300	2,600
Customer services	200	200	200	200
Law and governance	-	-	100	100
Technical services	2,230	2,640	2,640	2,170
<b>Gross expenditure</b>	<b>40,097</b>	<b>41,560</b>	<b>42,970</b>	<b>43,900</b>
<b>Income</b>				
Sales, fees, charges (air pollution authorisation)	7,414	7,400	7,414	7,700
<b>Gross income</b>	<b>7,414</b>	<b>7,400</b>	<b>7,414</b>	<b>7,700</b>
<b>Net expenditure</b>	<b>32,683</b>	<b>34,160</b>	<b>35,556</b>	<b>36,200</b>

## Local air pollution

### Service description

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

### Budget variations

	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
	£	£
2017/18 Original estimate	34,160	34,160
Salaries - changes in time allocations		(200)
Services and expenses - fees provision - moved from Pollution control	1,300	1,300
Support services - variations in recharges	100	1,200
Sales, fees and charges - variations in income		(300)
Other net changes	(4)	40
<b>2017/18 Probable outturn</b>	<b>35,556</b>	
<b>2018/19 Estimate</b>		<b>36,200</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Number of authorised processes	33	33	33	33

## Occupational health, safety and welfare

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	60,300	57,000	57,000	51,900
Training and recruitment	-	400	400	400
Transport related expenditure				
Travelling and subsistence	39	50	50	50
Car allowances	3,600	3,100	3,100	2,800
Supplies and services				
Equipment, furniture and materials	43	150	150	100
General office expenses	5,797	8,240	8,500	8,700
Communication and computing	122	100	150	150
Services and expenses	-	500	0	0
Support services				
Financial services	3,600	3,800	3,800	3,800
Information technology	5,400	5,800	5,800	6,000
Human resources	900	700	700	700
Office accommodation	6,000	5,100	5,100	5,900
Customer services	3,100	3,100	3,100	4,000
Law and governance	-	-	100	300
Technical services	4,270	5,060	5,060	4,170
<b>Gross expenditure</b>	<b>93,171</b>	<b>93,100</b>	<b>93,010</b>	<b>88,970</b>
<b>Income</b>				
Sales, fees and charges	-	500	0	0
Sales, fees and charges (penalty charge notices)	-	-	180	0
<b>Gross income</b>	<b>0</b>	<b>500</b>	<b>180</b>	<b>0</b>
<b>Net expenditure</b>	<b>93,171</b>	<b>92,600</b>	<b>92,830</b>	<b>88,970</b>

## Occupational health, safety and welfare

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	92,600	92,600
Salaries - changes in time allocations		(5,100)
Car allowances - change in recharge		(300)
General office expenses - increase in allocation of subscription fees	300	500
Services and expenses - sampling fees provision removed	(500)	(500)
Support services - variations in recharges	100	1,300
Sales, fees and charges - variation in income	300	500
Other net changes	30	(30)
<b>2017/18 Probable outturn</b>	<b>92,830</b>	
<b>2018/19 Estimate</b>		<b>88,970</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
<b>Number of:</b>				
Premises subject to Borough control under the Health and Safety Act	1,689	1,680	1,700	1,700
Accident notifications reportable under RIDDOR	42	30	35	35
Complaints/requests requiring a response	20	25	20	20
Inspections carried out	26	10	16	16
Written warnings	9	5	5	5
Improvement notices served	3	0	1	1
Prohibition notices served	1	0	0	0
Summonses served/formal cautions given	0	0	0	0

## Food safety and hygiene

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	95,600	102,400	102,400	121,200
Training and recruitment	1,873	2,428	2,467	2,499
Transport related expenditure				
Travelling and subsistence	82	100	100	100
Car allowances	5,900	4,700	4,700	5,300
Supplies and services				
Equipment, furniture and materials	355	600	550	600
General office expenses	1,266	350	350	350
Communication and computing	1,686	1,580	1,630	1,630
Services and expenses	-	200	5,931	200
Miscellaneous expenses	-	-	1,500	1,500
Support services				
Financial services	4,100	4,400	4,400	4,600
Information technology	6,100	6,700	6,700	6,900
Human resources	1,000	1,000	1,000	1,000
Office accommodation	6,700	7,300	7,300	8,300
Customer services	8,300	8,300	8,300	10,500
Law and governance	3,700	4,600	4,700	5,700
Technical services	4,770	5,460	5,460	4,570
<b>Gross expenditure</b>	<b>141,432</b>	<b>150,118</b>	<b>157,488</b>	<b>174,949</b>
<b>Income</b>				
Other grants and contributions (costs recovered)	-	-	1,500	1,500
Other grants and contributions (legal costs)	-	-	15,671	0
<b>Gross income</b>	<b>0</b>	<b>0</b>	<b>17,171</b>	<b>1,500</b>
<b>Net expenditure</b>	<b>141,432</b>	<b>150,118</b>	<b>140,317</b>	<b>173,449</b>

## Food safety and hygiene

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	150,118	150,118
Salaries - changes in time allocations		18,800
Car allowances - change in recharge		600
Services and expenses - barristers fees - virement from Pollution control	1,000	
Services and expenses - additional cost of barristers fees	4,900	
Miscellaneous expenses - food hygiene initiatives - financed by costs recovered	1,500	1,500
Support services - variations in recharges	100	3,800
Other grants and contributions - costs recovered	(1,500)	(1,500)
Other grants and contributions - legal costs recovered	(15,700)	
Other net changes	(101)	131
<b>2017/18 Probable outturn</b>	<b>140,317</b>	
<b>2018/19 Estimate</b>		<b>173,449</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
<b>Number of:</b>				
Food premises in Borough	744	750	750	750
Complaints/requests requiring a response	169	200	200	200
Premises and stalls inspected	439	400	400	350
Written warnings	70	50	50	50
Improvement notices served	5	0	2	2
Prohibition notices served	0	0	0	0
Summonses served/simple cautions given	3	3	2	2

## Pest control and dog warden service

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	4,400	4,500	4,500	6,100
Transport related expenditure				
Car allowances	300	200	200	300
Supplies and services				
General office expenses	99	0	0	0
Communications and computing	300	300	300	300
Services and expenses:				
- Rodent treatment	-	-	200	0
- Stray dogs, kennelling and vets fees etc.	7,835	8,700	8,700	8,700
- Stray dogs administration	3,556	0	0	0
- Stray dogs kennel provision	-	-	3,600	3,600
Support services				
Financial services	4,900	4,700	4,700	4,900
Information technology	200	300	300	400
Human resources	100	100	100	100
Office accommodation	600	800	800	800
Customer services	1,200	2,000	2,000	2,200
Law and governance	-	400	400	500
<b>Gross expenditure</b>	<b><u>23,490</u></b>	<b><u>22,000</u></b>	<b><u>25,800</u></b>	<b><u>27,900</u></b>
<b>Income</b>				
Sales, fees and charges(dog control charges)	1,503	700	935	700
Sales, fees and charges(pest control charges)	40	0	200	0
<b>Gross income</b>	<b><u>1,543</u></b>	<b><u>700</u></b>	<b><u>1,135</u></b>	<b><u>700</u></b>
<b>Net expenditure</b>	<b><u>21,947</u></b>	<b><u>21,300</u></b>	<b><u>24,665</u></b>	<b><u>27,200</u></b>



## Pest control and dog warden service

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	21,300	21,300
Salaries - changes in time allocations		1,600
Car allowances - change in recharge		100
Rodent treatment - cost to be recovered	200	
Stray dogs - provision for kennel space - financed by Food safety legal costs reco	3,600	3,600
Support services - variations in recharges		600
Sales, fees and charges - variation in income	(400)	
Other net changes	(35)	
<b>2017/18 Probable outturn</b>	<b>24,665</b>	
<b>2018/19 Estimate</b>		<b>27,200</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
<u>Pest control</u>				
Number of premises treated for insects	327	150	250	250
Number of premises treated for rodents	188	150	150	150
<u>Stray dogs</u>				
Number of stray dogs collected	52	80	60	60

## Recycling and environmental issues

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	632,125	652,500	632,500	658,700
Training and recruitment	1,854	730	1,211	1,210
 Premises related expenses				
Rent of sites for recycling banks	3,300	0	0	0
Depot recharge	32,300	32,300	32,300	34,300
Cleaning of "bring" sites	18,800	0	0	0
Grounds maintenance	-	3,600	3,600	3,700
 Transport related expenditure				
Transport recharges	252,488	308,980	273,270	284,140
Transport insurance	1,145	1,200	1,190	1,220
Travelling and subsistence	-	50	50	50
Car allowances	400	600	600	600
 Supplies and services				
Equipment, furniture including bins	57,501	40,000	30,000	30,000
Protective clothing	4,244	4,600	4,600	4,600
General office expenses	3,067	1,700	1,700	1,700
Communications and computing	5,738	11,580	13,041	12,600
Services and expenses:				
- Waste disposal costs	18,103	374,000	0	0
- Collection costs of "bring" sites	6,055	0	0	0
- Payment to Surrey County Council	-	-	60,701	0
Recycling initiatives	43,512	20,000	20,000	20,000
Electrical waste project	1,010	0	0	0
Miscellaneous expenses	7,879	8,273	8,718	8,936
 Support services				
Financial services	14,700	14,900	14,900	15,100
Information technology	3,400	3,400	3,400	3,700
Human resources	10,300	12,100	12,100	12,100
Customer services	15,100	15,100	15,100	19,200
Law and governance	3,400	3,900	3,900	3,200
Technical services	1,300	1,000	1,000	1,000
 Depreciation and impairment losses				
Depreciation	148,704	153,283	145,254	145,254
<b>Gross expenditure</b>	<b>1,286,425</b>	<b>1,663,796</b>	<b>1,279,135</b>	<b>1,261,310</b>
<b>Income</b>				
Grants and contributions - food waste	48,833	31,993	48,833	0
Grants and contributions - electrical waste project	1,010	0	0	0
Grants and contributions - recycling initiatives	24,058	0	0	0
Sales, fees and charges	77,561	26,100	23,700	23,900
Recycling credits (net)	256,998	291,152	138,900	0
Recycling scheme - Surrey County Council	-	-	-	232,000
<b>Gross income</b>	<b>408,460</b>	<b>349,245</b>	<b>211,433</b>	<b>255,900</b>
<b>Net expenditure</b>	<b>877,965</b>	<b>1,314,551</b>	<b>1,067,702</b>	<b>1,005,410</b>

## Recycling and environmental issues

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	1,314,551	1,314,551
Direct employee expenses - savings achieved in current year	(20,000)	
Direct employee expenses - change in time allocations		2,500
Direct employee expenses - increased wages and employers costs		19,800
Direct employee expenses - temporary post-supplementary est. CMC July 2016		(16,100)
Depot recharge - change in recharge		2,000
Vehicles - variations in the running costs of vehicles	(35,700)	(24,800)
Equipment, furniture - reduced provision for purchase of bins	(10,000)	(10,000)
Communication and computing - computer maintenance ceased	(600)	(1,100)
Comms and computing - in cab technology - change in recharge	1,900	2,000
Services and expenses - waste disposal costs - new contract	(374,000)	(374,000)
Services and expenses - Surrey County Council - interim arrangement	60,700	
Miscellaneous expenses - public liability insurance increased	400	700
Support services - customer services - increased		4,100
Support services - other variations in recharges		(200)
Depreciation charge - change to allocation	(8,000)	(8,000)
Grants and contributions - food waste - end of previous contract	(16,800)	32,000
Sales, fees and charges - variation in income	2,400	2,200
Recycling credits - end of previous contract	152,300	291,200
Recycling scheme - new contract		(232,000)
Other net changes	551	559
<b>2017/18 Probable outturn</b>	<b>1,067,702</b>	
<b>2018/19 Estimate</b>		<b>1,005,410</b>

## Recycling and environmental issues

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Estimated proportion of household waste recycled	45.4%	45%	46%	47%

### Tonnage collected

From Kerbside collection scheme:

Mixed recyclables	6,995	7,200	7,300	7,500
Food waste	2,338	2,300	2,500	2,700

<b>Total tonnage collected</b>	<b>9,332</b>	<b>9,500</b>	<b>9,800</b>	<b>10,200</b>
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## Green waste collection

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	150,614	145,500	145,500	151,100
Training and recruitment	307	150	210	210
Premises related expenses				
Depot Recharge	8,500	8,500	8,500	9,000
Grounds Maintenance	100	3,700	3,700	3,800
Transport related expenditure				
Transport recharges	54,128	62,670	63,140	70,400
Transport insurance	143	150	149	153
Car allowances	200	100	100	100
Supplies and services				
Equipment, furniture including bins	19,896	26,000	20,000	20,000
Protective clothing	881	1,000	1,000	1,000
General office expenses	549	550	550	550
Communications and computing	4,437	10,740	21,605	6,400
Services and expenses (waste disposal costs)	58,911	0	0	0
Public liability insurance	1,617	1,698	1,789	1,834
Support services				
Financial services	7,400	7,000	7,000	7,100
Information technology	2,200	2,400	2,400	4,900
Human resources	2,000	2,000	2,000	2,000
Customer services	8,400	8,400	8,400	10,000
Law and governance	-	700	900	1,500
Technical services	900	800	800	800
Depreciation and impairment losses				
Depreciation	-	-	12,900	12,900
<b>Gross expenditure</b>	<b>321,183</b>	<b>282,058</b>	<b>300,643</b>	<b>303,747</b>
<b>Income</b>				
Sales, fees and charges (annual charge)	316,253	370,000	350,000	360,000
Sales, fees and charges (sale of bins)	24,133	25,000	20,000	20,000
Recycling credits	128,694	62,000	74,000	0
Recharge to services	-	-	324	330
<b>Gross income</b>	<b>469,080</b>	<b>457,000</b>	<b>444,324</b>	<b>380,330</b>
<b>Net expenditure (income)</b>	<b>(147,897)</b>	<b>(174,942)</b>	<b>(143,681)</b>	<b>(76,583)</b>

## Green waste collection

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	(174,942)	(174,942)
Direct employee expenses - change in time allocations		1,300
Direct employee expenses - increased wages and employers costs		4,300
Depot recharge - change in recharge		500
Vehicles - variations in the running costs of vehicles	500	7,700
Equipment, furniture - reduced provision for purchase of bins	(6,000)	(6,000)
Communications and computing - change in recharges	1,000	1,000
Communications and computing - planned underspend in 2017/18 only	5,200	
Communications and computing - additional provision for income interface/link	4,800	
Communications and computing - provision for new income interface/link in 2017/18 only		(5,000)
Communication and computing - computer maintenance ceased	(300)	(600)
Comms and computing - in cab technology - change in recharge	100	200
Support services - variations in recharges	200	5,000
Depreciation charge - new allocation	12,900	12,900
Fees and charges - revised number of customers	20,000	20,000
Fees and charges - increased charges		(10,000)
Sales - decrease in wheeled bin sales	5,000	5,000
Recycling credits - end of previous contract	(12,000)	62,000
Other net changes	(139)	59
<b>2017/18 Probable outturn</b>	<b>(143,681)</b>	
<b>2018/19 Estimate</b>		<b>(76,583)</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Households using scheme	6,700	7,000	6,800	7,000
Tonnage of green waste collected	2,482	3,000	2,700	2,800

## Refuse collection - domestic

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	439,203	449,300	445,800	461,400
Training and recruitment	1,072	790	840	835
Premises related expenses				
Depot recharges	21,900	21,900	21,900	23,100
Grounds maintenance	-	3,600	3,600	3,700
Transport related expenditure				
Transport recharges	206,985	264,790	235,790	240,910
Transport insurance	1,146	1,200	1,190	1,220
Car allowances	508	800	800	600
Supplies and services				
Equipment, furniture and materials including bins	34,280	33,700	26,700	27,000
Protective clothing	2,482	2,700	2,700	2,700
General office expenses	1,261	2,000	1,600	1,600
Communication and computing	4,416	7,881	9,773	9,312
Services and expenses (consultants fees)	-	6,750	6,750	0
Public liability insurance	5,658	5,941	6,261	6,418
Support services				
Financial services	9,300	9,600	9,600	10,200
Information technology	4,800	5,500	5,500	5,400
Human resources	7,200	8,200	8,200	8,200
Office accommodation	-	700	700	800
Customer services	14,100	14,100	14,100	18,100
Law and governance	8,500	7,700	7,700	5,200
Technical services	1,633	1,600	6,260	10,630
Depreciation & impairment losses				
Depreciation	88,026	105,328	83,526	83,526
<b>Gross expenditure</b>	<b>852,470</b>	<b>954,080</b>	<b>899,290</b>	<b>920,851</b>
<b>Income</b>				
Other grants and contributions	67,962	77,800	5,300	21,200
Sales, fees and charges	25,542	20,500	29,700	29,900
Recharge to services	-	-	1,100	0
<b>Gross income</b>	<b>93,504</b>	<b>98,300</b>	<b>36,100</b>	<b>51,100</b>
<b>Net expenditure</b>	<b>758,966</b>	<b>855,780</b>	<b>863,190</b>	<b>869,751</b>

## Refuse collection - domestic

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	855,780	855,780
Direct employee expenses - change in time allocations	(3,500)	(1,000)
Direct employee expenses - increased wages and employers costs		13,100
Depot recharge - change in recharge		1,200
Vehicles - variations in the running costs of vehicles	(29,000)	(23,900)
Equipment, furniture - decreased provision for purchase of bins	(7,000)	(7,000)
General office expenses - printing budget reduced	(400)	(400)
Communication and computing - computer maintenance ceased	(500)	(1,100)
Comms and computing - in cab technology - change in recharge	2,600	2,700
Services and expenses - consultants for DSO review - in 2017/18 only		(6,700)
Public liability insurance increased	300	500
Support services - customer services increased recharge		4,000
Support services - legal services reduced time allocation		(2,600)
Support services - technical services - new allocation	4,700	9,000
Support services - other variations in recharges		700
Depreciation charge - change to allocation	(21,800)	(21,800)
Other grants and contributions - tipping away contributions ceased	67,200	67,200
Other grants and contributions - additional collection of refuse - delayed	5,300	(10,600)
Sales, fees and charges - one off collection charge introduced	(1,000)	(1,000)
Sales, fees and charges - school charges introduced	(8,200)	(8,400)
Recharge to services - one off charges	(1,100)	
Other net changes	(190)	71
<b>2017/18 Probable outturn</b>	<b>863,190</b>	
<b>2018/19 Estimate</b>		<b>869,751</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Tonnage of waste collected	13,037	11,500	13,200	13,500



## Refuse collection - trade waste

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	78,588	81,700	81,700	84,500
Training and recruitment	148	50	60	60
Premises related expenses				
Depot recharges	3,900	3,900	3,900	4,100
Transport related expenditure				
Transport recharges	56,286	42,990	42,740	43,420
Transport insurance	143	150	148	152
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials including bins	16,723	9,000	9,000	9,000
Protective clothing	400	400	400	400
General office expenses	1,718	1,000	1,500	1,500
Communication and computing	1,122	1,760	1,605	1,400
Services and expenses (Disposal of trade waste)	201,745	220,000	209,000	226,000
Trade waste savings target	-	(13,000)	0	0
Public liability insurance	915	961	1,012	1,037
Support services				
Financial services	36,000	34,800	34,800	35,200
Information technology	1,200	1,400	1,500	1,700
Human resources	1,300	1,300	1,300	1,400
Customer services	1,000	1,000	1,000	1,300
Law and governance	-	400	600	1,000
Technical services	300	200	200	200
Depreciation & impairment losses				
Depreciation	24,576	24,576	25,176	25,176
<b>Gross expenditure</b>	<b><u>426,164</u></b>	<b><u>412,687</u></b>	<b><u>415,741</u></b>	<b><u>437,645</u></b>
<b>Income</b>				
Sales, fees and charges	501,867	480,000	470,000	478,000
Recharge to services	28,800	31,600	32,614	33,500
<b>Gross income</b>	<b><u>530,667</u></b>	<b><u>511,600</u></b>	<b><u>502,614</u></b>	<b><u>511,500</u></b>
<b>Net expenditure</b>	<b><u>(104,503)</u></b>	<b><u>(98,913)</u></b>	<b><u>(86,873)</u></b>	<b><u>(73,855)</u></b>

## Refuse collection - trade waste

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	(98,913)	(98,913)
Direct employee expenses - change in time allocations		900
Direct employee expenses - increased wages and employers costs		1,900
Depot recharge - change in recharge		200
Vehicles - variations in the running costs of vehicles	(300)	400
General office expenses - printing budget increased	500	500
Disposal of trade waste - variation in tonnage collected	(11,000)	
Disposal of trade waste - estimated increase in cost of disposal		6,000
Trade waste - savings target - met	13,000	13,000
Support services - variations in recharges	300	1,700
Depreciation charge - change to allocation	600	600
Sales, fees and charges - income lower than estimated	10,000	10,000
Trade waste income - increase in fees		(8,000)
Recharge to services - increased	(1,000)	(1,900)
Other net changes	(60)	(242)
<b>2017/18 Probable outturn</b>	<b>(86,873)</b>	
<b>2018/19 Estimate</b>		<b>(73,855)</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Average number of trade customers	489	500	500	550
Tonnage of waste collected	1,886	2,000	2,000	2,100

## Street cleansing and litter squad

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	512,894	541,800	525,600	541,700
Training and recruitment	1,695	590	1,070	1,060
Premises related expenses				
Depot recharge	15,000	15,000	19,000	16,500
Cleaning and domestic supplies	716	600	300	300
Grounds maintenance	55,598	60,000	60,000	61,000
Transport related expenditure				
Transport recharges	134,113	139,180	128,150	143,960
Transport insurance	143	200	199	203
Car allowances	600	1,700	1,800	1,000
Supplies and services				
Equipment, furniture and materials	30,270	23,400	27,370	23,500
Clothes, uniform and laundry	5,072	5,400	5,400	5,400
General office expenses	3,224	3,300	3,591	3,350
Communications and computing	3,343	4,407	5,145	4,350
Services and expenses (consultancy)	-	6,750	6,750	0
Services and expenses (litter and dog fouling fees)	-	-	94,860	18,972
Miscellaneous expenses	5,703	4,832	5,092	5,219
Support services				
Financial services	16,200	16,800	18,600	17,900
Information technology	800	1,000	1,300	1,400
Human resources	12,600	13,700	13,700	13,700
Office accommodation	-	3,000	3,000	3,400
Customer services	12,200	12,200	12,200	15,800
Law and governance	-	600	600	700
Technical services	535	300	18,940	36,420
Depreciation and impairment losses				
Depreciation	40,444	39,874	41,269	41,269
<b>Gross expenditure</b>	<b>851,150</b>	<b>894,633</b>	<b>993,936</b>	<b>957,103</b>
<b>Income</b>				
Other grants and contributions (costs recovered)	7,223	800	1,030	1,040
Sales, fees and charges	350	-	114,750	22,950
Recharge to services	161,950	149,200	151,050	152,400
<b>Gross income</b>	<b>169,523</b>	<b>150,000</b>	<b>266,830</b>	<b>176,390</b>
<b>Net expenditure</b>	<b>681,627</b>	<b>744,633</b>	<b>727,106</b>	<b>780,713</b>

### Notes

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Net expenditure includes:</b>				
Street cleansing	645,428	707,061	691,561	736,447
Anti-graffiti and street care team	16,159	14,272	13,985	14,141
Abandoned vehicle collection	20,040	23,300	25,205	30,653
Litter and dog fouling	-	-	(3,645)	(528)
	<b>681,627</b>	<b>744,633</b>	<b>727,106</b>	<b>780,713</b>

## Street cleansing and litter squad

### Service description

<b>Budget managers:</b>	Direct Services Organisation Manager - Mr D. Stedman Environmental Health and Licensing Manager - Mr P. Burke (Abandoned vehicles)
<b>Service function:</b>	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.
<b>Legal status:</b>	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
<b>Policy objectives:</b>	To maintain and enhance the appearance of the Borough by an effective programme of street cleansing, litter picking and the removal of abandoned vehicles and graffiti. To ensure that Street Cleansing and Litter Picking provides a cost effective response to the cleansing needs of the Borough with particular regard to the requirements for cleansing of the town centres. To ensure the quality of services sustains the lowest possible level of complaints consistent with costs managed within the budget.

### Budget variations

	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
	£	£
2017/18 Original estimate	744,633	744,633
Direct employee expenses - virement from pollution control	8,000	1,600
Direct employee expenses - changes in salary allocations	(14,200)	(22,500)
Direct employee expenses - savings achieved in current year	(10,000)	
Direct employee expenses - savings provision removed		20,000
Training and recruitment - increased provision	500	500
Depot recharge - variation in recharge	4,000	1,500
Grounds maintenance - Runnymede direct services recharge increased		1,000
Vehicles - variations in the running costs of vehicles	(11,000)	4,800
Car allowances - change in recharge	100	(700)
Equipment, furniture and materials - purchase of storage container	3,500	
Services and expenses - consultants for DSO review - in 2017/18 only		(6,800)
Services and expenses - litter and dog fouling professional fees - one year trial	94,900	19,000
Miscellaneous expenses - public liability insurance	300	400
Support services - customer services - increased recharge		3,600
Support services - technical services - new allocation	18,600	36,100
Support services - other variations in recharges	2,100	2,000
Depreciation charge - change to allocation	1,400	1,400
Other grants and contributions - variations in costs recovered	(200)	(200)
Sales, fees and charges - litter and dog fouling fines - one year trial	(114,800)	(23,000)
Recharge to services - variation in recharges	(1,800)	(3,200)
Other net changes	1,073	580
<b>2017/18 Probable outturn</b>	<b>727,106</b>	
<b>2018/19 Estimate</b>		<b>780,713</b>

## Street cleansing and litter squad

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
<b>Street cleansing</b>				
Number of litter bins	643	655	660	665
Number of dog fouling bins	314	320	325	330
Fly tips removed	469	725	500	550
<b>Abandoned vehicles</b>				
Number of abandoned vehicles investigated	350	300	200	200
Number of abandoned vehicles removed/scrapped	43	50	25	25
<b>Number of instances of graffiti removed</b>	43	40	25	25

## Public conveniences

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	28,636	26,600	26,600	27,200
Training and recruitment	151	0	50	50
Premises related expenses				
Building maintenance	2,335	1,926	1,926	3,743
Utilities, rates and insurance	531	1,054	779	886
Depot recharge	1,300	1,300	1,300	1,300
Cleaning materials	1,064	1,000	1,000	1,000
Transport related expenditure				
Transport recharges	9,589	8,440	5,150	5,210
Supplies and services				
Clothes, uniform and laundry	458	500	500	500
Communications and computing	337	220	400	400
Support services				
Financial services	4,500	4,400	4,400	4,500
Information technology	100	100	100	100
Human resources	1,100	1,100	1,100	1,100
Customer services	500	500	500	600
Law and governance	-	400	400	500
Technical services	4,200	4,200	4,200	4,200
Community services	140	240	240	240
Depreciation and impairment losses				
Depreciation	1,848	1,543	1,848	1,848
<b>Gross expenditure</b>	<b>56,789</b>	<b>53,523</b>	<b>50,493</b>	<b>53,377</b>
<b>Income</b>				
Other grants and contributions	2,000	2,000	2,000	2,000
Recharge to services	35,000	35,000	35,000	33,800
<b>Gross income</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>	<b>35,800</b>
<b>Net expenditure</b>	<b>19,789</b>	<b>16,523</b>	<b>13,493</b>	<b>17,577</b>

## Public conveniences

### Service description

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

### Budget variations

	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
	£	£
2017/18 Original estimate	16,523	16,523
Direct employee expenses - increase in wages		500
Building maintenance - variation in strategic maintenance plan		1,800
Utilities - reduced budgets	(300)	(200)
Vehicles - variations in the running costs of vehicles	(3,300)	(3,200)
Communications and computing - increase mobile phone budget	200	200
Support services - variations in support service allocations		300
Depreciation charge - change to allocation	300	300
Recharge to services - variation in recharges		1,200
Other net changes	70	154
<b>2017/18 Probable outturn</b>	<b>13,493</b>	
<b>2018/19 Estimate</b>		<b>17,577</b>

### Service statistics

**Public conveniences maintained:**

Included in this budget:

Coopers Hill, Englefield Green

Included in other budgets:

Chertsey Cemetery  
Addlestone Cemetery  
Englefield Green  
Gogmore Farm Park  
Homewood Park

## Flood mitigation

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	71,760	85,700	85,700	88,600
Training and recruitment	-	1,319	500	1,319
Premises related expenses				
Energy costs and depot recharge	4,500	4,500	4,500	4,700
Maintenance of watercourses	26,000	28,600	28,600	29,400
Major and special projects	37,505	39,924	47,024	42,224
Transport related expenditure				
Transport recharges	5,746	12,130	3,480	0
Car allowances	445	3,100	3,100	3,000
Supplies and services				
Equipment, furniture and materials	32	2,319	19	20
Protective clothing	-	1,000	250	250
General office expenses	1,257	1,659	1,729	1,829
Communication and computing	4,909	5,049	5,059	5,059
Services and expenses	-	50	50	50
Contribution - River Thames scheme	84,000	84,000	84,000	84,000
Support services				
Financial services	7,800	6,900	6,900	6,900
Information technology	6,900	6,800	6,800	7,100
Human resources	2,100	1,600	1,600	1,200
Office accommodation	6,400	10,800	10,800	9,300
Customer services	1,100	1,100	1,100	1,300
Law and governance	300	1,100	1,100	1,300
Technical services	6,100	11,400	11,400	12,000
Community services	6,800	6,900	6,900	7,000
Depreciation and impairment losses				
Depreciation	5,273	5,273	5,273	5,273
<b>Gross expenditure</b>	<b>278,927</b>	<b>321,223</b>	<b>315,884</b>	<b>311,824</b>
<b>Income</b>				
Other grants and contributions (costs recovered)	34,874	25,000	14,352	15,000
Sales, fees and charges (private drain blockages)	505	0	0	0
<b>Gross income</b>	<b>35,379</b>	<b>25,000</b>	<b>14,352</b>	<b>15,000</b>
<b>Net expenditure</b>	<b>243,548</b>	<b>296,223</b>	<b>301,532</b>	<b>296,824</b>



## Flood mitigation

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	296,223	296,223
Direct employee expenses - change in allocations		2,900
Training and recruitment -short courses budget reduced in 2017/18	(800)	
Depot recharge - change in recharge		200
Maintenance of watercourses - Runnymede Direct Services recharge increase		800
Major and special projects - planned underspend 2017/18 only	4,800	
Major and special projects - virement from equipment, furniture and materials	2,300	2,300
Transport recharge - variation in recharge	(8,700)	(12,100)
Car allowances - reduced recharge		(100)
Equipment, furniture and materials - budgets vired to major and special projects	(2,300)	(2,300)
Protective clothing - budget reduced	(800)	(800)
Support services - variations in office accommodation allocations		(1,500)
Support services - variations in engineering service allocations		600
Support services - variations in other support service allocations		400
Costs recovered - reduction in works carried out	10,600	10,000
Other net changes	209	201
<b>2017/18 Probable outturn</b>	<b>301,532</b>	
<b>2018/19 Estimate</b>		<b>296,824</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Main river watercourses ( in kilometres)	49	49	49	49
Major, non main river watercourses (in kilometres)	10	10	10	10
RBC riverbank responsibilities ( in kilometres)	10	10	10	10
Non main river flood events	2	1	1	1

## Tariff and energy management

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	53,935	49,000	54,815	67,500
Training and recruitment	135	100	207	210
Transport related expenditure				
Travelling and subsistence	198	200	200	200
Car allowances	100	100	100	100
Supplies and services				
Energy management initiatives	1,501	2,127	2,127	2,170
Support services				
Financial services	3,300	2,400	2,400	2,500
Information technology	2,800	2,800	2,800	3,100
Office accommodation	100	100	100	100
Customer services	800	800	800	1,100
Law and governance	-	1,100	1,100	1,300
Technical services	16,000	16,800	18,200	21,400
<b>Gross expenditure</b>	<b>78,869</b>	<b>75,527</b>	<b>82,849</b>	<b>99,680</b>
<b>Income</b>				
Government grants	3,751	0	0	0
Other grants and contributions (costs recovered)	967	0	0	0
Recharge to housing revenue account	23,900	25,200	25,200	33,200
<b>Gross income</b>	<b>28,618</b>	<b>25,200</b>	<b>25,200</b>	<b>33,200</b>
<b>Net expenditure</b>	<b>50,251</b>	<b>50,327</b>	<b>57,649</b>	<b>66,480</b>

## Tariff and energy management

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	50,327	50,327
Direct employee expenses - planned underspend 2017/18 only	1,500	
Direct employee expenses - change in allocations		1,400
Direct employee expenses-part time post-supplementary est CMC October 2017	4,300	17,100
Training and recruitment - professional subscription	100	100
Building services - increase in allocation	1,400	4,600
Support services - variations in other support service allocations		900
Recharge to services - variation in allocation		(8,000)
Other net changes	22	53
<b>2017/18 Probable outturn</b>	<b>57,649</b>	
<b>2018/19 Estimate</b>		<b>66,480</b>

## Car parks

### Budget for the year ending 31 March 2019

	2016/17 Actual £	2017/18 Estimate £	2017/18 Probable £	2018/19 Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	99,639	102,000	102,000	104,800
Training and recruitment	44	262	60	262
Premises related expenses				
Depot, rents, rates and utilities	125,657	104,834	116,455	114,849
Grounds maintenance	32,775	39,464	39,764	40,576
Transport related expenditure				
Transport recharges	2,828	4,040	3,290	3,710
Travelling and subsistence	3,539	3,175	3,150	3,150
Supplies and services				
Equipment, furniture and materials	14,170	18,169	19,593	18,509
Clothes, uniform and laundry	481	626	620	635
General office expenses	4,396	6,845	6,845	6,979
Communications and computing	8,103	8,430	8,330	7,491
Services and expenses	12,854	15,700	12,520	12,520
Miscellaneous expenses	6,706	7,041	7,421	7,607
Support services				
Financial services	19,700	19,500	19,500	20,000
Information technology	6,300	6,600	6,600	7,100
Human resources	1,700	1,700	1,700	1,700
Customer services	25,500	25,500	25,500	32,500
Law and governance	6,100	6,200	6,400	7,300
Technical services	900	900	900	900
Community services	7,740	7,540	7,540	7,740
Depreciation and impairment losses				
Depreciation	5,638	5,638	5,638	5,638
<b>Gross expenditure</b>	<b>384,770</b>	<b>384,164</b>	<b>393,826</b>	<b>403,966</b>
<b>Income</b>				
Other grants and contributions (costs recovered)	90	0	0	0
Sales fees and charges:				
- Rents, concessions, etc.	379	375	375	375
- Pay and display income	504,108	485,000	552,000	546,000
- Penalty charge notices	69,598	65,500	60,000	65,000
- Season tickets and permits	135,940	122,800	135,700	137,000
Other income and recharges	16,314	11,200	11,200	11,400
<b>Gross income</b>	<b>726,429</b>	<b>684,875</b>	<b>759,275</b>	<b>759,775</b>
<b>Net expenditure (income)</b>	<b>(341,659)</b>	<b>(300,711)</b>	<b>(365,449)</b>	<b>(355,809)</b>

## Car parks

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	(300,711)	(300,711)
Direct employee expenses - changes in salary allocation		2,800
Premises - depot recharge - change in recharge		400
Premises - business rates - increased costs	7,300	8,600
Premises - business rates - car park closure delayed	3,300	
Premises - annual licence increase	1,000	1,000
Grounds maintenance - direct services recharges increased	300	500
Grounds maintenance - street sweeping recharge increased		300
Vehicles - variations in the running costs of vehicles	(800)	(300)
Equipment - provision for replacement video badges - delayed until 2018/19	(2,500)	
Equipment - pay and display machines upgrade - planned underspend	4,500	
Equipment - pay and display machines repair	1,600	
Equipment - pay and display price changes provision not required in 2017/18	(1,700)	500
Materials - budget reduced	(500)	(500)
Communications and computing - provision for purchase of a printer removed		(1,000)
Communications and computing - radio station recharge removed	(200)	(200)
Services and expenses - decrease in cash collection budget	(3,200)	(3,200)
Miscellaneous expenses - public liability insurance	400	600
Support services - customer services increased recharge		7,000
Support services - other variations in recharges	200	2,300
Pay and display income - increase in car park usage/price increase from May	(33,900)	(29,800)
Pay and display income - Virginia Water car park-income higher than estimated	(6,300)	(6,500)
Pay and display income - extension of Virginia Water car park	(10,000)	(24,700)
Closure of the Precinct extension car park delayed until 31 March 2018	(16,800)	
Penalty charge notices - decrease in number issued	5,500	500
Season tickets and permits - increase in number	(12,900)	(14,200)
Recharge to services increased		(200)
Other net changes	(38)	1,002
<b>2017/18 Probable outturn</b>	<b>(365,449)</b>	
<b>2018/19 Estimate</b>		<b>(355,809)</b>

## Car parks

### Service statistics

#### Number of car parking spaces as at November 2017

(Including Leisure Services)

	<b>Number of Spaces</b>	<b>Disabled Spaces</b>
Pay and Display car parks	1,263	51
Free car parks	244	20
Contract car parks	30	0
	<b>1,537</b>	<b>71</b>

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Number of PCN's Issued	2,810	2,500	2,800	2,800

## On street car parking enforcement

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	81,239	83,300	83,300	85,500
Training and recruitment	44	262	60	262
 Premises related expenses				
Depot recharge	4,400	4,400	4,400	4,600
Grounds maintenance	1,330	0	0	0
 Transport related expenditure				
Transport recharges	2,828	4,040	3,290	3,710
Travelling and subsistence	2,226	2,030	2,020	2,020
 Supplies and services				
Equipment, furniture and materials	373	2,825	325	2,833
Clothes, uniform and laundry	481	626	620	635
General office expenses	1,105	1,200	1,240	1,253
Communications and computing	8,103	8,060	7,960	7,112
Services and expenses	4,583	5,900	5,900	5,900
Public liability insurance	568	596	629	645
 Support services				
Financial services	9,000	9,100	9,100	9,300
Information technology	5,400	5,900	5,900	6,300
Human resources	1,500	1,500	1,500	1,500
Customer services	12,000	12,000	12,000	15,500
Law and governance	1,700	1,800	2,000	500
Community services	740	740	740	740
 Depreciation and impairment losses				
Depreciation	629	629	629	629
<b>Gross expenditure</b>	<b>138,249</b>	<b>144,908</b>	<b>141,613</b>	<b>148,939</b>
<b>Income</b>				
Other grants and contributions (Surrey County Council)	2,892	0	0	0
Other grants and contributions (Surrey County Council)	(17,744)	(7,354)	0	(4,129)
Sales, fees and charges (penalty charge notices)	153,142	150,000	114,700	150,000
Sales, fees and charges (resident permits/waivers etc.)	4,395	4,100	4,100	4,100
<b>Gross income</b>	<b>142,685</b>	<b>146,746</b>	<b>118,800</b>	<b>149,971</b>
<b>Net expenditure (income)</b>	<b>(4,436)</b>	<b>(1,838)</b>	<b>22,813</b>	<b>(1,032)</b>

## On street car parking enforcement

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	(1,838)	(1,838)
Direct employee expenses - changes in salary allocation		2,200
Premises - depot recharge - change in recharge		200
Vehicles - variations in the running costs of vehicles	(800)	(300)
Equipment - provision for replacement video badges - delayed until 2018/19	(2,500)	
Communications and computing - provision for purchase of a printer removed		(1,000)
Communications and computing - radio station recharge removed	(200)	(200)
Support services - customer services increased recharge		3,500
Support services - other variations in recharges	200	(700)
Other grants and contributions-variation of surplus paid to Surrey County Council	(7,400)	(3,200)
Penalty charge notices - decrease in number issued	35,300	
Other net changes	51	306
<b>2017/18 Probable outturn</b>	<b>22,813</b>	
<b>2018/19 Estimate</b>		<b>(1,032)</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Number of PCN's issued	4,408	4,240	4,200	4,200
Number of spaces	655	450	655	655



## Runnymede travel initiative

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	8,500	8,600	8,600	8,900
Transport related expenditure				
Hire of buses	447,287	455,000	458,000	460,000
Supplies and services				
General office expenses	361	500	500	500
Support services				
Financial services	2,900	3,000	3,000	3,200
Human resources	200	200	200	200
Office accommodation	1,100	1,200	1,200	1,400
Customer services	4,600	4,600	4,600	4,600
Law and governance	-	200	300	300
Technical services	400	300	300	300
<b>Gross expenditure</b>	<b>465,348</b>	<b>473,600</b>	<b>476,700</b>	<b>479,400</b>
<b>Income</b>				
Grants and contributions (section 106 agreements)	40,655	267,600	202,630	203,675
Other grants and contributions (sponsorship)	12,500	12,500	12,500	12,500
Fees and charges (school fares)	171,414	158,200	158,200	176,700
<b>Gross income</b>	<b>224,569</b>	<b>438,300</b>	<b>373,330</b>	<b>392,875</b>
<b>Net expenditure</b>	<b>240,779</b>	<b>35,300</b>	<b>103,370</b>	<b>86,525</b>

### Notes

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Net costs of Yellow Bus scheme</b>				
Expenditure	448,448	456,400	459,400	461,400
Income	(224,569)	(438,300)	(373,330)	(392,875)
Net expenditure	223,879	18,100	86,070	68,525

## Runnymede travel initiative

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	35,300	35,300
Direct employee expenses - changes in salary allocation		300
Yellow buses - hire costs increased from September 2017	3,000	5,000
Support services - variations in recharges	100	500
Contributions from 106 Agreements - variation in income	65,000	63,900
School fares - to be increased from September 2018		(18,500)
Other net changes	(30)	25
<b>2017/18 Probable outturn</b>	<b>103,370</b>	
<b>2018/19 Estimate</b>		<b>86,525</b>

## Environmental maintenance - RBC

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	-	800	800	800
Premises related expenses				
Grounds maintenance:				
- Runnymede in Bloom - general costs	16,900	20,300	20,460	21,070
- Shrubs, flowerbeds and tree planting	15,892	17,043	17,043	17,544
- Sponsored roundabouts	14,474	11,800	11,800	12,200
Transport related expenditure				
Transport recharges	155	210	140	140
Support services				
Financial services	3,600	3,800	3,800	4,000
Human resources	200	200	200	200
Customer services	1,300	1,300	1,300	2,000
Community services	20,100	20,400	20,400	19,700
	<b>Gross expenditure</b>	<b>72,621</b>	<b>75,853</b>	<b>77,654</b>
<b>Income</b>				
Other grants and contributions:				
- Sponsored roundabouts	28,935	25,800	29,000	29,000
	<b>Gross income</b>	<b>28,935</b>	<b>29,000</b>	<b>29,000</b>
	<b>Net expenditure</b>	<b>43,686</b>	<b>50,053</b>	<b>48,654</b>

## Environmental maintenance - RBC

### Service description

<b>Budget manager:</b>	Direct Services Organisation Manager - Mr D. Stedman Community Services Manager - Green Space - Mr P. Winfield
<b>Service function:</b>	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.
<b>Legal status:</b>	Highways Act 1980
<b>Policy objectives:</b>	To emphasise environmental quality through the "In Bloom" initiative, and the maintenance of highway shrubs and flowerbeds.

### Budget variations

	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
	£	£
2017/18 Original estimate	50,053	50,053
Runnymede in Bloom and shrubs, flowerbeds - budgets increased		1,100
Runnymede in Bloom competition costs - budget increased	200	200
Sponsored roundabouts - increased costs		400
Vehicles - variations in the running costs of vehicles	(100)	(100)
Support services - variations in support services		200
Sponsored roundabouts - increased income	(3,200)	(3,200)
Other net changes	(10)	1
<b>2017/18 Probable outturn</b>	<b>46,943</b>	
<b>2018/19 Estimate</b>		<b>48,654</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Number of seasonal flower beds	30	30	30	30
Number of hanging baskets, troughs maintained	205	205	205	205
Number of roundabouts available for sponsorship	26	26	25	25
Number of sponsored planters	12	12	11	11

## Environmental maintenance - SCC agency

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	11,700	13,100	13,100	13,300
Premises related expenses				
Depot recharge	800	800	800	800
Grounds maintenance:				
- Verge grass cutting	56,664	54,904	54,904	69,017
- Verge weed control	14,847	18,541	18,541	22,000
- Hedge flailing	7,665	7,700	0	0
Transport related expenditure				
Car allowances	300	300	300	300
Supplies and services				
Equipment, furniture and materials	289	500	500	500
Communications and computing	-	90	100	100
Support services				
Financial services	2,600	1,400	1,400	1,600
Information technology	100	100	100	100
Human resources	100	100	100	100
Customer services	600	600	600	800
Law and governance	2,800	1,400	1,400	1,600
Technical services	800	900	900	900
Depreciation and impairment losses				
Depreciation	-	-	225	225
<b>Gross expenditure</b>	<b>99,265</b>	<b>100,435</b>	<b>92,970</b>	<b>111,342</b>
<b>Income</b>				
Other Grants and contributions				
- Costs recovered from Surrey County Council	105,990	105,990	105,990	67,834
- Additional works - recovered from SCC	10,600	10,600	0	0
<b>Gross income</b>	<b>116,590</b>	<b>116,590</b>	<b>105,990</b>	<b>67,834</b>
<b>Net expenditure (income)</b>	<b>(17,325)</b>	<b>(16,155)</b>	<b>(13,020)</b>	<b>43,508</b>

## Environmental maintenance - SCC agency

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	(16,155)	(16,155)
Direct employee expenses - change in salary allocation		200
Verge grass cutting - supplementary estimate - Corp. Man. Cttee June 2017		14,100
Verge weed control - supplementary estimate - Corp. Man. Cttee June 2017		3,500
Hedge flailing - work not requested by Surrey County Council	(7,700)	(7,700)
Support services - variations in support services		600
Depreciation charge - change to allocation	200	200
Costs recovered from Surrey County Council reduced - supp est Corp. Man. Cttee June 2017		38,200
Additional costs not recovered from Surrey County Council - hedge flailing	10,600	10,600
Other net changes	35	(37)
<b>2017/18 Probable outturn</b>	<b>(13,020)</b>	
<b>2018/19 Estimate</b>		<b>43,508</b>

## Borough Highways functions

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	18,300	20,500	20,500	21,100
Premises related expenses				
Building maintenance (war memorials)	6,127	462	462	474
Rent, water and insurance	267	404	404	404
Grounds maintenance	12,344	11,396	11,396	11,700
Transport related expenditure				
Car allowances	900	700	700	700
Supplies and services				
Equipment, furniture and materials	13,382	15,823	15,825	16,200
General office expenses	1,700	1,700	1,700	1,800
Support services				
Financial services	8,200	9,000	9,000	9,200
Information technology	2,800	3,000	3,000	2,700
Human resources	300	300	300	300
Office accommodation	1,800	2,000	2,000	2,400
Law and governance	1,100	1,400	1,400	1,400
Technical services	1,500	2,600	2,600	2,800
Community services	1,000	900	900	0
<b>Gross expenditure</b>	<b>69,720</b>	<b>70,185</b>	<b>70,187</b>	<b>71,178</b>
<b>Income</b>				
Sales, fees and charges	18,996	10,938	11,000	11,200
<b>Gross income</b>	<b>18,996</b>	<b>10,938</b>	<b>11,000</b>	<b>11,200</b>
<b>Net expenditure</b>	<b>50,724</b>	<b>59,247</b>	<b>59,187</b>	<b>59,978</b>

## Borough Highways Functions

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate	59,247	59,247
Direct employee expenses - change in salary allocation		600
Variation to strategic maintenance plan		
Grounds maintenance - Runnymede direct services recharge increased		300
Equipment, furniture and materials - increase in Runnymede direct services recharge		200
Equipment, furniture and materials - increase in budget provision		200
General office expenses - depot delivery and storage recharge increased		100
Support services - variations in support services		(400)
Sales, fees and charges - variations in income	(100)	(300)
Other net changes	40	31
<b>2017/18 Probable outturn</b>	<b>59,187</b>	
<b>2018/19 Estimate</b>		<b>59,978</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Number of street nameplates	3,296	3,300	3,336	3,376
Number of seats	125	125	125	125
Number of bus shelters	91	91	91	91



## Markets and street trading

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Supplies and services				
General office expenses - street trading	0	405	405	405
Support services				
Financial services	1,600	1,800	1,800	1,900
Law and governance	8,700	8,600	8,600	8,000
<b>Gross expenditure</b>	<u>10,300</u>	<u>10,805</u>	<u>10,805</u>	<u>10,305</u>

## Markets and street trading

### Service description

<b>Budget manager:</b>	Corporate Head of Law and Governance - Mr M. Leo (Markets) Democratic Services Manager - Mr B. Fleckney (Street trading)
<b>Service function:</b>	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.
<b>Legal status:</b>	Local Government Act 2000; Local Government (Miscellaneous Provisions) Act 1982
<b>Policy objectives:</b>	To assist the economic well-being of the Borough To enforce street trading licences and ensure compliance

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	10,805	10,805
Financial services - increased accountancy recharge		100
Law and governance - reduced committee services recharge		(600)
<b>2017/18 Probable outturn</b>	<b>10,805</b>	
<b>2018/19 Estimate</b>		<b>10,305</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Number of street trading consents issued	0	1	1	1

## Engineering services overheads

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Training and recruitment	998	1,490	1,100	1,490
Transport related expenditure				
Travelling and subsistence	76	250	100	250
Supplies and services				
General office expenses	1,990	1,150	1,100	1,100
Communications and computing	811	850	820	850
Support services				
Financial services	4,500	4,400	4,400	4,300
Information technology	5,400	5,400	5,400	5,700
Customer services	5,300	5,300	5,300	5,900
Law and governance	0	800	800	900
Technical services	300	300	300	300
<b>Gross expenditure</b>	<b>19,375</b>	<b>19,940</b>	<b>19,320</b>	<b>20,790</b>
<b>Income</b>				
Other income and recharges to services	19,409	19,800	19,800	20,800
<b>Gross income</b>	<b>19,409</b>	<b>19,800</b>	<b>19,800</b>	<b>20,800</b>
<b>Net expenditure (income)</b>	<b>(34)</b>	<b>140</b>	<b>(480)</b>	<b>(10)</b>

## Engineering services overheads

### Service description

**Budget manager:** Principal Engineer - Mr J. Godden

**Service function:** To administer the engineering services overheads

## Environmental Administration

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	6,000	10,300	10,300	5,300
Training and recruitment	387	500	500	500
Transport related expenditure				
Car allowances	327	330	330	330
Supplies and services				
General office expenses	110	110	110	110
Communications and computing	14,622	15,000	14,405	14,800
Support services				
Financial services	300	200	200	200
Human resources	1,000	1,000	1,000	1,000
Office accommodation	2,800	3,100	3,100	3,500
Law and governance	-	-	200	400
Depreciation and impairment losses				
Depreciation	2,486	3,059	2,486	2,486
<b>Gross expenditure</b>	<b>28,032</b>	<b>33,599</b>	<b>32,631</b>	<b>28,626</b>
<b>Income</b>				
Other income and recharges	28,706	33,599	33,599	28,626
<b>Gross income</b>	<b>28,706</b>	<b>33,599</b>	<b>33,599</b>	<b>28,626</b>
<b>Net expenditure (income)</b>	<b>(674)</b>	<b>0</b>	<b>(968)</b>	<b>0</b>

## Environmental Administration

### Service description

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

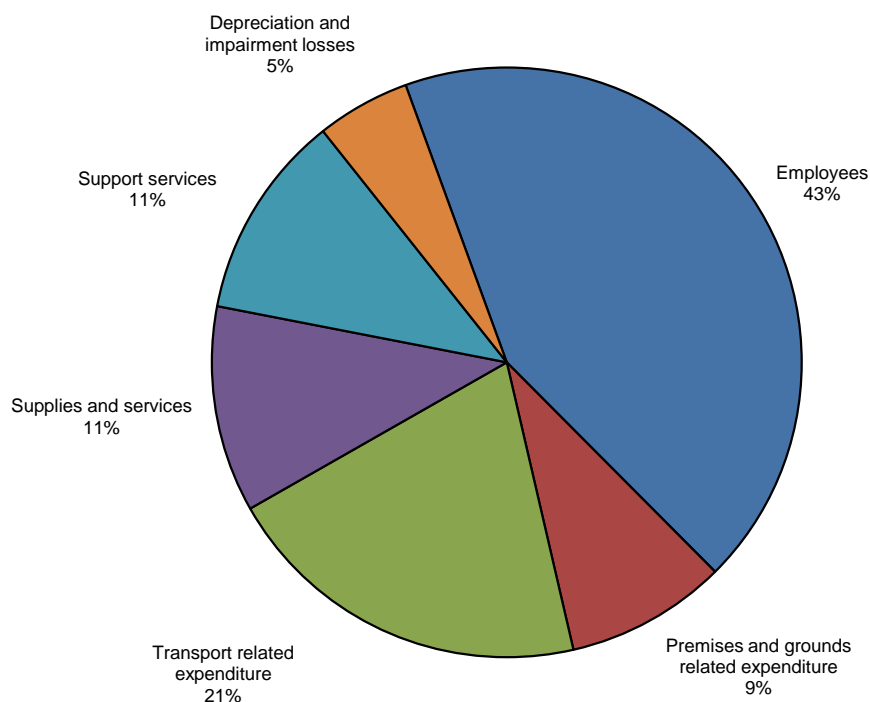
**Service function:** To administer the environmental flare computer system

## Environment and Sustainability Committee

### Subjective analysis

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	2,559,885	2,670,131	2,628,105	2,725,154
Premises and grounds related expenditure	543,491	523,452	538,858	558,487
Transport related expenditure	1,203,156	1,336,105	1,249,926	1,288,033
Supplies and services	771,289	1,078,690	856,772	715,145
Support services	585,674	620,049	648,649	711,656
Depreciation and impairment losses	317,624	339,203	324,224	324,224
<b>Gross expenditure</b>	<b><u>5,981,119</u></b>	<b><u>6,567,630</u></b>	<b><u>6,246,534</u></b>	<b><u>6,322,699</u></b>
<b><u>Income</u></b>				
Government grants	3,751	0	0	0
Other grants and contributions	370,845	552,729	441,966	349,620
Sales, fees and charges	2,016,060	1,927,363	2,054,419	2,034,525
Recycling credits	385,692	353,152	212,900	0
Recycling scheme	0	0	0	232,000
Recharges to services	314,079	305,599	309,887	314,056
<b>Gross income</b>	<b><u>3,090,427</u></b>	<b><u>3,138,843</u></b>	<b><u>3,019,172</u></b>	<b><u>2,930,201</u></b>
<b>Net expenditure</b>	<b><u>2,890,692</u></b>	<b><u>3,428,787</u></b>	<b><u>3,227,362</u></b>	<b><u>3,392,498</u></b>

### Expenditure Analysis 2018/19



# Licensing Committee

## Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Summary</u></b>				
Alcohol and related licensing	49,915	53,895	54,088	36,002
<b>Net expenditure</b>	<b>49,915</b>	<b>53,895</b>	<b>54,088</b>	<b>36,002</b>

## Alcohol and related licensing

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses	48,100	48,600	48,600	58,300
Training and recruitment	94	200	200	200
<b><u>Transport related expenditure</u></b>				
Travelling and subsistence	1,940	1,925	1,925	1,625
<b><u>Supplies and services</u></b>				
Equipment, furniture and materials	42	70	163	167
General office expenses	195	440	440	440
Communication and computing	600	600	600	600
<b><u>Support services</u></b>				
Financial services	6,900	6,900	6,900	6,600
Information technology	8,100	8,500	8,500	8,600
Human resources	600	600	600	600
Office accommodation	3,700	4,000	4,000	4,500
Customer services	27,700	27,700	27,700	5,500
Law and governance	10,700	10,100	10,200	5,200
Technical services	3,760	4,260	4,260	3,670
<b>Gross expenditure</b>	<b>112,431</b>	<b>113,895</b>	<b>114,088</b>	<b>96,002</b>
<b><u>Income</u></b>				
Sales, fees and charges:				
Annual fees	51,790	50,000	50,000	50,000
Application fees	2,068	2,000	2,000	2,000
Other fees and charges	8,658	8,000	8,000	8,000
<b>Gross income</b>	<b>62,516</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Net expenditure</b>	<b>49,915</b>	<b>53,895</b>	<b>54,088</b>	<b>36,002</b>

## Alcohol and related licensing

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	53,895	53,895
Direct employee expenses - changes in salary allocations		9,700
Car allowances - change in recharge		(300)
Support services - customer services – reduced allocation		(22,200)
Support services - law and governance – reduced legal services allocation		(5,100)
Support services - variations in other support services		(90)
Other net changes	193	97
<b>2017/18 Probable outturn</b>	<b>54,088</b>	
<b>2018/19 Estimate</b>		<b>36,002</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Number of licensed premises	267	267	267	267
Number of new personal licences	54	60	60	60
Number of temporary event notices	180	180	180	180

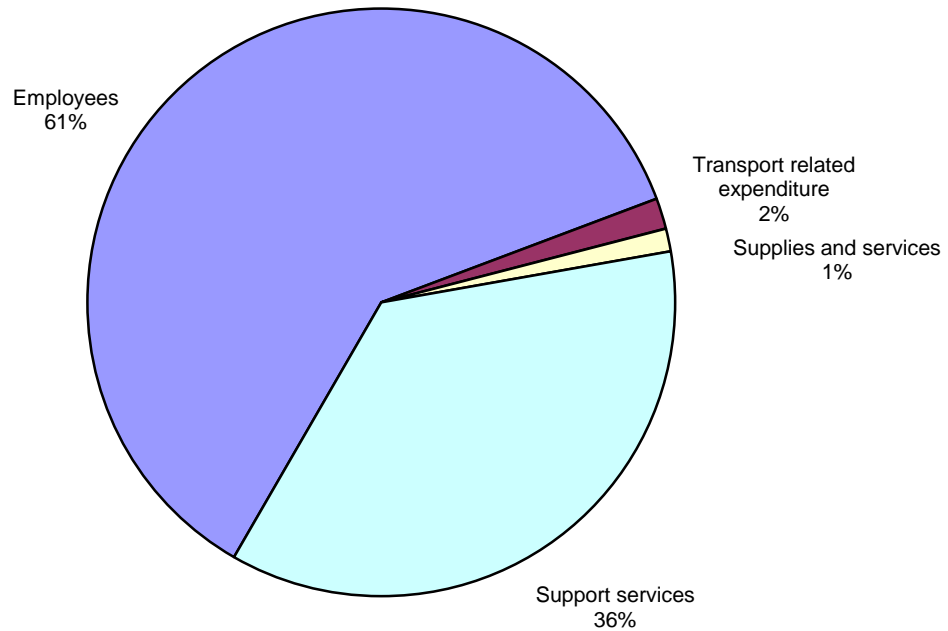


# Licensing Committee

## Subjective analysis

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	48,194	48,800	48,800	58,500
Transport related expenditure	1,940	1,925	1,925	1,625
Supplies and services	837	1,110	1,203	1,207
Support services	61,460	62,060	62,160	34,670
<b>Gross expenditure</b>	<b>112,431</b>	<b>113,895</b>	<b>114,088</b>	<b>96,002</b>
<b><u>Income</u></b>				
Fees and charges	62,516	60,000	60,000	60,000
<b>Gross income</b>	<b>62,516</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Net expenditure</b>	<b>49,915</b>	<b>53,895</b>	<b>54,088</b>	<b>36,002</b>

### Expenditure Analysis 2018/19



# Regulatory Committee

## Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Summary</u></b>				
Gambling	6,658	9,120	8,535	6,365
Taxi licensing	(1,912)	4,771	2,514	(2,686)
Other licences	22,897	23,460	26,463	30,400
<b>Net expenditure</b>	<b>27,643</b>	<b>37,351</b>	<b>37,512</b>	<b>34,079</b>

# Gambling

## Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Direct employee expenses	3,100	3,200	3,200	9,500
Training and recruitment	69	200	200	200
<b><u>Transport related expenditure</u></b>				
Car allowances	100	100	115	115
<b><u>Support services</u></b>				
Financial services	2,200	2,300	2,300	2,400
Information technology	1,600	1,700	1,700	2,000
Office accommodation	200	200	200	300
Customer services	10,300	10,300	10,300	1,500
Law and governance	1,100	0	0	0
Technical services	950	970	970	800
<b>Gross expenditure</b>	<b>19,619</b>	<b>18,970</b>	<b>18,985</b>	<b>16,815</b>
<b><u>Income</u></b>				
<b>Sales, fees and charges</b>				
Betting premises licences	10,250	6,600	7,200	7,200
Gaming, lotteries and amusement permits	1,961	2,500	2,500	2,500
Family entertainment centre licences	750	750	750	750
<b>Gross income</b>	<b>12,961</b>	<b>9,850</b>	<b>10,450</b>	<b>10,450</b>
<b>Net expenditure</b>	<b>6,658</b>	<b>9,120</b>	<b>8,535</b>	<b>6,365</b>

## Gambling

### Service description

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

### Budget variations

	<b>2017/18 Probable</b>	<b>2018/19 Estimate</b>
	£	£
2017/18 Original estimate	9,120	9,120
Direct employee expenses - changes in salary allocations		6,300
Support services - variations in customer services recharge		(8,800)
Support services - variations in other recharges		300
Sales, fees and charges - variation in betting premises licence income	(600)	(600)
Other net changes	15	45
<b>2017/18 Probable outturn</b>	<b>8,535</b>	
<b>2018/19 Estimate</b>		<b>6,365</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
<b>Number of:</b>				
Betting shop premises licences	11	13	12	12
Family entertainment centre	1	1	1	1
Gaming machine permits issued	57	55	55	55
Lottery licences issued	39	48	48	48

## Taxi licensing

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	40,600	41,200	41,200	57,800
Training and recruitment	0	250	250	250
<u>Premises related expenses</u>				
Rent, rates and insurance (taxi bay rentals)	4,110	4,380	4,380	4,680
<u>Transport related expenditure</u>				
Car allowances	800	700	725	825
<u>Supplies and services</u>				
Equipment, furniture and materials	1,930	2,300	2,300	2,308
General office expenses	537	988	656	938
Communication and computing	600	600	600	600
Services and expenses	3,892	5,950	5,400	5,400
<u>Support services</u>				
Financial services	3,400	3,400	3,400	3,700
Information technology	6,800	7,000	7,000	7,100
Human resources	1,200	1,200	1,200	1,200
Office accommodation	4,800	4,800	4,800	5,400
Customer services	28,600	28,600	28,600	5,500
Law and governance	2,500	2,200	2,300	2,500
Technical services	3,160	3,660	3,660	3,070
<b>Gross expenditure</b>	<b>102,929</b>	<b>107,228</b>	<b>106,471</b>	<b>101,271</b>
<b><u>Income</u></b>				
Costs recovered (DBS checks)	4,403	5,000	5,000	5,000
Sales, fees and charges	100,438	97,457	98,957	98,957
<b>Gross income</b>	<b>104,841</b>	<b>102,457</b>	<b>103,957</b>	<b>103,957</b>
<b>Net expenditure / (surplus)</b>	<b>(1,912)</b>	<b>4,771</b>	<b>2,514</b>	<b>(2,686)</b>

## Taxi licensing

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	4,771	4,771
Direct employee expenses - changes in salary allocations		16,600
Premises related expenditure - increase in taxi bay rental		300
General office expenses - decrease in budgets	(300)	
Services and expenses - payments to DVLA - budget removed	(500)	(500)
Support services - variations in customer services recharge		(23,100)
Support services - variations in recharges	100	700
Sales, fees and charges - variations in income	(1,500)	(1,500)
Other net changes	(57)	43
<b>2017/18 Probable outturn</b>	<b>2,514</b>	
<b>2018/19 Estimate</b>		<b>(2,686)</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
<b>Number of:</b>				
Private hire operators	22	23	22	22
<b>Vehicles:</b>				
Hackney carriage	130	140	128	128
Private hire	78	82	78	78
	208	222	206	206
<b>Drivers:</b>				
Hackney carriage	147	150	146	146
Private hire	81	80	78	78
	228	230	224	224

## Other licences

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Salaries	18,700	18,300	18,300	23,500
<b><u>Transport related expenditure</u></b>				
Car allowances	800	900	900	1,000
<b><u>Supplies and services</u></b>				
Services and expenses	1,780	1,500	1,500	1,500
<b><u>Support services</u></b>				
Financial services	3,800	3,800	3,800	3,900
Information technology	500	500	500	800
Human resources	200	200	200	200
Office accommodation	1,300	1,400	1,400	1,600
Customer services	1,700	1,700	2,800	2,800
Law and governance	8,800	7,400	7,500	7,300
Technical services	810	860	860	700
<b>Gross expenditure</b>	<b>38,390</b>	<b>36,560</b>	<b>37,760</b>	<b>43,300</b>
<b><u>Income</u></b>				
Sales, fees and charges	15,493	13,100	11,297	12,900
<b>Gross income</b>	<b>15,493</b>	<b>13,100</b>	<b>11,297</b>	<b>12,900</b>
<b>Net expenditure</b>	<b>22,897</b>	<b>23,460</b>	<b>26,463</b>	<b>30,400</b>

## Other licences

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	23,460	23,460
Direct employee expenses - changes in salary allocations		5,200
Car allowances - change in recharge		100
Support services - variations in customer services recharge	1,100	1,100
Support services - variations in support services	100	300
Sales, fees and charges - variations in income - registration fees	1,900	2,600
Sales, fees and charges - variations in income - caravan park licences		(2,400)
Other net changes	(97)	40
<b>2017/18 Probable outturn</b>	<b>26,463</b>	
<b>2018/19 Estimate</b>		<b>30,400</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
<b>Number of:</b>				
Riding establishments	2	3	2	2
Pet Shops	3	5	3	3
Scrap metal collectors/sites	7	17	7	7
Mobile Home licences	40	40	40	40
Animal boarding	6	7	6	6
Home boarding	6	4	6	6
Dog breeders	3	3	3	3

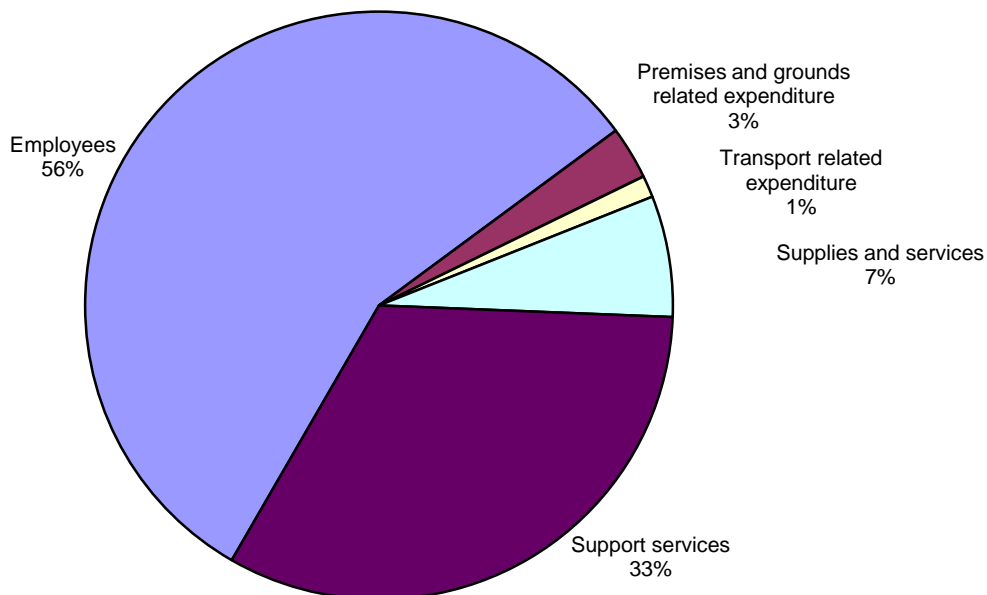


# Regulatory Committee

## Subjective analysis

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	62,469	63,150	63,150	91,250
Premises and grounds related expenditure	4,110	4,380	4,380	4,680
Transport related expenditure	1,700	1,700	1,740	1,940
Supplies and services	8,739	11,338	10,456	10,746
Support services	83,920	82,190	83,490	52,770
<b>Gross expenditure</b>	<b>160,938</b>	<b>162,758</b>	<b>163,216</b>	<b>161,386</b>
<b><u>Income</u></b>				
Costs recovered	4,403	5,000	5,000	5,000
Sales, fees and charges	128,892	120,407	120,704	122,307
<b>Gross income</b>	<b>133,295</b>	<b>125,407</b>	<b>125,704</b>	<b>127,307</b>
<b>Net expenditure</b>	<b>27,643</b>	<b>37,351</b>	<b>37,512</b>	<b>34,079</b>

### Expenditure Analysis 2018/19



## Planning Committee

### Budget for the Year Ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Summary</b>				
Planning Policy and Strategy	631,393	782,100	696,179	860,980
Development Management	394,762	575,931	629,918	568,261
Building Control:				
Non Fee Related	163,484	163,187	169,460	171,620
Fee Related	(10,632)	594	(6,197)	21,343
<b>Net Expenditure</b>	<b>1,179,006</b>	<b>1,521,812</b>	<b>1,489,360</b>	<b>1,622,204</b>

## Planning Policy and Strategy

### Budget for the Year Ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct Employee Expenses	394,300	408,500	361,200	393,800
Training and Recruitment	8,760	3,600	2,900	2,900
Premises Related expenditure				
Hire of facilities	214	400	300	200
Transport Related Expenditure				
Travelling and Subsistence	11,691	11,000	11,300	11,800
Supplies and Services				
General Office Expenses	1,645	1,500	3,727	3,350
Communication and Computing	1,395	1,650	2,550	2,550
Services and Expenses:				
- Consultancy	84,082	15,000	65,000	65,000
- Urban Design Advice	-	-	-	35,000
- Counsel Fees - Local Plan - all Inquiry Fees	-	100,000	0	100,000
- Planning and Development Advice	-	100,000	100,000	100,000
- Land Registry and Courier Fees	6	0	302	280
Support Services				
Financial Services	10,200	10,200	9,500	9,100
Information Technology	19,600	20,500	20,500	21,900
Human Resources	4,900	5,000	5,000	4,500
Office Accommodation	35,000	36,600	36,600	36,500
Customer Services	14,300	14,300	900	900
Law and Governance	18,900	21,700	22,900	19,200
Technical Services	26,400	33,000	53,500	54,000
<b>Gross Expenditure</b>	<b>631,393</b>	<b>782,950</b>	<b>696,179</b>	<b>860,980</b>
<b>Income</b>				
Developer's Contributions	-	850	-	-
Sales, Fees and Charges	-	-	-	-
<b>Gross Income</b>	<b>0</b>	<b>850</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure</b>	<b>631,393</b>	<b>782,100</b>	<b>696,179</b>	<b>860,980</b>

## Planning Policy and Strategy

### Service Description

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

### Budget Variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original Estimate	782,100	782,100
Salaries - Restructuring of local plans team	(1,400)	31,200
Salaries - Virement of salary allocation to Corporate Management	(45,900)	(45,900)
Training and Recruitment - Post Entry Training no longer required	(700)	(700)
Supplies and Services	3,327	3,350
Increased general consultancy costs - Underspend carried over from 16/17	50,000	
Increased cost of consultancy to deliver Local Plan		85,000
Local Plan Enquiry slipped to 2018/19	(100,000)	
Reduction in Support services costs	7,902	5,080
Other Net Changes	850	850
<b>2017/18 Probable Out-turn</b>	<b>696,179</b>	
<b>2018/19 Estimate</b>		<b>860,980</b>

## Development Management

### Budget for the Year Ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct Employee Expenses	661,122	763,600	891,600	1,045,300
Training and Recruitment	20,235	20,435	25,491	15,560
Premises Related Expenditure				
Direct Services Team recharge - Enforcement	1,400	1,400	1,400	1,400
Transport Related Expenditure				
Travelling and Subsistence	26,577	28,880	28,880	32,900
Supplies and Services				
General Office Expenses	16,614	11,210	20,513	15,810
Communication and Computing	19,281	21,870	23,862	25,482
Services and Expenses:				
- Appeals and Court Cases	6,750	30,000	30,000	30,000
- Padd Farm	10,674	3,000	3,000	1,500
- Adas Farm	-	-	18,218	11,100
- Longcross Garden Village	-	-	26,570	0
- Other Fees and Consultancy	50,687	24,000	24,500	24,525
Public Liability Insurance	2,425	2,500	2,683	2,683
Support Services				
Financial Services	16,700	18,100	17,900	19,900
Information Technology	72,300	78,200	77,600	89,200
Human Resources	8,200	10,200	10,200	12,400
Office Accommodation	55,100	65,200	65,200	91,600
Customer Services	158,400	158,400	6,400	6,400
Law and Governance	111,600	139,400	140,900	119,200
Leisure Management	1,000	0	0	0
Technical Services	28,500	35,900	182,800	186,100
Depreciation & Impairment Losses				
Depreciation	961	696	961	961
<b>Gross Expenditure</b>	<b>1,268,526</b>	<b>1,412,991</b>	<b>1,598,678</b>	<b>1,732,021</b>
<b>Income</b>				
Grant Received	35,495	-	55,000	145,000
Developers' Contributions	-	43,300	-	-
Contributions / Costs Recovered	4,006	5,000	-	-
Sales, Fees and Charges:				
- Planning Application Fees	670,681	700,000	735,000	840,000
- Advice to Public Fees	74,640	79,760	79,760	79,760
- Plans, Consents & Prints	7,164	9,000	9,000	9,000
- Planning Performance Agreement (PPA) Advice	-	-	90,000	90,000
Legal Fees Recovered	81,778	-	-	-
<b>Gross Income</b>	<b>873,764</b>	<b>837,060</b>	<b>968,760</b>	<b>1,163,760</b>
<b>Net Expenditure</b>	<b>394,762</b>	<b>575,931</b>	<b>629,918</b>	<b>568,261</b>

## Development Management

### Service Description

<b>Budget Manager:</b>	Development Manager - Mrs C Kelso
<b>Service Function:</b>	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
<b>Legal Status:</b>	Planning and Compulsory Purchase Act 2004.
<b>Policy Objectives:</b>	The management of development through the determination of applications in a positive and proactive manner, and in a timely manner The giving of planning advice to provide a high quality customer service The use of enforcement powers to control harmful unauthorised development and seek solutions that maintain amenities and avoid harm to the environment The administration and collection of developer contributions under s106 agreements The defence of Council decisions in these areas in appeal and court

### Budget Variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original Estimate	575,931	575,931
Salaries - Variations in allocations based on time spent on this service	128,000	281,700
Training and Recruitment - Reduced requirement for Post Entry Training	5,056	(4,875)
General Office Expenses - Reduced requirement for purchase of furniture and equipment	9,303	4,600
Padd Farm - Reduced counsel and barrister cost		(1,500)
Adas Farm	18,218	11,100
Longcross Garden Village	26,570	0
Consultancy (Net of Costs Recovered) - Additional sum for arboricultural Advice	500	525
Variations in Support Service recharges	(3,952)	19,848
Income - Grant received - confirmed by DCLG	(55,000)	(145,000)
Income - Developer Contributions following Salary Allocations No longer required	43,300	43,300
Income - Variation in income from Planning Advice and sales	(30,000)	(160,000)
Longcross Garden Village Planning Performance Agreement (PPA) Advice	(90,000)	(65,000)
Other Net Changes	1,992	7,632
<b>2017/18 Probable Out-turn</b>	<b>629,918</b>	
<b>2018/19 Estimate</b>		<b>568,261</b>

### Service Statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Number of Appeals	20	30	30	35
Number of Enforcement Requests Received	293	260	260	270
Number of Applications Determined	2,164	1,800	2,000	1,800

## Building Control - Non Fee Related

### Budget for the Year Ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct Employee Expenses	82,300	83,000	83,000	85,300
Training and Recruitment	2,425	4,770	4,770	4,770
Transport Related Expenditure				
Travelling and Subsistence	6,516	6,150	6,150	5,850
Supplies and Services				
General Office Expenses	8,848	7,980	8,770	8,830
Communication and Computing	3,139	3,688	4,570	4,570
Consultancy	5,342	0	0	0
Public Liability Insurance	808	850	894	894
Support Services				
Financial Services	3,200	3,400	3,400	3,600
Information Technology	20,200	22,600	22,600	21,300
Human Resources	800	800	800	800
Office Accommodation	3,000	3,200	3,200	3,600
Customer Services	25,900	25,900	1,500	1,500
Information Governance Services			100	300
Technical Services	800	700	29,500	30,100
Depreciation & Impairment Losses				
Depreciation	206	149	206	206
<b>Gross Expenditure</b>	<b>163,484</b>	<b>163,187</b>	<b>169,460</b>	<b>171,620</b>

## Building Control - Non Fee Related

### Service Description

<b>Budget Manager:</b>	Building Control Manager - Mr D Jones
<b>Service Function:</b>	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.
<b>Legal Status:</b>	Building Act 1984 and Building Regulations 2010
<b>Policy Objectives:</b>	Seek to investigate customer complaints within three working days of receipt. Maintain ISO accreditation.

### Budget Variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original Estimate	163,187	163,187
Variations in Support Service recharges	4,601	4,701
Other Net Changes	1,672	3,732
<b>2017/18 Probable Out-turn</b>	<b>169,460</b>	
<b>2018/19 Estimate</b>		<b>171,620</b>

### Service Statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Number of Dangerous Structures Resolved	13	15	22	17
Number of Demolitions Controlled	37	25	31	30
Number of Unauthorised Works Resolved	27	30	22	25



## Building Control - Fee Related

### Budget for the Year Ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct Employee Expenses	218,900	235,400	235,400	242,300
Transport Related Expenditure				
Travelling and Subsistence	14,572	13,700	13,700	13,000
Supplies and Services				
General Office Expenses	96	600	600	600
Communication and Computing	5,712	6,805	7,464	7,364
Services and Expenses	11,373	30,590	18,750	30,590
Public Liability Insurance	2,425	2,550	2,683	2,683
Support Services				
Financial Services	12,500	12,400	12,400	13,000
Information Technology	13,500	15,900	15,600	15,800
Human Resources	2,400	2,400	2,400	2,400
Office Accommodation	7,600	8,300	8,300	9,500
Customer Services	18,500	18,500	600	1,200
Technical Services	0	0	28,800	29,400
Depreciation & Impairment Losses				
Depreciation	206	149	206	206
<b>Gross Expenditure</b>	<b>307,785</b>	<b>347,294</b>	<b>346,903</b>	<b>368,043</b>
<b>Income</b>				
Sales, Fees and Charges				
Sales	1,729	2,700	2,700	2,700
Fees and Charges - Application/ Inspection Fees	316,688	344,000	350,400	344,000
<b>Gross Income</b>	<b>318,417</b>	<b>346,700</b>	<b>353,100</b>	<b>346,700</b>
<b>Net Expenditure (Income)</b>	<b>(10,632)</b>	<b>594</b>	<b>(6,197)</b>	<b>21,343</b>

## Building Control - Fee Related

### Service Description

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

### Budget Variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original Estimate	594	594
Allowance for pay inflation and corrected overheads		
Salaries - Variations in allocations based on time spend on this service		6,900
Services and Expenses - increased professional fees and structural engineer fees	(11,181)	559
Variations in Support Service recharges - new technical admin recharges	10,790	13,990
Fees and Charges - Variation in Application and Inspection Fees	(6,400)	0
Other Net Changes		(700)
<b>2017/18 Probable Out-turn</b>	<b>(6,197)</b>	
<b>2018/19 Estimate</b>		<b>21,343</b>

### Service Statistics

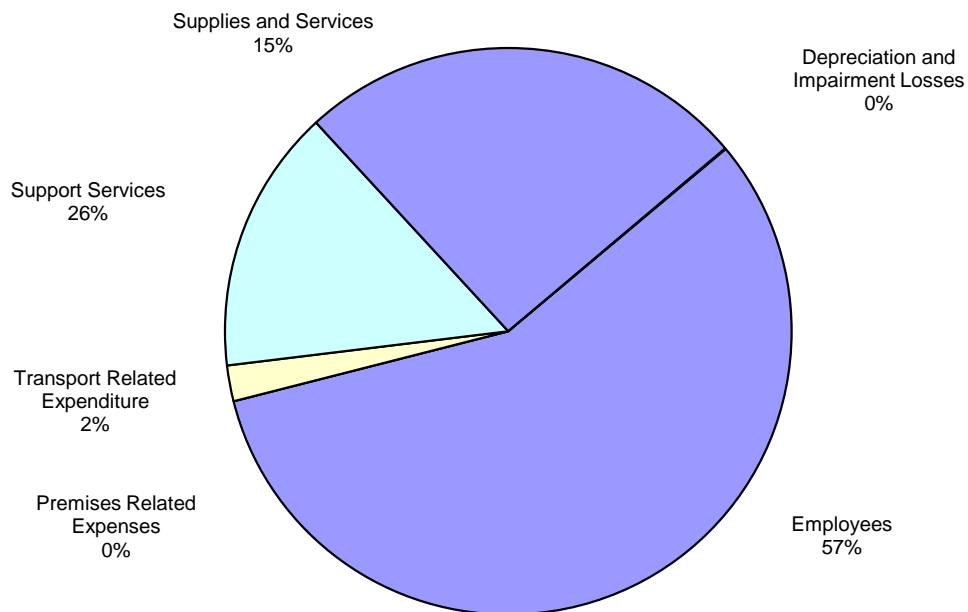
	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Number of Applications Received	632	675	690	675
Average Time to Examine Applications	9 days	9 days	9 days	9 days
Number of Inspections Carried Out	4,369	4,200	4,400	4,200
Value of Building Control Work	£38m	£40m	£43m	£40m

## Planning Committee

### Subjective Analysis

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	1,388,041	1,519,305	1,604,361	1,789,930
Premises Related Expenses	214	400	300	200
Transport Related Expenditure	59,356	59,730	60,030	63,550
Supplies and Services	231,302	363,793	364,656	472,811
Support Services	690,900	762,200	780,500	804,800
Depreciation and Impairment Losses	1,373	994	1,373	1,373
<b>Gross Expenditure</b>	<b>2,371,187</b>	<b>2,706,422</b>	<b>2,811,220</b>	<b>3,132,664</b>
<b><u>Income</u></b>				
Government grants	35,495	0	55,000	145,000
Developers' Contributions	0	44,150	0	0
Contributions	4,006	5,000	0	0
Sales, Fees and Charges	1,070,901	1,135,460	1,266,860	1,365,460
Costs Recovered	81,778	0	0	0
<b>Gross Income</b>	<b>1,192,181</b>	<b>1,184,610</b>	<b>1,321,860</b>	<b>1,510,460</b>
<b>Net Expenditure</b>	<b>1,179,006</b>	<b>1,521,812</b>	<b>1,489,360</b>	<b>1,622,204</b>

### Expenditure Analysis 2018/19



## Corporate Management Committee

### Budget for the year ending 31 March 2019

<b>Summary</b>	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
Corporate and democratic services				
Corporate management	740,967	761,591	793,763	1,001,930
Democratic representation and management	780,899	833,897	794,804	844,279
Central services to the public				
Council tax collection	881,487	636,315	711,504	607,442
National non domestic rate	99,962	102,065	89,964	59,580
Registration of electors	133,566	170,843	186,833	194,782
Elections	191,284	124,578	103,324	223,927
Public relations	75,538	97,772	103,975	117,022
Local land charges	(7,882)	13,285	24,915	16,035
Contingencies planning	165,073	146,969	153,944	161,695
Business services				
Corporate land and property holdings - current portfolio	(4,451,509)	(11,480,348)	(10,025,087)	(19,570,094)
Corporate land and property holdings - development	719,916	(288,050)	629,438	(266,100)
Runnymede Business Partnership	68,664	64,305	64,025	67,525
Control and establishment budgets				
Civic Centre	598,621	(11,647)	247,110	70,295
Chertsey Depot	(1,229)	8,476	25,299	6,446
Staff costs	0	(149,500)	10,700	(2,000)
Employers costs	801,010	850,630	831,697	834,235
Staff training and recruitment	6,585	6,600	(13,200)	(13,000)
Car allowances	0	0	0	0
Financial services	(7,666)	26,391	19,754	10,531
Computer services	(1,976)	12,652	20,406	53,171
Corporate document management system	47	3,380	4,785	8,185
Post room management services	2,592	730	200	10,280
Runnymede web	1,194	22,341	29,042	14,592
Human resources	186	4,050	(6,375)	37,723
Customer services	0	(143,455)	164,827	21,977
Law and governance services	(1,436)	8,986	32,187	61,503
Planning technical services	0	0	673	373
Building support services	(45)	(15,177)	(8,733)	(3,451)
Geographical information service	9	131	(4,955)	4,551
Runnymede direct services	(998)	3,559	(9,019)	3,942
Radio station	3	350	750	(250)
Transport overheads	0	(470)	5,942	27,352
<b>Net expenditure</b>	<b>794,862</b>	<b>(8,188,751)</b>	<b>(5,017,508)</b>	<b>(15,395,522)</b>

## Corporate and democratic core

### Corporate management

#### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	177,500	177,300	258,400	378,300
Training and recruitment	4,206	2,400	2,000	3,400
Transport related expenditure				
Travelling and subsistence	8,724	8,600	8,600	8,800
Supplies and services				
Printing and stationery etc.	3,758	4,150	4,500	4,900
Memberships and affiliations	23,499	22,700	24,000	24,000
Communications and computing	1,413	1,200	1,400	1,400
New initiatives fund	-	23,500	23,500	37,000
Bank charges	29,064	37,150	29,650	34,650 (2)
Corporate fraud	71,603	71,476	73,676	62,976 (3)
Business transformation, restructuring and review	0	45,000	22,500	171,900
Economic Development Strategy	5,392	17,800	16,000	17,300
Runnymede Pleasure Ground	11,351	-	2,277	-
Treasury management	51,154	51,715	51,717	53,219 (2)
External audit costs	47,335	48,100	41,535	48,235 (1)
Business engagement	1,670	10,000	3,400	10,000
Corporate business plan	3,259	0	1,908	2,750
Enterprise zone	15,054	17,000	36,300	9,000
Surrey growth narrative	5,500	5,500	5,500	5,500
Support services				
Financial services	93,400	98,500	98,500	106,500
Information technology	40,800	40,700	40,700	41,700
Human resources	13,800	17,100	17,100	7,600
Office accommodation	21,500	23,400	23,400	30,200
Customer services	166,133	94,700	66,600	7,200
Law and governance services	113,400	114,800	114,800	136,000
Technical services	900	1,200	1,200	1,200
<b>Gross expenditure</b>	<b>910,415</b>	<b>933,991</b>	<b>969,163</b>	<b>1,203,730</b>
<b>Income</b>				
Government grants	15,216	0	0	0
Other grants and contributions	332	0	0	0
Recharges to other general fund services	29,400	30,000	33,000	30,000
Recharges to the Housing Revenue Account				
- Corporate fraud	19,800	35,700	35,700	35,700
- Central expenses	16,000	16,000	16,000	16,100
- Corporate costs	88,700	90,700	90,700	120,000
<b>Gross income</b>	<b>169,448</b>	<b>172,400</b>	<b>175,400</b>	<b>201,800</b>
<b>Net expenditure</b>	<b>740,967</b>	<b>761,591</b>	<b>793,763</b>	<b>1,001,930</b>

## Corporate and democratic core

### Corporate management

#### Service description

**Budget manager:** Corporate Head of Strategy - S. Walsh  
 (1) - Corporate Head of Resources - P. McKenzie  
 (2) - Head of Financial Services - P. French  
 (3) - Head of Customer Services, Revenues and Benefits - L. Norman

**Service function:**

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

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

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

**Policy objectives:**

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

#### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	761,591	761,591
Salaries - amended to reflect changes in time allocations	9,000	64,200
Salaries - virement of salary allocation incorrectly charged to Planning	45,900	45,900
Salaries - new Project Officer - CMC Oct 2017	19,000	75,900
Salaries - new Apprentice CMC June 2017	7,200	14,900
New Initiatives Fund (NIF) balance - CMC July 2016		13,500
Bank charges - reduction in 2017/18 fees	(5,000)	
Corporate Fraud - amended to reflect change in time allocations	2,200	(8,500)
Project Management provision	(22,500)	126,900
Economic Development strategy - planned underspend brought forward from 16/17	9,500	
Economic Development strategy - provision carried forward to 2018/19	(11,300)	11,300
Economic Development strategy - budget provisions dropping out		(11,800)
RPG - planned underspend brought forward from 2016/17	4,600	
RPG - provision not required	(2,300)	
External Audit - settlement contribution from previous company	(6,700)	
Business Engagement - reduced provision required in 2017/18	(6,600)	
Enterprise zone - planned underspend brought forward from 2016/17	19,300	
Enterprise zone - reduced provision in 2018/19		(8,000)
Support services - variations in support service allocations	(28,100)	(60,000)
Recharges to HRA - increased recharge		(29,400)
Other net changes	(2,028)	5,439
<b>2017/18 Probable outturn</b>	<b>793,763</b>	
<b>2018/19 Estimate</b>		<b>1,001,930</b>

## Corporate and democratic core

### Democratic representation and management

#### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Mayor (including Deputy)				
Attendance allowance	4,019	4,300	4,300	4,600
Allowance	8,844	10,000	9,236	10,000
Floral displays	571	400	400	450
Mayor/Deputy Mayor's regalia	534	0	27	33
Travel	2,307	2,000	2,274	2,000
Senior and secretarial support	3,000	3,000	3,000	3,100
Law and governance services	31,700	29,500	29,500	33,900
Members				
Allowances	213,574	230,360	231,800	244,600
IT facilities and training	35,218	29,803	19,804	21,905
Training, travelling and subsistence	9,471	5,463	4,900	8,100
Printing, stationery etc.	4,344	7,022	5,592	6,430
Refreshments/vending	1,545	1,800	1,800	1,800
Support services				
Direct employee expenses	40,751	42,039	42,040	43,542
Transport recharge	1,783	1,710	1,710	1,730
Car allowances	400	100	100	100
Fees - Remuneration Panel	0	0	0	3,000
Financial services	54,100	57,700	57,700	55,700
Information technology	13,700	19,400	19,400	17,400
Human resources	700	700	700	0
Office accommodation	129,300	140,900	140,900	155,400
Customer services	2,800	2,800	3,200	3,700
Law and governance services	281,000	304,200	276,100	290,200
Community services	14,400	14,700	14,700	14,300
Technical services	1,400	100	100	100
Depreciation and impairment losses				
Depreciation	89	0	89	89
<b>Gross expenditure</b>	<b>855,550</b>	<b>907,997</b>	<b>869,372</b>	<b>922,179</b>
<b>Income</b>				
Sales, fees and charges	1,551	0	468	0
Recharged to the Housing Revenue Account	26,800	26,800	26,800	29,400
Recharged to the Housing Revenue Account	46,300	47,300	47,300	48,500
<b>Net expenditure</b>	<b>780,899</b>	<b>833,897</b>	<b>794,804</b>	<b>844,279</b>

## Corporate and democratic core

### Democratic representation and management

#### Service description

<b>Budget manager:</b>	Corporate Head of Law and Governance - M. Leo
<b>Service function:</b>	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
<b>Legal status:</b>	Local Government Act 1972. Local Government and Housing Act 1989.
<b>Policy objectives:</b>	Members' Allowances payable have been recommended by the Independent Remuneration Panel and adopted by the Corporate Management Committee.

#### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate	833,897	833,897
Member's allowances increased - CMC Jan 2016		14,200
Member's training virement from New Initiatives Fund	(600)	2,600
Member's IT provision	(10,000)	(7,900)
Fees of Remuneration panel		3,000
Support services - variations in support service allocations	(27,700)	(3,700)
Support services - Law and governance		4,400
Other net changes	(793)	(2,218)
<b>2017/18 Probable outturn</b>	<b>794,804</b>	
<b>2018/19 Estimate</b>		<b>844,279</b>

#### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Actual</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Allowance payable ( per Councillor )			
Mayor's allowance	3,215	3,440	3,680
Deputy Mayor's allowance	804	860	920
Basic allowance (42 members)	3,215	3,440	3,680
Leader of the Council	6,430	6,880	7,360
Deputy Leader of the Council	1,608	1,720	1,840
Political Group Leaders (other than Leader of the Council)	2,411	2,580	2,760
Members of Planning Committee (other than Chairman & Vice-Chairman)	1,875	2,007	2,147
Members of Corp. Man. not in receipt of other Special Allowance	804	860	920
Co-opted Members of the Standards Committee	402	430	460
Chairman of Englefield Green Committee	804	860	920
Chairman of Licensing Committee	3,215	3,440	3,680
Chairman of Planning Committee	5,626	6,020	6,440
Chairman of Regulatory Committee	1,608	1,720	1,840
Chairman of Standards and Audit Committee	1,061	1,135	1,214
Chairman of Other Policy Committees	3,215	3,440	3,680
Chairman of Overview and Scrutiny Committee	3,215	3,440	3,680
Vice-Chairman of Planning Committee	3,751	4,013	4,293
Vice-Chairman of Licensing Committee	1,608	1,720	1,840
Vice-Chairman of Regulatory Committee	804	860	920
Vice-Chairman of Standards and Audit Committee	402	430	460
Vice-Chairman of Other Policy Committees	1,608	1,720	1,840
Vice-Chairman of Overview and Scrutiny Committee	1,608	1,720	1,840



## Elections

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	92,745	46,700	46,700	58,600
Training and recruitment	3,559	600	763	7,600
Premises related expenditure				
Rents, rates and insurance	8,012	2,000	2,000	14,460
Supplies and services				
Equipment, furniture and materials	3,422	0	0	2,300
Purchase of election equipment	0	0	390	0
General office expenses	8,676	1,820	3,692	13,527
Computing and communications	15,551	7,258	4,625	34,570
Fees - election expenses	28,261	4,500	951	38,740
Fees - election expenses travel	1,240	0	43	2,430
By Election provision	-	5,000	0	5,000
Boundary reviews provision	-	22,000	0	5,000
Support services				
Financial services	10,400	11,400	15,700	12,100
Information technology	9,900	9,300	11,500	12,200
Human resources	800	800	800	900
Office accommodation	5,300	5,700	5,700	7,100
Customer services	900	900	900	1,100
Law and governance services	6,200	6,300	11,600	8,000
Technical services	300	300	300	300
<b>Gross expenditure</b>	<b>195,266</b>	<b>124,578</b>	<b>105,664</b>	<b>223,927</b>
<b>Income</b>				
Cost recovered - other elections	3,982	0	2,340	0
<b>Gross income</b>	<b>3,982</b>	<b>0</b>	<b>2,340</b>	<b>0</b>
<b>Net expenditure</b>	<b>191,284</b>	<b>124,578</b>	<b>103,324</b>	<b>223,927</b>

## Elections

### Service description

<b>Budget manager:</b>	Election Services Manager - S. Clifton
<b>Service function:</b>	The conduct of all elections within the Borough.
<b>Legal status:</b>	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
<b>Policy objectives:</b>	To aim for declaration of local election results by 1.30am.

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	124,578	124,578
Salaries - temporary posts extended CMC March 2017		11,200
Equipment allocation recovered from Other elections	(2,300)	
License fees recovered from Other elections	(4,700)	
Reinstatement of provisions for Borough Election in 2018/19		98,000
By Election provision not fully used	(2,000)	
Boundary review provision reduced and moved to 2018/19	(22,000)	(17,000)
Support services - variations in support service allocations	11,800	7,000
Other net changes	(2,054)	149
<b>2017/18 Probable outturn</b>	<b>103,324</b>	
<b>2018/19 Estimate</b>		<b>223,927</b>

### Service statistics

	<u>2016</u> <b>Referendum</b>	<u>2017</u> <b>County</b>	<u>2017</u> <b>Parliamentary</b>
Election dates	23 <sup>rd</sup> June	4 <sup>th</sup> May	8 <sup>th</sup> June
Percentage of electors voting	76.1%	31.0%	69.1%
Number of wards/divisions	1	6	1
Time count completed (same night)	2:50am	2.30pm	2.15 am
Count completed on	24 <sup>th</sup> June	5 <sup>th</sup> May	9 <sup>th</sup> June
Number of postal votes issued	9,519	7,441	11,993

## Public relations

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	60,600	71,300	73,500	87,000
Training and recruitment	-	700	700	700
Transport related expenditure				
Car allowances	-	200	200	200
Travelling expenses	-	100	100	100
Supplies and services				
Equipment, furniture and materials	200	1,472	1,945	2,892 (1)
General expenses	1,200	1,500	1,530	1,530
Communications and computing	126	300	0	0
Grants and subscriptions	2,012	2,600	2,500	2,500
Special events (Freedom of the borough)	-	7,000	5,500	0
Support services				
Financial services	3,400	3,800	9,800	11,000
Information technology	5,200	5,200	5,200	7,200
Human resources	1,000	1,000	1,000	1,300
Office accommodation	10,200	11,100	11,100	14,400
Customer services	600	600	600	600
Law and governance services	3,000	2,900	2,900	2,800
Community services	2,000	2,000	1,400	400
<b>Gross expenditure</b>	<b>89,538</b>	<b>111,772</b>	<b>117,975</b>	<b>132,622</b>
<b>Income</b>				
Other income and recharges	14,000	14,000	14,000	15,600
<b>Gross income</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>15,600</b>
<b>Net expenditure</b>	<b>75,538</b>	<b>97,772</b>	<b>103,975</b>	<b>117,022</b>

## Public relations

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	97,772	97,772
Salaries - amended to reflect changes in time allocations		10,700
Salaries - new Apprentice apportionment CMC June 2017	2,200	4,000
Freedom of the Borough provision dropping out - CMC Aug 2016	(1,500)	(7,000)
Support services - variations in support service allocations	5,400	11,100
Other net changes	103	450
<b>2017/18 Probable outturn</b>	<b>103,975</b>	
<b>2018/19 Estimate</b>		<b>117,022</b>

### Service statistics

	<u>2015</u> Actual	<u>2016</u> Actual	<u>2017</u> Actual
Number of notice boards @ 1 September	26	26	26

## Council tax collection

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	528,565	328,300	328,300	245,300
Training and recruitment	893	1,220	2,180	2,180
Transport related expenditure				
Travelling and subsistence	2,416	2,150	2,250	1,250
Supplies and services				
General office expenses	12,255	13,850	14,747	15,180
Communications and computing	59,151	62,845	65,519	72,524
Services and expenses:				
- Fees	11,988	6,250	11,208	11,708
- Bank charges	11,400	12,000	12,000	12,000
Channel Shift savings	0	0	0	(52,000)
Support services				
Financial services	105,000	109,500	109,500	114,500
Information technology	66,700	74,400	74,400	75,800
Human resources	5,300	5,900	5,900	5,400
Office accommodation	33,800	41,200	41,200	39,500
Customer services	177,100	117,100	177,100	197,700
Law and governance services	500	1,200	1,300	3,500
Chief executive services	-	-	500	500
Technical services	400	400	400	400
<b>Gross expenditure</b>	<b>1,015,468</b>	<b>776,315</b>	<b>846,504</b>	<b>745,442</b>
<b>Income</b>				
Other grants and contributions:				
- Costs and penalties recovered	133,981	140,000	135,000	138,000
<b>Gross income</b>	<b>133,981</b>	<b>140,000</b>	<b>135,000</b>	<b>138,000</b>
<b>Net expenditure</b>	<b>881,487</b>	<b>636,315</b>	<b>711,504</b>	<b>607,442</b>

## Council tax collection

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	636,315	636,315
Salaries - change in time allocations due to reorganisation		(16,100)
Salaries - Restructuring report savings CMC Nov 2017		(66,900)
Services and expenses - increase in court costs	4,000	4,500
Computer maintenance virement to cover reallocation of costs	2,800	2,800
Computer developments - systems review CMC July 2017		6,000
Channel Shift savings CMC July 2017		(52,000)
Support services - variations in customer services	60,000	80,600
Support services - variations in other support service allocations	600	7,000
Income - reduction in costs recovered	5,000	2,000
Other net changes	2,789	3,227
<b>2017/18 Probable outturn</b>	<b>711,504</b>	
<b>2018/19 Estimate</b>		<b>607,442</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Percentage of Council Tax collected in year	98.7%	98.5%	98.7%	98.7%
Number of dwellings at 1 September	35,428	35,400	35,400	35,400
Net cost of collection per property	£24.88	£17.98	£20.10	£17.16
Proportion of payers, paying by direct debit @ 1 September	75%	74%	75%	75%

## National non-domestic rate

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	163,700	153,200	153,200	116,500
Training and recruitment	448	785	1,185	2,300
Transport related expenditure				
Travelling and subsistence	2,351	1,950	2,050	1,500
Supplies and services				
General offices expenses	1,783	1,450	1,800	1,300
Communications and computing	12,015	12,140	15,489	14,140
Service and expenses:				
- Other fees	572	200	700	700
Support services				
Financial services	20,600	23,300	23,300	24,200
Information technology	21,100	24,300	24,300	22,800
Human resources	2,400	2,500	2,500	2,200
Office accommodation	15,600	17,300	17,300	18,000
Customer services	900	900	900	1,100
Law and governance services	500	500	200	800
Corporate services	0	0	500	500
Community services	240	240	240	240
Technical services	300	300	300	300
<b>Gross expenditure</b>	<b>242,509</b>	<b>239,065</b>	<b>243,964</b>	<b>206,580</b>
<b>Income</b>				
Government grants:				
- Cost of collection allowance	128,088	125,000	127,000	130,000
- New burden grant	-	-	12,000	-
Other grants and contributions - costs recovered	14,459	12,000	15,000	17,000
<b>Gross income</b>	<b>142,547</b>	<b>137,000</b>	<b>154,000</b>	<b>147,000</b>
<b>Net expenditure</b>	<b>99,962</b>	<b>102,065</b>	<b>89,964</b>	<b>59,580</b>

## National non-domestic rate

### Service description

<b>Budget manager:</b>	Head of Customer Services, Revenues and Benefits - L. Norman
<b>Service function:</b>	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
<b>Legal status:</b>	Local Government Finance Act 1988
<b>Policy objectives:</b>	The collection target is to achieve 99% of the total debit collectable by 31st March

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	102,065	102,065
Salaries - amended to reflect staff changes and time allocations		(4,700)
Salaries - Restructuring report savings CMC Nov 2017		(32,000)
Computer systems maintenance - increased costs covered by grant	4,100	
Computer developments - systems review CMC July 2017		1,500
Government grants	(14,000)	(5,000)
Other grants and contributions - costs recovered	(3,000)	(5,000)
Other net changes	799	2,715
<b>2017/18 Probable outturn</b>	<b>89,964</b>	
<b>2018/19 Estimate</b>		<b>59,580</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Percentage of business rates collected in year	98.9%	99.0%	98.8%	98.8%
Number of properties at 31 March	2,421	2,400	2,495	2,500
NNDR multiplier ( set by Government )	49.7p	48.0p	47.9p	49.3p
NNDR small business multiplier ( set by Government )	48.8p	46.7p	46.6p	48.0p
Total rateable value at 31 March	£133m	£134m	£132m	£140m
Gross cost of collection per chargeable hereditament	£100.17	£99.61	£97.78	£82.63
Net cost of collection per chargeable hereditament	£41.29	£42.53	£36.06	£23.83
Number of payers paying by direct debit @ 1 September	882	1,050	859	850
Proportion of payers, paying by direct debit @ 1 September	36.4%	43.8%	34.4%	34.0%



## Registration of electors

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	60,175	82,900	110,300	108,300
Training and recruitment	393	1,200	1,200	1,200
Transport related expenditure				
Travelling and subsistence	3,348	2,400	2,400	3,500
Supplies and services				
General office expenses	5,246	5,839	5,432	5,432
Communications and computing	9,673	20,938	11,120	10,375
Canvassing costs	41,651	40,180	38,795	41,040
Support services				
Financial services	4,500	4,900	4,900	5,400
Information technology	14,900	16,400	16,400	19,600
Human resources	1,600	1,600	1,600	1,800
Office accommodation	9,800	10,700	10,700	15,800
Customer services	900	900	900	1,100
Law and governance services	4,300	4,700	4,900	5,100
Technical services	1,400	1,800	1,800	1,800
<b>Gross expenditure</b>	<b>157,886</b>	<b>194,457</b>	<b>210,447</b>	<b>220,447</b>
<b>Income</b>				
Grant received	20,807	20,514	20,514	22,565
Sales, fees and charges- sales of registers	3,513	3,100	3,100	3,100
<b>Gross income</b>	<b>24,320</b>	<b>23,614</b>	<b>23,614</b>	<b>25,665</b>
<b>Net expenditure</b>	<b>133,566</b>	<b>170,843</b>	<b>186,833</b>	<b>194,782</b>

## Registration of electors

### Service description

<b>Budget manager:</b>	Election Services Manager - S. Clifton
<b>Service function:</b>	To maintain throughout the year and prepare and publish an accurate Register of Electors, listing all eligible residents as at 15th October.
<b>Legal status:</b>	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
<b>Policy objectives:</b>	To improve the quality and structure of the register and review canvassing areas and resources.

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	170,843	170,843
Salaries - temporary posts extended CMC March 2017	27,400	26,100
Supplies and services reduced provisions required	(11,600)	(10,100)
Support services - variations in support service allocations	200	9,600
Grant received - to cover additional costs		(2,100)
Other net changes	(10)	439
<b>2017/18 Probable outturn</b>	<b>186,833</b>	
<b>2018/19 Estimate</b>		<b>194,782</b>

### Service statistics

	<u>2015/16</u> Actual	<u>2016/17</u> Actual	<u>2017/18</u> Probable
Number of Electors as at	Feb-16	Feb-17	Feb-18
Number of Electors	58,506	59,000	61,500
Net cost of register per elector	£2.71	£2.26	£3.04

## Local land charges

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	87,543	91,100	90,900	91,300
Training and recruitment	-	-	250	300
Transport related expenditure				
Travelling and subsistence	100	150	100	100
Supplies and services				
General office expenses	196	135	135	135
Communications and computing	9,764	5,300	5,300	6,100
Services and expenses - payments to Surrey CC	34,289	43,000	36,000	39,400
Services and expenses - other	(4,496)	0	230	0
Support services				
Financial services	5,900	6,200	6,200	6,600
Information technology	21,000	22,100	22,100	21,600
Human resources	1,600	1,600	1,600	1,500
Office accommodation	10,100	11,000	11,000	12,400
Customer services	1,700	1,700	1,700	1,900
Law and governance services	3,600	3,700	2,400	2,700
Technical services	55,300	62,200	62,200	62,200
<b>Gross expenditure</b>	<b>226,596</b>	<b>248,185</b>	<b>240,115</b>	<b>246,235</b>
<b>Income</b>				
Government Grant	6,871	0	0	0
Sales, fees and charges:				
- Sales	232	300	200	200
- Personal search fees (provision)	0	0	0	0
- Search fees	227,375	234,600	215,000	230,000
<b>Gross income</b>	<b>234,478</b>	<b>234,900</b>	<b>215,200</b>	<b>230,200</b>
<b>Net expenditure (income)</b>	<b>(7,882)</b>	<b>13,285</b>	<b>24,915</b>	<b>16,035</b>

## Local land charges

### Service description

<b>Budget manager:</b>	Principal Land Charges Officer - J. Ryan
<b>Service function:</b>	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.
<b>Legal status:</b>	Local Land Charges Act 1975 Local authorities (charges for property searches) regulations 2008
<b>Policy objectives:</b>	To meet statutory obligations in a cost effective manner and within agreed deadlines.

### Budget variations

	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
	£	£
2017/18 Original estimate	13,285	13,285
Services and expenses - reduction in number of SCC fee payments	(7,000)	(3,600)
Income - reduction in price and estimated search numbers	19,600	19,600
Income - increase in fees from April 2018		(15,000)
Other net changes	(970)	1,750
<b>2017/18 Probable outturn</b>	<b>24,915</b>	
<b>2018/19 Estimate</b>		<b>16,035</b>

### Service statistics

	<u>2017/18</u> Estimate
Number of searches - LLC1 + Con29	1,100
LLC1 only	28
Con29 only	39
Number of telephone enquiries	1,000
Returned within standard of 10 days	100%

## Contingencies planning

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	14,100	18,500	18,500	20,100
Training	0	500	500	500
Premises related expenditure				
Rent, rates and insurance - depot recharge	8,500	8,500	8,700	9,100
Grounds maintenance	14,500	16,000	16,000	16,500
Transport related expenditure				
Vehicle costs	11,572	7,840	9,750	8,040
Supplies and services				
Equipment, furniture and materials	15,774	1,030	1,030	1,100
General office expenses	3,858	4,050	3,959	4,050
Communications and computing	579	4,730	1,315	1,315
Fees	55,000	55,000	55,000	56,000
Support services				
Financial services	3,100	3,600	3,600	3,600
Information technology	2,500	2,600	2,600	4,500
Human resources	100	100	100	100
Office accommodation	3,800	4,100	4,100	9,200
Customer services	-	-	400	400
Law and governance services	1,100	1,400	1,400	1,400
Technical services	800	700	700	700
Community services	29,300	22,800	25,800	24,600
Depreciation and impairment losses				
Depreciation	490	1,119	490	490
<b>Gross expenditure</b>	<b>165,073</b>	<b>152,569</b>	<b>153,944</b>	<b>161,695</b>
<b>Income</b>				
Other fees and charges - dividends received	0	5,600	0	0
<b>Net expenditure (income)</b>	<b>165,073</b>	<b>146,969</b>	<b>153,944</b>	<b>161,695</b>

## Contingencies planning

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	146,969	146,969
Salaries - amended to reflect changes in time allocations		1,600
Vehicles - increased costs	1,900	200
Computer maintenance - Vulnerable peoples database allocated via Support services	(3,600)	(3,600)
Support services - variations in support service allocations	3,400	9,200
Dividend received from new contract	5,600	5,600
Other net changes	(325)	1,726
<b>2017/18 Probable outturn</b>	<b>153,944</b>	
<b>2018/19 Estimate</b>		<b>161,695</b>

**Costs Recoverable from SCC**

## Corporate land and property holdings

### Management of current portfolio

Budget for the year ending 31 March 2019

Expenditure	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £	DY
Employees					
Direct employee expenses	388,543	264,200	485,100	526,200	
Training and recruitment	2,921	0	11,100	5,400	
Premises related expenditure					
Maintenance and upkeep	26,797	25,290	86,290	26,400	
Maintenance and upkeep - garages	47,625	43,500	43,500	43,500	
Fuel, rents, rates and insurance	69,333	68,136	102,093	69,881	
Grounds maintenance	3,717	4,100	7,100	7,100	
Service charge expenditure	128,789	55,000	130,000	130,000	
Transport related expenditure					
Travelling and subsistence	0	0	1,700	5,400	
Supplies and services					
General office expenses	0	0	1,220	1,220	
Communications and computing	0	0	6,010	3,300	
Advertising and marketing	0	86,500	86,500	30,000	
Fees and services	30,223	42,900	115,100	70,600	
Miscellaneous expenses - compensation	0	0	365,000	0	
Support services					
Financial services	19,100	22,000	25,900	27,800	
Information technology	500	500	13,400	14,400	
Human resources	0	0	3,000	3,000	
Office accommodation	0	0	21,200	21,200	
Customer services	0	0	600	1,100	
Law and governance services	63,800	46,600	58,500	41,700	
Corporate services	0	0	16,200	48,600	
Housing management service	43,200	43,200	34,700	34,700	
Technical services	6,500	6,700	7,000	7,000	
Depreciation and impairment losses					
Depreciation	28,759	11,807	28,955	28,955	
<b>Gross expenditure</b>	<b>859,807</b>	<b>720,433</b>	<b>1,650,168</b>	<b>1,147,456</b>	
Income					
Rents and leases	5,095,409	12,139,281	11,531,555	20,495,300	
Other grants and contributions - costs recovered	77,549	5,000	5,000	3,750	
Costs recovered - Service charges	128,789	55,000	130,000	130,000	
Costs recovered - RBC Companies	0	0	0	87,000	
Sales, fees and charges	9,569	1,500	1,500	1,500	
Other income and recharges	0	0	7,200	0	
<b>Gross income</b>	<b>5,311,316</b>	<b>12,200,781</b>	<b>11,675,255</b>	<b>20,717,550</b>	
<b>Net expenditure (income)</b>	<b>(4,451,509)</b>	<b>(11,480,348)</b>	<b>(10,025,087)</b>	<b>(19,570,094)</b>	

## Corporate land and property holdings

### Service description

<b>Budget manager:</b>	Corporate Director of Commercial Services - J. Rice
<b>Service function:</b>	The general management of corporate land and property including the giving of advice and information, and the maintenance of the property register. The revenue costs associated with the development of the Council's corporate property holding portfolio - including major acquisitions and disposals as well as on-going town centre revitalisation schemes.
<b>Legal status:</b>	Town and Country Planning Act 1959,1971 and 1990. Local Government Planning and Land Act 1980. Local Government 1972.
<b>Policy objectives:</b>	We will complete a number of major disposals, including the Civic Offices to obtain valuable capital receipts. We will implement the Asset Management Strategy to ensure effective asset utilisation and manage acquisitions and disposals to achieve corporate objectives. To encourage economic activity in the Borough. To manage and maintain the Councils strategic land acquisitions in an efficient and effective manner. To manage efficiently the Council's property investment portfolio. To acquire vulnerable green belt land as opportunities permit.

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate	(11,480,348)	(11,480,348)
Savings not achieved	47,000	47,000
Salaries - change in time allocations	(42,600)	
Salaries - costs to be recovered - see income below		70,800
Salaries - Upgrade Valuers - CMC Feb 2017	10,000	10,000
Salaries - Temp Valuers - CMC Feb 2017	130,000	
Salaries - Admin post made full time - CMC Feb 2017	13,000	13,000
Salaries - Temp Database Project Manager - CMC Oct 2017	33,000	46,200
Salaries - Additional Valuer - CMC Oct 2017	23,000	68,800
Salaries - Temp Legal Executive - CMC Oct 2017	7,500	22,500
Maintenance of properties - Egham precinct	67,000	
Rates - increased costs of vacant properties	30,000	
Fees - Service charge management fees - Virement from Corp Prop Dev. Funds	40,000	
Fees - Service charge management fees - Virement from Corp Prop Dev. Funds	9,500	
Fees - Service charge management fees - additional costs	6,500	
Fees - Service charge management fees - additional costs	11,000	
Fees - provision for advertising and marketing reducing		(56,500)
Fees - provision for construction specialist - CMC Oct 2017		39,000
Fees - provision for scanning - CMC Oct 2017	15,000	5,000
Compensation payment	365,000	
Support services - increase in allocations for the revised structure	61,500	80,500
Depreciation - amendments to the capital programme and expenditure profile	17,000	17,000
Rent - additional target rent from new properties		(7,500,000)
Rent - variation to target income	607,726	(856,019)
Costs to be recovered		(87,000)
Other net changes	4,135	(10,027)
<b>2017/18 Probable outturn</b>	<b>(10,025,087)</b>	
<b>2018/19 Estimate</b>		<b>(19,570,094)</b>



## Corporate land and property development

### Development of portfolio

Budget for the year ending 31 March 2019

Expenditure	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
Employees				
Direct employee expenses	174,000	164,400	168,500	177,900
Training and recruitment	1,600	0	1,000	1,000
Transport related expenditure				
Travelling and subsistence	1,039	2,000	1,000	1,000
Supplies and services				
General office expenses	422	350	100	100
Services and expenses:				
- Bourne car park	31,702	0	0	0
- Egham gateway	174,300	(197,500)	76,100	(225,500)
- Other feasibility work	19,333	122,200	130,900	125,200
- Ashdene	44,482	(125,000)	205,900	(225,000)
- St Judes	1,808	0	538	0
- Marshall Place	48,859	(85,000)	108,100	(157,000)
- 168 High Street - refurbishment costs	-	-	(92,600)	0
- 8 Station Road North - refurbishment costs	103,790	(100,000)	51,000	(99,000)
- Addlestone ONE	0	10,000	10,000	10,000
- Addlestone ONE (cost of sales)	140,971	(150,000)	(131,000)	0
- SPV/THVA	0	(15,000)	12,100	0
Miscellaneous expenses - compensation	2,271	0	0	0
Support services				
Financial services	31,100	34,200	34,700	37,900
Information technology	3,900	3,900	3,800	3,400
Human resources	500	500	1,200	1,200
Office accommodation	11,500	11,500	11,500	9,700
Customer services	1,300	1,300	1,300	1,700
Law and governance services	92,800	81,300	82,500	120,200
Technical services	2,900	2,800	2,800	1,100
<b>Gross expenditure</b>	<b>888,577</b>	<b>(238,050)</b>	<b>679,438</b>	<b>(216,100)</b>
Income				
Government grant - Runnymede regeneration scheme	24,900	-	-	-
Other grants and contributions - Bourne car park	16,000	-	-	-
Other income and recharges	59,800	0	0	0
Other income and recharges to capital	67,961	50,000	50,000	50,000
<b>Gross income</b>	<b>168,661</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Net expenditure (income)</b>	<b>719,916</b>	<b>(288,050)</b>	<b>629,438</b>	<b>(266,100)</b>

## Corporate land and property development

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	(288,050)	(288,050)
Salaries - changes in time allocations		13,500
Capital - Feasibility provision Vired to Corporate property portfolio	(40,000)	
Capital - Feasibility provision Vired to Corporate property portfolio	(9,500)	
Capital schemes - planned underspends brought forward from 2016/17	254,000	
Capital schemes delayed/deferred which defers the transfer to Capital	706,838	(31,000)
Support services - variations in support service allocations	2,300	39,700
Other net changes	3,850	(250)
<b>2017/18 Probable outturn</b>	<b>629,438</b>	
<b>2018/19 Estimate</b>		<b>(266,100)</b>

## Runnymede Business Partnership

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	37,600	32,100	32,100	34,700
Training and recruitment	-	100	0	0
Transport related expenditure				
Car allowances	1,200	900	900	900
Supplies and services				
Catering expenses	364	500	500	500
General office expenses	0	350	250	250
Communications and computing	1,026	1,155	975	975
Services and expenses - contribution to costs	452	0	0	0
Support services				
Financial services	2,300	2,700	2,700	2,800
Information technology	1,800	2,000	2,000	2,200
Human resources	500	500	500	700
Office accommodation	4,600	5,000	5,000	5,300
Customer services	19,000	19,000	19,000	19,000
Law and governance services	0	0	100	200
Technical services	400	0	0	0
<b>Gross expenditure</b>	<b>69,242</b>	<b>64,305</b>	<b>64,025</b>	<b>67,525</b>
<b>Income</b>				
Government grant	452	0	0	0
Other grants and contributions	126	0	0	0
<b>Net expenditure</b>	<b>68,664</b>	<b>64,305</b>	<b>64,025</b>	<b>67,525</b>

### Service statistics

	<u>2015/16</u> Estimate	<u>2016/17</u> Estimate	<u>2017/18</u> Estimate
Businesses registered in on line business directory	1,500	1,300	1,200
Number of businesses entered on the App	145	1,300	1,200
Stand alone websites (RBP and App)	2	3	3
Number of sponsored breakfast forums	3	3	3
Attendees at breakfast forums - average	70	60	60
Number of sponsored newsletters	3	3	3
Circulation of sponsored newsletters - average	1,600	1,400	1,300
Loyalty card scheme - businesses in scheme	105	95	76
Loyalty cards scheme - card holders	6,300	6,450	8,150
Yellow Bus Service - number of registered students per day	450	450	460

## Runnymede Business Partnership

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate	64,305	64,305
Salaries - amended to reflect changes in time allocations		2,600
Communications and computing	(200)	(200)
Support services - variations in support service allocations	100	1,000
Other net changes	(180)	(180)
<b>2017/18 Probable outturn</b>	<b>64,025</b>	
<b>2018/19 Estimate</b>		<b>67,525</b>

## Civic Centre

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	70,300	69,300	69,300	71,100
Premises related expenditure				
Building maintenance	130,692	134,021	128,021	119,265
Fuel, light and water	90,890	85,540	95,540	100,000
Rates and insurance	298,594	320,478	319,535	380,760
Cleaning and domestic supplies	83,639	80,673	80,673	82,306
Grounds maintenance	9,143	4,425	4,661	4,425
Supplies and services				
Equipment, furniture and materials	8,427	3,355	1,698	1,557
Catering expenses	4,762	4,030	4,120	4,020
General expenses	3,305	4,400	3,700	3,800
Communications and computing	38,161	41,883	41,450	42,450
Services and expenses - catering fee/evening meetings	8,828	3,700	3,700	3,700
Services and expenses - consultancy	0	0	15,500	0
Support services				
Financial services	13,000	12,800	12,800	12,500
Information technology	46,000	44,000	44,000	45,800
Law and governance services	2,200	3,500	3,500	3,600
Community services	45,800	45,400	45,400	44,000
Technical services	20,800	24,700	24,700	23,200
Depreciation and impairment losses				
Depreciation	1,197,499	624,013	908,577	908,577
<b>Gross expenditure</b>	<b><u>2,072,040</u></b>	<b><u>1,506,218</u></b>	<b><u>1,806,875</u></b>	<b><u>1,851,060</u></b>
<b>Income</b>				
Sales, fees and charges	1,501	1,500	0	0
Rents and Leases	171,578	130,165	130,165	130,165
Other income and recharges				
- General fund services	1,187,840	1,264,000	1,307,400	1,510,100
- Housing Revenue Account	112,500	122,200	122,200	140,500
<b>Gross income</b>	<b><u>1,473,419</u></b>	<b><u>1,517,865</u></b>	<b><u>1,559,765</u></b>	<b><u>1,780,765</u></b>
<b>Net expenditure (income)</b>	<b><u>598,621</u></b>	<b><u>(11,647)</u></b>	<b><u>247,110</u></b>	<b><u>70,295</u></b>

## Civic Centre

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	1,506,218	1,506,218
Allowance for inflation		
Salaries - amended to reflect changes in time allocations		1,800
Strategic building maintenance - virement to Chertsey Depot	(6,000)	
Strategic building maintenance - forecast expenditure		(14,800)
Fuel, light and water - increased provision	10,000	14,500
Rent of car park spaces		(53,000)
Business rates increased costs	103,600	112,500
Business rates revaluations including previous years	(104,905)	
Services and expenses - NDR surveyors	15,500	
Depreciation - reflects revised property valuation	284,600	284,600
Other net changes	(2,138)	(758)
<b>2017/18 Probable outturn - Gross expenditure</b>	<b>1,806,875</b>	
<b>2018/19 Estimate - Gross expenditure</b>		<b>1,851,060</b>

## Chertsey Depot

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	32,762	32,299	32,299	32,951
Training and recruitment	271	0	465	20
Premises related expenditure				
Strategic maintenance	11,835	10,075	26,897	18,481 (2)
Building maintenance	2,221	3,400	3,400	3,500
Fuel, light, cleaning and water	17,729	14,900	15,900	15,900
Rates and insurance	52,293	54,167	50,622	51,891
Grounds maintenance -yard	6,957	13,097	16,359	10,400
Transport related expenditure				
Transport recharges	4,400	4,950	4,410	4,670
Car allowances	300	300	300	300
Supplies and services				
Equipment, furniture and materials	2,475	2,126	3,326	2,300
Clothes, uniform and laundry	1,305	1,400	1,400	1,400
General expenses	2,775	2,500	2,088	2,088
Communications and computing	2,130	2,253	2,263	1,975
Special works provision	992	2,912	2,912	3,912
Support services				
Financial services	5,900	5,800	5,800	6,000
Information technology	7,500	7,700	7,700	8,600
Human resources	800	800	800	800
Customer services	2,700	2,700	2,700	3,500
Law and governance services	1,400	400	400	500
Community services	1,500	1,500	1,500	1,500
Technical services	4,200	4,000	4,000	4,000
Depreciation and impairment losses				
Depreciation	62,097	58,748	62,809	62,809
<b>Gross expenditure</b>	<b>224,542</b>	<b>226,027</b>	<b>248,350</b>	<b>237,497</b>
<b>Income</b>				
Rents and leases	451	451	451	451 (3)
Other income and recharges	225,320	217,100	222,600	230,600
<b>Gross income</b>	<b>225,771</b>	<b>217,551</b>	<b>223,051</b>	<b>231,051</b>
<b>Net expenditure (income)</b>	<b>(1,229)</b>	<b>8,476</b>	<b>25,299</b>	<b>6,446</b>

## Chertsey Depot

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate	226,027	226,027
Strategic building maintenance plan - planned underspend	4,800	
Strategic building maintenance - virement from Civic Centre	6,000	
Strategic building maintenance plan - variation	6,000	8,400
Fuel, light, cleaning and water	1,000	1,000
Rates and insurance	(3,500)	(2,300)
Yard maintenance - removal of a 2017/18 provision		(2,700)
Maintenance of fuel pump - planned underspend	3,300	
Support services - variations in support service allocations		2,000
Depreciation - amendments to the capital programme and expenditure profile	4,100	4,100
Other net changes	623	970
<b>2017/18 Probable outturn - Gross expenditure</b>	<b>248,350</b>	
<b>2018/19 Estimate - Gross expenditure</b>		<b>237,497</b>

### Service statistics

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

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

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



## Salaries of staff (by department)

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Department				
Chief executives	532,377	493,111	493,111	1,224,700
Law and governance services	783,129	734,617	734,617	825,500
Resources services	2,128,914	2,116,010	2,116,010	2,052,800
- Customer services	776,425	597,563	597,563	516,600
Housing and community services				
- Housing services	1,307,340	1,354,321	1,354,321	1,635,300
- Community services inc. safer runnymede	1,697,258	1,637,674	1,637,674	1,761,200
Technical services				
- Environmental services	1,405,787	1,507,068	1,507,068	1,605,300
- Planning services	1,198,657	1,287,119	1,287,119	1,690,600
Chief Executives AP and WP contingency	-	15,600	12,600	14,500
Pay award	-	105,000	105,000	0
Savings from vacancies/turnover	-	(247,000)	(247,000)	(272,000)
Apprenticeship provision	-	-	0	217,000
Transformation/restructuring	-	0	120,000	0
Adjustment for short term accumulated absences	7,600	0	0	0
<b>Gross expenditure</b>	<b>9,837,487</b>	<b>9,601,083</b>	<b>9,718,083</b>	<b>11,271,500</b>
<b>Income</b>				
Recharged to:				
Accrued leave: to General Fund summary page	6,700	0	0	0
General fund and trading services	8,760,490	8,600,081	8,600,081	10,112,400
Housing revenue account	1,069,397	1,127,402	1,127,402	1,199,600
Housing revenue account - accrued leave	900	-	-	-
Housing revenue account - pay award	-	(14,000)	14,900	0
Housing revenue account - salary savings	-	37,100	(35,000)	(38,500)
<b>Gross income</b>	<b>9,837,487</b>	<b>9,750,583</b>	<b>9,707,383</b>	<b>11,273,500</b>
<b>Net expenditure (income)</b>	<b>0</b>	<b>(149,500)</b>	<b>10,700</b>	<b>(2,000)</b>

## Employer's costs

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employers contributions				
Pension contributions for early retirees - annual	61,240	75,000	68,000	68,000
Pension contributions for early retirees - one off	100,711	0	0	0
Pension back-funding for previous years deficits	815,000	815,000	885,000	885,000
Pension unwinding of discount on local scheme	57,400	57,600	57,200	57,000
Pension contributions for current staff	1,404,180	1,430,000	1,389,000	1,565,000
Pensions sub-total	<u>2,438,531</u>	<u>2,377,600</u>	<u>2,399,200</u>	<u>2,575,000</u>
National insurance	947,988	1,005,000	1,083,000	1,213,000
Recruitment incentives etc.	46,252	64,780	56,733	59,780
In house training	7,905	16,000	16,000	16,000
Employer's insurances	56,886	61,700	65,809	66,750
Financial services	6,200	7,000	7,000	7,200
Municipal safety service	45,995	58,850	59,055	65,205
<b>Gross expenditure</b>	<u><b>3,549,757</b></u>	<u><b>3,590,930</b></u>	<u><b>3,686,797</b></u>	<u><b>4,002,935</b></u>
<b>Income</b>				
Less recharges				
General fund services	2,361,403	2,338,300	2,445,100	2,739,800
Housing revenue account - services	278,329	299,000	299,000	317,900
Housing revenue account - back-funding	92,000	92,000	100,000	100,000
Housing revenue account - early retirees	11,000	11,000	11,000	11,000
Housing revenue account - early retirees -one offs	6,015	-	-	-
<b>Gross income</b>	<u><b>2,748,747</b></u>	<u><b>2,740,300</b></u>	<u><b>2,855,100</b></u>	<u><b>3,168,700</b></u>
<b>Net expenditure (income)</b>	<u><b>801,010</b></u>	<u><b>850,630</b></u>	<u><b>831,697</b></u>	<u><b>834,235</b></u>

## Officers Training and recruitment

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employee expenses				
Training expenditure within services	84,832	126,893	127,537	134,875
Project Training expenditure within services	4,241	9,250	13,550	18,400
Less: savings target	0	0	(20,000)	(20,000)
<b>sub total</b>	<b>89,073</b>	<b>136,143</b>	<b>121,087</b>	<b>133,275</b>
Staff recruitment expenditure	14,673	2,000	49,000	25,000
Fees	6,585	6,600	6,800	7,000
<b>Gross expenditure</b>	<b>110,331</b>	<b>144,743</b>	<b>176,887</b>	<b>165,275</b>
<b>Income</b>				
Training charged direct to:				
- General fund services	71,448	109,643	114,587	126,775
- Housing revenue account	9,720	10,500	10,500	10,500
- Employers costs - in house training	7,905	16,000	16,000	16,000
Advertising charged direct to:				
- General fund services	11,763	2,000	49,000	25,000
- Housing revenue account	2,910	0	0	0
<b>Gross income</b>	<b>103,746</b>	<b>138,143</b>	<b>190,087</b>	<b>178,275</b>
<b>Net expenditure</b>	<b>6,585</b>	<b>6,600</b>	<b>(13,200)</b>	<b>(13,000)</b>

## Training and recruitment

### Service description

<b>Budget managers:</b>	All Corporate Heads Head of Human Resources - F. Skene
<b>Service function:</b>	A control account for the monitoring of short course and post-entry training costs. A control account for the monitoring of staff advertising costs.
<b>Legal status:</b>	Local Government Act 1972
<b>Policy Objective:</b>	<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"> <li>- To continue the development of an effective quality policy relevant to Runnymede's needs</li> <li>- To fulfil the Authority's objectives as set by the appraisal scheme</li> <li>- To increase effectiveness in the way current tasks are undertaken</li> <li>- To develop skills and flexible to meet future needs</li> <li>- To respond to changes of policy and legislation</li> <li>- To enable staff to reach their full potential thereby increasing job satisfaction and morale</li> <li>- To aid their career progression within the Council</li> <li>- To fulfil the training and development requirements of professional bodies</li> </ul> <p>Cost effective recruitment advertising Use of Surrey Jobs website for most vacancies</p>

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate - gross expenditure	144,743	144,743
Increase in training provisions	20,000	29,100
Estimated savings from training provisions	(20,000)	(20,000)
Increase in recruitment costs	47,000	23,000
<b>2017/18 Probable outturn - gross expenditure</b>	<b>191,743</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>176,843</b>

## Car allowances and leasing (by department)

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Department				
Chief executives	8,865	8,700	8,700	13,700
Law and governance services	9,439	8,300	8,300	8,100
Resources services	17,430	18,000	18,000	14,100
Housing and community services				
- Housing services	61,141	57,800	57,800	57,900
- Community services inc. safer runnymede	46,619	44,900	44,900	45,900
Technical services				
- Environmental services	53,098	52,200	52,200	52,200
- Planning services	58,850	59,000	59,000	62,600
<b>Gross expenditure</b>	<b>255,442</b>	<b>248,900</b>	<b>248,900</b>	<b>254,500</b>
<b>Income</b>				
Less recharges				
Cost recovered	2,798	2,500	2,800	2,800
General fund services	208,144	203,300	203,000	209,500
Housing revenue account	44,500	43,100	43,100	42,200
<b>Gross income</b>	<b>255,442</b>	<b>248,900</b>	<b>248,900</b>	<b>254,500</b>
<b>Net income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Car allowances and leasing (by department)

### Service description

<b>Budget managers:</b>	Head of Human Resources - F. Skene
<b>Service function:</b>	A control account for the monitoring of car allowance costs.
<b>Legal status:</b>	Local Government Act 1972
<b>Policy objectives:</b>	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 manpower costs consistent with service needs. Staffing requirements to be reviewed in annual personnel reports.

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate - gross expenditure	248,900	248,900
Other net changes		5,600
<b>2017/18 Probable outturn - gross expenditure</b>	<b>248,900</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>254,500</b>

### Service statistics

	<u>2015</u> Actual	<u>2016</u> Actual	<u>2017</u> Actual
Post numbers @ 1 October			
Essential users	106	110	117
Car provision allowances	15	14	14
Leased cars	3	3	2
Car loans	1	1	1

## Financial services

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	869,044	972,840	972,842	999,671
Training and recruitment	16,402	12,200	13,215	10,920
Transport related expenditure				
Travelling and subsistence	8,639	8,400	8,400	8,400
Supplies and services				
General office expenses	36,940	50,709	48,661	48,704
Communications and computing	81,417	94,150	106,698	116,350
Services and expenses:				
- Consultancy Advice (insurance)	0	6,000	6,000	3,000
- Other services and expenses	62,068	64,596	69,815	61,840
Third Party Payments				
- Consultancy services (audit)	45,200	60,000	66,600	60,000
- Consultancy services (insurance)	25,000	25,000	25,000	26,500
Support services				
Information technology	127,399	121,500	123,000	121,900
Human resources	12,600	13,300	13,300	12,700
Office accommodation	127,600	124,700	126,800	142,800
Customer services	7,400	7,200	7,200	8,000
Law and governance services	15,600	6,800	9,300	5,600
Community services	240	240	240	240
Technical services	5,000	6,000	6,000	5,600
Depreciation and impairment losses				
Depreciation	28,571	21,520	28,570	28,570
<b>Gross expenditure</b>	<b>1,469,120</b>	<b>1,595,155</b>	<b>1,631,641</b>	<b>1,660,795</b>
<b>Income</b>				
Other grants, reimbursements and contributions	13,390	44,264	50,564	60,564
Sales, fees and charges	27,847	19,500	30,123	21,300
Miscellaneous income	7,901	20,000	20,000	20,000
Interest				
Other interest - on VAT refunds	284	0	0	0
Other income and recharges	1,427,364	1,485,000	1,511,200	1,548,400
<b>Gross income</b>	<b>1,476,786</b>	<b>1,568,764</b>	<b>1,611,887</b>	<b>1,650,264</b>
<b>Net expenditure (income)</b>	<b>(7,666)</b>	<b>26,391</b>	<b>19,754</b>	<b>10,531</b>

## Financial services

### Service description

<b>Budget manager</b>	Head of Financial Services - P. French
<b>Service function:</b>	This is a management control account for the monitoring and allocation of financial services costs. Activities included under this account are:- <ul style="list-style-type: none"> <li>- Financial planning and advice</li> <li>- Budgeting and budget monitoring</li> <li>- Management accounting and information</li> <li>- Production and publication of statement of accounts</li> <li>- Purchasing and procurement</li> <li>- Payroll and payments service</li> <li>- Internal audit and insurance service</li> <li>- Collection of sundry accounts receivable</li> <li>- Income control and allocation</li> <li>- Treasury and taxation</li> </ul>
<b>Legal status:</b>	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).
<b>Policy Objective:</b>	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 variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate - gross expenditure	1,595,155	1,595,155
Allowance for pay inflation and overheads		30,800
Salaries - amended to reflect changes in time allocations		(3,000)
Training and recruitment - including virement	1,000	(1,300)
Computer systems - planned underspend brought forward from 2016/17	5,000	
Computer systems - increased development costs	7,500	20,000
Professional services Vat - planned underspend brought forward from 2016/17	4,000	
Consultancy Advice - provision for insurance tender evaluation dropping out		(3,000)
Consultancy services (audit) - planned underspend brought forward from 2016/17	6,600	
Consultancy services (other)		(2,800)
Support services - variations in support service allocations	6,100	17,100
Depreciation - amendments to the capital programme and expenditure profile	7,100	7,100
Other net changes	(814)	740
<b>2017/18 Probable outturn - gross expenditure</b>	<b>1,631,641</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>1,660,795</b>

### Service statistics

	<u>2015/16</u> <b>Actual</b>	<u>2016/17</u> <b>Estimate</b>	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>
Payroll				
Number of payments	6,420	6,450	5,779	6,334
Payments				
Number of invoices paid	7,505	7,800	9,205	9,200
Number of payments	6,479	6,500	6,038	6,300
Percentage paid by BACS-by number of regular payments	97.5%	98.0%	97.9%	98.0%
Percentage paid by BACS - by amount	96.6%	97.0%	90.3%	97.0%
Prompt payment BVPI	97%	98% target	98%	98.0%
Insurance - number of claims	59	50	58	55
Debtors - number of invoices raised	19,677	20,600	21,002	23,500



## Computer services

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	407,440	451,500	451,354	519,670
Training and recruitment	8,507	14,000	14,000	14,100
Transport related expenditure				
Travelling and subsistence	100	300	200	200
Supplies and services				
General office expenses	2,305	2,417	2,399	2,456
Communications and computing	215,430	207,067	227,850	219,002
Services and expenses - consultants	1,000	8,000	14,200	15,300
Support services				
Financial services	21,800	24,700	23,000	23,800
Information technology	2,400	2,600	2,600	2,800
Human resources	5,700	5,700	5,700	7,000
Office accommodation	55,400	55,400	55,400	73,600
Customer services	5,600	5,600	1,300	1,300
Law and governance services	0	0	1,700	2,000
Depreciation and impairment losses				
Depreciation	86,353	92,468	86,353	86,353
<b>Gross expenditure</b>	<b>812,035</b>	<b>869,752</b>	<b>886,056</b>	<b>967,581</b>
<b>Income</b>				
Sales, fees and charges	311	300	1,650	210
Other income and recharges				
- Recharges to services	813,700	856,800	864,000	914,200
<b>Gross income</b>	<b>814,011</b>	<b>857,100</b>	<b>865,650</b>	<b>914,410</b>
<b>Net expenditure (income)</b>	<b>(1,976)</b>	<b>12,652</b>	<b>20,406</b>	<b>53,171</b>

## Computer services

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate - gross expenditure	869,752	869,752
Allowance for pay inflation and overheads		14,300
Salaries - contingency provision CMC Oct 2017	22,000	22,000
Salaries - virement to systems maintenance	(27,000)	
Salaries - amended to reflect restructuring and changes in time allocations	4,800	31,900
Systems maintenance costs - virement from salaries	27,000	
Systems development costs - CMC July 2017		15,000
Support services - variations in support service allocations	(4,300)	16,500
Depreciation - changes to the capital programme	(6,100)	(6,100)
Other net changes	(96)	4,229
<b>2017/18 Probable outturn - gross expenditure</b>	<b>886,056</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>967,581</b>

### Service statistics - systems supported

#### Primary Systems

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

#### Other Systems

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

## Corporate document management system

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	89,900	119,700	119,700	73,600
Training and recruitment	0	500	500	500
Supplies and services				
General office expenses	3	208	208	208
Communications and computing	14,167	18,200	18,200	33,600
Support services				
Financial services	6,100	6,500	5,800	5,200
Information technology	56,500	53,400	53,400	56,400
Human resources	3,200	3,200	3,200	1,900
Office accommodation	22,700	22,700	22,700	15,300
Customer services	200	200	200	400
Law and governance services	0	0	700	800
Depreciation and impairment losses				
Depreciation	32,077	30,672	32,077	32,077
<b>Gross expenditure</b>	<b>224,847</b>	<b>255,280</b>	<b>256,685</b>	<b>219,985</b>
<b>Income</b>				
Other income and recharges	224,800	251,900	251,900	211,800
<b>Gross income</b>	<b>224,800</b>	<b>251,900</b>	<b>251,900</b>	<b>211,800</b>
<b>Net expenditure (income)</b>	<b>47</b>	<b>3,380</b>	<b>4,785</b>	<b>8,185</b>

## Corporate document management system

### Service description

<b>Budget managers:</b>	Head of Customer Services, Revenues and Benefits - L. Norman
<b>Service function:</b>	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.
<b>Legal status:</b>	Local Government Act 1972 and 1986
<b>Policy objectives:</b>	To enable effective member communication by having remote access. Greater convenience for the public. To assist service departments to overcome the increasing pressure on limited resources. To reduce administrative costs.

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate - gross expenditure	255,280	255,280
Allowance for pay inflation and overheads		3,800
Salaries - amended to reflect transformation		(21,600)
Salaries - amended to reflect changes in time allocations		(28,500)
Systems development costs - CMC July 2017		15,000
Support services - variations in support service allocations		(6,000)
Depreciation	1,400	1,400
Other net changes	5	605
<b>2017/18 Probable outturn - gross expenditure</b>	<b>256,685</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>219,985</b>

### Service statistics

	<u>2015</u> <b>Estimate</b>	<u>2016</u> <b>Estimate</b>	<u>2017</u> <b>Estimate</b>
Number of users @ 1 <sup>st</sup> November	270	300	300

## Post room management services

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	14,700	13,400	13,400	28,800
Training and recruitment	0	200	200	200
Supplies and services				
General office expenses	214	150	150	150
Communications and computing	978	1,780	5,450	13,530
Support services				
Financial services	2,900	3,200	2,800	3,300
Information technology	900	900	900	1,100
Human resources	500	500	500	1,100
Office accommodation	18,900	18,900	18,900	23,900
Community services	0	0	800	900
<b>Gross expenditure</b>	<b>39,092</b>	<b>39,030</b>	<b>43,100</b>	<b>72,980</b>
<b>Income</b>				
Other income and recharges	36,500	38,300	42,900	62,700
<b>Gross income</b>	<b>36,500</b>	<b>38,300</b>	<b>42,900</b>	<b>62,700</b>
<b>Net expenditure (income)</b>	<b>2,592</b>	<b>730</b>	<b>200</b>	<b>10,280</b>

## Post room management services

### Service description

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

### Budget variations

	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
	£	£
2017/18 Original estimate - gross expenditure	39,030	39,030
Allowance for pay inflation and overheads		400
Salaries - amended to reflect transformation		(2,500)
Salaries - amended to reflect changes in time allocations		16,800
Communications - increased delivery and collection costs	3,700	3,700
Systems development costs - CMC July 2017		8,000
Support services - variation in allocations	400	6,800
Other net changes	(30)	750
<b>2017/18 Probable outturn - gross expenditure</b>	<b>43,100</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>72,980</b>

## Runnymede web

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	60,600	75,600	95,200	113,900
Training and recruitment	93	2,870	2,870	2,870
Supplies and services				
General office expenses	76	1,200	1,200	1,200
Promotions and marketing	3,583	10,750	10,750	0
Communications and computing	34,019	32,000	32,000	22,600
Support services				
Financial services	2,600	3,000	3,000	3,700
Information technology	40,800	39,200	39,200	40,400
Human resources	1,200	1,200	1,200	2,100
Office accommodation	4,600	5,100	5,100	12,700
Customer services	11,700	11,700	600	600
Depreciation and impairment losses				
Depreciation	12,422	12,421	12,422	12,422
<b>Gross expenditure</b>	<b>171,693</b>	<b>195,041</b>	<b>203,542</b>	<b>212,492</b>
<b>Income</b>				
Other income and recharges	170,499	172,700	174,500	197,900
<b>Gross income</b>	<b>170,499</b>	<b>172,700</b>	<b>174,500</b>	<b>197,900</b>
<b>Net expenditure (income)</b>	<b>1,194</b>	<b>22,341</b>	<b>29,042</b>	<b>14,592</b>

## Runnymede web

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate - gross expenditure	195,041	195,041
Allowance for pay inflation and overheads		2,400
Salaries - provision for apprenticeship posts CMC June 2017	19,600	36,800
Promotions and marketing - 2017/18 provision dropping out		(10,750)
Development costs - 2017/18 provision dropping out		(10,000)
Support services - variation in allocations	(11,100)	(700)
Other net changes	1	(299)
<b>2017/18 Probable outturn - gross expenditure</b>	<b>203,542</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>212,492</b>

### Service statistics

	<u>2015/16</u> <b>Actual</b>	<u>2016/17</u> <b>Estimate</b>
Runnymede website - <a href="http://www.runnymede.gov.uk">http://www.runnymede.gov.uk</a> .		
Number of Home Page views	155,339	174,000
Unique new users i.e. separate individuals visiting website	173,296	260,000
Number of page views	1,006,530	1,300,000



## Human resources

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	178,800	185,500	177,700	216,800
Training and recruitment	3,677	8,600	8,600	8,600
Transport related expenditure				
Travelling and subsistence	307	50	50	50
Supplies and services				
General office expenses	760	5,200	6,527	6,675
Communications and computing	4,644	4,700	6,250	4,700
Other professional services	0	6,000	6,000	0
Support services				
Financial services	6,100	5,600	5,600	6,100
Information technology	39,600	40,100	40,100	40,800
Office accommodation	22,300	18,800	18,800	25,500
Customer services	1,700	1,700	1,700	1,900
Law and governance services	0	0	300	1,100
Depreciation and impairment losses				
Depreciation	198	0	198	198
<b>Gross expenditure</b>	<b>258,086</b>	<b>276,250</b>	<b>271,825</b>	<b>312,423</b>
<b>Income</b>				
Other grants, reimbursements and contributions	9,000	6,000	9,000	9,000
Other income and recharges	248,900	266,200	269,200	265,700
<b>Gross income</b>	<b>257,900</b>	<b>272,200</b>	<b>278,200</b>	<b>274,700</b>
<b>Net expenditure (income)</b>	<b>186</b>	<b>4,050</b>	<b>(6,375)</b>	<b>37,723</b>

## Human resources

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate - gross expenditure	276,250	276,250
Allowance for pay inflation and overheads		5,900
Salaries - provision for apprenticeship posts - CMC June 2017	12,200	25,000
Salaries - restructuring provision - CMC Dec 2017	(20,000)	
General office expenses	1,300	1,500
Computer software - planned underspend brought forward from 2016/17	2,000	
Fees - 2017/18 provision for equality pay review dropping out		(6,000)
Support services - variation in allocations	300	9,200
Other net changes	(225)	573
<b>2017/18 Probable outturn - gross expenditure</b>	<b>271,825</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>312,423</b>

## Customer services

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	947,271	752,900	872,500	686,000
Training and recruitment	19,437	3,000	8,000	5,000
Transport related expenditure				
Travelling and subsistence	18	1,200	1,250	200
Supplies and services				
Equipment, furniture and materials	772	570	1,100	1,100
Clothing, Uniforms	0	350	200	200
General office expenses	1,852	2,000	2,400	2,400
Communications and computing	10,848	16,325	36,777	35,777
Consultancy provision for mapping and workflow	92,335	0	0	0
Services and expenses	0	0	2,400	8,400
Channel shift savings	0	0	0	(52,000)
Support services				
Financial services	16,700	16,200	14,800	16,600
Information technology	43,200	60,100	54,600	60,900
Human resources	17,700	15,100	10,700	10,700
Office accommodation	138,600	147,400	132,500	132,500
Law and governance services	0	0	1,400	3,800
Technical services	1,000	500	500	500
<b>Gross expenditure</b>	<b>1,289,733</b>	<b>1,015,645</b>	<b>1,139,127</b>	<b>912,077</b>
<b>Income</b>				
Other income and recharges	1,289,733	1,159,100	974,300	890,100
<b>Gross income</b>	<b>1,289,733</b>	<b>1,159,100</b>	<b>974,300</b>	<b>890,100</b>
<b>Net expenditure (income)</b>	<b>0</b>	<b>(143,455)</b>	<b>164,827</b>	<b>21,977</b>

## Customer services

### Service description

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

### Budget variations

	<b>2017/18 Probable</b>	<b>2018/19 Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate - gross expenditure	1,015,645	1,015,645
Allowance for pay inflation		23,900
Salaries - reorganisation - CMC Oct 2017	119,600	119,600
Salaries - reorganisation - transfer of staff from Customer Services		(205,200)
Training and recruitment - increased provision - CMC July 2017	5,000	2,000
Communications - switchboard upgrade - CMC July 2017	9,000	
Computer maintenance - CRM ongoing maintenance costs - CMC July 2017	10,000	19,000
Professional services - supplementary estimate CMC July 2017		6,000
Professional services - additional provision for search fees	2,400	8,400
Channel shift savings		(52,000)
Support services - variations in support service allocations	(24,800)	(14,300)
Other net changes	2,282	(10,968)
<b>2017/18 Probable outturn - gross expenditure</b>	<b>1,139,127</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>912,077</b>

## Law and governance services

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	864,697	802,700	818,500	873,800
Training and recruitment	9,344	14,945	13,195	16,025
Transport related expenditure				
Travelling and subsistence	6,389	6,504	4,904	4,904
Supplies and services				
General office expenses	35,302	43,758	43,339	44,538
Communications and computing	12,571	10,624	7,863	8,750
Services and expenses	4,694	11,350	11,750	11,750
Support services				
Financial services	26,300	29,600	26,400	27,300
Information technology	67,500	76,700	66,200	64,700
Human resources	9,000	9,000	9,500	9,500
Office accommodation	72,900	68,000	65,700	77,700
Customer services	2,400	2,600	2,200	2,600
Technical services	2,100	2,100	1,800	1,800
Depreciation and impairment losses				
Depreciation	4,099	3,805	3,806	3,806
<b>Gross expenditure</b>	<b>1,117,296</b>	<b>1,081,686</b>	<b>1,075,157</b>	<b>1,147,173</b>
<b>Income</b>				
Other grants, reimbursements and contributions	10,910	13,600	16,100	18,300
Sales, fees and charges	48,123	16,000	15,070	15,070
Other income and recharges	1,059,699	1,043,100	1,011,800	1,052,300
<b>Gross income</b>	<b>1,118,732</b>	<b>1,072,700</b>	<b>1,042,970</b>	<b>1,085,670</b>
<b>Net expenditure (income)</b>	<b>(1,436)</b>	<b>8,986</b>	<b>32,187</b>	<b>61,503</b>

## Law and governance services

### Service description

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

### Budget variations

	<b>2017/18 Probable £</b>	<b>2018/19 Estimate £</b>
2017/18 Original estimate - gross expenditure	1,081,686	1,081,686
Allowance for pay inflation and overheads		25,400
Salaries - amended to reflect changes in time allocations		(8,600)
Salaries - reorganisation post transferred to Commercial services	(52,700)	(52,700)
Salaries - temp Admin post made permanent - CMC Dec 2016	6,200	12,800
Salaries - new Legal post - CMC March 2017	46,900	46,200
Salaries - new Information Governance Officer - CMC ?? 2017	16,000	48,000
Training and recruitment budget changes	(1,800)	1,100
Travelling and subsistence	(1,600)	(1,600)
Communications and computing	(2,800)	(1,900)
Support services - reduced allocation to reflect service provided	(16,200)	(4,400)
Other net changes	(529)	1,187
<b>2017/18 Probable outturn - gross expenditure</b>	<b>1,075,157</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>1,147,173</b>

### Service statistics

	<b><u>2014/15</u> Actual</b>	<b><u>2015/16</u> Actual</b>	<b><u>2016/17</u> Actual</b>
Number of freedom of information enquiries	618	557	645
Number of formal committee and Council meetings	85	84	84

## Planning Technical admin services

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	0	0	183,400	187,100
Training and recruitment	0	0	1,200	500
Transport related expenditure				
Travelling and subsistence	0	0	0	0
Supplies and services				
General office expenses	0	0	573	573
Communications and computing	0	0	0	0
Support services				
Financial services	0	0	4,900	5,200
Information technology	0	0	5,600	6,100
Human resources	0	0	3,200	3,200
Office accommodation	0	0	25,600	25,600
Customer services	0	0	600	600
Law and Governance	0	0	300	1,100
Technical services	0	0	300	300
<b>Gross expenditure</b>	<b>0</b>	<b>0</b>	<b>225,673</b>	<b>230,273</b>
<b>Income</b>				
Other income and recharges	0	0	225,000	229,900
<b>Gross income</b>	<b>0</b>	<b>0</b>	<b>225,000</b>	<b>229,900</b>
<b>Net expenditure (income)</b>	<b>0</b>	<b>0</b>	<b>673</b>	<b>373</b>

## Planning Technical admin services

### Service description

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

### Budget variations

	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
	£	£
2017/18 Original estimate - gross expenditure	0	0
Budgets transferred from Customer services	225,673	230,273
Other net changes		
<b>2017/18 Probable outturn - gross expenditure</b>	<b>225,673</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>230,273</b>



## Building services

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	357,800	354,800	359,100	380,500
Training and recruitment	1,009	2,500	1,250	2,000
Transport related expenditure				
Travelling and subsistence	13,530	12,800	12,800	12,700
Supplies and services				
Equipment, furniture and materials	553	60	60	260
Protective clothing	87	200	100	100
General office expenses	3,655	2,274	2,314	2,344
Communications and computing	2,457	2,579	7,025	4,250
Insurance	12,406	12,410	13,723	13,723
Support services				
Financial services	10,700	11,500	9,200	9,300
Information technology	14,300	14,800	15,600	16,500
Human resources	4,300	4,300	4,300	4,200
Office accommodation	30,100	30,100	30,100	34,100
Customer services	10,900	10,900	10,900	13,800
Technical services	600	400	400	400
Community services	1,800	1,800	1,800	1,800
Law and Governance	0	0	2,700	4,100
Depreciation and impairment losses				
Depreciation	98	0	195	195
<b>Gross expenditure</b>	<b>464,295</b>	<b>461,423</b>	<b>471,567</b>	<b>500,272</b>
<b>Income</b>				
Other grants, reimbursements and contributions	173,040	188,700	185,000	192,423
Other income and recharges	291,300	287,900	295,300	311,300
<b>Gross income</b>	<b>464,340</b>	<b>476,600</b>	<b>480,300</b>	<b>503,723</b>
<b>Net expenditure (income)</b>	<b>(45)</b>	<b>(15,177)</b>	<b>(8,733)</b>	<b>(3,451)</b>

## Building services

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate - gross expenditure	461,423	461,423
Allowance for pay inflation		11,200
Salaries - new Energy Management post - CMC Oct 2017	4,300	17,100
Computer services - Estateman upgrade	3,000	
Computer maintenance - Estateman	1,400	1,700
Insurance - increase in Public Liability premiums	1,300	1,300
Support services - variation in allocations to reflect service provided	1,200	10,400
Other net changes	(1,056)	(2,851)
<b>2017/18 Probable outturn - gross expenditure</b>	<b>471,567</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>500,272</b>

## Geographical information service

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	67,400	86,700	86,700	90,600
Training and recruitment	0	1,000	1,154	1,160
Transport related expenditure				
Travelling and subsistence	0	100	100	100
Supplies and services				
General office expense	380	900	400	900
Communications and computing	15,537	15,340	11,100	15,000
Services and expenses - fees and consultancy	1,625	1,625	1,625	1,625
Support services				
Financial services	3,500	3,800	3,800	3,500
Information technology	30,400	34,600	34,600	34,100
Human resources	1,200	1,200	1,200	1,200
Office accommodation	11,200	11,200	11,200	12,700
Customer services	1,600	1,600	1,600	2,100
Technical services	100	0	0	0
Depreciation and impairment losses				
Depreciation	1,167	1,166	1,166	1,166
<b>Gross expenditure</b>	<b>134,109</b>	<b>159,231</b>	<b>154,645</b>	<b>164,151</b>
<b>Income</b>				
Other income and recharges	134,100	159,100	159,600	159,600
<b>Gross income</b>	<b>134,100</b>	<b>159,100</b>	<b>159,600</b>	<b>159,600</b>
<b>Net expenditure (income)</b>	<b>9</b>	<b>131</b>	<b>(4,955)</b>	<b>4,551</b>

## Geographical information service

### Service description

**Budget manager:** Principal GIS Officer - C. Buckmaster

**Service function:**

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

**Legal status:** The Infrastructure for Spatial Information in Europe Directive 2007/2/EC (INSPIRE)

**Legal status:** Local Land Charges Act 1975  
 Implementing electronic government strategy  
 Planning policy statement 12 : Local development frameworks

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

### Budget variations

	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
	£	£
2017/18 Original estimate - gross expenditure	159,231	159,231
Allowance for pay inflation		2,700
Salaries - amended to reflect changes in time allocations		1,200
Computer maintenance - savings	(700)	(300)
Computer developments - provision not required in 2017/18	(3,500)	
Support services - variations in support service allocations		1,200
Other net changes	(386)	120
<b>2017/18 Probable outturn - gross expenditure</b>	<b>154,645</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>164,151</b>

## Runnymede direct services

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	148,642	172,200	172,200	186,100
Training and recruitment	394	650	740	740
Premises related expenditure				
Depot accommodation	14,400	14,400	14,400	15,200
Grounds maintenance	761	2,644	2,644	2,644
Transport related expenditure				
Vehicle recharges	44,897	43,720	39,079	38,020
Supplies and services				
Equipment, materials, clothing etc.	6,002	6,270	6,363	6,363
Communications and computing	949	650	1,130	1,150
Support services				
Financial services	4,900	5,200	5,200	5,400
Human resources	2,700	3,800	3,800	3,900
Customer services	1,300	1,300	1,300	1,700
Technical services	300	200	200	200
Community services	1,700	1,700	1,700	1,700
Depreciation and impairment losses				
Depreciation	15,525	15,525	16,425	16,425
<b>Gross expenditure</b>	<b>242,470</b>	<b>268,259</b>	<b>265,181</b>	<b>279,542</b>
<b>Income</b>				
Other grants and contributions - costs recovered	7,488	4,700	4,200	0
Other income and recharges	235,980	260,000	270,000	275,600
<b>Gross income</b>	<b>243,468</b>	<b>264,700</b>	<b>274,200</b>	<b>275,600</b>
<b>Net expenditure (income)</b>	<b>(998)</b>	<b>3,559</b>	<b>(9,019)</b>	<b>3,942</b>

## Runnymede direct services

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate - gross expenditure	268,259	268,259
Allowance for pay inflation		5,500
Salaries - staff transferred into Runnymede Direct Services		8,400
Depot accommodation - increase in recharge		800
Vehicles - reduction in running costs	(4,600)	(5,700)
Support services - variations in support service allocations		700
Depreciation - charges now allocated direct to services	900	900
Other net changes	622	683
<b>2017/18 Probable outturn - gross expenditure</b>	<b>265,181</b>	
<b>2018/19 Estimate - gross expenditure</b>		<b>279,542</b>

## Radio Stations

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct Employee Expenses	2,300	1,900	1,900	800
Premises Related Expenditure				
Depot Recharge	700	800	800	800
Transport Related Expenditure				
Travelling and Subsistence	100	100	100	0
Supplies and Services				
Equipment, Furniture and Maintenance	703	1,000	1,000	1,000
Communications and Computing	740	850	850	850
Support Services				
Financial Services	1,200	1,600	1,600	1,600
Customer Services	500	500	500	600
Safer Runnymede	2,000	2,000	2,000	2,100
<b>Gross expenditure</b>	<b>8,243</b>	<b>8,750</b>	<b>8,750</b>	<b>7,750</b>
<b>Income</b>				
Other Income and Recharges	8,240	8,400	8,000	8,000
<b>Gross income</b>	<b>8,240</b>	<b>8,400</b>	<b>8,000</b>	<b>8,000</b>
<b>Net expenditure (income)</b>	<b>3</b>	<b>350</b>	<b>750</b>	<b>(250)</b>

### Service description

**Budget manager:** Direct Services Organisation Manager - D. Stedman

**Service function:** Provision and maintenance of radio network.

## Transport Overheads

### Budget for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct Employee Expenses	64,881	60,100	65,100	89,200
Premises Related Expenditure				
Depot Recharge	72,900	72,900	72,900	76,500
Transport Related Expenditure				
Vehicle Recharge	1,467	1,530	1,320	1,380
Car Allowances	400	300	300	300
Supplies and Services				
General Office Expenses	2,559	1,528	3,150	3,200
Support Services				
Financial Services	26,000	26,500	26,500	26,400
Information Technology	600	600	600	600
Human Resources	600	600	600	600
Customer Services	500	500	500	600
Technical services	200	0	0	0
Depreciation and Impairment Losses				
Depreciation	172	172	172	172
<b>Gross expenditure</b>	<b>170,279</b>	<b>164,730</b>	<b>171,142</b>	<b>198,952</b>
<b>Income</b>				
Other Income and Recharges - Recharged to Vehicles	170,279	165,200	165,200	171,600
<b>Gross income</b>	<b>170,279</b>	<b>165,200</b>	<b>165,200</b>	<b>171,600</b>
<b>Net expenditure (income)</b>	<b>0</b>	<b>(470)</b>	<b>5,942</b>	<b>27,352</b>

### Service description

<b>Budget manager:</b>	Transport Manager - A. Potter
<b>Service function:</b>	Management and supervision of maintenance of works vehicles.
<b>Legal status:</b>	Various enactment's relevant to the use of

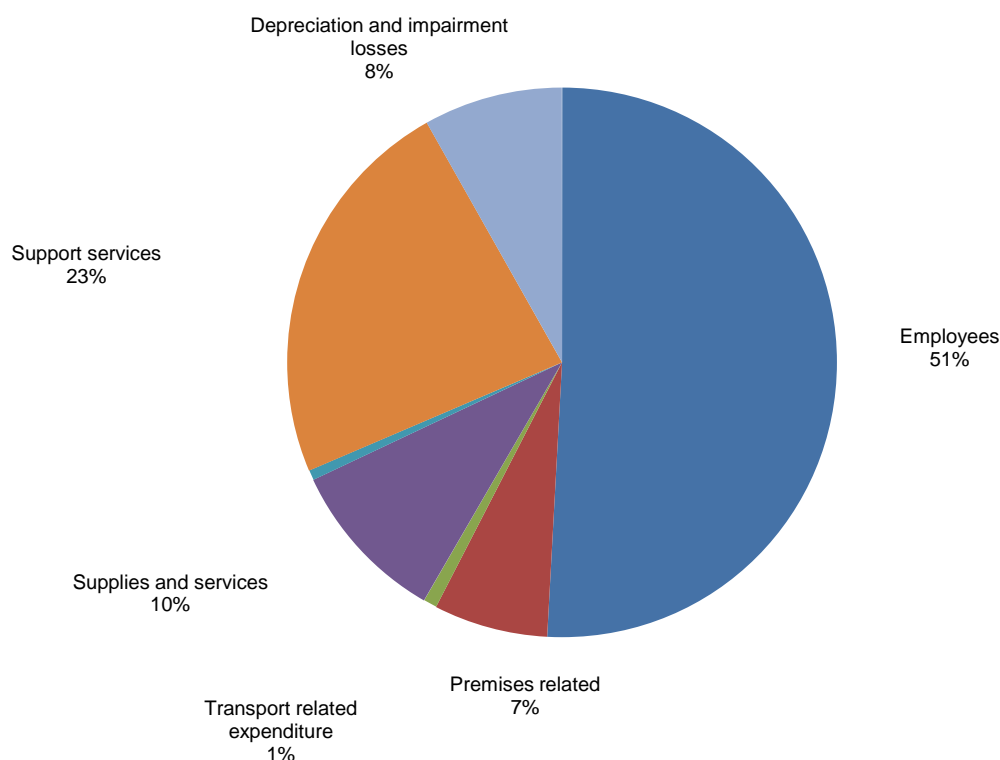


## Corporate Management Committee

### Subjective analysis

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Expenditure</b>				
Employees	6,886,108	6,402,178	7,217,199	7,347,884
Premises related expenditure	874,707	816,946	1,005,435	968,413
Transport related expenditure	125,258	115,817	111,247	113,944
Supplies and services	2,216,881	1,285,167	2,658,227	1,389,051
Third party payments	70,200	85,000	91,600	86,500
Support services	3,134,793	3,096,580	3,177,480	3,357,680
Depreciation and impairment losses	1,469,616	873,436	1,182,304	1,182,304
<b>Gross expenditure</b>	<b>14,777,563</b>	<b>12,675,124</b>	<b>15,443,492</b>	<b>14,445,776</b>
<b>Income</b>				
Government grants	196,334	145,514	159,514	152,565
Costs and penalties recovered - includes other grants & contribu	589,046	469,264	552,204	656,037
Rents and leases	5,267,438	12,269,897	11,662,171	20,625,916
Land charges fees	227,375	234,600	215,000	230,000
Other fees and charges	100,832	67,800	72,111	61,380
Recharges to other services	7,601,676	7,676,800	7,800,000	8,115,400
<b>Gross income</b>	<b>13,982,701</b>	<b>20,863,875</b>	<b>20,461,000</b>	<b>29,841,298</b>
<b>Net expenditure</b>	<b>794,862</b>	<b>(8,188,751)</b>	<b>(5,017,508)</b>	<b>(15,395,522)</b>

### Expenditure Analysis 2018/2019



## Housing Revenue Account

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
General management	1,689,034	1,790,960	1,808,000	1,814,460
Special services management	554,457	639,785	698,685	658,565
Supporting people for Council tenants	127,328	140,300	156,100	147,950
Mobile home site (Net)	(124,158)	(63,900)	(137,800)	(90,140)
Housing repairs	5,286,128	7,328,080	6,218,370	8,058,200
Less funded from major repairs reserve	(2,107,277)	(3,370,351)	(2,565,000)	(4,574,000)
Sale of Council houses administration	0	0	0	0
Mortgage administration	3,600	4,000	0	0
Other HRA Expenditure	342,078	437,700	430,700	477,800
Debt charges	3,425,944	3,425,950	3,425,950	3,425,950
Depreciation charges	3,876,332	1,789,400	1,789,400	1,789,400
<b>Total expenditure</b>	<b>13,073,466</b>	<b>12,121,924</b>	<b>11,824,405</b>	<b>11,708,185</b>
<b><u>Income</u></b>				
Rent from dwellings	16,561,585	16,274,100	16,269,900	16,121,400
Non-dwelling rents and income	163,996	161,200	169,200	163,800
Interest on mortgages	(100)	60	0	0
Interest on balances	97,456	44,900	73,700	115,000
<b>Total income</b>	<b>16,822,937</b>	<b>16,480,260</b>	<b>16,512,800</b>	<b>16,400,200</b>
<b>Surplus (deficit) in the year</b>	<b>3,749,471</b>	<b>4,358,336</b>	<b>4,688,395</b>	<b>4,692,015</b>

## Housing revenue account working balance

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b>Balance brought forward</b>	<b>14,089,274</b>	<b>18,618,802</b>	<b>17,506,018</b>	<b>19,324,413</b>
Add surplus (less deficit) in the year	3,749,471	4,358,336	4,688,395	4,692,015
Capital expenditure - new purchases	(269,161)	(910,000)	(910,000)	(910,000)
Capital expenditure - new build programme	(63,566)	(1,464,400)	(1,960,000)	(2,307,500)
Capital expenditure - further potential schemes	0	(4,832,200)	0	(1,824,200)
<b>Balance carried forward</b>	<b>17,506,018</b>	<b>15,770,538</b>	<b>19,324,413</b>	<b>18,974,728</b>
<b>Major Repairs Reserve balance</b>	<b>3,848,602</b>	<b>0</b>	<b>3,073,002</b>	<b>288,402</b>
<b>Total balances</b>	<b>21,354,620</b>	<b>15,770,538</b>	<b>22,397,415</b>	<b>19,263,130</b>

## General management

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Salaries	619,578	668,550	668,400	647,800
Redundancy Payments	18,887	0	0	0
Training and recruitment	13,444	12,900	12,900	12,900
<b><u>Premises related expenses</u></b>				
Council tax - empty dwellings	21,243	5,950	11,500	6,000
<b><u>Transport related expenditure</u></b>				
Travelling and subsistence	16,165	17,100	17,100	16,300
<b><u>Supplies and services</u></b>				
General office expenses	55,898	54,350	54,980	54,970
Communications and computing	34,019	39,300	39,300	49,300
Payment of rent - collection fees	5,902	7,500	6,500	6,500
Legal and other expenses	27,600	69,650	46,250	65,850
Property development consultation (New)	0	0	75,000	75,000
Insurance	213,411	220,860	225,390	235,720
Removal and disturbance expenses	67,283	75,000	82,500	75,000
DHP top-up	44,673	50,000	50,000	50,000
<b><u>Support services</u></b>				
Financial services	192,600	202,000	202,900	205,600
Information technology	90,300	96,700	96,700	102,300
Human resources	8,000	9,000	9,000	8,000
Office accommodation	58,300	63,300	63,300	66,100
Customer services	96,200	96,200	96,200	105,800
Law and governance	67,500	66,000	69,800	47,200
Technical services	1,440	1,820	3,100	3,740
Commercial Properties	59,800	61,000	0	0
Committee servicing	26,800	26,800	26,800	29,400
Central expenses allocation	16,000	16,000	16,000	16,100
Capital Charges	4,080	4,080	4,080	4,080
<b>Gross expenditure</b>	<b>1,759,123</b>	<b>1,864,060</b>	<b>1,877,700</b>	<b>1,883,660</b>
<b><u>Income</u></b>				
Grants & contributions	500	0	1,700	0
Legal expenses recovered	1,660	5,000	2,000	3,000
Other Costs Recovered	1,460	0	0	0
Insurance premiums recharged	25,169	26,000	26,500	26,500
Recharge to General Fund	41,300	42,100	39,500	39,700
<b>Gross income</b>	<b>70,089</b>	<b>73,100</b>	<b>69,700</b>	<b>69,200</b>
<b>Net expenditure</b>	<b>1,689,034</b>	<b>1,790,960</b>	<b>1,808,000</b>	<b>1,814,460</b>

## General management

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	1,790,960	1,790,960
Planned Underspend B/fwd from 2016/17 - Removal & Disturbance exps.	7,500	
<u>Employees</u>		
Annual PRP & pay awards		19,700
Reduced Salary allocations transferred to other Housing budgets		(40,400)
<u>Premises</u>		
Increased void rates - eg Farm Close	5,500	
Increased Insurance premiums	4,500	15,000
<u>Supplies &amp; Services</u>		
New Northgate Texting module to improve rent collection performance		10,000
Reduction in external fees (Legal & Consultant costs)	(23,000)	(3,000)
New Property development consultancy budget - Specific schemes	75,000	75,000
<u>Support Services</u>		
Variations in support service allocations	5,800	6,400
Removal of Commercial Services recharge as function to be taken on by Housing	(61,000)	(61,000)
<u>Income</u>		
Reduced recharge to G Fund in respect of managing garages	2,700	2,700
Other net changes	40	(900)
<b>2017/18 Probable outturn</b>	<b>1,808,000</b>	
<b>2018/19 Estimate</b>		<b>1,814,460</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Average management cost per dwelling	£583	£621	£627	£630

## Special services management

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Managerial and administrative staff	62,855	85,700	80,200	77,300
Scheme managers	41,000	34,500	34,500	34,900
Caretaking and cleaning	94,013	98,800	98,800	103,350
<u>Premises related expenses</u>				
Building maintenance (tenants initiatives)	45,740	42,400	89,100	59,000
Energy and utility costs	92,863	124,840	130,230	125,150
Rent, rates and insurance	3,980	4,240	4,270	4,380
Cleaning and domestic supplies	24,347	20,750	26,320	21,050
Grounds maintenance	77,045	89,500	91,720	89,830
<u>Transport related expenditure</u>				
Use of vehicles	9,413	9,860	11,760	9,800
Car allowances	2,500	2,800	2,800	2,300
<u>Supplies and services</u>				
General expenses - TV Licences	1,312	255	1,500	1,500
General expenses (tenants participation)	21,322	24,700	24,300	25,200
Communications and computing	7,094	7,480	7,570	7,680
Community First Initiative	15,535	30,000	30,000	30,000
<u>Support services</u>				
Financial services	17,400	19,100	19,100	18,900
Information technology	4,600	4,600	4,600	5,000
Human resources	6,900	7,600	7,600	7,400
Office accommodation	7,400	8,100	8,100	6,900
Customer services	19,100	19,100	19,100	21,100
Technical services	1,200	0	2,280	2,640
Community services	15,780	23,700	22,500	23,600
<u>Capital Charges</u>				
	302	0	985	985
<b>Gross expenditure</b>	<b>571,701</b>	<b>658,025</b>	<b>717,335</b>	<b>677,965</b>
<b><u>Income</u></b>				
Sales, fees and charges	12,438	13,740	14,150	14,900
Rents and leases	4,806	4,500	4,500	4,500
<b>Net expenditure</b>	<b>554,457</b>	<b>639,785</b>	<b>698,685</b>	<b>658,565</b>

## Note

## Special services management

## Service description

<b>Budget managers:</b>	Housing Maintenance Manager - Mr A. Davidson Community Services Manager (Independent Living) - Mr D Williams Tenancy Manager - Mrs A Kendall
<b>Service function</b>	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.
<b>Legal status</b>	Sections 20 - 27 of the Housing Act 1985. Housing Act 1985 s27BA (consultation with tenants with respect to management)

## Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	639,785	639,785
Planned Underspend B/fwd from 2016/17 - Estates Improvements	3,500	
<u>Employees</u>		
Annual PRP & pay awards		6,400
Reduced Salary allocations transferred to other Housing budgets	(5,500)	(11,600)
Increased staff costs to cover additional hours and staff vacancies		3,000
<u>Premises</u>		
Increased premises costs (Environmental improvements) (Probable budget, sum transferred from Muncipal Caravan Site budget)	42,400	15,000
Anticipated fluctuations in cost of utilities	5,400	
Increased cost of agency cleaners to cover vacancies	5,600	
Support Services - variations in support service allocations	1,100	3,300
Capital charges - New Estates van	1,000	1,000
Other net changes	5,400	1,680
<b>2017/18 Probable outturn</b>	<b>698,685</b>	
<b>2018/19 Estimate</b>		<b>658,565</b>

## Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Number of sheltered housing schemes	5	5	5	5
Number of sheltered housing units	210	210	210	210

## Supporting people (for Council tenants)

**Estimate for the year ending 31 March 2019**

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	167,200	182,400	182,400	182,100
<u>Transport related expenditure</u>				
Staff travelling and subsistence	3,308	2,700	2,700	2,200
<u>Supplies and services</u>				
Furnishing - renewals	6,704	17,000	28,800	17,250
Communal alarm equipment	528	0	0	0
Community alarm system recharge	103,120	99,400	99,400	113,600
<u>Support services</u>				
Financial services	3,400	3,600	3,600	3,800
Human resources	3,300	3,300	3,300	3,400
Office accommodation	4,800	5,200	5,200	5,900
<b>Gross expenditure</b>	<b>292,360</b>	<b>313,600</b>	<b>325,400</b>	<b>328,250</b>
<b><u>Income</u></b>				
Supporting people grant	129,309	130,800	127,000	25,000
Sheltered dwellings tenants charges	32,179	35,500	37,000	150,000
Charges to clients - Community Alarms	3,544	7,000	5,300	5,300
<b>Gross income</b>	<b>165,032</b>	<b>173,300</b>	<b>169,300</b>	<b>180,300</b>
<b>Net expenditure</b>	<b>127,328</b>	<b>140,300</b>	<b>156,100</b>	<b>147,950</b>

## Supporting people (for Council tenants)

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	140,300	140,300
Planned Underspend B/Fwd from 2016/17 - CCTV equipment in Sheltered schemes	11,800	
Increased Safer Runnymede monitoring recharge		14,200
Support Services - variations in support service allocations		1,000
<u>Income</u>		
Supporting People subsidy to be reduced in April 2017	3,800	105,800
New client service charge in sheltered schemes		(150,000)
Changes in estimated clients contributions (those not covered by SP subsidy)		37,200
Other net changes	200	(550)
<b>2017/18 Probable outturn</b>	<b>156,100</b>	
<b>2018/19 Estimate</b>		<b>147,950</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Numbers of sheltered properties	210	210	210	210
Recipients of community alarm service (Including sheltered housing tenants)	500	575	510	510



## Mobile home site

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	13,200	11,400	13,400	20,100
Wages	600	600	600	600
<u>Premises related expenses</u>				
Maintenance of vans and site	58,645	33,600	5,600	5,600
Fuel, light, cleaning and water	18,181	21,300	21,300	21,300
Rates, insurance and telephone	332	900	860	900
<u>Transport related expenditure</u>				
Car Allowances	400	500	500	600
<u>Support services</u>				
Financial services	3,100	3,300	2,900	3,000
Information technology	100	100	100	100
Human resources	200	200	200	300
Office accommodation	1,300	1,400	1,400	2,300
Customer services	700	700	700	1,200
Law and governance	0	0	500	600
<u>Other items</u>				
Capital (caravan renewal)	0	42,400	0	43,200
<b>Gross expenditure</b>	<b>96,758</b>	<b>116,400</b>	<b>48,060</b>	<b>99,800</b>
<b><u>Income</u></b>				
<u>Fees and charges</u>				
Sale of mobile homes - commission	39,500	10,000	5,000	10,000
Site rents (net of voids)	109,379	109,510	113,470	116,000
Rent of mobile homes (net)	51,728	41,280	48,160	44,960
Water charges	19,859	19,060	18,780	18,530
Miscellaneous	450	450	450	450
<b>Gross income</b>	<b>220,916</b>	<b>180,300</b>	<b>185,860</b>	<b>189,940</b>
<b>Net expenditure</b>	<b>(124,158)</b>	<b>(63,900)</b>	<b>(137,800)</b>	<b>(90,140)</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Council owned mobile homes	17	17	17	17
Privately owned mobile homes	52	52	52	52
Mobile home rent (council units only)	£53.45	£52.92	£52.92	£52.40
Large mobile home rent (council units only)	£80.20	£79.40	£79.40	£78.60
Site rent (all mobile homes)	£31.75	£32.40	£32.57	£33.80 est

## Mobile home site

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate	(63,900)	(63,900)
<u>Expenditure</u>		
Increased Salary allocations transferred from other Housing budgets		7,100
Caravan maintenance budget transferred to Housing Maintenance	(28,000)	(28,000)
Caravan renewal budget transferred to Estates Improvements in 2017/18	(42,400)	
Caravan Renewal provision inflated for 2018/19		800
Support Services - variations in support service allocations	100	1,800
<u>Income</u>		
Reduced sales commission as no caravans sold yet in 2017/18	5,000	
Reduction in level of utility recharges based upon actual costs in 2016/17	900	860
Rent reduction (1%) from April 2018		550
Increased site rents - (increased by RPI)	(600)	(5,000)
Reduction in the level of voids on the site	(10,800)	(6,050)
Other net changes	1,900	1,700
<b>2017/18 Probable outturn</b>	<b>(137,800)</b>	
<b>2018/19 Estimate</b>		<b>(90,140)</b>

## Housing repairs - maintenance

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<u>Planned maintenance</u>				
Cyclic works - external decorations	259,190	275,000	260,000	240,000
Cyclic works - communal decorations	22,360	38,000	35,000	27,000
Cyclic works - OAP decorations	29,954	50,000	30,000	42,000
Annual maintenance and inspection (net)	463,290	532,500	480,500	513,800
Rolling repairs programme	36,056	45,000	25,000	45,000
<b>Total planned maintenance</b>	<b>810,850</b>	<b>940,500</b>	<b>830,500</b>	<b>867,800</b>
<u>Special works</u>				
Major works	1,152,742	2,060,100	1,535,000	2,371,000
Sheltered scheme works	4,812	30,000	30,000	30,000
Minor works	7,078	45,000	45,000	45,000
<b>Total special works</b>	<b>1,164,632</b>	<b>2,135,100</b>	<b>1,610,000</b>	<b>2,446,000</b>
<b>Total planned and special works</b>	<b>1,975,482</b>	<b>3,075,600</b>	<b>2,440,500</b>	<b>3,313,800</b>
<u>Demand maintenance</u>				
Houses, flats and communal areas	643,012	780,000	720,000	680,000
Temporary Accomodation units	52,705	25,000	25,000	25,000
Sheltered housing	62,244	40,000	60,000	60,000
<b>Total demand maintenance</b>	<b>757,961</b>	<b>845,000</b>	<b>805,000</b>	<b>765,000</b>
<u>Major improvement schemes</u>				
Central heating	206,365	400,000	200,000	400,000
Kitchen and bathroom upgrades	743,358	1,548,000	800,000	1,773,000
<b>Total major improvement schemes</b>	<b>949,723</b>	<b>1,948,000</b>	<b>1,000,000</b>	<b>2,173,000</b>
<u>Other maintenance</u>				
Void repairs and decoration allowances	572,820	464,000	840,000	513,000
Disabled conversions (net)	311,353	220,000	350,000	410,000
<b>Total other maintenance</b>	<b>884,173</b>	<b>684,000</b>	<b>1,190,000</b>	<b>923,000</b>
<u>Insurance claims (excl. rent loss)</u>				
Insured costs	191,408	103,000	72,000	103,000
- Less policy excess	(7,500)	(3,000)	(2,000)	(3,000)
<b>Gross cost of insurance claims</b>	<b>183,908</b>	<b>100,000</b>	<b>70,000</b>	<b>100,000</b>
<b>Gross Expenditure</b>	<b>4,751,247</b>	<b>6,652,600</b>	<b>5,505,500</b>	<b>7,274,800</b>
<u>Income</u>				
Insurance company settlement of claims	183,908	100,000	70,000	100,000
<b>Gross Income</b>	<b>183,908</b>	<b>100,000</b>	<b>70,000</b>	<b>100,000</b>
<b>Total maintenance budget</b>	<b>4,567,339</b>	<b>6,552,600</b>	<b>5,435,500</b>	<b>7,174,800</b>

See next page for supervision costs

## Housing repairs - maintenance

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate	6,552,600	6,552,600
<u>Planned maintenance</u>		
Variations to the estimated costs of decoration programmes	(38,000)	(54,000)
Net changes in cost of cyclical maintenance contracts	(52,000)	(18,700)
<u>Special works</u>		
Special major works: planned programme changes	161,900	395,900
Works to replace properties at Farm Close re-scheduled	(687,000)	(85,000)
Increased costs of Disabled adaptations	130,000	190,000
<u>Demand maintenance:</u> change in costs of repairs	(40,000)	(80,000)
<u>Major improvement schemes</u>		
Changes in the central heating programme	(200,000)	
Changes in the kitchen and bathrooms upgrade programme	(748,000)	225,000
<u>Void works</u>		
Mobile Home Site maintenance budget transferred to cover additional void costs	28,000	28,000
Changes to numbers and costs of void works.	348,000	21,000
Other net changes - Rolling repairs	(20,000)	0
<b>2017/18 Probable outturn</b>	<b>5,435,500</b>	
<b>2018/19 Estimate</b>		<b>7,174,800</b>

## Housing repairs - supervision

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
Salaries	434,900	470,500	470,500	521,700
Training costs	1,689	2,600	2,600	2,600
Car allowances	23,153	21,000	21,000	21,700
Supplies and services	10,147	16,580	14,070	15,100
<b><u>Support services</u></b>				
Financial services	46,500	51,100	47,900	48,400
Information technology	43,300	47,400	47,400	47,600
Human resources	5,900	6,700	6,700	8,300
Office accommodation	40,400	43,900	43,900	57,900
Customer services	77,500	77,500	77,500	99,300
Law and governance	5,900	7,200	14,500	15,800
Technical services	25,500	26,800	26,800	34,800
Community services	13,600	13,900	13,900	14,100
Recharges	(9,700)	(9,700)	(3,900)	(3,900)
<b>Total supervision costs</b>	<b>718,789</b>	<b>775,480</b>	<b>782,870</b>	<b>883,400</b>
Total maintenance costs (previous page)	4,567,339	6,552,600	5,435,500	7,174,800
<b>Gross housing repairs expenditure</b>	<b>5,286,128</b>	<b>7,328,080</b>	<b>6,218,370</b>	<b>8,058,200</b>

### **Improvement works counting as capital expenditure**

(For information only)

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
Special major works	1,152,742	2,060,100	1,535,000	2,371,000
Sheltered scheme works	4,812	30,000	30,000	30,000
Central heating programme	206,365	400,000	200,000	400,000
Kitchen and bathroom upgrade works (incl extensions)	743,358	1,548,000	800,000	1,773,000
Total capital repairs	2,107,277	4,038,100	2,565,000	4,574,000
<b>Major repairs to be met from new repairs reserve</b>	<b>2,107,277</b>	<b>3,370,351</b>	<b>2,565,000</b>	<b>4,574,000</b>

## Housing repairs - supervision

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	775,480	775,480
Annual PRP & pay awards		13,900
Increased Salary allocations transferred from other Housing budgets		37,300
Support Services - variations in support service allocations	3,300	51,700
Reduced recharge to G Fund in respect of managing garages	5,800	5,800
Other net changes	(1,710)	(780)
<b>2017/18 Probable outturn</b>	<b>782,870</b>	
<b>2018/19 Estimate</b>		<b>883,400</b>

### Service statistics

	<u>2017/18</u> <b>Estimate</b>	<u>2018/19</u> <b>Estimate</b>
<u>Demand maintenance</u>		
Number of orders completed	7,500	7,500
Average cost per order	£112.67	£102.00
Average cost per dwelling	£299	£269
<u>Void repairs</u>		
Voids completed in year	260	280
Average cost per void property	£1,710	£1,761
<u>Major works programmes (properties improved)</u>		
Upgrading central heating systems	140	140
Electrical rewiring programme	40	700
Replacement kitchens	192	200
Replacement bathrooms	189	230
PRC Dwellings - wall insulation works	30	30

## Sale of Council houses

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	7,300	9,200	9,200	12,600
<u>Transport related expenditure</u>				
Car allowances	200	200	200	300
<u>Supplies and services</u>				
Valuation and other fees	3,350	5,000	4,700	4,700
<u>Support services</u>				
Financial services	1,100	3,100	3,100	3,500
Personnel Services	0	0	0	200
Office accommodation	300	300	300	1,400
Customer services	2,200	2,200	2,200	2,700
Law and governance	1,400	6,900	7,000	5,300
Technical services	300	300	300	300
<b>Gross expenditure</b>	<b>16,150</b>	<b>27,200</b>	<b>27,000</b>	<b>31,000</b>
<b>Charged to capital receipts</b>	<b>(16,150)</b>	<b>(27,200)</b>	<b>(27,000)</b>	<b>(31,000)</b>
<b>Met by the Housing Revenue Account</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Mortgage administration

### Estimate for the year ending 31 March 2019

Note:- the final loan was repaid in early 2017

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
Computer licence	0	0	0	0
Financial services	3,100	3,400	0	0
Information technology	100	100	0	0
Law and governance	400	500	0	0
<b>Gross expenditure</b>	<b>3,600</b>	<b>4,000</b>	<b>0</b>	<b>0</b>

<b>Total Gross expenditure</b>	<b>3,600</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
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## Sale of Council houses and mortgage administration

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b> £	<u>2018/19</u> <b>Estimate</b> £
2017/18 Original estimate	4,000	4,000
Increased Salary allocations transferred from other Housing budgets		3,400
Support Services - variations in support service allocations	(3,900)	(3,400)
Variations to costs met from Capital Receipts		(3,800)
Other net changes	(100)	(200)
<b>2017/18 Probable outturn</b>	<b>0</b>	
<b>2018/19 Estimate</b>		<b>0</b>

### Service statistics

	<u>2016/17</u> <b>Actual</b>	<u>2017/18</u> <b>Estimate</b>	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
Right to Buy applications received	27	30	15	20
Actual / estimated council house sales.	9	12	10	10
Mortgages (average number)	1	1	<b>The last mortgage was redeemed in Feb 2017</b>	
Mortgage interest rate %	3.34%	3.34%		



## HRA debt charges, depreciation and HRA subsidy

### Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Debt charges</u></b>				
Interest on borrowings	3,425,944	3,425,950	3,425,950	3,425,950
Dealing charges				
<b>Net expenditure</b>	<b><u>3,425,944</u></b>	<b><u>3,425,950</u></b>	<b><u>3,425,950</u></b>	<b><u>3,425,950</u></b>
<b><u>Depreciation transferred to major repairs reserve</u></b>				
Depreciation (based upon MRA until March 2016)	3,876,332	1,789,400	1,789,400	1,789,400
<b>Net expenditure</b>	<b><u>3,876,332</u></b>	<b><u>1,789,400</u></b>	<b><u>1,789,400</u></b>	<b><u>1,789,400</u></b>

See table opposite for accumulated balances and movements on account.

## HRA debt charges and depreciation

### Service description

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

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	5,215,350	5,215,350
<b>2017/18 Probable outturn</b>	<b>5,215,350</b>	
<b>2018/19 Estimate</b>		<b>5,215,350</b>

#### Major Repairs Reserve summary

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
Opening balance at start of year	2,091,551	1,580,951	3,848,602	3,073,002
Contribution to reserve	3,876,332	1,789,400	1,789,400	1,789,400
Capital expenditure funded from reserve Reprovision of Farm Close(capital Exp)	(2,107,277) (12,004)	(3,370,351)	(2,565,000)	(4,574,000)
Net movement in year	1,757,051	(1,580,951)	(775,600)	(2,784,600)
<b>Balance at year end</b>	<b>3,848,602</b>	<b>0</b>	<b>3,073,002</b>	<b>288,402</b>

## Other HRA expenditure

Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<u>HRA pension backfunding</u>	92,000	92,000	100,000	100,000
<u>HRA staff - accrued leave</u>	1,000	0	0	0
<u>HRA leased properties</u>	23	0	0	0
<u>Cost of capital charge</u>	43,000	43,000	43,000	43,000
<u>Provision for uncollectable rents</u>	37,255	115,000	100,000	115,000
<u>Contribution to corporate expenses</u>	168,800	187,700	187,700	219,800
<b>Gross expenditure</b>	<b>342,078</b>	<b>437,700</b>	<b>430,700</b>	<b>477,800</b>

## Other HRA expenditure

### Service description

<b>Budget managers:</b>	Head of Housing - Mrs P. Hollingsworth Senior Accountant (Housing) - Mr C. Mitchell
<b>Service function</b>	Miscellaneous accounting entries and corporate recharges

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	£	£
2017/18 Original estimate	437,700	437,700
Increased proviion for HRA Pension backfunding costs	8,000	8,000
Reduction in the annual provision for bad debts as the impacts of welfare reform and benefit changes have not yet affected collection rates.	(15,000)	
Increased Corporate expenses recharges		32,100
<b>2017/18 Probable outturn</b>	<b>430,700</b>	
<b>2018/19 Estimate</b>		<b>477,800</b>

## Dwelling rents and service charges income

Estimate for the year ending 31 March 2019

### Rents from dwellings

	<u>2016/17</u>	<u>2017/18</u>	<u>2017/18</u>	<u>2018/19</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<b>Income</b>				
<u>Rent debit</u>				
General stock dwellings	16,306,695	16,025,200	16,051,900	15,897,700
Tenants service charges	173,199	173,300	173,300	177,500
Rents of shared ownership properties	212,725	209,900	209,900	211,000
Heating charges	41,019	39,300	39,300	36,200
<b>Gross rent for dwellings</b>	<b>16,733,638</b>	<b>16,447,700</b>	<b>16,474,400</b>	<b>16,322,400</b>
<u>Less voids (rent loss on empty dwellings)</u>				
General stock dwellings	168,657	170,200	198,700	196,700
Tenant service charges	2,953	2,600	5,000	3,600
Heating charges	443	800	800	700
<b>Total voids on dwellings</b>	<b>172,053</b>	<b>173,600</b>	<b>204,500</b>	<b>201,000</b>
<b>Net rent for dwellings</b>	<b>16,561,585</b>	<b>16,274,100</b>	<b>16,269,900</b>	<b>16,121,400</b>

## Dwelling rents and service charges income

### Service description

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

### Budget variations

	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
2017/18 Original estimate	16,274,100	16,274,100
<u>Dwellings</u>		
Compulsory rent reduction from April 2018 (1.0%)		(160,750)
Change to rent debit as a consequence of changing stock levels	26,600	(18,150)
Introduction of Affordable rents on new properties		53,000
Increase in the anticipated level of voids	(28,400)	(28,100)
<u>Tenants service charges</u>		
Change in affected properties & charges from April 2018		4,200
Increase in the anticipated void loss	(2,400)	(1,000)
<u>DIYSO properties</u>		
Rent increase from April 2018 (3.9%)		7,900
Change in estimated number of units in DIYSO portfolio.		(6,800)
<u>Heating charges</u>		
Reduction in heating charges to avoid over recovery		(3,000)
<b>2017/18 Probable outturn</b>	<b>16,269,900</b>	
<b>2018/19 Estimate</b>		<b>16,121,400</b>

### Service statistics

	<u>2016/17</u> Actual	<u>2017/18</u> Estimate	<u>2017/18</u> Probable	<u>2018/19</u> Estimate
Average number of houses & flats	2,836	2,825	2,828	2,826
Average number of void houses & flats	29	30	35	35
Average number of DIYSO properties	70	68	68	66

## Non-dwelling rents and income

Estimate for the year ending 31 March 2019

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Non-dwelling rents and income</u></b>				
Rents of other properties	56,383	58,200	58,200	58,200
Leasehold service charges	93,177	90,000	92,000	92,000
Mead Court service charges	10,137	13,000	13,400	13,600
Miscellaneous receipts (e.g. small land sales)	4,299	0	5,500	0
Insurance Commision	0	0	100	0
<b>Sub total - other rents and income</b>	<b>163,996</b>	<b>161,200</b>	<b>169,200</b>	<b>163,800</b>
<b><u>Investment and mortgage income</u></b>				
Interest on mortgages	(100)	60	0	0
Interest on balances	97,456	44,900	73,700	115,000
<b>Sub total - interest</b>	<b>97,356</b>	<b>44,960</b>	<b>73,700</b>	<b>115,000</b>
<b>Total non-dwelling rents and income</b>	<b>261,352</b>	<b>206,160</b>	<b>242,900</b>	<b>278,800</b>

## Non-dwelling rents and income

### Service description

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

### Budget variations

	<u>2017/18</u> <b>Probable</b>	<u>2018/19</u> <b>Estimate</b>
	<b>£</b>	<b>£</b>
2017/18 Original estimate	206,160	206,160
<u>Leasehold service charges</u>		
Changes in charges to reflect level of works to be recovered	2,400	2,600
<u>Miscellaneous Receipts</u>		
Increased income accruing from granting of an access licence	5,500	
<u>Interest receivable</u>		
Changes in estimated HRA working balance and interest rates	28,800	70,100
Other net changes	40	(60)
<b>2017/18 Probable outturn</b>	<b>242,900</b>	
<b>2018/19 Estimate</b>		<b>278,800</b>

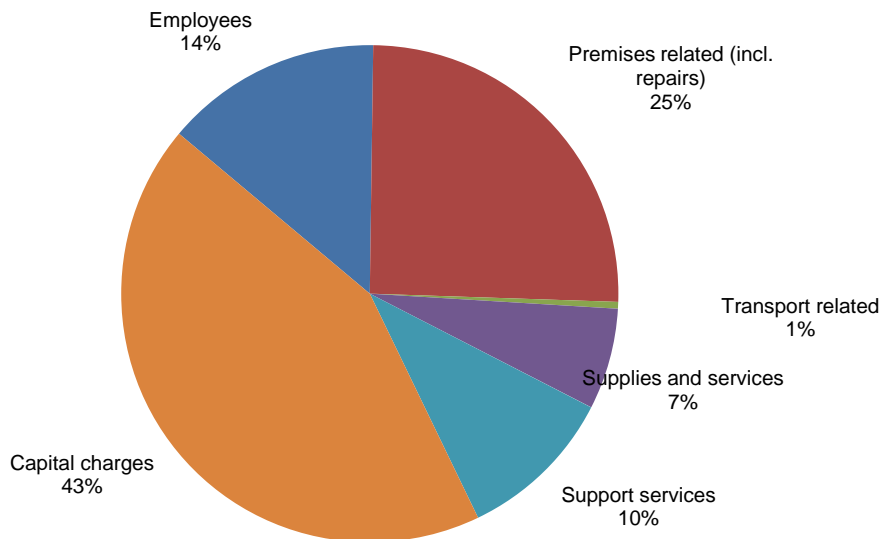


## Housing revenue account

### Subjective analysis

	<u>2016/17</u> Actual £	<u>2017/18</u> Estimate £	<u>2017/18</u> Probable £	<u>2018/19</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	1,567,666	1,669,150	1,673,500	1,715,950
Premises related (incl. repairs)	2,986,369	3,668,129	3,321,400	3,077,210
Transport related	55,139	54,160	56,060	53,200
Supplies and services	592,729	691,075	763,760	800,870
Support services	1,142,520	1,217,820	1,164,180	1,249,780
Capital charges	7,349,658	5,262,430	5,263,415	5,263,415
<b>Gross expenditure</b>	<b><u>13,694,081</u></b>	<b><u>12,562,764</u></b>	<b><u>12,242,315</u></b>	<b><u>12,160,425</u></b>
<b><u>Income</u></b>				
Net rents	16,701,244	16,329,590	16,351,230	16,190,060
Grants and Contributions	313,717	230,800	198,800	125,000
Fees and charges	280,235	263,950	263,580	378,780
Interest	97,356	44,960	73,700	115,000
Recharges to General Fund	51,000	51,800	43,400	43,600
<b>Gross income</b>	<b><u>17,443,552</u></b>	<b><u>16,921,100</u></b>	<b><u>16,930,710</u></b>	<b><u>16,852,440</u></b>
<b>Net expenditure</b>	<b><u>(3,749,471)</u></b>	<b><u>(4,358,336)</u></b>	<b><u>(4,688,395)</u></b>	<b><u>(4,692,015)</u></b>

### Expenditure Analysis 2018/19



## Fees and charges

### Housing Revenue Account

	From April 2018 £	VAT treatment
<b><u>Average council house rents (per week)</u></b>		
Bedsit	66.21	Outside scope
1 bed dwelling	91.24	Outside scope
2 bed dwelling	109.38	Outside scope
3 bed dwelling	119.64	Outside scope
4 bed dwelling	130.93	Outside scope
5 or more bed dwelling	153.02	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)		
<b><u>Tenants service charges (per week)</u></b>		
Torin Court	1.12	Outside scope
Hampshire Court	5.57	Outside scope
Middlesex Court	5.57	Outside scope
Surrey Towers	5.57	Outside scope
Sussex Court	5.39	Outside scope
Audley & Southam House	1.32	Outside scope
Fairoaks Court	1.01	Outside scope
Oaklands Court	1.12	Outside scope
Bemonds	18.79	Outside scope
Darley Dene	11.80	Outside scope
Floral House	10.95	Outside scope
Grove Court	10.65	Outside scope
Heatherfields	8.48	Outside scope
<b><u>Sheltered housing schemes</u></b>		
Use of Guest Bedrooms by relatives and friends of tenants in sheltered housing - charge per night per person	(Incl VAT) 12.50	Standard
Disabled persons Buggy store - Battery Charging, per week	(Incl VAT) 1.85	Standard
Hairdresser per hour	(Incl VAT) 6.00	Standard
Chiropodist per day	20.00	Exempt
<b><u>Heathervale Way mobile home site - New Haw</u></b>		
Net site rent per pitch per week	33.80	Exempt
Rent of council mobile homes	52.40	Exempt
Rent of new larger council mobile homes	78.60	Exempt

## Fees and charges

### Housing Revenue Account

	From April 2018 £	VAT treatment
<b><u>Heating and hot water charges - sheltered dwellings</u></b>		
Charge per week		
- Bemonds and Floral House	7.60	Outside scope
- Heatherfields	4.10	Outside scope
<b><u>Tenants fee for denying access to premises (includes VAT)</u></b>		
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
<b><u>Independent Retirement Living - Management &amp; Administration charge</u></b>		
- Weekly Management & Administration charge	17.00	Outside scope
<p>Surrey County Council are currently reviewing the Supporting People grant in respect of the Community Alarm charge for Runnymede BC Housing tenants.</p>		

## Fees and charges

### Housing General Fund Services

	From April 2018 £	VAT treatment
<b><u>Houses in multiple occupation (HMO) licensing costs</u></b>		
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
<b><u>Homeless persons accommodation</u></b>		
Bed and breakfast accommodation		
- flat rate room charge per week	171.50	Outside scope
- breakfast charge per person per week	5.95	Outside scope
<p>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.</p>		

## Fees and charges

### Meals and transport charges

		From April 2018 £	VAT treatment
<b><u>Meals at Home and Day centres</u></b>			
Monday - Friday	Cost per two course meal	4.30	Outside scope
	Cost per three course meal	5.10	Outside scope
Saturday and Sunday	Cost per two course meal	4.60	Outside scope
	Cost per three course meal	5.25	Outside scope
	Afternoon Tea	2.60	Outside scope
<b><u>Community transport</u></b>			
	Fare for return transport to day centres (Monday - Friday)	3.40	Zero Rated
	Journey within one zone (minimum fare)	2.90	Zero Rated
	Journey to each subsequent zone	2.30	Zero Rated

## Fees and charges

### Careline system

		From April 2018 £	VAT treatment
<b><u>New weekly charging structure.</u></b>			
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 2018 £	VAT treatment
<b><u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u></b>			
Monday to Friday	5pm to 11pm	22.00	Exempt
Saturday	9am to 5pm	28.00	Exempt
Saturday	5pm to 11pm	40.00	Exempt
<b><u>Commercial hire/trade shows (per hour)</u></b>			
Saturdays only	9am to 11pm	45.00	Exempt
<b><u>Catering facilities</u></b>			
Full use of kitchen		65.00	Exempt
Full use of tea bar		N/A	Exempt
Use of public address system		N/A	Exempt
<b><u>Registered charities</u></b>			
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			

## Fees and charges

### Centre rental charges

		From April 2018 £	VAT treatment
<b><u>Friends of Scheme</u></b>			
Annual Fee	(Incl VAT)	10.00	Standard
<b><u>Hairdressing salons - hourly rates</u></b>			
Eileen Tozer Day Centre	(Incl VAT)	6.60	Standard
Manor Farm Day Centre	(Incl VAT)	7.40	Standard
Woodham and New Haw Day Centre	(Incl VAT)	7.40	Standard
These rates are based upon the standard of facilities available			
<b><u>Chiropodist fees (full day)</u></b>		27.00	Exempt
<b><u>Day centre bathing</u></b>			
Manor Farm (only)		15.00	Outside scope

## Fees and charges

### Chertsey Museum

	From Sept 2018 £	VAT treatment
<u>School's membership scheme</u>		
<u>Annual membership fee</u>		
Schools with 0 - 150 pupils	25.00	Outside Scope
Schools with 151 - 250 pupils	35.00	Outside Scope
Schools with 251+ pupils	45.00	Outside Scope
<u>Talks held at Museum</u>		
<u>Member schools</u>		
One 1/2 day session	60.00	Outside Scope
Two 1/2 day session (same day)	80.00	Outside Scope
<u>All day sessions at the museum (max 32 children)</u>		
<u>Member schools</u>		
Tudor activity day	100.00	Outside Scope
WW2 activity day	95.00	Outside Scope
Viking day (with re-enactor)	190.00	Outside Scope
Viking day (no re-enactor)	100.00	Outside Scope
Roman/Greek activity day	125.00	Outside Scope
Victorian activity day	110.00	Outside Scope
Anglo Saxon day	110.00	Outside Scope
Big dig	170.00	Outside Scope
<u>Talks held at schools within 10 miles of Chertsey Museum (approx 90 minutes)</u>		
<u>Member schools</u>		
One session (max.32 children per session)	50.00	Outside Scope
Two of the same sessions (in the same half day)	80.00	Outside Scope
Three of the same sessions (in same day)	105.00	Outside Scope
Two hour toy/seaside workshop (max. 60 children per session)	80.00	Outside Scope
2 x Two hour toy/seaside workshop (in the same day)	130.00	Outside Scope
Tudor workshop	90.00	Outside Scope
2 x Tudor workshop	165.00	Outside Scope
Lego Clock workshop - 30 children	75.00	Outside Scope
Lego Clock workshop - 60 children (two sessions)	100.00	Outside Scope
Prehistoric workshop - 30 children	75.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)	100.00	Outside Scope
<u>Talks held at Schools within 11-15 miles of Chertsey Museum (approx 90 minutes)</u>		
<u>Member schools</u>		
One session (max.32 children per session)	65.00	Outside Scope
Two of the same sessions (in the same half day)	95.00	Outside Scope
Three of the same sessions (in same day)	120.00	Outside Scope
Two hour toy/seaside workshop (max. 60 children per session)	95.00	Outside Scope
Two hour toy/seaside workshop (in the same day)	145.00	Outside Scope
Tudor workshop	105.00	
2 x Tudor workshop	180.00	
Lego Clock workshop - 30 children	90.00	Outside Scope
Lego Clock workshop - 60 children (two sessions)	115.00	Outside Scope
Prehistoric workshop - 30 children	90.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)	115.00	Outside Scope
*non members pay additional £10 booking		

## Fees and charges

### Chertsey Museum

	From Sept 2018 £	VAT treatment
<u>Talks held at schools within 16-20 miles of Chertsey Museum ( Approx 90 minutes)</u>		
<u>Member schools</u>		
One session (max.32 children per session)	80.00	Outside Scope
Two of the same sessions (in the same half day)	110.00	Outside Scope
Three of the same sessions (in same day)	135.00	Outside Scope
Two hour toy/seaside workshop (max. 60 children per session)	110.00	Outside Scope
Two hour toy/seaside workshop (in the same day)	160.00	Outside Scope
Tudor workshop	120.00	
2 x Tudor workshop	195.00	
Lego Clock workshop - 30 children	105.00	Outside Scope
Lego Clock workshop - 60 children (two sessions)	130.00	Outside Scope
Prehistoric workshop - 30 children	105.00	Outside Scope
Prehistoric workshop - 60 children (two sessions)	130.00	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) 0.43	Standard
A3 Copies	(plus VAT) 0.50	Standard
<u>Charge for late return of school loan boxes</u>	(plus VAT) 25.00	Standard
<u>Missing item from loan boxes (per day)</u>	(plus VAT) 10.00	Standard
*non members pay additional £10 booking		
<u>Photographic orders</u>		
101.6mm by 152.4mm (4" by 6")	(plus VAT) 3.00	Standard
127mm by 177.8mm (5" by 7")	(plus VAT) 3.50	Standard
152.4mm by 203.2mm (6" by 8")	(plus VAT) 4.00	Standard
203.2mm by 254mm (8" by 10")	(plus VAT) 5.50	Standard
304.8mm by 457.2mm (12" by 18")	(plus VAT) 10.00	Standard
Handling charge (1 per order)	(plus VAT) 2.00	Standard
Postage charge	(plus VAT) 2.00	Standard
Members of the following groups are entitled to a discount of 10% on certain items in the Museum shop:		
- Friends of the Museum		
- Members of the Museum Association		
- Members of the National Art Collection Fund		
- Runnymede Loyalty Card holders		
School charges are increased at the start of the academic year in September although increases in material costs are passed on at time of booking		



## Fees and charges

### Allotments

	<b>From April 2018 £</b>	<b>VAT treatment</b>
Charge per 25m <sup>2</sup> (rod) per annum:		
- Payment by annual direct debit	16.00	Outside Scope
- Payment by other means	18.40	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)**

	<b>From April 2019 £</b>	
Charge per 25m <sup>2</sup> (rod) per annum:		
- Payment by annual direct debit	16.40	Outside Scope
- Payment by other means	18.80	Outside Scope

There is a 50% abatement for all senior citizens over 60 years of age 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 the 50% abatement once they have reached the state pension age.

## Fees and charges

### Community Halls

				From April 2018 £	VAT treatment
<b><u>Chertsey Hall</u></b>					
<b><u>Community use (Monday to Friday)</u></b>					
Main Hall	9am to 5pm	(per hour)	(plus VAT)	22.26	Standard
	5pm to 11pm	(per hour)	(plus VAT)	29.75	Standard
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	9.48	Standard
	5pm to 11pm	(per hour)	(plus VAT)	13.48	Standard
Meeting Room C	9am to 5pm	(per hour)	(plus VAT)	6.06	Standard
	5pm to 11pm	(per hour)	(plus VAT)	9.15	Standard
Meeting Room D	9am to 5pm	(per hour)	(plus VAT)	7.80	Standard
	5pm to 11pm	(per hour)	(plus VAT)	11.85	Standard
<b><u>Community use (Saturdays and Sundays)</u></b>					
Main Hall	9am to 5pm	(per hour)	(plus VAT)	30.38	Standard
	5pm to 11pm	(per hour)	(plus VAT)	40.40	Standard
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	13.77	Standard
	5pm to 11pm	(per hour)	(plus VAT)	18.31	Standard
Meeting Room C	9am to 5pm	(per hour)	(plus VAT)	9.56	Standard
	5pm to 11pm	(per hour)	(plus VAT)	12.71	Standard
Meeting Room D	9am to 5pm	(per hour)	(plus VAT)	12.27	Standard
	5pm to 11pm	(per hour)	(plus VAT)	16.32	Standard
<b><u>Business (Monday to Sunday)</u></b>					
Main Hall	9am to 11pm	(per hour)	(plus VAT)	46.86	Standard
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	18.91	Standard
Meeting Room C	9am to 11pm	(per hour)	(plus VAT)	12.39	Standard
Meeting Room D	9am to 11pm	(per hour)	(plus VAT)	16.39	Standard
<b><u>Functions</u></b>					
Main Hall	9am to 11pm	(per hour)	(plus VAT)	64.27	Standard
Meeting Room A	9am to 5pm	(per hour)	(plus VAT)	29.40	Standard
Meeting Room C	9am to 11pm	(per hour)	(plus VAT)	17.81	Standard
Meeting Room D	9am to 11pm	(per hour)	(plus VAT)	23.06	Standard
<b><u>Stage lighting</u></b>					
With Access			(plus VAT)	54.28	Standard
<b><u>Use of kitchen</u></b>					
Up to 80 people (catering)			(plus VAT)	28.66	Standard
80 to 160 people (catering)			(plus VAT)	58.96	Standard
160 people and over (catering)			(plus VAT)	86.20	Standard
Beverages only			(plus VAT)	16.05	Standard
Beverages (Meeting Rooms only)			(plus VAT)	10.90	Standard
Beverages only - regular hirers			(plus VAT)	6.46	Standard
Catering - regular hirers		up to 80 people	(plus VAT)	17.34	Standard
Catering - regular hirers		80 up to 160 people	(plus VAT)	34.47	Standard
Catering - regular hirers		160+ people	(plus VAT)	50.70	Standard
Use of Bar Area			(plus VAT)	20.40	Standard
<b><u>Licensed bar</u></b>					
Licensed Bar ( If available)			(plus VAT)	68.98	Standard

## Fees and charges

### Community Halls

				From April 2018 £	VAT treatment
<b><u>The Hythe Centre</u></b>					
<b><u>Community use (Monday to Friday)</u></b>					
Main Hall	9am to 5pm	(per hour)	(plus VAT)	22.26	Standard
	5pm to 11pm	(per hour)	(plus VAT)	29.75	Standard
Small Hall	9am to 5pm	(per hour)	(plus VAT)	10.60	Standard
	5pm to 11pm	(per hour)	(plus VAT)	14.56	Standard
Meeting Room 1	9am to 5pm	(per hour)	(plus VAT)	6.06	Standard
	5pm to 11pm	(per hour)	(plus VAT)	9.15	Standard
Meeting Room 2/Bar Lounge	9am to 5pm	(per hour)	(plus VAT)	7.80	Standard
	5pm to 11pm	(per hour)	(plus VAT)	11.85	Standard
<b><u>Community use (Saturdays and Sundays)</u></b>					
Main Hall	9am to 5pm	(per hour)	(plus VAT)	30.38	Standard
	5pm to 9pm	(per hour)	(plus VAT)	40.40	Standard
Small Hall	9am to 5pm	(per hour)	(plus VAT)	14.76	Standard
	5pm to 9pm	(per hour)	(plus VAT)	19.63	Standard
Meeting Room 1	9am to 5pm	(per hour)	(plus VAT)	9.56	Standard
	5pm to 9pm	(per hour)	(plus VAT)	12.71	Standard
Meeting Room 2 /Bar Lounge	9am to 5pm	(per hour)	(plus VAT)	12.27	Standard
	5pm to 9pm	(per hour)	(plus VAT)	16.32	Standard
<b><u>Business (Monday to Sunday)</u></b>					
Main Hall	9am to 11pm	(per hour)	(plus VAT)	46.86	Standard
Small Hall	9am to 11pm	(per hour)	(plus VAT)	20.59	Standard
Meeting Room 1	9am to 11pm	(per hour)	(plus VAT)	12.39	Standard
Meeting Room 2 /Bar Lounge	9am to 11pm	(per hour)	(plus VAT)	16.39	Standard
<b><u>Functions</u></b>					
Main Hall	9am to 11pm	(per hour)	(plus VAT)	64.27	Standard
Small Hall	9am to 11pm	(per hour)	(plus VAT)	33.68	Standard
Meeting Room 1	9am to 11pm	(per hour)	(plus VAT)	17.81	Standard
Meeting Room 2 /Bar Lounge	9am to 11pm	(per hour)	(plus VAT)	23.06	Standard
<b><u>Use of kitchen</u></b>					
Up to 80 people			(plus VAT)	28.66	Standard
80 to 160 people			(plus VAT)	58.96	Standard
160 people and over			(plus VAT)	86.20	Standard
Beverages only			(plus VAT)	16.05	Standard
Beverages (Meeting Rooms only)			(plus VAT)	10.90	Standard
Beverages only - regular			(plus VAT)	6.46	Standard
Catering - regular hirers		up to 80 people	(plus VAT)	17.34	Standard
Catering - regular hirers		up to 160 people	(plus VAT)	34.48	Standard
Catering - regular hirers		160+ people	(plus VAT)	50.70	Standard
Use of bar area inc bar lounge			(plus VAT)	40.80	Standard
<b><u>Licensed bar</u></b>					
Licensed bar			(plus VAT)	68.98	Standard

## Fees and charges

### Community Halls

		From April 2018 £	VAT treatment
<b>Community Halls</b>			
<b><u>Visual and audio aids</u></b>			
35mm carousel projector and screen	(plus VAT)	29.38	Standard
House P.A. system including microphone (not Thorpe Village Hall)	(plus VAT)	39.37	Standard
Tape and CD decks (Chertsey Hall only) c/w ipod dock	(plus VAT)	56.82	Standard
<b><u>Additional / miscellaneous (Chertsey Hall)</u></b>			
Box Office facility	(plus VAT)	14.99	Standard
<b><u>Equipment:</u></b>			
Indoor Bowls carpet and woods	(per hour : 2 hours min)	(plus VAT) 5.33	Standard
Overhead projector /presentation projector	(per booking)	(plus VAT) 29.78	Standard
Television and video recorder / DVD	(per booking)	(plus VAT) 29.78	Standard
Portable screen	(per booking)	(plus VAT) 14.99	Standard
Flip chart and pad	(per booking)	(plus VAT) 14.99	Standard
Radio microphone and receiver	(per booking)	(plus VAT) 40.40	Standard
Portable PA system and microphone	(per booking)	(plus VAT) 57.74	Standard
2 way radios	(per booking)	(plus VAT) 19.28	Standard
Additional microphones	(per microphone)	(plus VAT) 7.14	Standard
CD player C/W Ipod dock	(per booking Regular customers)	(plus VAT) 5.30	Standard
CD player C/W Ipod dock	(per booking)	(plus VAT) 10.71	Standard
Electric piano	(per booking Regular customers)	(plus VAT) 5.30	Standard
Electric piano	(per booking)	(plus VAT) 10.71	Standard
Extension leads	(per booking)	(plus VAT) 2.57	Standard
<b><u>Notes for Community Halls</u></b>			
<ul style="list-style-type: none"> <li>▪ Hiring's to registered Charities are by law exempt from VAT and therefore no VAT will be added to the above charges</li> <li>▪ A 10% discount is given on regular bookings (i.e. 10 or more bookings within a year) However, the 10% discount will only be allowed if total booking fee is paid by the date stipulated.</li> <li>▪ A deposit may be required for the hire of facilities and for equipment at the Authority's discretion.</li> <li>▪ Up to a 20% discount may be given to community bookings of 6 hours or more in any one day.</li> <li>▪ Business / Commercial Rates apply to dance, aerobic or keep fit classes.</li> <li>▪ Where applicable Insurance is charged at 12% of the total hire fee. See booking form for details.</li> <li>▪ Prices are subject to variation from time to time to reflect any amendments approved by the Council.</li> <li>▪ Minimum booking charge is 2 hours for any one booking.</li> <li>▪ Hires are charged on an Hourly basis</li> <li>▪ The Head of Community Development has the delegated authority to make reductions and develop marketing packages to promote usage</li> <li>▪ Cancellations - all cancellations will be subject to an administrative fee of 10% of total cost excluding VAT</li> <li>▪ Functions on Monday - Thursday may be subject to a 10% discount</li> <li>▪ Functions of six hours or more may be given upto 20% discount</li> <li>▪ Commercial Hire 250% x Community Rate</li> </ul>			

## Fees and charges

### Parks and open spaces

	From April 2018 £	VAT treatment
<b><u>Bowls (includes VAT)</u></b>		
Green fees per person		
Per hour	7.10	Standard
Per hour (senior citizens/juniors/registered disabled)	3.80	Standard
Per match	12.00	Standard
Per match (senior citizens/juniors/registered disabled)	6.00	Standard
Per season	114.00	Standard
Per season (senior citizens/juniors/registered disabled)	57.00	Standard
<b><u>Football pitches with changing - per match (includes VAT)</u></b>		
Full size pitches		
Senior clubs	102.00	Standard
Junior clubs	51.00	Standard
Small pitches up to 1hour 30 mins	49.00	Standard
<b><u>Football pitches without changing - per match (includes VAT)</u></b>		
Full size pitches	39.00	Standard
Small pitches up to 1hour 30 mins	32.00	Standard
<b><u>Croquet (includes VAT)</u></b>		
Adults per Person per Hour	5.10	Standard
Juniors/Senior Citizens/Registered Disabled per Person per Hour	2.70	Standard
<b><u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u></b>		
Court fees (team games) per hour per court	31.00	Standard
Court fees (junior games) per hour per court	26.50	Standard
Floodlighting per hour per court	10.50	Standard
<b><u>Cricket (includes VAT)</u></b>		
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields		
Games commencing Before 5.00 p.m.	104.00	Standard
Games commencing After 5.00 p.m.	66.00	Standard
Junior Games	52.00	Standard

## Fees and charges

### Parks and open spaces

	From April 2018 £	VAT treatment
<b><u>Additional and miscellaneous charges (includes VAT)</u></b>		
For Football, Hockey and Cricket Clubs, the majority of whose members live outside the Runnymede District	58.00	Standard
Hire of rooms in pavilions - per hour (min 2 hours)	18.00	Exempt
Team use of park for training - per hour	25.00	Standard
Team use of park for training (junior teams) - per hour	12.80	Standard
<b><u>Events</u></b>		
Community and charity events	No charge	
Firework displays		
Less than 15 minutes	210.00	Standard
More than 15 minutes	POA	Standard
Fairgrounds		
Operational days	572.00	Standard
Non operational days	316.00	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		
<b><u>Homewood Park car park (includes VAT) introduced from December 2014</u></b>		
<u>(Monday to Saturday)</u>		
	Disabled Person	Standard
No return within 3 hours	Fee up to 3 hours	Standard
	All Day Fee	Standard
	2.00	

## Fees and charges

### Cemeteries

	From April 2018 £	VAT treatment	
<b><u>Exclusive Right of Burial</u></b>			
<u>Standard grave space 2.44m x 1.22m (8' x 4') for coffin burial</u>			
Exclusive burial rights	100 years - for immediate use	1,490.00	Outside Scope
	100 years - for future use	2,220.00	Outside Scope
Exclusive burial rights - single child grave	100 years	525.00	Outside Scope
Extended burial rights	25 years	193.00	Outside Scope
<u>"Classic traditional" grave space for coffin burial</u> (to accommodate a brick built vault)			
Exclusive burial rights	100 years - for immediate use	2,397.00	Outside Scope
	100 years - for future use	3,458.00	Outside Scope
Extended burial rights	25 years	832.00	Outside Scope
<u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u>			
Exclusive burial rights	100 years - for immediate use	694.00	Outside Scope
	100 years - for future use	1,050.00	Outside Scope
Extended burial rights	25 years	194.00	Outside Scope
<b><u>Vault</u></b>			
The right to construct a walled grave or vault		2,060.00	Outside Scope
<b><u>Interment fees (private and public grave)</u></b>			
Adult coffin		1,153.00	Outside Scope
Casket burial or oversized coffin		1,214.00	Outside Scope
Child not exceeding 14 years		240.00	Outside Scope
Cremated remains		245.00	Outside Scope
Stillborn child or child not exceeding one month (in private grave)		220.00	Outside Scope
Stillborn child or foetal remains - Children's Memorial Garden (for Ashford and St Peter's Hospital Trust only)		No charge	
Muslim section Englefield Green - weekdays (normal hours)		1,653.00	Outside Scope
Muslim section Englefield Green - outside normal hours and weekends		2,203.00	Outside Scope
<b>Burial, Interment and Vault fees will be trebled in respect of non-residents</b>			

## Fees and charges

### Cemeteries

	From April 2018 £	VAT treatment
<b><u>Memorial fees</u></b>		
* Right to place a headstone no higher than 986mm (3' 3")	202.00	Outside Scope
* Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")	202.00	Outside Scope
* Right to place a Book or tablet memorial	151.00	Outside Scope
* Right to place a headstone on child grave space	151.00	Outside Scope
* Right to place a kerb set not to exceed 1220mm x 50.8mm(4' x 2') on child grave space	136.00	Outside Scope
* Right to place memorial on Classic grave space	806.00	Outside Scope
Additional inscription	82.00	Outside Scope
 * <b>These fees will be trebled in respect of Non-Runnymede residents</b>		
<b><u>Genealogy search fees</u></b>		
Enquiry with known date of death, up to three names	34.00	Outside Scope
Enquiry with only approximate date of death (+/-2 years), up to 3 names	40.00	Outside Scope
<b><u>Exhumation</u></b>		
For supervision only removal of coffin	POA	Outside Scope
For supervision only removal of cremated remains	POA	Outside Scope
 <b><u>Garden of Remembrance (Addlestone)</u></b>		
Interment	245.00	Outside Scope
Provision and installation of plaque by the Council	108.00	Outside Scope
 <b><u>Administration and other fees</u></b>		
Registration of transfer of exclusive right of burial (will or probate provided)	85.00	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	94.00	Outside Scope
Copy of exclusive right of burial	85.00	Outside Scope
Postponement or cancellation of burial after notice has been given	347.00	Outside Scope
Charge for chapel (Per hour - minimum charge)	85.00	Outside Scope
Selection fee - for Cemeteries Registrar to attend	213.00	Outside Scope
Completion of Exhumation Applications	94.00	Outside Scope



## Fees and charges

### Crime and disorder

	From April 2018 £	VAT treatment
<b><u>Safer Runnymede (Includes VAT)</u></b>		
CCTV System - supply of copy DVDs	137.95	Standard
CCTV System - supply of copy photograph	22.37	Standard
CCTV System - viewing DVD footage (per hour or part thereof)	60.34	Standard

## Fees and charges

### Refuse collection

	From April 2018 £	VAT treatment
<b><u>Trade refuse</u></b>		
Sack collection	<u>149.00</u>	Outside Scope
120 litre wheeled bins	<u>270.00</u>	Outside Scope
240 litre wheeled bins	<u>424.00</u>	Outside Scope
360 litre wheeled bins	<u>521.00</u>	Outside Scope
660 litre wheeled bins	<u>667.00</u>	Outside Scope
1100 litre bulk containers	<u>887.00</u>	Outside Scope
1100 litre bulk containers - lockable	<u>904.00</u>	Outside Scope

## Fees and charges

### Refuse collection

	From April 2018 £	VAT treatment
<b><u>Domestic refuse</u></b>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
New bins		
- 120 litre bin	42.00	Outside Scope
- 240 litre bin	52.00	Outside Scope
- 360 litre bin (Families of 6 or more only)	98.00	Outside Scope
- 660 litre bin	196.00	Outside Scope
-1100 litre bin (communal facilities)	304.00	Outside Scope
-1100 litre bin - lockable (communal facilities)	318.00	Outside Scope
Second hand / refurbished (when available)		
- 120 litre bin	27.00	Outside Scope
- 240 litre bin	35.00	Outside Scope
- 360 litre bin (Families of 6 or more only)	70.00	Outside Scope
Upgrade from		
- 120 litre bin to 240 litre bin	34.00	Outside Scope
- 240 litre bin to 360 litre bin	69.00	Outside Scope
<b><u>One off payments</u></b>		
Charge for contaminated bins and additional collections		
- 240 litre bin	40.00	Outside Scope
- 360 litre bin	60.00	Outside Scope
- 660 litre bin	80.00	Outside Scope
-1100 litre bin	100.00	Outside Scope
<b><u>State schools, churches etc - fortnightly refuse collection</u></b>		
Service cost including hire, administration and collection		
120 litre wheeled bins		
- Administration and Container hire charge	54.00	Outside Scope
- Collection charge	72.50	Outside Scope
	126.50	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	87.00	Outside Scope
- Collection charge	112.00	Outside Scope
	199.00	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	109.00	Outside Scope
- Collection charge	120.50	Outside Scope
	229.50	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	112.00	Outside Scope
- Collection charge	160.00	Outside Scope
	272.00	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	132.00	Outside Scope
- Collection charge	180.00	Outside Scope
	312.00	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	148.00	Outside Scope
- Collection charge	180.00	Outside Scope
	328.00	Outside Scope

## Fees and charges

### Recycling and Green Waste

	From April 2018 £	VAT treatment
<b><u>Recycling initiatives</u></b>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
New bins		
- 120 litre bin	20.50	Outside Scope
- 240 litre bin	29.00	Outside Scope
- 360 litre bin (Families of 6 or more only)	34.00	Outside Scope
- 660 litre bin	196.00	Outside Scope
- 1100 litre bin (communal facilities)	304.00	Outside Scope
- 1100 litre bin - lockable (communal facilities)	318.00	Outside Scope
Second hand / refurbished (when available)		
- 120 litre bin	15.50	Outside Scope
- 240 litre bin	20.50	Outside Scope
- 360 litre bin (Families of 6 or more only)	29.00	Outside Scope
Upgrade from		
-120 litre bin to 240 litre bin	15.50	Outside Scope
-240 litre bin to 360 litre bin	20.50	Outside Scope
<b><u>Recycling for schools and sports (gyms) only - fortnightly collection</u></b>		
Service cost including hire, administration and collection		
120 litre wheeled bins		
- Administration and Container hire charge	54.00	Outside Scope
- Collection charge	36.00	Outside Scope
	90.00	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	87.00	Outside Scope
- Collection charge	56.00	Outside Scope
	143.00	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	109.00	Outside Scope
- Collection charge	60.25	Outside Scope
	169.25	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	112.00	Outside Scope
- Collection charge	80.00	Outside Scope
	192.00	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	132.00	Outside Scope
- Collection charge	90.00	Outside Scope
	222.00	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	148.00	Outside Scope
- Collection charge	90.00	Outside Scope
	238.00	Outside Scope
Food waste	No charge	Outside Scope
<b><u>Green garden waste scheme</u></b>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
120 litre bin	21.00	Outside Scope
240 litre bin	28.00	Outside Scope
Annual subscription charge:		
120 litre bin	34.00	Outside Scope
Each additional wheeled bin	34.00	Outside Scope
240 litre bin	55.00	Outside Scope
Each additional wheeled bin	55.00	Outside Scope

## Fees and charges

### Car parking charges

	From April 2018 £	VAT treatment
<b><u>On street parking (includes VAT)</u></b>		
First residents permit	50.00	Standard
Additional permits	75.00	Standard
Daily visitor permits (max 120 per property per year)	2.00	Standard
Amendment to permit	15.00	Standard
<b><u>Waivers / bay suspensions</u></b>		
Waiver certificate (per vehicle) up to 3 days	15.00	Standard
each additional day	5.00	Standard
Bay suspension (each marked bay) up to 3 days	65.00	Standard
each additional day	10.00	Standard
<b><u>Pay and display parking (including pay by phone)</u></b>		
<b><u>Town Centre (higher scale) car parks</u></b>		
<b><u>Short stay parking (includes VAT)</u></b>		
<u>(Monday to Saturday unless otherwise indicated)</u>		
Egham (Precinct Extension)		
Disabled Persons	No charge	Standard
Fee up to 1 hour	1.00	Standard
Fee 1 to 2 hours	2.00	Standard
Fee 2 to 3 hours	3.00	Standard
<b><u>Medium Stay parking (includes VAT)</u></b>		
<u>(Monday to Saturday)</u>		
Egham (Hummer Road); Chertsey (Beomonds)		
Disabled Person	No charge	Standard
Fee up to 1 hour	1.00	Standard
Fee 1 to 2 hours	2.00	Standard
Fee 2 to 3 hours	3.00	Standard
Fee 3 to 4 hours	3.50	Standard
Fee 4 to 5 hours	4.00	Standard
Fee 5 to 6 hours	5.00	Standard
<b><u>Long stay parking (includes VAT)</u></b>		
<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	1.00	Standard
Fee 1 to 2 hours	2.00	Standard
Fee 2 to 3 hours	3.00	Standard
Fee 3 to 4 hours	3.50	Standard
Fee 4 to 5 hours	4.00	Standard
All Day Fee	6.50	Standard

## Fees and charges

### Car parking charges

		From April 2018 £	VAT treatment
<b><u>Pay and display parking</u></b>			
<b><u>Out of Town (Lower Scale) car parks (includes VAT)</u></b>			
<b><u>(Monday to Saturday)</u></b>			
St Judes Road, Victoria Street, Pooley Green and Gogmore Farm			
Disabled Person		No charge	Standard
Fee up to 1 hour (Not Pooley Green)		0.40	Standard
Fee 1 to 2 hours		0.80	Standard
Fee 2 to 3 hours		1.50	Standard
Fee 3 to 4 hours		2.50	Standard
Fee 4 to 5 hours		3.00	Standard
All Day Fee (Not Gogmore Farm)		5.00	Standard
<b><u>Penalty charge notice</u></b>			
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
<b><u>Season/permit parking (includes VAT)</u></b>			
<b><u>Season Ticket (Monday to Saturday)</u></b>			
Covering Chertsey Library and Waspe Farm car parks	Resident (per annum)	250.00	Standard
	Non-resident (per annum)	650.00	Standard
	Resident (per quarter)	75.00	Standard
	Non-resident (per quarter)	200.00	Standard
<b><u>Car park permits (Monday to Saturday)</u></b>			
Beomonds, British Legion, Hummer Road, Memorial Gardens, Precinct Extension, Woodlands	Resident (per annum)	250.00	Standard
	Non-resident (per annum)	650.00	Standard
	Resident (per quarter)	75.00	Standard
	Non-resident (per quarter)	200.00	Standard
<b><u>Car park permits (Monday to Saturday)</u></b>			
Gogmore Farm	(per annum)	500.00	Standard
<b><u>Car park permits (Monday to Saturday)</u></b>			
Victoria Street, St Judes Road and Pooley Green	(per annum)	100.00	Standard
	(per quarter)	30.00	Standard
<b><u>Contract car parking</u></b>			
Chertsey (Beomonds Row, White Hart Row)	Non-resident (per annum)	700.00	Standard
	Non-resident (per quarter)	200.00	Standard
	Resident (per annum)	250.00	
	Resident (per quarter)	75.00	
Contract Parking Key Deposit (Refundable on return of the key)		40.00	Outside Scope

## Fees and charges

### Other environment and sustainability charges

	From April 2018 £	VAT treatment
<b><u>Food hygiene and Health and Safety Courses</u></b>		
All courses (including those in a foreign language) will be chargeable per person. All fees will be set at the discretion of the Environmental Health and Licensing Manager to cover costs.	POA	Standard
Food Export Certificate	94.00	Outside Scope
Re-inspections requested by food businesses	150.00	Outside Scope
<b><u>Environmental offences</u></b>		
<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
<b><u>Smoke free enforcement</u></b>		
<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
<b><u>Environmental crime fixed penalty notice fees</u></b>		
the appropriate fees can be accessed from the following link: <a href="https://www.runnymede.gov.uk/article/8862/The-Regulators-Code">https://www.runnymede.gov.uk/article/8862/The-Regulators-Code</a>		Outside Scope
<b><u>Abandoned vehicles</u></b>		
Fixed penalty notice fee (reduced to £160 if paid within 10 days)	200.00	Outside Scope
<b><u>Littering and dog fouling/control fixed penalty fines</u></b>		
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
<b><u>Water sampling charges</u></b>		
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.		

## Fees and charges

### Other environment and sustainability charges

	From April 2018 £	VAT treatment
<p><b><u>Air Pollution fees</u></b> <span style="float: right;">All courses (including those in a foreign language)</span></p> <p>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:</p> <p><a href="https://www.runnymede.gov.uk/article/5753/Environmental-Permits">https://www.runnymede.gov.uk/article/5753/Environmental-Permits</a> <span style="float: right;">Outside Scope</span></p> <p>Alternatively the appropriate fees and charges can be obtained from the Environmental Health and Licensing Manager within the Environmental Health &amp; Licensing Section at Runnymede Borough Council.  <a href="mailto:environmentalhealth@runnymede.gov.uk">environmentalhealth@runnymede.gov.uk</a> or 01932 425131</p>		
<b><u>Register of authorised processes</u></b>		
Complete register	853.00	Outside Scope
Individual entry	125.00	Outside Scope
<b><u>Contaminated Land</u></b>		
Basic contaminated land enquiry at an hourly rate	89.00	Outside Scope
Contaminated land enquiry for one property	198.00	Outside Scope
Contaminated land enquiry for more than one property	379.00	Outside Scope
<b><u>Dog control charges</u></b>		
<u>Minimum charge during normal office hours</u>		
Statutory charge for the return of a seized stray dog plus	25.00	Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable	67.00	Outside Scope
	92.00	
<u>Minimum charge for collection outside of normal office hours</u>		
Statutory charge for the return of a seized stray dog plus	25.00	Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable	106.00	Outside Scope
	131.00	
The collection fee may be increased where additional charges are incurred		



## Fees and charges

### Other environment and sustainability charges

	From April 2018 £	VAT treatment
<b><u>Highway and engineering charges</u></b>		
<b><u>Copies of plans etc. (includes VAT)</u></b>		
A4 Size	11.80	Standard
A3 Size	13.00	Standard
Larger than A3 size	27.00	Standard
A minimum fee for replying to technical questions	153.00	Standard
The Chief Executive has the authority to increase the charge made where substantially more work than usual is required.		
<b><u>Rechargeable works (includes VAT)</u></b>		
At cost of works plus 20%		Standard
<b><u>Street naming and numbering</u></b>		
<b><u>Existing properties</u></b>		
Individual property naming or renaming including notification	62.00	Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	15.50	Outside Scope
Renaming a street : requested by residents including notification		Outside Scope
<b><u>New addresses</u></b>		
New development of first plot	62.00	Outside Scope
New development for plots 2 -5 (per plot)	31.50	Outside Scope
New development for plots 6 - 10 (per plot)	26.50	Outside Scope
New development for plots 11 - 20 (per plot)	21.00	Outside Scope
New development for plots 21 and greater (per plot)	15.50	Outside Scope
Additional charge, where this includes naming of a street (per street)	104.00	Outside Scope
Additional charge, where this includes the naming of a building (eg block of flats) (per block)	104.00	Outside Scope
Guidance to change or allocate a new address to your property can be accessed by following this link: <a href="http://www.runnymede.gov.uk/article/5961/Naming-new-streets---fees">http://www.runnymede.gov.uk/article/5961/Naming-new-streets---fees</a>		

## Fees and charges

### Other environment and sustainability charges

	From April 2018 £	VAT treatment
<b><u>Miscellaneous fees and charges</u></b>		
<b><u>Graffiti removal (includes VAT)</u></b>		
Removal of extensive graffiti from private property (per hour)	73.00	Standard
<b><u>Sale of technical documents</u></b>		
Fee at the discretion of the Environmental Health and Licensing Manager	POA	Standard
<b><u>Street trading consents</u></b>		
Basic fee	854.00	Outside Scope
Additional annual charge for each day of the week a trader operates	198.00	Outside Scope
<b><u>Yellow Bus school fares</u></b>		
Daily fares	<b>Fares to increase from September 2018</b>	
	Fare for 1 child	3.00
	Fare for 2 siblings	4.50
	Fare for 3 siblings	6.00
		Zero Rated
		Zero Rated
		Zero Rated

## Fees and charges

### Premises and alcohol related licences

From April 2018 £	VAT treatment
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**Licensing Act 2003**

**Main application fee**

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

Non City / Town Centre

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

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

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

**Annual charge**

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

Non City / Town Centre

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

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

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

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

	89.00	Outside Scope
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# Fees and charges

## Premises and alcohol related licences

	From April 2018 £	VAT treatment
<b><u>Exceptionally large capacity sites</u></b>		
This is an additional charge for large events based on the number of attendees as follows:		
<b><u>New licence</u></b>		
5,000 to 9,999	1,000.00	Outside Scope
10,000 to 14,999	2,000.00	Outside Scope
15,000 to 19,999	4,000.00	Outside Scope
20,000 to 29,999	8,000.00	Outside Scope
30,000 to 39,999	16,000.00	Outside Scope
40,000 to 49,000	24,000.00	Outside Scope
50,000 to 59,999	32,000.00	Outside Scope
60,000 to 69,999	40,000.00	Outside Scope
70,000 to 79,999	48,000.00	Outside Scope
80,000 to 89,999	56,000.00	Outside Scope
90,000 and over	64,000.00	Outside Scope

No fee shall be payable in respect of the above licences for an entertainment at a church hall, chapel hall or other similar building

### **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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### **Other licences**

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 2018 £	VAT treatment
<b><u>Gambling Act 2005 licences and permits</u></b>		
Registration of a society to promote a lottery		
- Initial application fee	40.00	Outside Scope
- Annual	20.00	Outside Scope
<b><u>Gaming machine permits</u></b>		
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 2018 £	VAT treatment
<b><u>Gaming machine permits</u></b>		
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
<b><u>Regional Casino premises licence</u></b>		
Initial fee	15,000.00	Outside Scope
Annual fee	15,000.00	Outside Scope
<b><u>Large Casino premises licence</u></b>		
Initial fee	10,000.00	Outside Scope
Annual fee	10,000.00	Outside Scope
<b><u>Small Casino premises licence</u></b>		
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		
<b><u>Bingo premises licence</u></b>		
Initial fee	3,500.00	Outside Scope
Annual fee	1,000.00	Outside Scope
<b><u>Adult gaming centre premises licence</u></b>		
Initial fee	2,000.00	Outside Scope
Annual fee	1,000.00	Outside Scope
<b><u>Betting premises (track) licence</u></b>		
Initial fee	2,500.00	Outside Scope
Annual fee	1,000.00	Outside Scope
<b><u>Betting shop premises licences</u></b>		
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
<b><u>Family entertainment centre licences</u></b>		
Initial fee	2,000.00	Outside Scope
Annual fee	750.00	Outside Scope

## Fees and charges

### Taxi licences

From  
April 2018  
£

VAT  
treatment

No fee shall be payable in respect of the above licences for an entertainment at a church hall, chapel hall or other similar building

#### **Taxi and Hackney Carriage licensing fees (outside scope of VAT)**

##### **Vehicle applications**

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

##### **Changes to licence**

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

##### **Drivers licence new applications**

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

##### **Drivers licence renewals**

Combined Hackney Carriage and private hire drivers licence - one year	196.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	406.00	Outside Scope
Private hire drivers licence - one year	196.00	Outside Scope
Private hire drivers licence - three year	406.00	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

##### **Private hire operators licence (valid for 1 year)**

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

##### **Private hire operators licence (valid for 5 years)**

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

No fee shall be payable in respect of the above licences for an entertainment at a church hall, chapel hall or other similar building

##### **Pre application and other charges**

Failure to keep appointment / comply with renewal procedures	50.00	Outside Scope
Knowledge test including re-takes	65.00	Outside Scope
New drivers information pack	25.00	Outside Scope
Disclosure & Barring Service (DBS) fixed fee (£44) plus processing charges £18.50 Runnymede Borough Council and £9 Surrey County Council.	71.50	Outside Scope

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

## Fees and charges

### Other licences

	From April 2018 £	VAT treatment
<b><u>Annual animal licence fees</u></b>		
Animal boarding establishments	265.00	Outside Scope
Animal boarding (home boarding)	94.00	Outside Scope
Dog breeders	187.00	Outside Scope
Combined animal boarding and dog breeding	318.00	Outside Scope
Riding establishments	287.00	Outside Scope
Riding establishments (provisional)	212.00	Outside Scope
Dangerous wild animals	493.00	Outside Scope
Pet Shops	265.00	Outside Scope
<b><u>Vet fees</u></b>		
If Veterinary Inspections are necessary in order to grant above licences		Outside Scope
<b><u>Registration fees</u></b>		
Ear piercing, electrolysis, tattooing and acupuncture		
- Practitioners	204.00	Outside Scope
- Premises	204.00	Outside Scope
Sex establishments                      Initial fee	918.00	Outside Scope
Sex establishments                      Annual fee	918.00	Outside Scope
<b><u>Mobile homes site licences</u></b>		
Application for new site licence (includes £50.00 for single unit site)	300.00	Outside Scope
plus an additional £6.00 for each additional unit upto 101 units		
plus an additional £5.00 for each additional unit upto 201 units		
plus an additional £4.00 for each additional unit over 201		
Site inspection	50.00	
Fit and proper person test	102.00	
Application to transfer or amend a site licence	295.00	Outside Scope
Application for a minor amendment to a site licence	200.00	
Application for a replacement copy of a site licence	25.00	Outside Scope
Annual licence fee for a single unit site	50.00	Outside Scope
plus an additional £6.00 for each additional unit upto 101 units		
plus an additional £5.00 for each additional unit upto 201 units		
plus an additional £4.00 for each additional unit over 201		
Fee for the deposit of site rules	75.00	Outside Scope
<b><u>Other licences and permits</u></b>		
Scrap metal dealers site licence (3 year licence)	342.00	Outside Scope
Scrap metal collectors licence (3 year licence)	219.00	Outside Scope
Charity collection permits:		
House to house collections	Free	Outside Scope
Street collections	Free	Outside Scope
<b><u>Certificate of suitability</u></b>		
Film certification	337.00	Outside Scope



## Fees and charges

### Planning and Building Control Services

	From April 2018 £	VAT treatment
<b><u>Borough Local Plan (second alteration) adopted version 2001</u></b>		
Hard copy (proposal map only)	26.01	Outside Scope
The Local Plan is also available on the Internet on <a href="http://www.runnymede.gov.uk">www.runnymede.gov.uk</a>		
<b><u>Planning fees</u></b>		
Planning application fees	Set by Statute	Outside Scope
<b><u>Pre-Application advice service fees</u></b>		
– Set by the Planning Committee on 21 June 2017		Standard
<b><u>High hedges complaint fee</u></b> – Charge for processing and resolving dispute		
	673.20	Outside Scope
<b><u>Building control fees</u></b>		
Set by the Planning Committee (last set on 1 October 2010) with guidance issued by Local Authority Building Control	No Increase	Standard
Regularisation fees - set separately by the Planning Committee with guidance issued by Local Authority Building Control	No Increase	Outside Scope

## Fees and charges

### Planning and Building Control Services

	From April 2018 £	VAT treatment
<b><u>Supply of Planning and Building Control histories, technical enquiries, background information and for checking compliance with planning Consents and conditions.</u></b>		
A minimum fee in respect of enquiries involving site inspections for the purpose of checking compliance with planning conditions	230.00	Outside Scope
A minimum fee for general enquiries for the supply of planning and building control histories and background information on sites	90.00	Outside Scope
In addition to the above fees, a pro rata rate is charged after the first hour at (per hour)	62.00	Outside Scope
Advice in respect of works to trees (per hour)		Standard
Building Control completion letter	41.00	Outside Scope
<b><u>Copies of other plans (includes VAT)</u></b>		
Undetermined planning applications:		
A4 size	0.40	Standard
A3 size	1.35	Standard
Larger	21.00	Standard
Other plans:		
A4 size	11.80	Standard
A3 size	13.00	Standard
Larger	27.00	Standard
<b><u>Search and copying fees (includes VAT)</u></b>		
Search and copying fees - planning / building control decision notices	32.00	Standard
Search and copying fees - Tree Preservation Orders	32.00	Standard
Copies of 106 Agreements and appeal decisions	32.00	Standard
Background papers / miscellaneous	3.10	Standard
<b><u>Miscellaneous documents</u></b>		
Planning briefs		Zero Rated
Runnymede atlas		Zero Rated

## Fees and charges

### Corporate and Business Services

	From April 2018 £	VAT treatment
<b><u>Register of Electors</u></b>		
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
Confirmation of residency letter	10.00	Outside Scope

## Fees and charges

### Corporate and Business Services

	From April 2018 £	VAT treatment
<b><u>Local land charges search fees</u></b>		
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	180.00	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)	31.60	Standard
<b><u>Council Tax</u></b>		
Court costs	97.00	Exempt
<b><u>Business Rates</u></b>		
Court costs	138.00	Outside Scope
<b><u>Other charges</u></b>		
Data Protection Subject Access Request - per request - charges set by legislation	no charge from	Outside Scope
Provision of photocopies of documents under the Local Government (Access to Information Act 1986) (per page)	0.30	Standard
Provision of photocopies generally		
A4 documents ( per page )	0.30	Standard
A3 documents ( per page )	0.40	Standard

## Fees and charges

### Corporate and Business Services

	From April 2018 £	VAT treatment
<b><u>Corporate Properties</u></b>		
Garage rentals (per week)		
If included with house	12.00	Outside Scope
Private rental	14.40	Standard
Sale of property enquiries - refundable if sale proceeds	900.00	Standard
<b><u>Runnymede Business Partnership</u></b>		
Sale of directory		
Hard copy	Free	
Digital copy (Companies within Borough)	60.00	Outside Scope
Digital copy (Companies outside Borough)	120.00	Outside Scope
Renewal for full entry on the iRunnymede App		
One entry renewal	40.00	Standard
Two entry renewal (same company)	30.00	Standard
<b><u>Civic Centre accommodation charges</u></b>		
Council Chamber		
Community use per hour	40.00	Standard
Semi commercial use per hour	80.00	Standard
Commercial use per hour	120.00	Standard
Committee Room		
Community use per hour	20.00	Standard
Semi commercial use per hour	40.00	Standard
Commercial use per hour	60.00	Standard
Foyer/Meeting Rooms		
Community use per hour	10.00	Standard
Semi commercial use per hour	20.00	Standard
Commercial use per hour	30.00	Standard
Out of hours reception cover	35.00	Standard
<b><u>Sale of agendas and civic publications</u></b>		
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

# **CAPITAL STRATEGY AND CAPITAL PROGRAMME 2018/19 to 2022/23**

- 1.1 The financial implications of the Capital Strategy are reflected in the Council's Treasury Management Strategy, Prudential Indicators, the overall Medium Term Financial Strategy (MTFS), 2018/19 revenue budget and tax setting proposals. Significant changes to the capital strategy will impact on the Council's Treasury Management Strategy in terms of borrowing, use of capital receipts, revenue funding or internal cash flows
- 1.2 The Council has embarked on a number of initiatives over the short and medium term to generate capital receipts, increase revenue income and reduce costs through efficiency programmes. The Council has embarked on a regeneration strategy which both revitalises towns in the Borough and provides a sustainable long term commercial income to the Council. The most notable examples are the investments in Addlestone One and the Runnymede Regeneration programme.
- 1.3 The main thrust of the Council's Capital Strategy is that capital expenditure supports both operational services and the Income Generation Strategy. The Capital Strategy is an integral part of the Medium Term Financial Strategy (MTFS).
- 1.4 The Council's financial resources are under pressure following the Local Government finance settlement which runs to March 2019. Government funding has been declining since 2008 and the Council plans to be financially self-sufficient by the end of this decade. The Council commenced a major place shaping and regeneration strategy in 2014 commencing with Addlestone One. In 2017/18 a new build leisure centre was commenced in Egham which includes a swimming pool. The energy efficient building reduces costs and also provides a rental income for the Council. In 2018/19 the major works in Egham town centre will commence.
- 1.5 The reduction in revenue resources detailed in the MTFS has a number of implications for the Capital Strategy and detailed capital programme. These include the following:
  - Capital receipts have been declining for a number of years. However the sale of the apartments in Addlestone will replenish capital receipts for the next few years.
  - Traditionally short life assets (heavy vehicles and plant, CCTV equipment) have mainly been funded from Capital receipts. It has long been a Council aspiration to set up a "repairs and renewals fund" to protect capital receipts. The additional income generated in 2020/21 means that some short life assets can be funded from the new £1 million a year Repairs and Renewals fund.
- 1.6 In essence Runnymede BC councillors determine their programmes for capital investment that are central to the delivery of quality services. The Prudential code plays a key role in supporting that objective. The code requires a local authority to look at its capital spending and investment plans in the light of its Corporate Plans and how these will be resourced. Decisions made now on spending have regard to the long term financing implications and potential risks.
- 1.7 The long term financial implications of the Council's strategies are included in the Medium Term Financial Strategy (MTFS) which includes:
  - funding the fixed interest, fixed term maturity loans
  - Set aside of income to repay debt when due
  - Increase the General Fund minimum working balance to mitigate risk of loss from bad debts, voids etc.
  - Continuous review of income, debt levels and void rates to ensure effective budgetary control of the Council's financial position regarding its commercial portfolio position.
- 1.8 The Capital Strategy, Treasury Management Strategy and MTFS take into account the long term context which Members take into account when making investment decisions. Individual business cases progress through various Member working groups, committees and full Council. Performance is monitored through the revenue and capital budget monitoring reports to Corporate Management Committee with Treasury Management and Prudential Indicators performance being reported to members three times in a financial year – setting, half year monitoring and year end actuals to both Corporate Management Committee and Overview and Scrutiny Boards.
- 1.9 The Council has its assets valued by an external professional valuer in March each year as part of its stewardship arrangements in preparing the Statement of Accounts to report to the electorate. These include the assets and liabilities of the Council owned companies.

# **CAPITAL STRATEGY AND CAPITAL PROGRAMME 2018/19 to 2022/23**

- 1.10 CIPFA have recently revised both the Treasury Management Code and Prudential Code and these were published over the 2017 Christmas period. Full adoption of these revised codes is recommended. Due to the timing of the issuing of these revised codes and the confusions contained within them, CIPFA have recognised that the requirements “may not be able to be fully implemented until 2019/20 financial year” but recommend “that the requirements of both Codes are implemented as soon as possible”. Officers have prepared this report based on their understanding of this new guidance.
- 1.11 The Department for Communities and Local Government (DCLG) have also revised their Investment Guidance (last revised in March 2010) and the MRP Guidance (last revised in 2012). The 2010 Guidance was very focussed on investments in financial institutions, and now authorities are increasingly investing in non-financial assets, they need to be brought in scope of the Guidance.
- 1.12 The Treasury Management Code, Prudential Code and DCLG guidance are inextricably linked, and some of the requirements remain confusing and ambiguous. Whilst Officers will endeavor to meet the full requirements as soon as practicable, the contents of this report go a long way to meeting them. With the DCLG guidance still awaited (no publication date has yet been announced), there will undoubtedly be further changes to the strategies requirements in the coming months

## **2. Capital Strategy**

- 2.1 The Capital Strategy sets out the Council's rationale as to investment in capital assets and projects. This Strategy was last approved by the Council in February 2017 and an updated Strategy for 2018/19 to 2021/22 is set out in Appendix “X” for approval.

## **3. Schemes included in Capital Programme**

- 3.1 All new schemes are subject to a business case being prepared to be submitted to Members for approval via Service Committees. This gives Service Committees the opportunity to introduce new schemes, vary the specifications and defer others as operational needs develop over time. Following a review of the business case the Corporate Management Committee releases the capital budget. Every quarter the Corporate Management Committee receives an update of the projected outturn via the Financial Monitoring report.
- 3.2 Each proposed scheme includes a financial appraisal using a whole life costing approach for the capital and revenue implications pay back periods etc.
- 3.3 The updated Capital Programme is set out at Appendix “XX”. The main changes are the changes to the Egham Regeneration Phase 1 and Egham Leisure Centre. There is also a significant investment in the infra-structure of the Borough to both place shape and generate income. The Council has prepared a Property Investment Strategy approved by the Corporate Management Committee as the strategy involves significant commitment of capital and revenue resources.
- 3.4 Set out below are some of the material schemes included in the capital plans (subject to Committee approval):
- Provision for potential new HRA new build of dwellings for rent schemes
  - Disabled facility and renovation grants
  - New housing schemes in the General Fund and the HRA, including buying “street” properties
  - Major works to the Council owned housing stock
  - Provision for Community Transport vehicle replacements
  - An additional £2.5 m over two years to replace refuse collection and street cleansing vehicles
  - A continuing provision in the CCTV budget.
  - Capital grants to sporting and community organisation
  - Funding for Open Space play areas
  - A £4.8 million scheme commencing in 2018/19 to improve facilities on the Runnymede Pleasure Grounds
  - Inclusion of Development loans to the RBC Investments (Surrey) Limited as set out in the Loan Facilities Agreement (which will produce an equivalent capital receipt)
  - Significant investment in the Runnymede Regeneration Programme
  - Continued investment in ICT systems to improve the service we deliver to residents

## CAPITAL STRATEGY AND CAPITAL PROGRAMME 2018/19 to 2022/23

	Approved Budget	Revised 2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22
	£	£	£	£	£	£
<b>Housing Services</b>						
Improvement Grants/Loans (private sector properties)	3,412,498	617,115	634,278	651,507	651,507	651,507
New Housing Schemes - Grants to partner organisations	1,525,540	300,000	300,000	300,000	300,000	300,000
Housing General Fund	4,938,038	917,115	934,278	951,507	951,507	951,507
HRA	13,517,592	4,194,853	4,946,000	1,300,000	1,300,000	1,300,000
<b>Total Housing</b>	<b>18,455,630</b>	<b>5,111,968</b>	<b>5,880,278</b>	<b>2,251,507</b>	<b>2,251,507</b>	<b>2,251,507</b>
<b>Environment &amp; Sustainability</b>	<b>8,719,856</b>	<b>1,041,955</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>2,300,000</b>	<b>2,300,000</b>
<b>Community Development</b>						
Community Transport	268,000	175,000	45,000	48,000	0	0
Safer Runnymede	761,635	132,001	135,000	135,000	135,000	135,000
Grants to Local Organisations	129,940	28,000	20,000	20,000	20,000	20,000
Parks and Open Spaces	4,961,405	180,405	4,781,000	0	0	0
	<b>6,120,980</b>	<b>515,406</b>	<b>4,981,000</b>	<b>203,000</b>	<b>155,000</b>	<b>155,000</b>
<b>Corporate &amp; Business Services</b>						
Regeneration , Corporate property	681,221,612	266,921,930	157,252,528	138,900,000	5,500,000	4,600,000
ICT / Customer Services etc	1,393,677	450,940	222,500	222,500	247,500	200,000
	<b>682,615,289</b>	<b>267,372,870</b>	<b>157,475,028</b>	<b>139,122,500</b>	<b>5,747,500</b>	<b>4,800,000</b>
<b>TOTAL</b>	<b>715,911,754</b>	<b>274,042,199</b>	<b>169,586,306</b>	<b>142,827,007</b>	<b>10,454,007</b>	<b>9,506,507</b>

The programme is funded in a number of ways, tenant's rents fund the works to the Councils housing stock, General Fund revenue contributions fund some assets with a short life, we also use capital receipts, when a dwelling is sold in the HRA part of the sale proceeds are used to develop new homes. In the General Fund most of the capital receipts are generated from the sale of apartments in Adlestone One.

The Council only borrows to fund large scale regeneration schemes and property investment. All the loans are for fixed rate of interest, fixed periods to provide certainty on costs over the next 50 years.

The table below shows the recommended method of financing the capital programme

	Revised 2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22
	£	£	£	£	£
<b>Method of financing</b>					
HRA balances & G.F.revenue balances, grants etc	3,528,934	3,988,800	1,167,500	1,467,500	1,445,000
G.F.useable capital receipts	34,220,577	8,980,806	2,469,507	3,196,507	3,171,507
Capital Receipts - housing replacement, Set Aside Receipts	1,215,000	1,214,700	390,000	390,000	390,000
Prudentail borrowing	235,077,688	155,402,000	138,800,000	5,400,000	4,500,000
Internal Borrowing	0				
	<b>274,042,199</b>	<b>169,586,306</b>	<b>142,827,007</b>	<b>10,454,007</b>	<b>9,506,507</b>

In the last three financial years the Council has used internal borrowing of around an average of £10 million to fund some assets. This lowers the number of investments with financial institutions and reduces risk of default. As investment rates are far below borrowing rates, this also reduces the cost to the General Fund of borrowing by £200,000. In the financial plans it is assumed the full costs will be borrowed.

#### 4. Capital receipts

- 4.1 The Council's usable general capital receipts are declining as predicted. Traditionally some short life, low value assets have been funded from the revenue budget (ICT and Safer Runnymede equipment). The vast majority of short life assets are funded from capital receipts (heavy plant, equipment and vehicles). The Councils investment strategy allows borrowing for the regeneration programme, which invests in long life "bricks and mortar" assets.
- 4.2 All capital receipts generated from sales of Council dwellings are subject to special rules. A proportion of all receipts are paid over to Central Government according to a set of complex criteria. The balance of any sale that is not paid over to the Government, is then split between an amount set aside for debt



## **CAPITAL STRATEGY AND CAPITAL PROGRAMME 2018/19 to 2022/23**

repayment (i.e. the debt associated with that property) leaving the balance available for like for like (1-4-1) replacement. This latter amount is fed back into the capital programme to finance the purchase of HRA properties.

- 4.3 The current forecast for capital receipts, both general and set aside for housing purposes, is shown in the following table. The capital programme has shown a marked increase in potential unplanned spend on new heavy plant and equipment over the next three years. The budget has risen from £900,000 to over £3,000,000. For a number of reasons, including interest rates starting to move up in 2018, the Corporate Director of Resources proposes to increase borrowing closer to the limit set by Council.
- 4.4 Through to 2021 this maintains capital receipts at over £6m which will allow the Council to fund other asset acquisitions such as any costs arising from the soon to be completed DSO review. Members will be updated on the final levels of borrowing, which will be within approved operational boundaries, in the 2017/18 Statement of Accounts

General Usable Receipts - Original	2017/18	2018/19	2019/20	2020/21
	£	£	£	£
Receipts at 1 April 2017	8,960,583	0	324,194	-4,313,313
Add new receipts in the year	36,723,965	9,305,000	305,000	305,000
Less Applied during the year	-45,684,548	-8,980,806	-4,942,507	-3,496,507
Anticipated year end balance	0	324,194	-4,313,313	-7,504,820
<hr/>				
General Usable Receipts - Revised	2017/18	2018/19	2019/20	2020/21
	£	£	£	£
Receipts at 1 April 2017	8,960,583	15,000,000	15,324,194	10,686,687
Add new receipts in the year	36,723,965	9,305,000	305,000	305,000
Less Applied during the year	-30,684,548	-8,980,806	-4,942,507	-3,496,507
Anticipated year end balance	15,000,000	15,324,194	10,686,687	7,495,180
<hr/>				
Increase in borrowing requirement	15,000,000			
Increase in Revenue costs		450,000	450,000	450,000

### **5. Revenue funding**

- 5.1 In setting the budget for 2018/19 and future years the Council approved an ongoing revenue budget of £275,500 to fund ongoing ICT hardware and CCTV camera replacement. The remaining capital receipts can then be used to fund strategic investments which add to the Borough's vitality and/or generate an income to replace Government grant which will reduce significantly over the next few years. However in the medium term the pressure on the revenue budget is likely to mean revenue funding of short life assets remains aspirational, funding will continue to be capital receipts for a number of years to come.

### **6. Borrowing**

- 6.1 In November 2014 the Corporate Management Committee agreed the use of borrowing to finance new property transactions. An updated report setting out the treasury and capital consequences of this, along with a new Minimum Revenue Provision Statement was approved by the Council on 11 December 2014, and has been updated each year as part of the annual Treasury Management Strategy report to Council. The Treasury Management Strategy for 2018/19, incorporating the borrowing requirements of the latest Capital Programme, is to be presented to the Corporate Management Committee in January 2018.

### **7. Conclusion**

- 7.1 The Capital Strategy and Capital Programme balance the resources available to the Council and leave options open as to future funding over the life of the MTFs. The key objectives of the Capital Strategy are to deliver a Capital Programme that will:

## **CAPITAL STRATEGY AND CAPITAL PROGRAMME 2018/19 to 2022/23**

- Ensure assets of the Council are used to support the delivery of the priorities set out in the Corporate Business Plan.
- Supports the Council's specific project plans – especially economic development and regeneration
- Is affordable, financially prudent and sustainable.

7.2 The financing of the capital programme continues to be compiled on the basis that it will:

- Use revenue resources where possible to fund relatively short life assets (IT and CCTV equipment) with a view to increasing the revenue funding when practicable.
- Use prudential borrowing or internal borrowing to finance General Fund capital expenditure and/or capital receipts to invest in the Council's asset base, especially schemes which repay the investment and generate a surplus for the General Fund.

# CAPITAL STRATEGY 2018/19 to 2021/2022

## 1. Introduction

- 1.1 This strategy sets out the rationale for investment in capital assets and projects. It is updated annually to react to the changing Council priorities, social and demographic changes and the financial climate. The strategy applies to the General Fund only; the works to the Council's dwelling stock is contained in the Housing Revenue Account Business Plan.
- 1.2 Most items of capital expenditure have associated revenue implications. For that reason a majority of the items included in the detailed Capital Programme will sustain an essential service, reduce running costs in the medium term or generate an income to the Council via the regeneration programs.
- 1.3 The Council's Medium Term Financial Strategy for 2018/19 to 2021/22 aims to set a balanced budget in each of those years. The Council seeks to maintain a working balance to fund unforeseen cost increases or to pump prime initiatives or fund some items of capital expenditure from revenue resources.
- 1.4 This strategy is consistent with the Council's housing policies and programmes. These are covered in the Council's Housing Strategy and Housing Revenue Account (HRA) Business Plan. The strategy is also consistent with other plans and strategies, in particular the Council's Corporate Business Plan. The Capital Strategy describes how the deployment of capital resources will contribute to the achievement of these aims.
- 1.5 The Council has long established links with local community and voluntary groups, many of whom it supports through grant funding, and has signed a formal compact with the voluntary and community sector. In addition, the Council works with a number of other organisations including:
  - Surrey County Council and neighbouring Borough Councils
  - Surrey Police
  - Registered Social Landlords
  - North Surrey Clinical Commissioning Group, Health Trusts and the Surrey Health and Wellbeing Board.
  - Runnymede Business Partnership and the universities
  - Sports clubs
  - Local Enterprise Partnership
  - Voluntary Support North Surrey

## 2. Borough profile

- 2.1 Runnymede Borough lies in north-west Surrey some twenty miles south-west of Central London, covering an area of 7,804 hectares. Its northern and eastern edges are formed by the Rivers Thames and Wey. It has a population of 80,500 living in approximately 35,500 households. The area has an extensive Green Belt which makes it an attractive location to live and work. Development restrictions and demand for housing are reflected in high property prices. Additionally, Runnymede has a strong local economic base with many commercial enterprises in the town centres, industrial estates and business parks located in the area. As a result, more people commute into Runnymede for work than commute out. Equestrian and market gardening activities dominate in the rural areas with some traditional farming.

## 3. Aims and Targets

- 3.1 The Council's mission is to "deliver services, enhance our environment, and improve the economy by working with local people and partners for the greater good of the community", whilst it's vision is to produce "a vibrant Borough with a high quality environment, where we maximise opportunities with partners to provide services which are highly regarded by local people"
- 3.2 It is recognised that we cannot achieve all the changes/developments we would like to see locally as one organisation so the Council seeks to achieve these aims in a number of ways. The Council will act as a lead agency for delivering the Corporate Business Plan and will work with our partners in steering the vision and the delivery mechanisms.

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## 4 Capital Strategy strategic aims

4.1 The key objectives of the capital strategy are to deliver a Capital Programme that will:

- Ensure assets of the Council are used to support the delivery of the priorities set out in the Corporate Business Plan.
- Supports the Council's specific project plans – especially economic development and regeneration
- Is affordable, financially prudent and sustainable.

4.2 The Capital Strategy can be read in conjunction with the Treasury Management Strategy, the Property Investment Strategy. These three strategic plans show where capital and revenue investment can assist the Council in delivering its priorities. The impact of these strategies is summarised in the Medium Term Financial Strategy. This demonstrates the Council's plans to invest in the Borough not only improves the residential and commercial offering to residents, but also provides an income stream to continue to deliver services the residents need/desire.

## 5 Priority areas for investment

5.1 There is increasing pressure on the availability of housing in the Borough – social housing and private sector rented accommodation. The Council is working in conjunction with a private sector partner to develop a large part of Addlestone town centre. Included in the development is the provision of over 200 new dwellings, some of which will be owned by the Council and will generate an income stream for the General Fund.

5.2 The Council has a housing strategy which accounts for a significant part of the capital programme. The figures in the programme exclude the Council's expenditure on its own stock. The expenditure on housing includes making grants to private householders to enable them to continue living in their own home e.g. Disabled Facilities Grants.

5.3 The Council continues to have ongoing responsibilities to maintain its assets and will keep its asset base under review through its Strategic Property Investment Plan. It will continue to invest in its key assets which include the Civic Centre, leisure centres, depot and car parks.

5.4 The Council has commitments to partners as well as legal and other statutory obligations. It will continue to support capital works to discharge those commitments. Such areas include providing wheelie bins to assist in meeting recycling targets and providing CCTV equipment to aid Surrey Police and others.

5.5 It is anticipated "invest to save" and income generation projects will continue to play a larger role than was the case in previous years to assist the Council in its efficiency and business transformation agenda.

5.6 The Council's priority areas for investment are summarised as:

- Housing investment (private and public sector)
- Asset maintenance and enhancement
- External partnerships commitments
- Invest to save
- Economic regeneration

## 6 Approach to investment

6.1 The existing Capital Programme for 2018/19 was approved by the Council in February 2018 and will be amended during the year to reflect changing circumstances. Future capital programmes are driven by the budget and business planning process. The size of the programme is determined by:

- Any requirement to incur expenditure
- Affordability and available resources
- Revenue implications from capital expenditure

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6.2 The de-minimis for schemes to be included in the programme is £10,000 unless wholly funded from external sources. Schemes below this threshold are funded from revenue sources.

## 7 Specific funding of schemes

7.1 Funding of capital schemes can originate from a number of sources and in some cases a variety of sources. Irrespective of the source of funding all General Fund capital schemes are included in the Council's approved programme. The main sources of funding are likely to be the following:

- **Revenue funding** - There may be instances where a revenue contribution in part or wholly is used to fund the capital expenditure. Items would include CCTV cameras, vehicles and ICT equipment. Invest to save schemes or income generation schemes could provide funding to "pay back" the initial investment.
- **External funding** - Funding may in part or wholly come from external bodies. This includes government capital grant, contributions from other public sector bodies or via negotiated agreements.
- **Capital receipts** - The Council on occasion sells a capital asset which is surplus to requirements. The sales proceeds are used to fund future capital schemes. The receipts are treated as a corporate resource to be used to invest in the Council's priorities. This means an individual service is not solely reliant on its ability to generate capital receipts.
- **Borrowing** - The Council may take out loans to fund capital expenditure. The Treasury Management Strategy approved by Council in February each year sets out the acceptable counterparties and the Council's borrowing limits which comply with the Prudential Code (see below). Borrowing is restricted to funding assets which generate sufficient income to repay the loan completely.

## 8 Capital finance

8.1 The Local Government Act 2003 introduced a new system of Local Government Capital Finance. This replaced the previous system of only being able to borrow in line with limits prescribed with a new system known as the Prudential Regime from 1 April 2004.

8.2 The Prudential regime requires all local authorities to look at capital expenditure and investment plans in light of the overall organisational strategy and resources and make sure that decisions are being made with sufficient regard to the long run financial implications and potential risks to the authority. The key objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable; that treasury management decisions are taken in accordance with good professional practice; and that local strategic planning, asset management planning and proper option appraisal are supported.

8.4 The Council recognises that effective financial planning, option appraisal, risk management and governance processes are essential in achieving a prudent approach to capital expenditure, investment and debt. Therefore, all investment decisions (treasury and non-treasury) are taken in light of the Council's Strategic Business Plan, Medium Term Financial Strategy, this Capital Strategy (including the Property Investment Strategy) and Treasury Management Strategy.

## 9 Existing capital resources

9.1 The main source of the Council's capital resources has traditionally been capital receipts derived from land sales. This source of finance will not be as readily available in the future as:

- The Council's land holding of surplus assets diminishes.
- The Council is embarking on a regeneration initiative to generate revenue income for the General Fund as a by-product of ensuring our towns are vibrant.

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9.2 In addition to capital receipts the Council funds capital expenditure in the following ways:

- Direct Government Grant (e.g. Disabled Facilities Grant)
- S106 monies
- External matched funding ( e.g. Big Lottery Fund)
- Revenue contributions to capital
- Capital receipts from asset disposals
- Right to buy housing receipts (part earmarked for Government and debt repayment)
- Prudential borrowing

9.3 The Council will only borrow to fund capital projects where a robust business case has been developed and the Prudential Indicators prove that the project is affordable. This will include consideration of past borrowing, maintenance requirements and planned disposals, not just in the medium term but over the life of the asset base or underlying debt.

9.4 The Council's overall financial position is formally reviewed at least two times per year. Every quarter the Corporate Management Committee receives an update on projected spending for the remainder of the financial year and the likely level of available capital receipts for the following year.

## 10 Prioritisation and agreement of capital project proposals

10.1 The Corporate Management Committee consider the impact on the overall capital programme and make the final recommendation to Council in February each year on the size and schemes to be included in the Capital Programme. The housing capital programme (HRA) is evaluated separately in accordance with the Council's Housing Strategy by the Housing Committee who makes recommendations to full Council as part of HRA rent and budget setting.

10.2 The financial strategy includes projections of capital resources likely to be available within the period of the plan and provides the framework within which the forward Capital Programme has been developed based on existing and expected resources. The Capital Programme is reviewed throughout the year with only those schemes which have undergone detailed scrutiny being included in the programme.

10.3 In order to make their way into the Capital Programme during the year any new capital projects are brought forward in the first instance to the appropriate Committee, having been appraised in consultation with the Corporate Director of Resources using the Capital Project Appraisal Form.

10.4 Once agreed, the service Committee will make an appropriate recommendation to the Corporate Management Committee to include the scheme in the Capital Programme. It will be for the Corporate Management Committee to approve the method of financing the scheme.

10.5 When necessary, schemes are then prioritised and evaluated according to the agreed corporate criteria by the Corporate Leadership Team (CLT). Potential schemes are evaluated in terms of the following categories to give an order of priority. Within each priority ranking each "bullet point" ranks higher than the one below it.

### Priority 1

- Schemes essential and to the extent necessary to comply with statutory obligations, including Health and Safety
- Schemes for which there is a contractual commitment to another party
- Schemes necessary to avoid a service breakdown
- Schemes which a business plan demonstrates to be self-financing
- Schemes which will permit future savings or increased efficiency

### Priority 2

- Schemes necessary to maintain an existing asset
- Schemes necessary to maintain required standards of service
- Schemes to meet urgent established need

### Priority 3

- Schemes to permit the development of services in accordance with approved policies

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## Priority 4

- Schemes representing other desirable developments within services
- Schemes to meet emerging needs and/or demands emanating from consultation, benchmarking or Best Value exercises.

## 11 Value for money

- 11.1 Value for money is delivered through two separate mechanisms. The first is efficient procurement of goods and services through competitive processes and partnerships. These are established mechanisms and are set out in the Procurement Strategy. The other means is through careful scrutiny of possible projects at the assessment stage, and prioritising them according to the extent to which the outcomes they promise to deliver match the priorities of the Council.

## 12 Risk management

- 12.1 The Council recognises that the investment in other financial assets and property primarily for financial return, taken for non-treasury purposes, requires careful investment management. Such capital expenditure includes loans supporting service outcomes, investments in subsidiaries and investment property portfolios. The Council fully recognises that the risk appetite for these activities may differ from that for treasury management and a full appraisal will be undertaken to mitigate any such risks.
- 12.2 Any investment that does not give priority for security and liquidity over yield, whether because of the nature of the assets themselves or for valid service reasons, the additional risks will be clearly set out and the impact on financial sustainability identified in the report to committee.
- 12.2 Each project on the capital programme is subjected to a capital appraisal process. The Council operates a “whole life costing process” and evaluates overall financial costs using discounted cash flow and other techniques to aid decision making. Investments in property assets will follow the risk assessment criteria as set out in the Council’s Property Investment Strategy.
- 12.3 The financial risk assessment takes into account the likelihood of a budget variance, the consequence of any potential variance, and the significance of these two factors for the budget assumptions.

## 13. Consultation

- 13.1 The Council consults on its strategies and provides feedback with the community and a wide variety of interested groups. This is undertaken through, special interest groups (e.g. Disability Liaison Group, Tenants Associations and Allotment Users), the Runnymede Business Partnership, other local authorities, other strategic partners, and a Citizens’ Panel. This two-way process is informed by the use of relevant performance indicators, benchmarks and detailed outcome reports.
- 13.2 The views obtained inform the development of service strategies and the Corporate Business Plan, which in turn inform the Capital Strategy.
- 13.3 Major capital investment will be in response to evidence based work, covering need, demographic trends and the appropriate local or user group consultation. Effective ward networks provide an important source of policy and service aspirations.

### General Fund Capital Programme 2017/18 to 2021/22

Scheme details	Approval Date	Approved Budget	Actual 31 Mar 17	Revised 2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Comments
		£	£	£	£	£	£		
<b>Housing Services</b>									
<u>Improvement Grants/Loans (private sector properties)</u>									
Disabled Facilities Grants	CMC - Jan 2015	2,831,385	201,385	505,000	520,000	535,000	535,000	535,000	
Discretionary Renovation Grants	CMC - Jan 2015	149,244	1,958	28,255	29,103	29,976	29,976	29,976	
Minor Works Assistance Grants	CMC - Jan 2015	86,621	3,241	15,995	16,475	16,970	16,970	16,970	Subject to future Cttee report
Loans - Granted	CMC - Jan 2015	200,000		40,000	40,000	40,000	40,000	40,000	
Moving Home Scheme Loans	CMC - Jan 2015	145,248		27,865	28,700	29,561	29,561	29,561	
<u>Capital Schemes (non-council housing)</u>									
New Housing Schemes - Grants to partner organisations	CMC - June 2014	1,525,540	25,540	300,000	300,000	300,000	300,000	300,000	
<u>Capital Schemes (HRA Housing)</u>									
Purchase of Property	Hsg - Sept 2016	6,873,926	373,926	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
Ilex and Cherrywood New Houses	CMC - Mar 2017	2,149,809	90,809	1,200,000	859,000				
Reprovision of flood damaged houses (Farm Close)	Hsg - Sept 2016	784,004	12,004	85,000	687,000				
St Georges Development, Addestone	CMC - Sept 2017	2,600,000		500,000	2,100,000				Funded by: 27% 1-4-1 set aside receipts, 73% HRA
Development Opportunity in Egham	CMC - Nov 2017	1,100,000		1,100,000					
Replacement of Estate Vehicle	CMC - Mar 2017	9,853		9,853					
	<b>Sub-totals</b>	<b>18,455,630</b>	<b>708,863</b>	<b>5,111,968</b>	<b>5,880,278</b>	<b>2,251,507</b>	<b>2,251,507</b>	<b>2,251,507</b>	
<b>Environment &amp; Sustainability</b>									
<u>Environmental Services</u>									
Vehicle fleet replacement programme:									
- In-cab technology/Bartec	CMC - Jul 2016	37,500		37,500					
Relay 35 L2 Blue Hdi (LJ 17 BEO)	CMC - Mar 2017								
- compact mechanical sweeper	CMC - Mar 2017	275,000		275,000					
- Dennis Elite 26T (VN 17 DLU)	CMC - Mar 2017								
- 3.5 tonne van with tail lift - Citroen relay(LF 67 XHX)	CMC - Mar 2017								
- Future provision	-	3,467,356	283,236	84,120	1,250,000	1,250,000	300,000	300,000	Requires Cttee approval to spend
Runnymede Roundabout	CMC - Oct 2014	500,000	250,000	250,000					Funded from S106 monies
VW car park reprovision	CMC - Aug 2016	50,000	44,665	5,335					
Memorial Gardens Car Park VW	CMC - June 2017	300,000		300,000					
River Thames Flooding Scheme	CMC - Oct 2017	4,000,000					2,000,000	2,000,000	
ANPR System - Waitrose/Travelodge, Egham	CMC - Sept 2017	90,000		90,000					
	<b>Sub-totals</b>	<b>8,719,856</b>	<b>577,901</b>	<b>1,041,955</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>2,300,000</b>	<b>2,300,000</b>	
<b>Community Development</b>									
<u>Community Transport</u>									
Vehicle fleet replacement programme:									
- Citroen relay 1.4 H2 minibus (Patient Transport Contract)		37,854		37,854					
- Ashford Locality hub transport		52,146		52,146					
- Two community transport vehicles	CMC - Nov 2017	80,000		80,000					
- Future provision		98,000		5,000	45,000	48,000			Requires Cttee approval to spend
<u>Safer Runnymede</u>									
CCTV Equipment Replacement	-	761,635	89,634	132,001	135,000	135,000	135,000	135,000	Annual provision available to draw down
<u>Grant Aid to Sporting and Community Organisations</u>									
Grants to Local Organisations	-	129,940	21,940	28,000	20,000	20,000	20,000	20,000	Annual provision available to draw down
<u>Parks and Open Spaces</u>									
Marshall Place Open Space, New Haw	CMC - Sept 2014	79,311		79,311					
Ferlands Open Space	CMC - Sept 2011	73,094		73,094					Funded by S106/Planning Tariff monies
Kings Lane Open Space play area	CS - Jan 2017	28,000		28,000					Funded by contributions
Runnymede Pleasure Ground	CMC - Sept 2017	4,781,000			4,781,000				
	<b>Sub-totals</b>	<b>6,120,980</b>	<b>111,574</b>	<b>515,406</b>	<b>4,981,000</b>	<b>203,000</b>	<b>155,000</b>	<b>155,000</b>	



