

# **RUNNYMEDE BOROUGH COUNCIL**

## **BUDGET INFORMATION 2023 - 24**

### **ITEM**

Budget and Council Tax report  
Council Tax Setting for 2023/24  
Medium Term Financial Strategy

#### General Fund Budget:

General Fund Summary Revenue Account  
General Fund Subjective Analysis

#### General Fund Service Estimates:

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

Housing Revenue Account budget

Fees and Charges Tables

Capital Programme

# General Fund Revenue Budget 2023/24

## Introduction

The following pages contain a summary of the budget for 2023/24 and the Medium Term Financial Strategy (MTFS) 2023/24 to 2025/26 alongside commentary on the main elements of the financial risks faced by the Council.

This report merges the various budget and council tax setting reports agreed by full Council on 9 February 2023 for ease of reference and some of the Appendices have been replaced by the detailed budget pages that follow.

## 1. Context and background of report

- 1.1 This report deals with the Revenue Budget for the Council, setting out its spending plans and anticipated income for the coming year. It does not include budget estimates for the Housing Revenue Account, which are subject to a separate report to the Housing Committee, for onward recommendation to Council in February. The budget report should be considered as part of a comprehensive suite of financial reporting which includes the Capital and Investment Strategy, Capital Programme, and Treasury Management Strategy, all of which are reported alongside this report to Committee and subsequently to Council.
- 1.2 The detailed budget proposals set out in this report have been produced within the framework set out in the Medium-Term Financial Strategy (MTFS), considered by the Corporate Management Committee in December 2022 and recommended for consideration by Council in February.
- 1.3 Since production of the MTFS, more information has been released about future funding from central government, pay negotiations have commenced, detailed budget returns from budget holders have been collated, fees and charges for the coming year have been set by the relevant Committees and a set of growth proposals has been pulled together as part of the business planning cycle. The financial forecast that was included as part of the Strategy report, has therefore been refined and updated in light of this data, to produce the draft budget for 2023/24 presented in this report.
- 1.4 It is not intended to repeat all of the contextual information that was set out in the MTFS, but to focus on any changes to the budget figures, provide detail of the proposed revenue growth, recommend the Council Tax charge and review the level of balances held. Matters of risk, and an opinion on the adequacy of the reserves and the robustness of the estimates, are included in the report.

## 2 Building the Budget

### Adjustments to base budgets

- 2.1 The starting point for preparation of the revised forecast and new budget, is to update the prior year's budget for all amendments that have happened in the past year, due to the approval of Supplementary Estimates or virements between budget headings.
- 2.2 Known changes to the budgets are also built in from decisions taken by others such as the impact of Surrey County Council not renewing the agency arrangements with Districts and Boroughs for the provision of on-street parking enforcement.

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Assessments of the impact of inflation on costs and income are included as are unavoidable changes such as the upcoming increases in the costs of external audit, for example.

- 2.3 Also built into these adjustments is an assumption about the staff pay award for 2023/24 which is currently subject to discussion with trade union representatives. The amounts included are a 3% pay award from 1 July 2023, alongside provisions for a one-off cost-of-living payment and the remodelling of the lower end of the pay scale to encompass the increase to the National Living Wage. In determining its pay offer the Council has to balance its desire to reward, recruit and retain staff with the pressure this growth puts on the Council's budget.
- 2.4 It should be noted that this may not be the final agreed package and any change to these estimates will be compensated for by an equal movement in the transfers to or from the General Fund working balance, subject to the applicable financial procedure rules.
- 2.5 The changes above result in the adjusted net expenditure lines for each Committee, on the updated Medium-Term Financial Forecast (MTFF).

### **Growth**

- 2.6 In October, the Council approved its new Corporate Business Plan ("the Plan") spanning 2022 – 2026 consisting of five key strategies:
- Climate Change
  - Empowering communities
  - Health and Well-being
  - Economic Development
  - Organisational Development
- 2.7 Each Strategy is underpinned by an extensive action list. Recognising that the Council does not have the resources to deliver all actions in the first 18 months of the Plan period, Member Working groups therefore identified the key initial actions to prioritise in the remainder of 2022/23 and 2023/24 and Corporate Heads of Service have worked with those guidelines to identify any growth required for inclusion in the budget proposals. Other growth bids may come forward over the life of the Plan as actions are developed, prioritised and costed. As recommended in the MTFS, alternative sources of funding will also be investigated wherever possible, to minimise pressure on the Council's own resources while still allowing it to pursue its ambitions.
- 2.8 Additional strategic capacity, and support for Corporate Heads of Service in delivering the Plan, will be provided by the appointment of a second Assistant Chief Executive, as approved at December's Corporate Management Committee, the costs of which have been incorporated into the adjustments to base budgets.
- 2.9 The updated MTFF shows two lines for growth: the first is for Revenue growth bids while the second shows the impact on the Revenue budget of the Capital growth requested in the Capital Programme.
- 2.10 Capital spending may have an impact on the Revenue Account when on-going resources are required to maintain or support the provision of the capital asset. For example, through additional staffing resources, on-going software and licence fees or maintenance requirements. Some capital growth may also have a beneficial effect on

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revenue resources by creating additional income. Proposals for Capital growth and the revised Capital Programme are set out in the Capital Strategy report. No additional borrowing costs have they been factored in to the MTFF.

2.11 All of the Revenue growth bids were listed as part of the report to the Corporate Management Committee in January 2023, with additional detail set out for those items where further commentary was felt appropriate to aid consideration. Further detail on the Capital growth that has an impact on the Revenue account can be found in the Capital Strategy report.

2.12 In summary, the Revenue growth requested is as follows:

	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26
<b>Growth bids</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Revenue growth	820	329	339
Revenue consequences of Capital growth	752	(4)	(12)
	1,572	325	327

2.13 It should be noted that a number of these Revenue bids are for survey works which, once completed, will be likely to result in future expenditure, as yet unquantifiable. This should be taken into account when considering the level of reserves available to the Council and potential future pressures on the MTFF. Conducting these surveys ensures that the Council has knowledge about the condition of its assets and is able to plan proactively for these works, such as for repairs and maintenance, in a measured way, reducing the need to react to emergency situations and avoiding potential costs of letting assets fall too far into disrepair. Examples in the growth list include a survey of all trees on council-owned land, and condition surveys for all operational sites.

2.14 Also included in the growth bids are a number of items that, should they be approved, will be funded from existing provisions within the budget. They do not therefore add to the total net Revenue spend but it is still necessary to seek approval for these items due to the potential opportunity cost for use of those existing budgets. Examples include Play Area remediation, the costs of which are intended to be met from the repurposing of the School Transport initiative budget which was agreed at Full Council in October 2022.

2.15 Some items are included in the growth bids for a decision in principle at this stage, with the budget only to be released on production for a more detailed report to the relevant committee. An example would be the provision for a further mini restructure in Assets and Regeneration. The service is currently carrying a significant number of vacancies. In addition, the team are currently working on an Asset Management Strategy, to be presented to Members in the coming months. Both of these factors provide an opportunity to ensure resources are matched to the priority areas of work coming out of the Corporate Business Plan and the Asset Management Strategy. This is particularly important given the level of commercial property income generated by the Council, the ambition for further regeneration of the Borough and the desire to maximise the benefits received from the existing portfolio.

2.16 Connected to the above issues are a number of growth items for the development of feasibility studies for potential development of sites in Addlestone and Egham, and to supplement existing feasibility budgets to allow for other sites to be considered. These provisions cover the initial stages of feasibility work, to provide the Council with better information on which to base decision-making on which schemes could be

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prioritised for inclusion in future capital plans. As with the conditional surveys mentioned earlier in the report, it is essential that the Council has sufficient information on which to base its capital spending plans, particularly in a challenging financial environment and with ever-tightening financial regulation. This growth is listed as part of the revenue consequences of Capital growth, however, while these costs are initially met from the Revenue budget, there may be a possibility of capitalising some of the costs should schemes progress to development in the future and capital resources are available to cover them.

### **Transfers to and from earmarked reserves**

2.17 The Council continues to hold a number of earmarked reserves for specific purposes such as:

- smoothing the effects of the operation of the Business Rates Retention scheme to prevent large swings of income from having an impact on the on-going provision of core services;
- building up a provision to reduce the impact from anticipated void periods for commercial properties and to allow for the maintenance of commercial property to retain it in a lettable condition;
- other specific reserves, for example, to set aside surpluses of car parking income to be spent, as per regulation, on future maintenance or improvements such as the provision of Automated Number Plate Recognition (ANPR).

These reserves are regularly reviewed to monitor their sufficiency.

### **Treasury and Financing**

2.18 This section is explained in more detail in the Capital and Investment Strategy, and the Treasury Management Strategy. A key point is the increase in interest receivable on the Council's cash investments, due to increased interest rates. However, this is expected to reduce over the medium term due to a combination of future falls in interest rates and the consumption of cash reserves.

2.19 Repayment of existing borrowing is protected from increased interest rates for the life of the loans, as all of the Council's borrowing is at fixed rates. However, some borrowing will fall due for repayment during the period of the MTFF and while it is anticipated that some of this repayment will be met from the release of cash investments, where existing borrowing is replaced in the near term, this is expected to be at higher rates than previously secured.

2.20 When considering the Revenue Budget proposals and the MTFF, it is important to note the link to financing of the Capital Programme. As the Capital Programme does not currently forecast any major new borrowing, over that already in existing approved plans, the Revenue forecast also does not account for any significant new borrowing costs. Any such costs will increase the anticipated budget deficit over the medium-term and require additional revenue savings, or increased income, to be found to compensate for this pressure.

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### Local Government Finance Settlement

- 2.21 On 12<sup>th</sup> December 2022, the government published a policy statement on the future of local government finance, confirming the government's policy intent for the next two years, providing greater certainty over funding, and allowing Councils to better plan their resources for the year ahead. The policy statement confirmed a proposed Core Spending Power (CSP) increase of around 9% in 2023/24 across local government, with a 3% minimum funding guarantee for all councils before any decisions on Council Tax rates are taken.
- 2.22 The policy statement also confirmed a further year of the existing New Home Bonus, but with no new legacy payments, a reduction in the Services Grant due to the reversal of previously announced increases to employers' National Insurance Contributions, and the repurposing of the Lower Tier Services Grant to provide the 3% funding floor mechanism referred to above.
- 2.23 A number of grants are to be consolidated within the Finance Settlement, whilst retaining their existing allocations. These are the Independent Living Fund; Natasha's Law (food allergen labelling); Council Tax Support administration subsidy; and the Council Tax Family Annexe Discount, only the last two of which apply to Runnymede. It should be noted that previously when grants have been rolled into the Funding Assessment, they have, over time, been lost as individual grant lines and been rolled up in the total funding, leaving councils unable to separate out the different funding element. It remains to be seen if this is the eventual fate of these specific grants.
- 2.24 The so-called negative revenue support grant will continue to be eliminated for 2023/24.
- 2.25 A bespoke council tax referendum principle of up to 3% or £5, whichever is higher, was confirmed for shire districts such as Runnymede for both 2023/24 and 2024/25, although as highlighted in the MTFs, this provides relatively little additional flexibility to Runnymede, given the previous maximum levels of up to 2% or £5. A 2.99% increase to the existing Band D level equates to an increase of £5.37 which, once multiplied by the tax base of 34,864.6 provides less than £13,000 additional income when compared to the previous £5 maximum.
- 2.26 The policy statement also confirmed the freezing of the business rates multiplier at 49.9p for 2023/24. This is the rate at which businesses pay their Rates (rateable value x multiplier) and under normal circumstances is increased annually in line with inflation. Freezing this rate is beneficial for business but would reduce the income to Councils without compensation from government. This compensation, and the increase in baseline funding levels, will be aligned with CPI.
- 2.27 Business Rates Pools for 2023/24 will continue and the effect of the Business Rates Revaluation exercise and the transfer of some large properties from local lists to the central list, will be negated wherever possible so that Councils are no better or worse off than they would have been if these changes had not occurred.
- 2.28 While the government had previously committed to carrying out a Review of Relative Needs and Resources and a reset of accumulated business rates growth, it is now confirmed that these will not be implemented in this Spending Review period (up to the end of 2024/25). This has a positive effect on the previous medium-term forecast for Runnymede, moving back the dates from which growth baselines will be reset and allowing for the potential of gains from business rate pooling to be extended for a further year.

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- 2.29 The Provisional Local Government Settlement, providing detailed funding allocations on a council-by-council basis, was released on 19<sup>th</sup> December 2022 and the figures are included in the draft budget and updated medium-term forecast. The four-week consultation period runs to 16<sup>th</sup> January and the final Settlement figures will be confirmed in early February. Any material changes will be reflected in the budget with a compensating change to the transfers to or from reserves, to maintain a balanced budget.
- 2.30 A potentially significant new funding stream is expected to be introduced in 2024/25, subject to the delivery of the Extended Producer Responsibility for packaging (pEPR) scheme. This scheme aims to move the cost of managing packaging waste from households, community recycling centres and litter bins, from local authorities to producers. The government has announced a review of the funding of lower tier councils, given the potential impact of this new funding on the relative needs and resources of individual councils. This is planned to take place ahead of 2024/25, alongside a review of the future of the New Homes Bonus and therefore still provides for some considerable uncertainty over future funding levels.
- 2.31 Funding for Homelessness Prevention has been confirmed for 2023/24 and 2024/25 Runnymede's allocations are £358,712 and £364,103 respectively, with an additional top-up amount of £55,920 to cope with Winter pressures in the current year. The Homelessness Prevention Grant is ringfenced to ensure local authorities can focus on preventing homelessness as well as funding the provision of temporary accommodation, and to continue to embed the changes required through implementation of the Homelessness Reduction Act.

### **Council Tax**

- 2.32 As mentioned earlier in the report, under the draft Council Tax Referendum Principles, any increase to the tax level for Shire Districts will be considered excessive, and therefore trigger a referendum, if the increase is 3% or more, and greater than £5. This means that the maximum permissible amount that the Council could apply, is a 2.99% increase, which equates to £5.37 for the average Band D property, before any discounts or exemptions are applied. This provides around £187k of additional income to the Council.
- 2.33 While recognising the increasing cost-of-living pressures on its residents, the Council also has to be mindful of its ability to deliver essential services, particularly to its more vulnerable residents, as it sees its own costs rising in the face of unprecedented inflation. It is therefore recommended to increase Runnymede Borough Council's share of the Council Tax by the full permissible amount of 2.99%. The Council has recently reviewed its Council Tax Support Scheme which provides support to those who qualify for help to pay their Council Tax alongside the provision of a Hardship Fund to support those in most need.
- 2.34 As part of the Provisional Settlement the Government also announced funding for 2023/24 via a Council Tax Support Fund. This funding is designed to allow councils to deliver additional support to those households already receiving council tax support, whilst also providing some flexibility to determine a local approach to supporting other vulnerable households in their area. Runnymede's allocation is £79,433.
- 2.35 It is possible that following the consultation on the Provisional Local Government Finance Settlement and the associated referendum principles, that the referendum trigger limits may be altered. Shire Districts who may benefit little from increasing the

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flexibility from 2% to 3%, may request consideration of increasing the £5 limit. In the event that the referendum triggers are amended as part of the final Settlement, the Council commits to maintaining its increase at the current proposed rate rather than placing any further burden on its taxpayers.

- 2.36 Once the Council has considered and formally set its own budget and Council Tax requirement for the year ahead, it is required under the Local Government Finance Act 1992 to set the Council Tax for its area, including the amounts to be levied on behalf of its local precepting bodies (in Runnymede Borough Council's case, the other precepting bodies are Surrey County Council and the Police and Crime Commissioner for Surrey).
- 2.37 This is delivered via the Council Tax Resolution which provides the formal approval of the figures to be used for the billing of Council Tax for the coming year.
- 2.38 The Resolution simply brings together the Council Tax levels agreed by each body and does not affect the decisions made by each, including the Council, on the amount of tax to be levied.
- 2.39 The Council Tax must be set before 11<sup>th</sup> March in the financial year preceding the year to which the tax relates and cannot be set before the earlier of:
- 1<sup>st</sup> March in the financial year preceding the year to which the tax relates
  - The date of issue to the authority of the last precept from its major precepting authorities for the relevant year

### **3 Budget Summary**

- 3.1 All of the above factors culminate in the production of the updated and the detailed budget proposals.
- 3.2 The updated MTFE shows a much more favourable anticipated outturn position for 2022/23 when compared to that reported in December, largely due to a drawdown of £2.225m from the Business Rates Equalisation Reserve. This drawdown, which brings the business rates income flowing through to the general fund back up to the budgeted position for the year, accounts for the bulk of the movement between the previously reported £1.888m use of working balances to a £0.479m contribution to balances for the current year. While this is in line with the purpose of this reserve, and further smoothing may be applied in subsequent years, this does not address underlying budget pressures and should not be seen as ongoing solution.
- 3.3 The forecast for 2023/24 has significantly deteriorated from the near balanced position under the previous forecast to one showing a deficit of some £3.9m. The key reasons for this change can be summarised as follows:
- Proposed Revenue growth of £1.57m
  - Inclusion of estimated pay award above previous levels of £1.4m
  - Inclusion of ACE post £150k
  - Reduced income projections for carparking £315k, Green waste and trade waste £80k,
  - Costs of handing back agency agreement for On-Street parking enforcement to SCC £140k



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- Changes to commercial income projections and property maintenance costs £1.1m (offset in part by planned use of reserves)

Offset by:

- Reduction in borrowing costs of £880k
- Additional grant income under the provisional settlement £700k

3.4 For 24/25, the deficit is forecast to be £1.7m. The main changes between years are due to favourable movements including:

- a number of one-off growth costs falling out of the budget after 2023/24 including the potential one-off lump sum pay award. Together these reduce expenditure by £2.22m.
- An upturn in commercial income due to lower anticipated voids and increased income £1.378m
- Increased income from business rates £1.15m

Offset by:

- Reduction in interest receivable on cash investments £0.9m
- Increased borrowing £0.968m
- Reduced grant income £0.185m

3.5 The final year of the forecast sees the budget gap increasing by £3.5m to £5.2m, largely due to:

- Further reductions in interest receivable as interest rates fall and cash balances are utilised £0.6m
- Reduction in central funding of £0.9m (withdrawal of NHB & minimum funding guarantee)
- Reduction in business rates income due to the resetting of baselines
- Additional borrowing costs of £0.6m

3.6 The preceding paragraphs highlight that the Council's overall financial position will vary considerably due to the effect of its own internally generated income streams, changes to central government funding and income from the business rates retention scheme. The updated MTFF shows a large budget deficit of almost £4m in 2023/24, and while it may be appropriate to cover this in the short term from a draw on reserves, particularly where it is anticipated that Council income-streams will bounce back in the following year, there is no mistaking that there is an underlying budget deficit that needs to be addressed. Plans for addressing this deficit are set out in the Medium-Term Financial Strategy.

3.7 The MTFF shows the General Fund working balance reducing from £18.2m to £7.8m over the period of the forecast and as noted above, it would be appropriate to use reserves to meet some of the challenges placed on the Council by the current economic situation and consequential inflationary pressures. However reliance on reserves can never be a long-term solution as without corrective action, reserves will eventually be consumed, leaving the Council with no flexibility to respond to further changes in its finances.

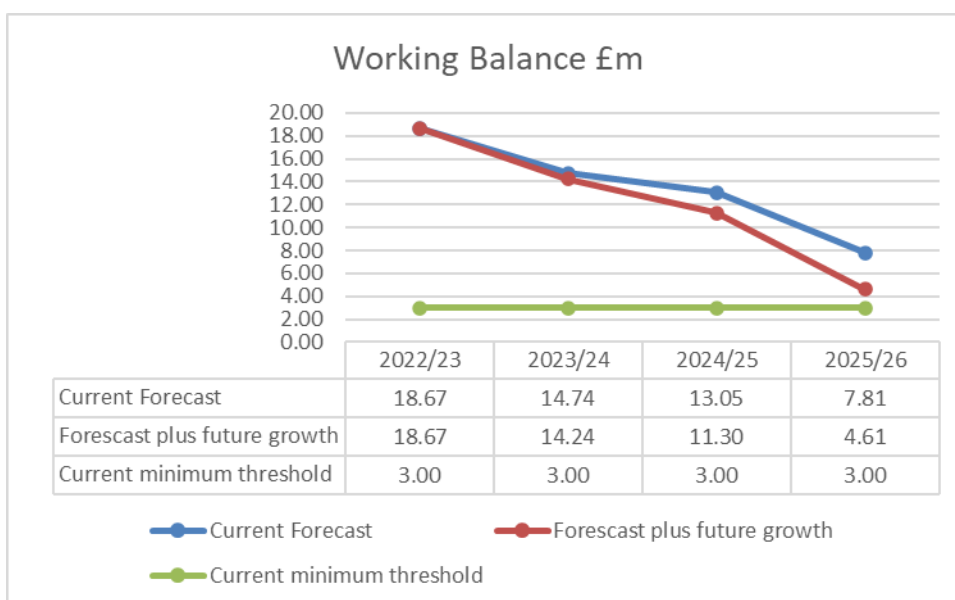
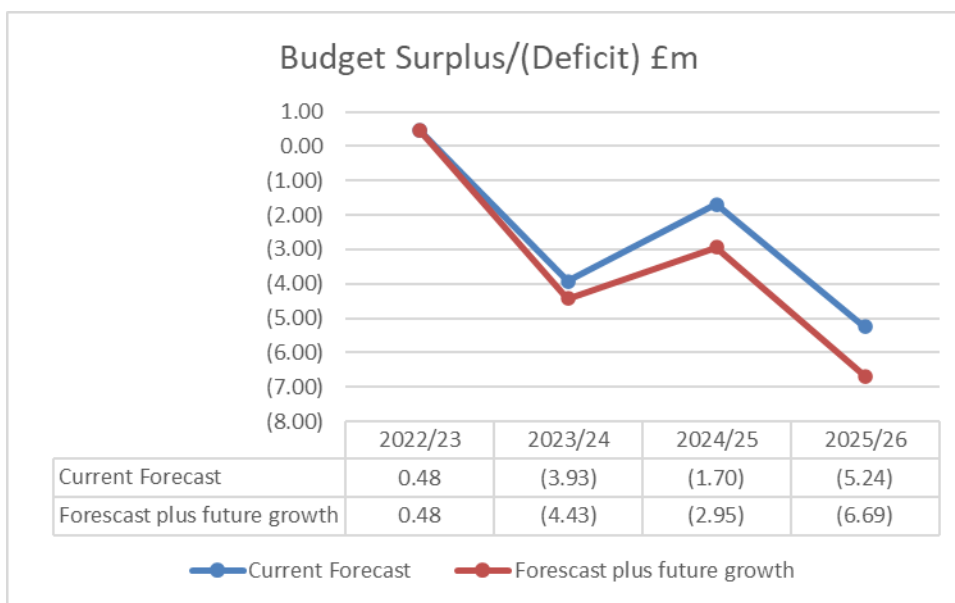
3.8 Another key point to note is that while the 2023/24 budget builds in proposed growth, and the consequences of that growth in future years, the MTFF does not include any provision for growth in subsequent years, other than estimated inflation and pay growth. It is highly likely that there will be new growth items requested in 2024/25 or

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2025/26, in addition to supplementary estimates requested during 2023/24 and beyond, to cover as yet unforeseen pressures.

3.9 As an illustration, the following chart demonstrates the effect on the budget deficit and on working balances if:

- £0.5m of Supplementary estimates were to be approved in each of 2023/24, 2024/25 and 2025/26
- £0.75m of new growth was approved in 2024/25 and 2025/26 and
- £0.2m of that growth was on-going.



### 4 Minimum Threshold for Reserves

4.1 The MTFs concluded that in light of the significant budget variations that may occur, particularly in a period of high inflation and potential economic recession, that it would be prudent to review the minimum threshold for the level of working balance to hold over the medium term. This is currently set at just below £3m.

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- 4.2 While current balances are well above this level, it can be seen in the forecast that they may fall relatively quickly and potentially be below the minimum level by 2026/27. A review of key financial risks has been undertaken which supports the increase of the minimum threshold to around £5m. This level provides a balance between using resources when needed to support service provision, while ensuring a sufficient buffer is retained against unexpected shocks to the system.

### **5 Statement of the Chief Financial Officer**

- 5.1 The Chief Financial Officer has a statutory duty under s.25 Local Government Act 2003 to make a statement on the adequacy of reserves and the robustness of the budget. The Act requires the Council to have regard to this statement in making its decisions at its budget and council tax setting meetings.

### **6 Policy framework implications**

- 6.1 The budget report is an important part of the policy framework of the Council, setting the financial plan for the year ahead, in the context of the financial risks highlighted in the Medium-Term Financial Strategy, and providing a sustainable financial position to enable the Council to achieve its strategic objectives. As part of the policy framework, the budget is required to be considered by full Council.

### **7 Resource implications/Value for Money**

- 7.1 The budget sets out the resources required to deliver the Council's objectives for the year ahead and to support the Corporate Business Plan.

### **8 Legal Implications**

- 8.1 S.151 Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs while s.25 Local Government Act 2003 requires the Council to have due regard to a statement on the adequacy of reserves and the robustness of the budget, produced by the Chief Financial Officer, when making its budget decisions.

### **9 Equality Implications**

- 9.1 Equality Impact Assessments will be undertaken, where appropriate, for any new schemes considered as part of the budget process before implementation.

### **10 Environmental, Sustainability, Bio-diversity implications**

- 10.1 The Council's Corporate Business Plan, which is supported by its financial planning, includes its Climate Change Strategy. Staff resources are included in the budget and a provision for some expenditure is included within the growth items. This does not preclude further funding from being incorporated into the Council's budget plans as specific environmental, sustainability or bio-diversity actions are developed, and business cases are brought forward for consideration.

### **11 Conclusions**

- 11.1 The revised budget for 2022/23 and the proposed budget estimates for 2023/24 for recommendation to Council, including a provision for growth as set out in the following pages. The proposed budget is supported by the conclusions in the Chief

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Financial Officer's Statement and has been prepared in line with the Medium-Term Financial Strategy. The budget proposals include a recommendation to increase Runnymede Borough Council's share of the Council tax by 2.99% (£5.37) and to increase the minimum level of working balances to £5m to ensure sufficient on-going reserves are maintained to support future budget variations.

- 11.2 The budget proposals should be considered alongside the Capital and Investment Strategy, including draft Capital Programme, and the Treasury Management Strategy, and in the context of the Medium-Term Financial Strategy. In particular, the actions set out in the MTFS will be essential in ensuring that the underlying budget deficit is addressed and that reliance on reserves to close future budget gaps is reduced. Otherwise reserves may fall below the amended target level over the medium-term.
- 11.3 It is also essential that moving forward, resource is found within the Revenue budget to support future capital spending due to the scarcity of capital receipts, and the need for the revenue account to support capital spending either through direct contributions or to support borrowing for capital purposes.
- 11.4 It is recommended to approve the General Fund Revenue Budget 2023/24, including proposals for growth, the change to the minimum threshold for the working balance, and a 2.99% increase in Council Tax, for consideration by Council.

### **Recommendations approved:**

- a. the Revised Budget for 2022/23 and Budget Estimates for 2023/24, including growth items, as set out in the report.**
- b. an increase to the Band D Council Tax level of 2.99% (£5.37) from £179.55 to £184.92**
- c. approve the formal Council Tax Resolution as set out**
- d. The revised minimum threshold for the General Fund Working Balance of £5m**
- e. Transfers to and from Reserves as set out in the report**

### **To note:**

- f. The updated Medium-Term Financial Forecast, and The statement of the Chief Financial Officer**

# General Fund Revenue Budget 2023/24

## COUNCIL TAX RESOLUTION 2023/24

Following consideration of its budget, the Council is required under Statute to make a formal resolution in respect of the amount of Council Tax to be levied in Runnymede Borough for the financial year commencing 1<sup>st</sup> April 2023.

The figures below have been calculated in accordance with regulations made under Sections 31B (3) and 34 (4) of the Local Government Finance Act 1992 (as amended) (“the Act”).

1. To note that the Corporate Management Committee at its meeting on 15<sup>th</sup> December 2022, calculated the Council Tax Base 2023/24 for the Council as 34,864.6 in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
  
2. That the following amounts now be calculated for the year 2023/24 in accordance with Sections 31 to 36 of the Act:
  - (a) £99,020,426.00 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) (a) to (f) of the Act;
  
  - (b) £92,573,264.17 being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act;
  
  - (c) £6,447,161.83 being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by this Council in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year.
  
  - (d) £184.92 being the amount at 2(c) above, divided by the Council Tax base (item 1 above), calculated by the Council, in accordance with Section 31B (1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts)
  
  - (e) £0.00 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act
  
  - (f) £184.92 being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the Council Tax base, calculated by the Council in accordance with Section 34(2) of the Act as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Parish precept) relates.
  
  - (g) That the following amounts be calculated for the year 2023/24 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	123.28	143.83	164.37	184.92	226.01	267.11	308.20	369.84

Being the amounts given by multiplying the amount at 2(f) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a valuation band ‘D’ calculated by the Council in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

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3. To note for the year 2023/24 Surrey County Council and the Police and Crime Commissioner for Surrey have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Act for each of the categories of dwelling in the Council's area as shown below:

Valuation Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
County Council	1,116.72	1,302.84	1,488.96	1,675.08	2,047.32	2,419.56	2,791.80	3,350.16
Police & Crime Commissioner	207.05	241.55	276.06	310.57	379.59	448.60	517.62	621.14

4. That, having calculated the aggregate in each case of the amounts in 2(g) and 3 above, the Council, in accordance with Sections 30 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011, hereby sets the amounts of Council Tax for the year 2023/24 for each of the categories of dwellings:

Valuation Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Total Council Tax due	1,447.05	1,688.22	1,929.39	2,170.57	2,652.92	3,135.27	3,617.62	4,341.14

5. The Council has determined that its relevant basic amount of Council Tax for 2023/24 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 2023/24 is excessive and therefore the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Act.

6. The payment dates for the statutory ten monthly instalments scheme be set to run from 1 April 2023 to 1 January 2024.

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.

**Explanatory Note:** The following narrative provides some additional explanation of the figures contained within the formal resolution at section 2.

2(a)	£99,020,426.00	This represents the gross expenditure of the Council
2(b)	£92,573,264.17	This represents the total income to the Council, including Government support and share of any Council Tax surplus from prior years
2(c)	£6,447,161.83	This represents the balance to be raised by Council Tax (including any Parish precepts)
2(d)	£184.92	This represents the average Band D Council Tax for the year (including any Parish precepts)
2(e)	£0.00	This represents the amount reapportioned to specific areas under special expenses or Parish precepts. There are no such charges for Runnymede Borough Council
2(f)	£184.92	This represents the average Band D Council Tax excluding the amounts covered by special expenses or Parish precepts. As there are no such charges in Runnymede, the Band D amount remains the same as in 2(d)

# General Fund Revenue Budget 2023/24

## Statement of the Chief Financial Officer

### 1. Introduction

- 11.5 Section 25 of the Local Government Finance Act 2003 places a statutory duty on the Chief Financial Officer to report to the authority, at the time the budget is considered, and the council tax is set, on:
- the robustness of the estimates included in the budget and
  - the adequacy of the proposed financial reserves
- 11.6 The Act requires councillors to have regard to the report in making decisions at the Council's budget setting and council tax setting meeting(s).
- 11.7 In expressing this opinion, I have considered the financial management arrangements of the Council, the overall financial and economic environment, the financial risk facing the Council, the budget assumptions, the level of reserves, and the Council's overall financial standing.

### 12 Financial Management Arrangements

- 12.1 The Council has a rigorous system of budget monitoring and financial control in place, with regular reporting at Committee level. Comprehensive financial regulations sit within the Council's Constitution, providing a transparent framework for budget management, supplemented by Contract Standing Orders which support the procurement of value-for-money goods and services. A project management ethos is embedded within the organisation and key performance indicators are used to monitor outcomes.
- 12.2 The Council's committee system of governance and decision-making is supplemented by Member working groups where detailed proposals and new ideas can be thoroughly explored before recommendations come forward, including their financial impact. Mirroring this framework, are a number of Officer working groups, designed to support each of the five strands of the Corporate Business Plan, with the addition of a Service Review and Transformation Group to support the delivery of efficiencies, and an Assets and Regeneration group to maintain focus on maintenance of the Council's assets, continued regeneration of the Borough, and optimisation of the major income stream flowing from the Council's commercial property portfolio.
- 12.3 In January 2022, a report was presented to Standards and Audit Committee, on the Council's self-assessment of its compliance with Cipfa's Financial Management Code. The Code requires all Councils to demonstrate the processes they have in place to satisfy the principles of good financial management, which is an essential part of ensuring that public sector finances are sustainable. It focuses on value for money, governance and financial management styles, financial resilience and financial sustainability. The Code identifies risks to financial sustainability and introduces an overarching framework of assurance which builds on existing financial management good practice.
- 12.4 The self-assessment concluded that the Council was compliant with all 17 standards set out in the Code, highlighting a number of areas for improvement in the short term, which have been delivered, and for enhancement over the medium term, which are in progress.

## General Fund Revenue Budget 2023/24

- 12.5 The budget has been prepared within the terms of the Medium-Term Financial Strategy and in consideration of the key financial risks identified therein, particularly the effects of the current economic climate and high levels of inflation. The budget is built up from detailed returns by individual budget holders who have the knowledge of the costs, commitments and anticipated income for their areas, supported by their accountants. Member scrutiny is provided at individual committee level for fees and charges; by the Housing Committee for the HRA estimates; and the Corporate Management Committee for the General Fund estimates before the overall budget is considered by all Members at full Council.
- 12.6 A budget briefing was held for all Members in December, to provide an outline of the process for building the budget and to set out the particular challenges facing the Council at the current time.
- 12.7 The Council continues to meet requirements to produce what has now become a suite of financial management reporting, including the budget estimates for both the General Fund and the Housing Revenue Account, the Medium-Term Financial Strategy, Treasury Management and Investment Strategies and Capital Strategy, which together form the framework for financial decision-making in the Council.
- 12.8 In addition, the Council has due regard to both statutory and non-statutory guidance including the Prudential Code for Capital Finance in Local Authorities, and related Investment Guidance and seeks to understand the effects of potential changes in legislation resulting from new Acts of Parliament, which may impact the way it manages its finances, such as the Levelling up and Regeneration Bill, which is currently under consideration.
- 12.9 The Council's internal audit service provides assurance over the main financial system and processes, which consistently achieve a "substantial" rating and provided an overall opinion for 2021/22 that the Council has adequate and effective management, control and governance processes in place to manage the achievement of its objectives.
- 12.10 A factor beyond the Council's control, but one which may create a perceived weakness in its financial arrangements, is the severe delays in local authority external auditing. In December 2022, Steven Freer, the Chair of Public Sector Audit Appointments (PSAA), the body authorised by Government to appoint auditors for the sector, said:
- "The scale of the backlog of outstanding opinions is such that it is beginning to seriously undermine the financial management, governance and accountability of local government bodies. As 2023 approaches more than 160 bodies are still awaiting audit opinions for both 2020/21 and 2021/22 and for some even earlier years. As a result they are making decisions, managing multiple financial challenges and laying plans for the future with limited assurance about their underlying financial positions. The local audit system desperately needs to find a way of clearing the backlog and restoring the norm of timely opinions as quickly as possible."*
- 12.11 At the time of writing this statement, the Council's audit for the years 2019/20, 2020/21 and 2021/22 are all outstanding. While there remains an underlying risk until such time as the audit profession is able to deliver to more appropriate timescales, this risk is mitigated by the Chief Financial Officer's sign off of the annual statements as a true and fair view of the Council's financial position, and by the robust financial controls mentioned in earlier paragraphs.



## General Fund Revenue Budget 2023/24

12.12 I consider the financial management arrangements of the Council to be sufficiently robust to maintain adequate and effective control of the budget for 2023/24.

### **13 Financial and Economic Environment, Risks and Assumptions.**

13.1 As noted earlier, the budget has been prepared in consideration of the key financial risks identified in the MTFs including the exceptional economic landscape and high inflation levels. Assumptions have been made within the budget of the effect of inflation on costs and income projections, taking into account not only the rising costs of goods and services that the Council purchases but also the affordability of fees and charges to the ultimate consumer. The accuracy of these assumptions has an important interaction with the level of reserves it is felt appropriate to hold. No budget will ever be 100% accurate, as both costs and demand change over time, and it is essential therefore to hold a sufficient buffer to allow for variation in the estimates.

13.2 The budget allows for a 3% pay award in July 2023, remodelling of the pay scales to encompass the increase to the National Living Wage, and a one-off lump sum to support staff with the rising cost of living. This provides a balance between rewarding staff appropriately while having due regard to the Council's overall financial position.

13.3 While the Provisional Local Government Finance Settlement has provided additional funding to that previously expected for 2023/24, and has set out some parameters for 2024/25, there still remains some considerable uncertainty as to future funding, with the Review of Relative Needs still looming on the horizon, alongside the future for New Homes Bonus and the timing of Business Rates resets. However, the Council uses a range of sources to support its financial modelling and assumptions for future funding, in order to plan its resources for the future and make prudent estimates in its budget plans.

13.4 Growth has been included in the revenue budget, despite the need for corrective action to address the underlying budget deficit. All growth proposals have been carefully considered and only recommended where they support Council priorities or add necessary information to plan future spending (e.g., condition surveys, feasibility studies).

13.5 Growth in future years will need to be considered alongside achievement of savings and efficiencies to rebalance the budget, and in-year Supplementary Estimates will need to be carefully monitored and only agreed where essential e.g., for health and safety reasons, for invest-to-save initiatives, or to progress a key corporate priority. This is particularly relevant where on-going expenditure is approved in year, which will be at the expense of increasing the on-going budget deficit.

13.6 I consider that these budget proposals take due regard to risk, including the financial and economic environment, and that the assumptions within the budget are reasonable and the estimates used are robust.

### **14 Level of Reserves and overall Financial Standing**

14.1 At the current time, there is an increasing focus on the financial sustainability of local government. The past few years have seen an upsurge in the number of s114 reports being issued, where Chief Financial Officers formally record the likelihood that the Council's expenditure will exceed its available resources. In addition, the audit regime is tightening, with an increased focus on the "value for money" conclusion where the auditor reports on the Council's use of its resources.

## General Fund Revenue Budget 2023/24

- 14.2 Regulatory requirements have also been amended, via the Prudential code for Capital Finance and associated Investment guidance, revised Treasury Management Code, the Financial Management code and potentially further through measures designed to mitigate financial risk that may be implemented under the Levelling up and Regeneration Bill, once enacted.
- 14.3 As part of its policy statement on local government funding, the Government encouraged Councils to use their reserves to manage the inflationary pressures they are facing, and also set out an intention to better understand the quantum of reserves held at each authority. Much of this information is already returned via the annual statutory Revenue Outturn and Revenue Estimates forms that Councils are required to complete, and which already form the basis of Cipfa's Financial Resilience Index.
- 14.4 The Resilience Index is a comparative analytical tool that may be used to support good financial management and provide a common understanding of a council's financial position. The Index shows the council's position on a range of measures associated with financial risk with a considerable focus on the level of reserves and movement on reserves, over a four-year period. This does however mean that the Index was severely impacted by the significant covid-related payments made to councils at the end of 2020/21.
- 14.5 An updated Index has not yet been produced to include data for 2021/22 but the last published Index showed Runnymede in a reasonable position for financial sustainability, against a comparator group of other non-Metropolitan Districts, scoring low risk for sustainability of reserves, level of reserves, change in reserves and ratio of council tax to net revenue expenditure but with higher risk scores for the ratio of interest payable to net revenue expenditure, level of gross external debt, ratio of fees and charges to total service expenditure and business rates growth above baseline funding levels. These financial risks are covered in the MTFs and in the budget, through risk mitigation measures such as:
- holding earmarked reserves to support fluctuations in commercial property income and to maintain assets in a lettable condition
  - adequate provision for bad debts
  - provision for debt repayment (minimum revenue provision) and interest payments
  - sound governance of the property portfolio
  - production of the new Asset Management Strategy planned for early in the new year
- 14.6 In addition to earmarked reserves for specific purposes, the Council holds a General Fund "Working Balance" to support the Revenue Account. The balance at the start of the current financial year was £18.2m. Without corrective action this is forecast to fall to £7.7m by the end of 2025/26. Using reserves to cover budget shortfalls in the near term, especially during a turbulent economic period, is an acceptable use of this contingency, but care must be taken not to be over-reliant on reserves. The Council must maintain a sufficient level of reserves moving forward to continue to support its financial sustainability into the future. To this end, the budget report recommends increasing the minimum threshold for the working balance from £3m to £5m, whilst recognising that balances will fluctuate year on year.
- 14.7 I consider the level of reserves presented in the budget estimates to be adequate to support the on-going financial sustainability of the Council.

## General Fund Revenue Budget 2023/24

### 15 Conclusions

- 15.1 The Council faces a challenging financial period as it uses reserves to support its budget in the short term while developing plans for addressing the underlying budgetary pressures over the medium term. The Council will need to maintain robust control over costs, maximise income, and continue to seek savings and efficiencies whilst managing risks through the holding of adequate levels of reserves. This will require Members and officers to continue to practice strong financial discipline including recognising the financial restrictions the Council may face, as a consequence, for example, of the economic climate and further regulatory control. It must also be ready to embrace new opportunities as they arise, including technological change.
- 15.2 Taking all of the above into account, as the Council's Chief Financial Officer, I am satisfied that the budget proposals set out in this report are robust and sustainable and that the level of reserves is adequate to address the financial risk facing the Council.

Amanda Fahey  
Assistant Chief Executive & s151 Officer

## Medium-Term Financial Forecast 2022/23 to 2025/26 - General Fund Summary

	Estimate 2022/23	Probable 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26
	£'000	£'000	£'000	£'000	£'000
Housing Committee	2,229	2,304	2,308	2,465	2,465
Community Services Committee	4,870	5,387	5,114	4,965	4,965
Environmental and Sustainable Committee	4,453	4,975	5,076	5,050	5,050
Licensing Committee	25	25	25	25	25
Regulatory Committee	105	102	113	113	113
Planning Committee	2,048	2,081	2,250	2,143	2,143
Corporate Management Committee	(17,652)	(17,223)	(14,275)	(16,207)	(16,356)
Growth Bids to be agreed - Revenue	0	0	820	329	339
Growth Bids to be agreed - Capital (revenue consequences)	0	0	752	(4)	(12)
<b>Adjusted base budget A</b>	<b>(3,922)</b>	<b>(2,349)</b>	<b>2,182</b>	<b>(1,121)</b>	<b>(1,268)</b>
Accounting adjustments:					
- Reversal of depreciation charges	(2,178)	(2,178)	(2,178)	(2,178)	(2,178)
- Capital charge to HRA	(43)	(43)	(43)	(43)	(43)
Transfers to/(from) reserves:					
- Business Rates Equalisation reserve	(3,147)	(2,225)	0	0	0
- Car Parks Reserve	0	0	(180)	0	0
- Equipment repairs and renewals reserve	750	750	750	750	750
- Property repairs and renewals reserve	1,345	1,345	750	750	750
- Investment Property income equalisation reserve	750	750	750	750	750
- Surrey Infrastructure Feasibility Fund	(162)	(162)	0	0	0
- Tennis Court Replacement reserve	0	0	14	14	14
Treasury and Financing					
- Investment & Dividend Income	(440)	(2,300)	(3,600)	(2,700)	(2,100)
- Interest on loans to RBC companies	(1,862)	(1,812)	(2,036)	(2,036)	(2,036)
- Capital Financing	13,480	13,044	13,351	14,070	14,418
- Minimum Revenue Provision (MRP)	4,586	4,324	4,612	4,862	5,122
Government Grants (Non-Service Specific)					
- New Homes Bonus	(907)	(907)	(610)	0	0
- Lower Tier Services Grant	(125)	(125)	0	0	0
- Services Grant	(128)	(128)	(72)	(72)	(72)
- Other grants	0	(37)	(506)	(926)	0
- RSG	0	0	(83)	(87)	(87)
<b>Budget requirement B</b>	<b>7,997</b>	<b>7,946</b>	<b>13,102</b>	<b>12,033</b>	<b>14,020</b>
Funded by:					
- Business rates retention scheme	(3,800)	(6,460)	(3,295)	(3,470)	(2,040)
- Share of Business Rates (surplus)/deficit for prior years	3,147	4,885	980	0	0
- Share of Council Tax (surplus)/deficit for prior years	(165)	(121)	(228)	0	0
- Share of Business Rate Enterprise Zone receipts	170	170	170	170	170
- Share of Business Rate Pooling Fund gain	(900)	(700)	(352)	(350)	0
<b>Sub total of government funding C</b>	<b>(1,548)</b>	<b>(2,226)</b>	<b>(2,725)</b>	<b>(3,650)</b>	<b>(1,870)</b>
<b>Net demand ( B less C )</b>	<b>6,449</b>	<b>5,720</b>	<b>10,377</b>	<b>8,383</b>	<b>12,150</b>
Tax base - Band D equivalent numbers					
Tax base - Band D equivalent numbers	34,524	34,524	34,864.6	35,114.6	35,364.6
Band D tax per year	179.55	179.55	184.92	190.45	195.45
<b>Council tax income D</b>	<b>(6,199)</b>	<b>(6,199)</b>	<b>(6,447)</b>	<b>(6,688)</b>	<b>(6,912)</b>
<b>Use of / (contribution to) Working Balance</b>	<b>250</b>	<b>(479)</b>	<b>3,930</b>	<b>1,696</b>	<b>5,238</b>
<b>General Fund Working Balance</b>					
Working Balance at start of year		18,194	18,673	14,743	13,047
Use of working balance		479	(3,930)	(1,696)	(5,238)
<b>Working balance at end of year</b>		<b>18,673</b>	<b>14,743</b>	<b>13,047</b>	<b>7,809</b>
<b>Over / (Under) minimum balance level of £2.960m</b>		<b>15,713</b>	<b>11,783</b>	<b>10,087</b>	<b>4,849</b>

(Excluding any allowance for budget growth in 2024/25 & 2025/26 and Supplementary Estimates for 2023/24 - 2025/26.)

## Medium Term Financial Strategy - Adjustments to the 2022/23 base budget

Probable 2022/23 £'000	Forecast 2023/24 £'000	Forecast 2024/25 £'000	Forecast 2025/26 £'000	Comments
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### Housing Committee

<b>Base Budget as per 2022/23 Budget Book</b>	<b>2,229</b>	<b>2,229</b>	<b>2,229</b>	<b>2,229</b>	
New properties for rental (net)	(12)	(16)	(16)	(16)	Rents net of costs for 3 Properties purchased in late 2021/22 under Rough Sleeper Accommodation programme part funded by external grants
Benefits audit costs	32	8			Commitment booked for several outstanding years' audits but actual costs higher
Benefits computer development costs in excess of budget	12				
HIA Surveyor - split 80/20 with HRA	10	50	50	50	Based on March 2022 Community Business Plan.
Homelessness repairs costs in excess of budget	25				
Planned Underspends Carried Forward from 2021/22	8				Leased property repairs
Homes First - Additional staffing resource		9	9		9 Corporate Management Committee 14 Oct 2021
Homelessness Reduction Act Grant - funding of staff costs			200		200 One off receipt in base budget for 22/23. Removed from base budget thereafter.
Enabling - needs survey		35			Last carried out in 2018
Digital Transformation - Locata computer maintenance		(7)	(7)	(7)	System finishes Sept 2022
	<b>2,304</b>	<b>2,308</b>	<b>2,465</b>	<b>2,465</b>	

### Community Services Committee

<b>Base Budget as per 2022/23 Budget Book</b>	<b>4,870</b>	<b>4,870</b>	<b>4,870</b>	<b>4,870</b>	
Community Services Salaries - Restructure changes	78	78	78	78	Corporate Management Committee - April 2022
Day Centres - Reduction in income	125				Revenue reduced to reflect current usage and uptake
Day centres - Loss of Surrey Ambulance car parking Income		42	42	42	Contract not renewed
Day Centre Provision - Reprovision at Addlestone Community Association	30	30	30	30	Corporate Management Committee - Sept 2022
Day centres building maintenance increase		39			Additional requirement for works
Centre for older people reduction in spend on catering	(30)				Less usage creating savings on purchases
Careline income from new contracts	10				Lower than anticipated
Community Transport - BSOF funding no longer available	10	10	10	10	
Community Transport - reduction in income	184	137			
Community transport reduction in transport recharges	(108)	(108)			
Community transport increase in transport charges		27			Anticipated additional repairs due to ageing fleet
Community meals reduction in income	(81)	(49)			
Community meals increase in transport recharges	10	8			
Safer Runnymede - Costs recovered from third parties	(40)	(40)	(40)	(40)	
Safer Runnymede - Income from new CCTV Contracts (£150,000 in a full year)	150	63			Rephasing of income in line with anticipated contract start dates
Safer Runnymede - Increased staffing	33	65	65	65	Corporate Management Committee - June 2022
Safer Runnymede - Increased cost of new maintenance contract	31	31	31	31	Additional costs following tender exercise
Grant Aid - to support development of community asset	13				Corporate Management Committee - Sept 2022
Increase in grant aid rent abatement	16	16			
Leisure & Sports Development income	(50)	(50)	(50)	(50)	
Leisure & Sports Development building insurance recharge	(11)				
Cemeteries - variations in income	(58)	(20)			

## Medium Term Financial Strategy - Adjustments to the 2022/23 base budget

	Probable 2022/23 £'000	Forecast 2023/24 £'000	Forecast 2024/25 £'000	Forecast 2025/26 £'000	Comments
Cemeteries Grounds maintenance reduction	(27)				
Parks - Aviator Skate Park removal	20				Corporate Management Committee - Sept 2022
Chertsey Museum increase in revenue	(15)	(6)			
Energy increase	55	72			
Variation in staffing costs	83	(40)			Increased costs due to vacancies covered by agency staff and new recruits; settling down in 2023/24
Planned Underspends Carried Forward from 2021/22	89				Various
Public Halls - Income returning to pre-covid levels		(52)	(52)	(52)	Assumes 50% of pre-Covid levels in 22/23 and 100% in 23/24 onwards
Parks & Open Spaces - Income	0	(9)	(9)	(9)	Income recovery post Covid 19 pandemic
Parks & open spaces - public toilets		0	(10)	(10)	Additional costs of cleaning carried out during covid19 pandemic falling away
	<b>5,387</b>	<b>5,114</b>	<b>4,965</b>	<b>4,965</b>	

### Environment and Sustainability Committee

<b>Base Budget as per 2022/23 Budget Book</b>	<b>4,453</b>	<b>4,453</b>	<b>4,453</b>	<b>4,453</b>	
Contaminated Land - Professional Fees	(20)	20			Provision not required in 22/23 and moved to 23/24
Street Cleansing/Public Conveniences - driver regrading	15	15	15	15	Subject to future report
Energy Management & Climate Change - Borough wide net zero study	60				Corporate Management Committee - July 2022
Green Waste - income lower than estimated	45	45	45	45	
Grounds Maintenance - Bringing Grounds Maintenance back in house	81	81	81	81	Full Council - March 2021
Grounds Maintenance - Bringing Grounds Maintenance back in house	38	38	38	38	Corporate Management Committee - October 2022
Trade Waste - increased cost of disposal offset by additional income	17	34	34	34	Price per tonne and tonnage collected higher than estimated, partially offset by additional income
Car Parks - Cash Security Fees Contract	7	7	7	7	Costs more than estimated
Car parks - loss of income	5				SO42 - Free parking over Jubilee weekend
Car parks - loss of income	50	50	50	50	Reduction of Pay & Display income across the borough
Car parks - loss of P&D income at Hummer Road	24	80	80	80	Cessation of management arrangement October 2022
Car parks - loss of P&D income at Woodlands	50	50	50	50	Income reduction following opening of St Peter's multistorey carpark
Car parks - non resident permits and season tickets	50	50	50	50	Income lower than estimated - Post covid income not as expected
Car parks - PCN income lower than estimated	20	20	20	20	Income lower than estimated - Post covid income not as expected
On-Street Parking - PCN income lower than estimated	40				
On-Street Parking - Handing back of service to Surrey County Council		140	140	140	Discontinuation of Agency arrangements from April 2023. Residual costs plus loss of income
Environmental Maintenance - RBC roundabout sponsorship		9	9	9	Sponsorship income to cease wef 01.04.23, budget to maintain roundabouts removed
Environmental Maintenance - SCC verge maintenance		(13)	(13)	(13)	Discontinuation of Agency arrangements from April 2023
Borough Highways - street naming income	8				Income lower than estimated.
Planned Underspends Carried Forward from 2021/22	41				Various
Air quality £3,000 one off provision	(3)	(3)	(3)	(3)	One year provision - removed
Pollution control - equipment	(6)		(6)	(6)	Equipment Calibration/purchase rephasing
	<b>4,975</b>	<b>5,076</b>	<b>5,050</b>	<b>5,050</b>	

### Licensing Committee

<b>Base Budget as per 2022/23 Budget Book</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	
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## Medium Term Financial Strategy - Adjustments to the 2022/23 base budget

	Probable 2022/23 £'000	Forecast 2023/24 £'000	Forecast 2024/25 £'000	Forecast 2025/26 £'000	Comments
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	25	25	25	25	
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### Regulatory Committee

#### Base Budget as per 2022/23 Budget Book

	105	105	105	105	
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Taxi Licensing Income	4	8	8		8 Reduction in Income expected
Other Licence Income	(7)	0	0		0 New Grant for Pavement licensing & new income stream for Fit & Proper person

	102	113	113	113	
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### Planning Committee

#### Base Budget as per 2022/23 Budget Book

	2,048	2,048	2,048	2,048	
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Building Control - Increased staffing costs		88	88		88 Additional costs following shared management arrangement with Surrey Heath BC
Development Management - Increased staffing costs	62	66	66		66 Corporate Management Committee - March 2022
Neighbourhood Planning Forum	(9)	(30)	(30)		(30) Existing completed Neighbourhood Plans falling out of budget
Planning Policy - Local Plan	(65)	50	0		0 Planning advice, work moved from 2022/23 to 2023/24
Development Management - Planning Appeals	(96)	13			
Development Management - other fees	5	22			Longcross Garden Village
Development Management - Planning Application Fees		(20)	0		0 The income recovery from 2022/23 is now expected to have improved from the previous forecast
Development Management - Planning Advice	10	10	10		10 Income reduction
Development Management - Other Grants and Contributions	45	(10)			
Planned Underspends Carried Forward from 2021/22	101				Various
Neighbourhood Planning Forum - Egham Hythe		(4)	(4)		(4) One off grant in 2022/23 dropping out of budget in following years
Planning Policy - Partial Review of Community Infrastructure Levy (CIL)		22			Subject to review Nov 2022 - Deferred until the Government's plans to reform CIL & S106 are published
Local Plan - Digitisation of the planning system		25			Measures to help achieve central government's digital ambitions
Local Plan - Counsel Fees	(20)	(20)	(25)	(25)	
Environmental Protection SPD (Supplementary Planning Document)		(10)	(10)		(10) 2022/23 SPD cost, funded by savings in Planning & Development Advice in 2021/22, falling out of budget from 2023/24

	2,081	2,250	2,143	2,143	
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### Corporate Management Committee - Non Property

#### Base Budget as per 2022/23 Budget Book

	5,104	5,104	5,104	5,104	
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Contingencies Planning - Provision for potential costs associated with the Queen's Funeral	50				Supporting the proclamation of the new King and National Period of Mourning for Her Majesty (SO42 Sept 22)
Members Allowances - Increase in Members Allowances	49	49	49		49 Full Council - March 2022
Members Allowances - Removal of Member Working Party Allowance	(43)	(43)	(43)		(43) Full Council - March 2022
NNDR - New Burdens Grant income	(39)				

## Medium Term Financial Strategy - Adjustments to the 2022/23 base budget

	Probable 2022/23 £'000	Forecast 2023/24 £'000	Forecast 2024/25 £'000	Forecast 2025/26 £'000	Comments
Staffing - Increase in annual leave entitlement	15	30	45	45	Costs associated with front line agency cover. Corporate Management Committee - May 2022
Salaries - Savings from vacant posts	(595)				Estimated savings based on first 8 months of the year
Salaries - apprenticeship provision	(90)	90			Carry forward of provision for apprenticeships, commencing in 2022/23, to maximise use
Salaries - Additional 1% pay award		152	206	211	3% in total (2% already in base)
Salaries - Remodelling of lower grades in pay scale		257	257	257	
Salaries - cost of living payment		973			Provision for a one-off lump sum
Salaries - Second additional ACE	20	150	150	150	Corporate Management Committee - December 2022
Employers costs - Increase in Employers' National Insurance Contributions	(50)	(120)	(120)	(120)	Reversal of NI increase
Training - Anticipated savings not forthcoming	50	50	50	50	Training programme now underway and catching up following Covid 19
Civic Centre - cleaning contract	25	50	50	50	Contract costs increased
Human Resources/Payroll - Joint IT system		26	26	26	Increased annual costs of new system - Corporate Management Committee - Feb & Oct 2022
Human Resources/Payroll - Joint IT system		20	10		Increased costs of dual running until both systems live
Law & Governance - Legal Services	30				Additional agency staffing provision to June 2022 - Corporate Management Committee- Jan 2022
Law & Governance - Legal Services		(50)	(50)	(50)	Reduction in agency staff
Law & Governance - staffing restructure	36	(1)	(1)	(1)	Corporate Management Committee - Apr 2022
Planned Underspends Carried Forward from 2021/22	149				Various
Corporate Management - Economic development strategy	(10)	7	(24)	(13)	One-off provisions dropping in and out of budget
Democratic Representation - Independent remuneration panel			3		Provision required every 3 years (2021/22 & 2024/25)
Democratic Representation - Audit fees	77	113	113	113	Anticipated increase in audit fees from 2023/24
Fraud - Increase in costs	3	3	3	3	Standards & Audit/Corporate Management Committee - Nov 2022
Contingencies Planning - Hydrosnakes replacement		(15)	(15)	(15)	One-off provision in 2022/23 dropping out of budget
Contingencies Planning - Community resilience volunteers		(3)	(3)	(3)	One-off provision in 2022/23 reducing to £1k in future years
Training budget - management development		(10)	(10)	(10)	
Car Allowances - Overhaul of Essential Car User Allowance		0	(50)	(50)	£25k savings already in 2022/23 budget - Corporate Management Committee - Nov 2021
Financial Services: Insurance - broker fees		5			Insurance tender consultancy advice every 5 years (2023/24)
	<b>4,781</b>	<b>6,837</b>	<b>5,750</b>	<b>5,753</b>	

### Corporate Management Committee - Land & Property

<b>Base Budget as per 2022/23 Budget Book</b>	<b>(22,411)</b>	<b>(22,411)</b>	<b>(22,411)</b>	<b>(22,411)</b>	
Chertsey Property purchase/Partnership working with NHS	150	150	150	150	No longer possible
Legal & consultancy support to assess potential for litigation	150				SO42 - Jan 2022
Chertsey Commercial property void costs		250			Void costs separated out from bad debt provision
Parish Hall student accommodation - Management fees from Jul 2023		180	240	240	Previously covered as part of Magna Square development - Corporate Management Committee - Sep 22
Works required to re-let commercial properties		120			Multiple properties requiring works to maintain in lettable condition
Commercial car park additional electricity costs	35	55	55	55	Payable to RBCS who operate car park on behalf of the Council
On-going tree works not in base budget		16			Planned underspend brought forward to cover 2022/23 moved to 2023/24
Planned Underspends Carried Forward from 2021/22	417				Various
Property Development - Adlestone One residential marketing costs		(35)	(35)	(35)	One-off provision removed from base budget in 2023/24
Property Development - Egham Gateway residential marketing costs		(34)	(34)	(34)	One-off provision removed from base budget in 2023/24
Corporate property income/rents	(642)	(849)	(1,101)	(1,368)	Based on Investment Income projections as at Dec 2022 and reduced bad debt provision in 2022/23
Void costs during marketing period for potential asset sale		(48)	(48)	(48)	Void costs in base budget 2022/23 for part of year; removed thereafter assuming disposal



## Medium Term Financial Strategy - Adjustments to the 2022/23 base budget

	Probable 2022/23 £'000	Forecast 2023/24 £'000	Forecast 2024/25 £'000	Forecast 2025/26 £'000	Comments
Legal/Marketing for letting vacant units & void costs while vacant	63	390	(250)	(490)	Forecast additional void costs in 2023/24, offset by savings on legal/agents fee and release of historic provision for utility costs no longer required
Addlestone One - void costs		(100)	(200)	(300)	Assumes vacancies will decrease by 20% per year
Magna Square - void costs	(15)	(60)	(120)	(120)	Assumes void costs reduce by half in 2023/24 and drop out 2024/25. Provision for advertising in current year not required in full
	<b>(22,253)</b>	<b>(22,376)</b>	<b>(23,754)</b>	<b>(24,361)</b>	
<b>General</b>					
<b>Base Budget as per 2022/23 Budget Book</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Transport costs - repairs		10	20	20	Increasing costs as vehicle get older
Transport costs - fuel	30	80	80	80	Increased costs of fuel
Energy inflation in current year	200	200	200	200	Inflation calculation based on original 2022/23 budget; £200k higher costs factored in to current year
Insurance - increase in premiums	50	100	100	100	
Inflation		904	1,397	1,853	
Roundings	(31)	(30)			
	<b>249</b>	<b>1,264</b>	<b>1,797</b>	<b>2,253</b>	
Adjusted Service Committee Budgets (sub-total)	(2,349)	611	(1,446)	(1,595)	
Plus Growth bids		1,572	325	327	
<b>Adjusted Base Budgets A</b>	<b>(2,349)</b>	<b>2,182</b>	<b>(1,121)</b>	<b>(1,268)</b>	

# General Fund Summary Revenue Account

## Council Budget for the Year Ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure on Services</u></b>				
Housing Committee	1,804,913	2,229,070	2,292,734	2,352,235
Community Services Committee	3,354,710	4,870,489	5,386,244	5,115,372
Environmental and Sustainability Committee	3,532,451	4,453,171	4,965,037	5,418,504
Licensing Committee	19,216	25,429	25,429	25,962
Regulatory Committee	76,272	105,325	101,089	114,646
Planning Committee	508,106	2,047,735	2,072,301	2,300,276
Corporate Management Committee	(19,906,913)	(17,651,960)	(17,190,976)	(14,716,553)
Growth Bids to be agreed - Revenue	0	0	0	820,000
Growth Bids to be agreed - Capital (revenue consequent)	0	0	0	752,000
<b>Net Expenditure on Services</b>	<b>(10,611,245)</b>	<b>(3,920,741)</b>	<b>(2,348,142)</b>	<b>2,182,442</b>
<b><u>Transfers and Financing Adjustments</u></b>				
Accounting and Other Adjustments:				
Reversal of Depreciation Charge	(1,905,027)	(2,178,067)	(2,178,067)	(2,178,067)
Cost of Capital Charge to HRA	(43,000)	(43,000)	(43,000)	(43,000)
Other accounting adjustments	142,200	0	0	0
Transfer to/(from) Reserves:				
Business Rates Equalisation Reserve	4,120,000	(3,147,000)	(2,225,000)	0
Car Park reserve	180,000	0	0	(180,000)
Equipment repairs and renewals reserve	750,000	750,000	750,000	750,000
Property repairs and renewals reserve	950,000	1,345,000	1,345,000	750,000
Infrastructure Feasibility Study Reserve	(20,000)	(162,000)	(162,000)	0
Investment Property income equalisation reserve	950,000	750,000	750,000	750,000
Tennis Court Replacement reserve	0	0	0	14,400
Financing and Investment Income:				
Investment Income	(240,496)	(440,000)	(2,300,000)	(3,600,000)
Interest on loans to RBC companies	(1,484,043)	(1,862,000)	(1,812,000)	(2,036,000)
Capital financing costs	12,837,047	13,480,000	13,044,000	13,351,000
Minimum Revenue Provision	4,125,958	4,586,000	4,324,000	4,612,000
Taxation and Non-Specific Grant Income:				
Council Tax income	(5,832,004)	(6,198,784)	(6,198,784)	(6,447,162)
Council Tax surplus/deficit	(137,107)	(165,770)	(121,000)	(228,000)
Business Rates Retention (net)	(4,263,802)	(1,383,000)	(2,105,000)	(2,497,000)
New Homes Bonus	(599,418)	(907,260)	(907,260)	(609,806)
Services Grant	0	(127,777)	(127,777)	(72,000)
Lower Teir Services Grant	(756,085)	(125,888)	(125,888)	0
Revenue Support Grant	0	0	(295)	(82,668)
Other Grants	(1,169,816)	0	(37,084)	(506,389)
<b>Use of / (Contribution to) Working Balance</b>	<b>(3,006,838)</b>	<b>249,713</b>	<b>(478,297)</b>	<b>3,929,751</b>

## Council Tax Income Calculation

Council Tax Base (note 1)	33,404	34,524	34,524	34,865
Basic Amount of Council Tax (note 2)	£174.59	£179.55	£179.55	£184.92

### **Notes**

1. This represents the number of properties adjusted for discounts, exemptions and bandings.
2. Calculated by dividing the net demand by the Council Tax base.

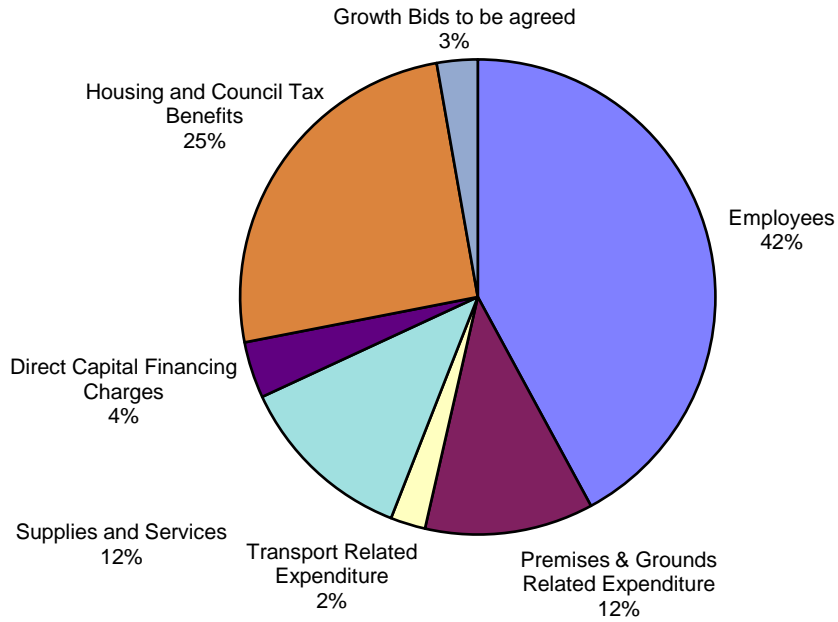
## GENERAL FUND SUBJECTIVE ANALYSIS

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>EXPENDITURE</u></b>				
Employees	18,175,127	20,742,717	20,611,951	23,863,142
Premises & Grounds Related Expenditure	5,743,938	5,538,661	6,420,629	6,503,540
Transport Related Expenditure	1,040,972	1,363,412	1,260,057	1,347,993
Supplies and Services	4,355,354	5,616,565	7,033,892	6,885,351
Direct Capital Financing Charges	1,898,206	2,183,267	2,178,067	2,178,067
Housing and Council Tax Benefits	14,910,361	14,335,000	14,335,000	14,335,000
Growth Bids to be agreed	0	0	0	1,572,000
<b>Gross Expenditure</b>	<b>46,123,958</b>	<b>49,779,622</b>	<b>51,839,596</b>	<b>56,685,093</b>
<b><u>INCOME</u></b>				
Housing Benefits Subsidy	14,875,536	14,373,800	14,373,800	14,373,800
Government Grants	1,083,415	503,585	625,682	501,140
Grants, Contributions, Donations and Sponsorship	4,312,564	2,522,919	2,781,907	2,573,622
Fees and Charges	6,526,107	6,977,197	6,283,938	6,625,958
Rents and Leases	27,625,420	27,082,020	27,805,569	27,999,689
Recycling Scheme	155,276	93,040	119,230	93,140
Recharges to Other Services	1,932,365	2,086,752	2,136,562	2,220,852
Other Income	224,520	61,050	61,050	114,450
<b>Gross Income</b>	<b>56,735,202</b>	<b>53,700,363</b>	<b>54,187,738</b>	<b>54,502,651</b>
<b>Net Expenditure on Services</b>	<b>(10,611,245)</b>	<b>(3,920,741)</b>	<b>(2,348,142)</b>	<b>2,182,442</b>

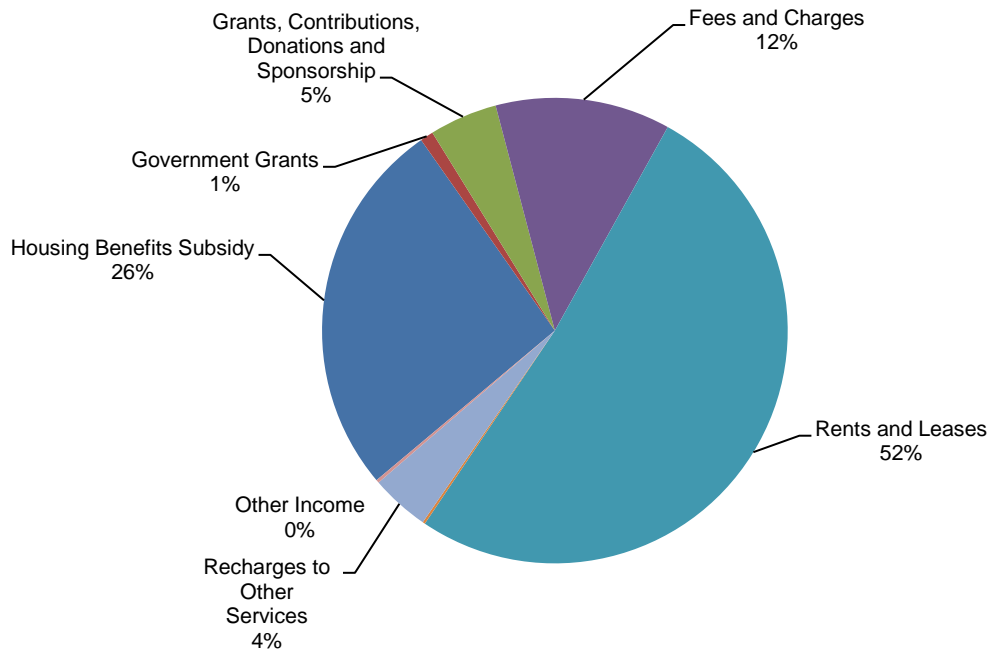
<b>Movement in General Fund Working Balance</b>				
	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Movement in reserves (above)</b>	<b>(10,611,245)</b>	<b>(3,920,741)</b>	<b>(2,348,142)</b>	<b>2,182,442</b>
Accounting and Other Adjustments	(1,805,827)	(2,221,067)	(2,221,067)	(2,221,067)
Transfer to/(from) earmarked reserves	6,930,000	(464,000)	458,000	2,084,400
Financing and Investment Income	15,238,466	15,764,000	13,256,000	12,327,000
Taxation and Non-Specific Grant Income	(12,758,232)	(8,908,479)	(9,623,088)	(10,443,025)
<b>Use of / (Contribution to) General Fund Working Balance</b>	<b>(3,006,838)</b>	<b>249,713</b>	<b>(478,297)</b>	<b>3,929,751</b>

# GENERAL FUND SUBJECTIVE ANALYSIS

## Gross Expenditure 2023/24



## Gross Income 2023/24



## Housing Committee

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Summary</u></b>				
<b><u>Runnymede renewal</u></b>				
Private sector renewal assistance	44,100	51,700	51,700	51,800
Care and repair service	56,017	91,879	101,879	127,579
Housing enforcement	72,919	138,250	134,150	155,200
<b><u>Homes first</u></b>				
Housing strategy and enabling	72,905	60,450	60,450	96,650
Housing advice and register	409,034	543,870	537,449	555,450
Property leases, working with partners	32,032	34,500	34,500	39,735
Homelessness	276,192	245,704	257,304	227,304
Magna Carta Lettings	103,967	271,730	275,680	285,530
<b><u>Benefits service</u></b>				
Housing and Council Tax benefits	737,747	790,987	839,622	812,987
<b>Net expenditure</b>	<b>1,804,913</b>	<b>2,229,070</b>	<b>2,292,734</b>	<b>2,352,235</b>

## Private sector renewal assistance

### Service description

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

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

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

## Private sector renewal assistance

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	30,900	37,200	37,200	37,100
Training and recruitment	0	300	300	300
<u>Transport related expenditure</u>				
Travelling and subsistence	700	700	700	700
<u>Support services</u>				
	12,500	13,500	13,500	13,700
<b>Net expenditure</b>	<b>44,100</b>	<b>51,700</b>	<b>51,700</b>	<b>51,800</b>

## Runnymede care and repair (home improvement) service

### Service description

<b>Budget manager:</b>	Corporate Head of Community Services - Mr D Williams
<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)

## Runnymede care and repair (home improvement) service

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	58,906	136,300	146,300	171,400
<u>Transport related expenditure</u>				
Travelling and subsistence	600	900	900	900
<u>Supplies and services</u>				
General office expenses	4,788	4,800	4,800	4,800
Computer maintenance	366	370	370	370
Handyman Services	37,986	0	0	0
<u>Support services</u>				
	25,840	29,140	29,140	29,740
<b>Gross expenditure</b>	<b>128,486</b>	<b>171,510</b>	<b>181,510</b>	<b>207,210</b>
<b><u>Income</u></b>				
Fees and charges	17,276	25,000	25,000	25,000
Surrey County Council Supporting People grant:				
- Core Grant	26,519	26,519	26,519	26,519
- Handyman Services	28,674	28,112	28,112	28,112
<b>Gross income</b>	<b>72,469</b>	<b>79,631</b>	<b>79,631</b>	<b>79,631</b>
<b>Net expenditure</b>	<b>56,017</b>	<b>91,879</b>	<b>101,879</b>	<b>127,579</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

**Legal status:**

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

**Policy objectives:**

Private sector housing renewal strategy (approved 2010)

Private sector housing enforcement policy (August 2012)

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

## Housing enforcement (housing standards)

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Salaries	99,588	154,300	154,300	174,800
Training and recruitment	1,093	900	900	900
<b><u>Transport related expenditure</u></b>				
Travelling and subsistence	3,100	3,250	3,200	3,200
<b><u>Supplies and services</u></b>				
General office expenses	153	200	150	200
Communications	2,957	2,900	2,900	3,200
Legal fees	2,160	0	0	0
<b><u>Support services</u></b>				
	21,500	22,700	22,700	22,900
<b>Gross expenditure</b>	<b>130,551</b>	<b>184,250</b>	<b>184,150</b>	<b>205,200</b>
<b><u>Income</u></b>				
<b><u>Fees and charges</u></b>				
HMO Licensing fee income	52,782	46,000	50,000	50,000
Costs recovered	4,850	0		
<b>Gross income</b>	<b>57,632</b>	<b>46,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Net expenditure</b>	<b>72,919</b>	<b>138,250</b>	<b>134,150</b>	<b>155,200</b>



## Housing strategy and enabling

### Service description

**Budget manager:** Corporate Head of Housing - Mr A Vincent

**Service function:**

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

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

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

**Legal status:**

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

## Housing strategy and enabling

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Housing enabling role</u></b>				
Salaries & Agency staff costs	6,700	7,100	7,100	7,400
Staff training	(195)	250	250	250
Car allowances	100	100	100	100
Support services	13,800	14,500	14,500	14,500
<b>Total - Housing enabling service</b>	<b>20,405</b>	<b>21,950</b>	<b>21,950</b>	<b>22,250</b>
<b><u>Housing strategy</u></b>				
Salaries	46,900	29,800	29,800	30,700
Car allowances	100	100	100	100
Support services	4,700	4,800	4,800	4,800
<b>Total - Housing strategy service</b>	<b>51,700</b>	<b>34,700</b>	<b>34,700</b>	<b>35,600</b>
<b><u>Other related budgets</u></b>				
Supplies and services	800	800	800	800
Housing redevelopment resource	0	3,000	3,000	3,000
Housing needs survey	0	0	0	35,000
<b>Total - Supplies and services</b>	<b>800</b>	<b>3,800</b>	<b>3,800</b>	<b>38,800</b>
<b>Net expenditure</b>	<b>72,905</b>	<b>60,450</b>	<b>60,450</b>	<b>96,650</b>

## Housing advice and housing register

### Service description

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

**Service function:** The main functions are to

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

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

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

## Housing advice and housing register

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Housing advice</u></b>				
Salaries	167,000	220,700	218,400	230,000
Training and recruitment	335	500	500	500
Travelling and subsistence	2,500	2,600	2,600	2,600
Support services	50,200	51,000	51,350	52,850
<b>Total - Housing advice service</b>	<b>220,035</b>	<b>274,800</b>	<b>272,850</b>	<b>285,950</b>
<b><u>Housing register</u></b>				
Salaries	134,300	168,300	167,000	178,900
Training and recruitment	0	300	300	300
Car allowances	2,800	2,800	2,800	2,800
Support services	44,000	44,300	44,300	44,300
Depreciation (New IT)	17	26,610	26,610	26,610
<b>Total - Housing register service</b>	<b>181,117</b>	<b>242,310</b>	<b>241,010</b>	<b>252,910</b>
<b><u>Other related budgets</u></b>				
Printing, stationery, booklet etc.,	2,282	2,460	1,990	1,990
Systems Upgrades & annual support	25,680	19,600	19,600	12,600
Clients medical expenses	740	3,000	1,500	1,500
Housing applicant checks	1,600	1,700	500	500
Agency Payments Surrey CC	20,400	20,000	21,480	23,500
<b>Total - Supplies and services</b>	<b>50,702</b>	<b>46,760</b>	<b>45,070</b>	<b>40,090</b>
Grants & Contributions	42,820	20,000	21,481	23,500
Costs recovered				
<b>Net expenditure</b>	<b>409,034</b>	<b>543,870</b>	<b>537,449</b>	<b>555,450</b>

## Property Leases

### Service description

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

**Policy objectives:**

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

## Property Leases

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	3,300	3,500	3,500	3,700
Travelling and subsistence	0	0	0	0
<u>Premises related expenses</u>				
Building maintenance - Ongoing maintenance	32,650	31,500	31,500	34,650
Void costs - utilities & C. Tax payments due	2,528	1,640	1,640	2,025
Rental payments to Landlords	118,996	104,200	104,200	111,500
<u>Support services</u>	12,600	11,500	11,500	11,500
<b>Gross expenditure</b>	<b>170,074</b>	<b>152,340</b>	<b>152,340</b>	<b>163,375</b>
<b><u>Income</u></b>				
Rents received	94,410	82,200	82,200	88,000
Rusham Road Lease	26,500	26,500	26,500	26,500
Grants & Contributions	17,132	9,140	9,140	9,140
<b>Gross income</b>	<b>138,042</b>	<b>117,840</b>	<b>117,840</b>	<b>123,640</b>
<b>Net expenditure</b>	<b>32,032</b>	<b>34,500</b>	<b>34,500</b>	<b>39,735</b>

## Homelessness

### Service description

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

**Service function:**

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

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

**Legal status:**

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

**Policy objectives:**

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

## Homelessness

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Salaries	277,300	354,100	384,100	402,900
Training and recruitment	5,063	2,500	2,500	2,500
<b><u>Transport related expenditure</u></b>				
Travelling and subsistence	5,958	6,100	6,100	6,100
<b><u>Premises related expenses</u></b>				
Building maintenance	50	5,000	30,000	7,500
Bed and breakfast accommodation	34,662	70,000	70,000	75,000
<b><u>Supplies and services</u></b>				
General expenses	59,554	51,800	50,400	50,600
Transform - Winter Shelter	0	0		
<b><u>Support services</u></b>				
	72,760	74,060	74,060	78,560
<b><u>Capital Charges</u></b>				
	745	744	744	744
<b>Gross expenditure</b>	<b>456,092</b>	<b>564,304</b>	<b>617,904</b>	<b>623,904</b>
<b><u>Income</u></b>				
Fees and Charges	2,226	0	0	0
Rents (includes bed and breakfast rents)	18,351	28,000	40,000	46,000
Grants applied	159,323	290,600	320,600	350,600
<b>Gross income</b>	<b>179,900</b>	<b>318,600</b>	<b>360,600</b>	<b>396,600</b>
<b>Net expenditure</b>	<b>276,192</b>	<b>245,704</b>	<b>257,304</b>	<b>227,304</b>

## Magna Carta Lettings

### Service description

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

**Service function:**

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

**Legal status:**

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

**Policy objectives:**

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

## Magna Carta Lettings

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Salaries	116,600	137,200	137,200	140,000
Training and recruitment	565	3,300	3,300	3,300
<b><u>Transport related expenditure</u></b>				
Travelling and subsistence	2,900	3,050	3,050	3,050
<b><u>Premises related expenses</u></b>				
Building maintenance	10,534	12,000	27,000	30,000
Property Rents	606,516	597,000	662,000	720,000
Other property costs	9,000	15,000	15,000	15,000
<b><u>Supplies and services</u></b>				
General expenses	4,309	9,700	7,650	9,700
Rental deposits and guarantees (unrecoverable)	61,825	37,000	35,000	37,000
<b><u>Support services</u></b>				
	49,880	50,480	50,480	50,480
<b>Gross expenditure</b>	<b>862,129</b>	<b>864,730</b>	<b>940,680</b>	<b>1,008,530</b>
<b><u>Income</u></b>				
Rental income	601,160	590,000	662,000	720,000
Grants applied	157,002	3,000	3,000	3,000
<b>Gross income</b>	<b>758,162</b>	<b>593,000</b>	<b>665,000</b>	<b>723,000</b>
<b>Net expenditure</b>	<b>103,967</b>	<b>271,730</b>	<b>275,680</b>	<b>285,530</b>

## Benefits service

### Service description

<b>Budget manager:</b>	Corporate Head of Customer, Digital and Collection 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)

## Benefits service

### Budget for the year ending 31 March 2024

	<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<b>Administrative expenses and subsidies</b>				
<b><u>Expenditure</u></b>				
<b><u>Employees</u></b>				
Salaries	501,043	555,700	555,700	564,400
Training and recruitment	4,371	5,850	5,850	5,850
<b><u>Transport related expenditure</u></b>				
Travelling and subsistence	162	200	200	200
<b><u>Supplies and services</u></b>				
General office expenses	36,629	31,350	31,350	31,350
Computer maintenance	72,718	58,700	70,700	64,000
External audit fees - grant claims	13,400	14,000	50,635	22,000
<b><u>Support services</u></b>				
Capital Charges	13,660	14,167	14,167	14,167
<b>Sub total - Administrative costs</b>	<b>1,021,303</b>	<b>1,061,787</b>	<b>1,110,422</b>	<b>1,083,787</b>
<b><u>Government subsidies (administration)</u></b>				
General administration subsidy	318,381	232,000	232,000	232,000
<b>Sub total - Government subsidies</b>	<b>318,381</b>	<b>232,000</b>	<b>232,000</b>	<b>232,000</b>
<b>Net expenditure on administration</b>	<b>702,922</b>	<b>829,787</b>	<b>878,422</b>	<b>851,787</b>
<b>Benefits granted and Government subsidy</b>				
<b><u>Benefits granted</u></b>				
Local housing allowances	9,476,994	8,800,000	8,800,000	8,800,000
Local housing allowances - local scheme	3,399	5,000	5,000	5,000
Rent rebates (Incl. non - HRA rebates)	5,429,968	5,530,000	5,530,000	5,530,000
Rent rebates - local scheme	0	0		
<b>Sub total - Benefits granted</b>	<b>14,910,361</b>	<b>14,335,000</b>	<b>14,335,000</b>	<b>14,335,000</b>
<b><u>Government subsidies (benefits)</u></b>				
Local housing allowances subsidy	9,423,236	8,800,000	8,800,000	8,800,000
Rent rebates subsidy (incl. non - HRA)	5,430,841	5,520,000	5,520,000	5,520,000
Local scheme subsidy	2,549	3,800	3,800	3,800
Incentive areas subsidy	18,910	50,000	50,000	50,000
<b>Sub total - subsidy and other items</b>	<b>14,875,536</b>	<b>14,373,800</b>	<b>14,373,800</b>	<b>14,373,800</b>
<b>Net expenditure on benefits granted</b>	<b>34,825</b>	<b>(38,800)</b>	<b>(38,800)</b>	<b>(38,800)</b>
<b>Net expenditure on benefits service</b>	<b>737,747</b>	<b>790,987</b>	<b>839,622</b>	<b>812,987</b>

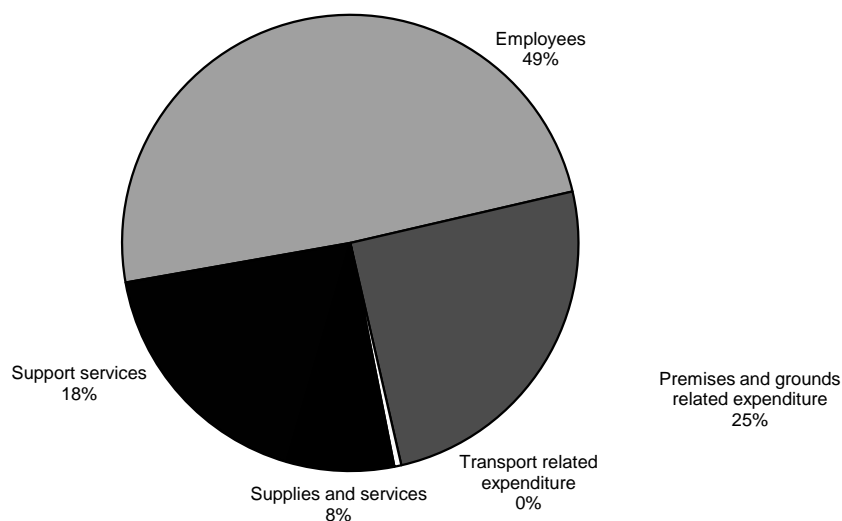
## Housing Committee

### Subjective analysis

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	1,453,769	1,818,100	1,854,500	1,955,200
Premises and grounds related expenditure	814,936	836,340	941,340	995,675
Transport related expenditure	18,920	19,800	19,750	19,750
Supplies and services	348,347	261,380	302,825	302,110
Support services	687,100	697,800	698,150	705,150
Capital charges	14,422	41,521	41,521	41,521
<b>Revenue expenditure</b>	<b>3,337,494</b>	<b>3,674,941</b>	<b>3,858,086</b>	<b>4,019,406</b>
Housing benefits granted	14,910,361	14,335,000	14,335,000	14,335,000
<b>Total expenditure</b>	<b>18,247,855</b>	<b>18,009,941</b>	<b>18,193,086</b>	<b>18,354,406</b>
<b><u>Income</u></b>				
Housing benefits subsidy	14,875,536	14,373,800	14,373,800	14,373,800
Government grants	335,513	241,140	241,140	241,140
Grants and contribution to costs	414,338	368,231	399,712	431,731
Fees and charges	817,555	797,700	885,700	955,500
<b>Gross income</b>	<b>16,442,942</b>	<b>15,780,871</b>	<b>15,900,352</b>	<b>16,002,171</b>
<b>Net expenditure</b>	<b>1,804,913</b>	<b>2,229,070</b>	<b>2,292,734</b>	<b>2,352,235</b>

### **Expenditure Analysis 2023/24**

(excluding Housing Benefits granted)



## Community Services Committee

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Summary</u></b>				
<u>Older people services</u>				
Older people services administration	(261,618)	(46,861)	(52,626)	(8,101)
Centres for older people	647,862	608,773	721,083	778,018
Community meals service	151,542	82,475	172,249	173,841
Community alarm (Careline)	(41,374)	(33,716)	(34,759)	(70,594)
<u>Community transport services</u>				
Runnymede community transport	131,216	603,161	419,193	356,831
<u>Community Safety</u>				
Safer Runnymede	501,131	372,215	600,073	479,263
Community Safety Partnership	61,516	66,900	71,400	138,502
<u>Assistance to voluntary organisations</u>				
Grant aid	327,647	364,987	426,850	373,777
<u>Cultural and related services</u>				
Leisure and sports development	735	546,831	490,125	732,074
Chertsey Museum service	174,190	238,689	224,195	255,292
Allotments	22,385	32,943	32,129	33,067
Community halls	242,699	325,688	341,999	333,169
Parks and open spaces	1,371,580	1,626,523	1,982,146	1,487,123
<u>Environmental and regulatory services</u>				
Cemeteries and closed churchyards	25,200	81,881	(7,813)	53,110
<b>Net expenditure</b>	<b><u>3,354,710</u></b>	<b><u>4,870,489</u></b>	<b><u>5,386,244</u></b>	<b><u>5,115,372</u></b>



## Older People Services Administration

### Service Description

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

**Service function:** The management and administration of community services.

**Legal status:** The National Assistance Act 1948 (Sec 29)  
Health and Social Services and Social Security Adjudications Act 1983 (Sch,9,Part II)  
Health Services and Public Health Act 1968 (Section 45)  
NHS and Community Care Act 1990.

### Budget for the year ending 31 March 2024

	<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	164,312	291,500	291,500	376,600
Training and recruitment	6,927	27,942	30,526	25,094
<u>Premises related expenses</u>				
Runnymede direct services - day centres	3,300	2,900	3,400	3,500
<u>Transport related expenditure</u>				
Travelling and subsistence	5,406	9,906	9,906	10,037
Community services van	500	500	500	500
<u>Supplies and services</u>				
Equipment, furniture and materials	0	0	52	0
General office expenses	2,936	18,441	18,441	17,756
Communications and computing	1,516	1,974	3,073	2,091
Services and expenses	44	0	0	0
Grants and subscriptions - lunch club	0	400	400	400
Miscellaneous expenses - third party insurance	6,574	6,582	6,582	6,911
<u>Support services</u>	163,260	171,820	171,820	171,820
<b>Gross expenditure</b>	<b>354,774</b>	<b>531,965</b>	<b>536,200</b>	<b>614,709</b>
<b><u>Income</u></b>				
Government Grant	91,376	0	0	0
Grants and Contributions	79,660	154,020	164,020	164,020
Sales Fees and charges	445,357	424,806	424,806	458,790
<b>Gross Income</b>	<b>616,393</b>	<b>578,826</b>	<b>588,826</b>	<b>622,810</b>
<b>Net expenditure</b>	<b>(261,618)</b>	<b>(46,861)</b>	<b>(52,626)</b>	<b>(8,101)</b>

## Centres for Older People

### Service Description

<b>Budget manager:</b>	Business Centre Manager - Corporate Head of Community Services - Mr D Williams
<b>Service function:</b>	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.
<b>Legal status:</b>	The National Assistance Act 1948 (Sec 29) Health and Social Services and Social Security Adjudications Act 1983 (Sch.9,Part II) Health Services and Public Health Act 1968 NHS and Community Care Act 1990.

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	547,150	588,807	588,678	704,252
Training And Recruitment	0	612	403	673
<u>Premises related expenses</u>				
Building maintenance	20,363	37,706	38,460	77,113
Energy costs	30,366	38,793	61,215	68,371
Water services	(205)	5,962	5,962	6,558
Rent, rates and insurance	27,711	28,515	28,515	31,079
Cleaning and domestic supplies	16,604	26,719	25,117	28,147
Grounds maintenance	1,982	2,360	4,293	2,596
<u>Transport related expenditure</u>				
Car allowances	1,300	1,300	1,300	1,300
<u>Supplies and services</u>				
Equipment, furniture and materials	25,684	42,729	30,881	47,002
Catering expenses	22,186	85,822	54,985	92,905
Clothes, uniform and laundry	76	555	542	610
General office expenses	17	281	556	309
Communications and computing	4,968	5,248	5,348	5,773
Services and expenses	4,658	9,162	7,574	8,052
<u>Support services</u>	46,240	47,940	47,940	47,840
<u>Depreciation and impairment losses</u>	97,135	97,134	97,134	97,134
<u>Savings target</u>				
Closure of 1 Centre over the Christmas period	(2,000)	(2,000)	(2,000)	(2,000)
<b>Gross expenditure</b>	<b>844,233</b>	<b>1,017,645</b>	<b>996,903</b>	<b>1,217,714</b>
<u>Income</u>				
Grants and contributions	126,710	108,750	108,750	108,750
Sales, fees and charges	69,662	299,560	166,508	330,328
Rents and leases	0	562	562	618
<b>Gross income</b>	<b>196,372</b>	<b>408,872</b>	<b>275,820</b>	<b>439,696</b>
<b>Net expenditure</b>	<b>647,862</b>	<b>608,773</b>	<b>721,083</b>	<b>778,018</b>

## Centres for Older People

### Notes

	<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>
<u>Net direct Expenditure of centres</u>	Actual	Estimate	Probable	Estimate
	£	£	£	£
Eileen Tozer centre	153,323	98,900	147,229	128,336
Manor Farm centre	143,744	120,258	151,012	177,887
Woodham and New Haw centre	99,934	118,787	157,209	148,294
Windle Valley - SHBC	133,864	132,884	136,756	182,827
Windle Valley - SHBC Saturday Club	3,260	23,170	22,670	24,033
Other costs (depreciation etc.)	113,738	114,774	106,207	116,641
	<b>647,862</b>	<b>608,773</b>	<b>721,083</b>	<b>778,018</b>

## Community Meals Service (Meals-On-Wheels)

### Service Description

<b>Budget manager:</b>	Business Centre Manager - Corporate Head of Community Services - Mr D Williams
<b>Service function:</b>	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.
<b>Legal status:</b>	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.
<b>Policy objective:</b>	The provision of safe, efficient, and cost effective Meals on Wheels for vulnerable people in the Borough.

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	290,136	299,415	297,767	317,305
Training & Recruitment	0	510	300	561
<u>Premises expenses</u>				
Depot recharge	4,700	4,700	4,700	4,700
Cleaning and domestic supplies	43	340	340	374
<u>Transport related expenditure</u>				
Direct transport costs	51,866	50,550	60,550	58,780
Car allowances	1,200	2,000	2,000	2,000
<u>Supplies and services</u>				
Equipment, furniture and materials	424	6,132	3,632	6,745
Catering expenses	169,204	152,694	152,694	167,963
Clothes, uniforms and laundry	209	1,341	1,341	1,475
General Office	350	164	164	180
Communications and computing	1,798	979	3,190	1,077
<u>Support services</u>	27,700	30,300	30,300	30,300
<b>Gross expenditure</b>	<b>547,631</b>	<b>549,125</b>	<b>556,978</b>	<b>591,460</b>
<b><u>Income</u></b>				
Grants and contributions - SCC care contribution	9,094	9,089	9,089	9,089
Surrey Heath Partnership - contribution	188,602	192,629	190,000	208,039
Runnymede working - Sales, fees and charges	198,393	264,932	185,640	200,491
<b>Gross income</b>	<b>396,089</b>	<b>466,650</b>	<b>384,729</b>	<b>417,619</b>
<b>Net expenditure</b>	<b>151,542</b>	<b>82,475</b>	<b>172,249</b>	<b>173,841</b>

## Community Alarm (Careline System)

### Service Description

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	324,152	343,200	343,200	358,200
Training & Recruitment	0	100	100	110
<u>Transport related expenditure</u>				
Car allowances	16,800	16,800	16,800	16,800
<u>Supplies and services</u>				
Equipment, furniture and materials (purchase of new units)	68,865	85,000	85,000	77,300
General office expenses	1,544	1,688	1,638	1,857
Communications and computing	1,310	2,496	1,503	2,745
<u>Support services</u>	170,480	172,720	172,720	128,220
<b>Gross expenditure</b>	<b>583,150</b>	<b>622,004</b>	<b>620,961</b>	<b>585,232</b>
<b><u>Income</u></b>				
<u>Rents and leases:</u>				
Surrey Heath Partnership - contribution	506,324	531,510	531,510	531,590
Runnymede - Sales, fees and charges		3,710	3,710	3,736
Recharges to HRA services	118,200	120,500	120,500	120,500
<b>Gross income</b>	<b>624,524</b>	<b>655,720</b>	<b>655,720</b>	<b>655,826</b>
<b>Net expenditure</b>	<b>(41,374)</b>	<b>(33,716)</b>	<b>(34,759)</b>	<b>(70,594)</b>

## Runnymede Community Transport

### Service Description

<b>Budget manager:</b>	Business Centre Manager - Corporate Head of Community Services - Mr D Williams
<b>Service function:</b>	To provide accessible transport services for older Runnymede residents and those with disabilities.
<b>Legal status:</b>	1985 Transport Act Health Service and Public Health Act 1968 (DHSS Circular 17/71) 1990 NHS and Community Care Act. Local Government Act 2003, Highways Act 1980 and associated legislation.
<b>Policy objective:</b>	To provide a safe, efficient and cost effective transport service for vulnerable people living in Runnymede and introduce a series of initiatives that are designed to create safe and secure journeys.

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	453,867	886,733	654,882	609,881
Training and recruitment	1,800	2,861	1,200	1,910
<u>Premises related expenses</u>				
Building Maintenance	0	165	165	182
Depot recharge	10,400	10,400	10,400	10,400
Cleaning and Domestic Supplies	182	2,650	400	440
<u>Transport related expenditure</u>				
Direct Transport Costs	165	258	108	119
Transport recharges	184,789	357,194	248,800	275,440
Hire of buses	0	0	0	0
Travelling and subsistence	1,900	4,500	3,000	3,000
<u>Supplies and services</u>				
Furniture and equipment	1,121	6,066	3,206	4,627
Clothes, uniform and laundry	0	4,071	2,333	2,566
General office expenses	622	1,494	900	990
Communications and computing	11,457	18,445	11,177	12,295
Services and expenses	1,710	0	0	0
<u>Support services</u>	57,140	59,740	49,240	49,240
<u>Depreciation and impairment losses</u>	59,579	74,170	74,170	74,170
<b>Gross expenditure</b>	<b>784,732</b>	<b>1,428,747</b>	<b>1,059,981</b>	<b>1,045,260</b>
<b><u>Income</u></b>				
<u>Grants and contributions</u>				
Section 106 agreements towards the school bus scheme	109,603	0	0	0
Surrey County Council partnership work towards community Tr	319,373	285,000	285,000	285,000
Surrey County Council grant support: towards community transport				
- social services	94,257	94,946	94,946	94,946
- transport unit	68,320	68,317	68,317	68,317
Vehicle fuel rebate	4,055	15,520	15,520	15,520
Sales, fees and charges	54,908	358,803	174,005	221,646
Recharge to Services	3,000	3,000	3,000	3,000
<b>Gross income</b>	<b>653,517</b>	<b>825,586</b>	<b>640,788</b>	<b>688,429</b>
<b>Net expenditure</b>	<b>131,216</b>	<b>603,161</b>	<b>419,193</b>	<b>356,831</b>

## Runnymede community Transport

### Notes

	<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<b><u>Net expenditure includes the following:</u></b>				
Community transport - Runnymede Borough Council	171,482	262,408	258,502	283,884
Community transport - Surrey Heath	59,079	125,409	160,691	72,947
Other	(99,346)	215,344	0	0
	131,216	603,161	419,193	356,831

## 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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	715,400	740,600	773,600	773,700
Training and recruitment	1,330	2,200	4,820	2,420
<u>Premises related expenses</u>				
Utility costs	1,942	2,200	4,531	4,070
Rents, rates and insurance	3,425	3,374	3,374	3,387
Grounds maintenance	5,442	797	873	817
<u>Transport related expenditure</u>				
Travelling and subsistence	0	200	0	220
Car allowances	1,600	1,600	1,600	1,600
<u>Supplies and services</u>				
Equipment, furniture and materials	107,043	121,451	153,651	163,551
Catering expenses	0	102	102	112
Clothes, uniform and laundry	434	500	500	550
General office expenses	2,063	2,337	2,402	2,570
Communications and computing	110,352	89,499	94,765	103,349
Services and expenses	374	1,991	4,491	2,190
Miscellaneous Expenses	481	165	165	173
<u>Support services</u>	141,000	148,900	148,900	148,900
<u>Depreciation and impairment losses</u>	103,989	106,153	106,153	106,153
<b>Gross expenditure</b>	<b>1,194,874</b>	<b>1,222,069</b>	<b>1,299,927</b>	<b>1,313,762</b>
<b><u>Income</u></b>				
Costs recovered from third parties (for services)	359,142	513,824	383,504	518,053
Other Grants and Contributions	56,250	56,250	56,250	56,250
Sales fees and charges	971	1,200	1,200	1,296
Recharges to services	277,380	278,580	258,900	258,900
<b>Gross income</b>	<b>693,743</b>	<b>849,854</b>	<b>699,854</b>	<b>834,499</b>
<b>Net expenditure</b>	<b>501,131</b>	<b>372,215</b>	<b>600,073</b>	<b>479,263</b>



## Community Safety Partnership

### Service Description

<b>Budget managers:</b>	Community Services Manager - Safer Runnymede - Mr L Bygrave Community Safety Officer - Ms K Walker
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	50,600	55,200	55,200	120,600
Training and Recruitment	0	1,000	500	1,100
<u>Premises related expenses</u>				
Grounds maintenance	400	400	400	400
<u>Transport related expenditure</u>				
Car allowances	200	200	200	200
<u>Supplies and services</u>				
Grants and subscriptions	4,330	5,000	5,000	5,500
Miscellaneous expenses:				
- Joint Action Group (JAG)	1,177	2,900	2,900	3,190
- New Projects	3,009	0	211	523
- ECINS			2,909	2,909
- DHR			5,000	5,000
<u>Support services</u>	7,100	7,200	7,200	7,200
<b>Gross expenditure</b>	<b>66,816</b>	<b>71,900</b>	<b>79,520</b>	<b>146,622</b>
<b><u>Income</u></b>				
Other grants and contributions	5,300	5,000	8,120	8,120
<b>Gross income</b>	<b>5,300</b>	<b>5,000</b>	<b>8,120</b>	<b>8,120</b>
<b>Net expenditure</b>	<b>61,516</b>	<b>66,900</b>	<b>71,400</b>	<b>138,502</b>

## Grant Aid

### Service Description

<b>Budget manager:</b>	Head of Democratic Services - G Lelliott (1) - Community Development Officer - C. Noble (2) - Corporate Head of Community Services - D Williams
<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 for the year ending 31 March 2024

<u>Expenditure</u>	<u>2021/22</u> <u>Actual</u> £	<u>2022/23</u> <u>Estimate</u> £	<u>2022/23</u> <u>Probable</u> £	<u>2023/24</u> <u>Estimate</u> £
<u>Employees</u>				
Direct employee expenses	30,800	24,300	24,300	10,700
Training and Recruitment	0	1,500	1,500	1,650
 <u>Supplies and services</u>				
<u>Corporate grants</u>				
General	1,300	700	700	700
Christmas Decorations	0	17,200	17,200	17,200
Runnymede Access Liaison group	1,500	1,500	1,500	1,500
 <u>Community related grants</u>				
Citizens Advice Bureau	103,700	103,700	103,700	103,700
Runnymede Association of Voluntary Services	33,000	33,000	33,000	33,000
Partnership Officer grants	5,204	8,087	10,000	8,087
Community First initiative	5,450	35,000	35,000	35,000
Holme Farm			25,000	
Englefield Green Funding	17,000	17,000	17,000	17,000
Basingstoke Canal Contribution			8,000	8,000
 <u>Leisure grants</u>				
General provision	750	4,400	4,400	4,400
Grants for community events	4,250	4,800	4,800	4,800
Addlestone Community Assoc.	2,900	2,900	15,900	2,900
Arts	2,085	800	800	800
 <u>Property related grants</u>				
Rent abatement grants	89,308	75,400	89,350	89,640
 <u>Support services</u>				
	30,400	34,700	34,700	34,700
<b>Gross expenditure</b>	<b>327,647</b>	<b>364,987</b>	<b>426,850</b>	<b>373,777</b>
<b>Net expenditure</b>	<b>327,647</b>	<b>364,987</b>	<b>426,850</b>	<b>373,777</b>

## Leisure and Sports Development

### Service Description

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

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

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> <u>Actual</u> £	<u>2022/23</u> <u>Estimate</u> £	<u>2022/23</u> <u>Probable</u> £	<u>2023/24</u> <u>Estimate</u> £
<u>Employees</u>				
Direct employee expenses	116,354	177,702	176,989	204,444
Training and recruitment	476	1,002	552	1,102
<u>Premises related expenses</u>				
Building maintenance	500	0	0	0
Rent, rates and insurance	13,562	17,187	16,371	21,558
<u>Transport related expenditure</u>				
Travelling and subsistence	16	1,162	212	1,278
Transport Insurance	234	239	239	251
Car allowances	1,000	2,800	2,800	2,800
<u>Supplies and services</u>				
Equipment, furniture and materials	4,388	4,400	10,500	8,240
Clothes, Uniform and Laundry	203	1,800	924	1,980
General office expenses	12,125	16,629	15,271	19,952
Communications and computing	690	500	500	3,507
Services and Expenses	9,605	0	0	6,812
Family Support program	89,000	89,000	89,000	89,000
Miscellaneous Expenses	13,981	13,000	28,477	28,700
Grants and subscriptions	1,805	2,000	1,000	2,100
New Projects - Club 4 program	9,067	0	0	0
Public liability insurance	661	693	693	728
Youth leisure development provision	0	0	0	215,000
<u>Support services</u>	45,940	52,440	52,440	52,440
<u>Depreciation and impairment losses</u>	407,903	402,177	402,177	402,177
<b>Gross expenditure</b>	<b><u>727,510</u></b>	<b><u>782,731</u></b>	<b><u>798,145</u></b>	<b><u>1,062,069</u></b>
<u>Income</u>				
Grants and contributions	34,483	30,900	33,115	27,900
Grants and contributions - Club 4 program	9,067	5,000	13,310	8,000
Sales, fees and charges	10,532	0	11,595	44,095
Rent and Leases	672,693	200,000	250,000	250,000
<b>Gross Income</b>	<b><u>726,775</u></b>	<b><u>235,900</u></b>	<b><u>308,020</u></b>	<b><u>329,995</u></b>
<b>Net expenditure</b>	<b><u>735</u></b>	<b><u>546,831</u></b>	<b><u>490,125</u></b>	<b><u>732,074</u></b>

### Notes

	<u>2021/22</u> <u>Actual</u> £	<u>2022/23</u> <u>Estimate</u> £	<u>2022/23</u> <u>Probable</u> £	<u>2023/24</u> <u>Estimate</u> £
<b><u>Net expenditure includes the following:</u></b>				
Arts development	22,500	21,616	21,616	25,400
Sports development	27,725	26,094	34,463	248,244
Surrey Youth Games	31,111	36,110	32,880	41,636
Holiday Activities	0	0	0	0
Family Support Program	89,000	89,000	89,000	89,000
General expenditure	(169,601)	374,011	312,166	327,794
	<u>735</u>	<u>546,831</u>	<u>490,125</u>	<u>732,074</u>

## Chertsey Museum Service

### Service Description

<b>Budget manager:</b>	Business Centre Manager - Museum Curator E Warren Senior Building and Projects Manager - Mr. K Mistry (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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	152,974	184,206	184,206	188,611
Training and recruitment	1,029	442	442	486
<u>Premises related expenses</u>				
Building maintenance	2,903	7,677	7,830	13,229
Energy and utility costs	3,918	6,409	9,166	10,222
Rent, rates and insurance	46,503	47,445	46,252	52,159
Cleaning and domestic supplies	1,077	1,498	1,498	1,552
Grounds maintenance	489	535	535	559
<u>Transport related expenditure</u>				
Travelling expenses	5	104	50	114
Car allowances	800	800	800	800
<u>Supplies and services</u>				
Equipment, furniture and materials	1,134	2,039	2,039	2,243
Catering expenses	0	49	49	54
General office expenses	7,591	7,864	6,477	8,651
Communication and computing	5,014	5,217	5,415	6,289
Service and expenses	2,207	882	1,913	1,913
Miscellaneous expenses:				
- Exhibits and exhibitions	14,542	15,680	15,251	17,179
- Museum projects	342	8,000	8,000	8,000
<u>Support services</u>				
	45,700	49,700	49,700	49,500
<u>Depreciation and impairment losses</u>				
	740	0	0	0
<b>Gross expenditure</b>	<b>286,969</b>	<b>338,547</b>	<b>339,623</b>	<b>361,561</b>
<b><u>Income</u></b>				
Government Grants	1,700	0	0	0
Grants and contributions:				
- Olive Matthews Collection Trust	71,462	72,001	72,001	72,001
- Museum projects	10,957	8,000	8,000	8,000
- Other grants	2,788	2,225	2,366	2,225
Sales, fees and charges	25,871	17,632	33,061	24,043
<b>Gross income</b>	<b>112,779</b>	<b>99,858</b>	<b>115,428</b>	<b>106,269</b>
<b>Net expenditure</b>	<b>174,190</b>	<b>238,689</b>	<b>224,195</b>	<b>255,292</b>

## Allotments

### Service Description

<b>Budget manager:</b>	Business Centre Manager - Peter Joyce
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	22,100	22,900	22,900	24,025
<u>Premises related expenses</u>				
Building maintenance	46	434	443	468
Energy and utility costs	1,812	2,927	3,992	4,629
Rents, rates and insurance	38	34	34	35
Grounds maintenance	12,278	11,502	11,502	12,653
<u>Transport related expenditure</u>				
Use of vehicles	1,266	2,250	1,660	2,170
<u>Supplies and services</u>				
Communications and computing	275	648	275	297
<u>Support services</u>				
	18,800	26,600	26,600	26,600
<b>Gross expenditure</b>	<b>56,615</b>	<b>67,295</b>	<b>67,406</b>	<b>70,877</b>
<b><u>Income</u></b>				
<u>Rents and leases:</u>				
Rents and leases:				
- Rents and Leases	7,073	7,000	7,025	7,725
- Rent of plots to private individuals	24,255	24,319	25,219	26,751
- Rent from self management schemes	2,877	2,933	2,933	3,226
Sales Fees and Charges				
	25	100	100	108
<b>Gross Income</b>	<b>34,230</b>	<b>34,352</b>	<b>35,277</b>	<b>37,810</b>
<b>Net expenditure</b>	<b>22,385</b>	<b>32,943</b>	<b>32,129</b>	<b>33,067</b>

## Community Halls

### Service Description

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

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

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	121,119	132,000	132,000	126,096
Training and recruitment	202	530	530	583
<u>Premises related expenses</u>				
Building maintenance	22,591	19,216	23,800	22,275
Energy and utility costs	42,684	30,848	37,848	40,872
Rent, rates and insurance	4,556	25,431	25,431	27,752
Cleaning and domestic supplies	8,196	9,475	9,475	10,143
Grounds maintenance	3,118	3,355	3,355	3,690
<u>Transport related expenditure</u>				
Travelling and subsistence	2,300	2,300	2,300	2,300
<u>Supplies and services</u>				
Equipment, furniture and materials	609	5,101	8,101	5,611
Clothes, uniform and laundry	0	694	694	763
General office expenses	159	752	752	827
Communications and computing	3,227	3,308	3,408	3,609
Services and expenses	433	1,580	1,580	1,739
Community Events	1,099	0	0	0
<u>Support services</u>	131,460	135,760	135,760	135,760
<u>Depreciation and impairment Losses</u>				
Depreciation	58,802	58,802	58,802	58,802
<b>Gross expenditure</b>	<b>400,555</b>	<b>429,152</b>	<b>443,836</b>	<b>440,822</b>
<u>Income</u>				
Government Grants	118,980	0	0	0
Sales, fees and charges	3,125	85,594	76,090	88,994
Rents and leases	35,750	17,870	25,747	18,659
<b>Gross income</b>	<b>157,856</b>	<b>103,464</b>	<b>101,837</b>	<b>107,653</b>
<b>Net expenditure</b>	<b>242,699</b>	<b>325,688</b>	<b>341,999</b>	<b>333,169</b>

### Notes

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Net direct expenditure of halls</u></b>				
General expenditure	98,468	216,644	216,644	205,172
Chertsey Hall	94,862	79,230	84,041	89,271
The Hythe Centre	51,891	31,173	38,447	40,268
Thorpe Village Hall	(2,522)	(1,361)	2,867	(1,542)
Community Events	0	0	0	0
	<b>242,699</b>	<b>325,688</b>	<b>341,999</b>	<b>333,169</b>

## Parks and Open Spaces

### Service Description

<b>Budget managers:</b>	Business Centre Manager - Helen Clark/Peter Joyce Senior Building and Projects Manager - Mr. K Mistry (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 for the year ending 31 March 2024

	<u>2021/22</u> Actual	<u>2022/23</u> Estimate	<u>2022/23</u> Probable	<u>2023/24</u> Estimate
	£	£	£	£
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct employee expenses	666,799	679,544	763,331	493,857
Training and recruitment	3,072	10,186	8,186	11,204
<u>Premises related exp.</u>				
Building maintenance	62,810	89,060	91,680	88,362
Energy and utility costs	29,669	41,611	66,341	71,209
Rent, rates and insurance	36,060	35,956	31,986	42,427
Cleaning and domestic supplies	31,660	31,361	32,361	33,708
Grounds maintenance	481,892	592,432	620,432	586,825
Grounds maintenance - Sangs	240,460	0	132,171	0
<u>Transport related expenditure</u>				
Use of vehicles	15,945	21,810	21,810	21,810
Travelling expenses	0	102	102	112
Car allowances	13,300	14,400	14,400	14,400
<u>Supplies and services</u>				
Equipment, furniture and materials	55,650	64,550	264,938	68,004
Clothes, uniform and laundry	708	2,344	2,344	2,578
General office expenses	1,101	4,394	4,394	4,833
Communications and computing	9,735	11,451	20,154	21,640
Services and expenses	21,555	15,939	45,437	21,696
Grants and subscriptions (Basingstoke Canal contribution)	8,000	8,000	0	0
Miscellaneous expenses:	13,406	44,417	44,767	48,542
<u>Support services</u>	184,180	189,280	189,280	189,080
<u>Depreciation and impairment losses</u>	87,314	87,688	87,688	87,688
<b>Gross expenditure</b>	<b>1,963,318</b>	<b>1,944,525</b>	<b>2,441,802</b>	<b>1,807,975</b>
<b><u>Income</u></b>				
Government Grants	4,170	0	0	0
Grants and contributions	17,795	20,000	20,000	20,000
Contribution from SANGS	240,460	0	132,171	0
Sales, fees and charges	57,160	62,368	66,912	67,857
Rents and leases	171,243	135,984	140,923	133,345
Other income and recharges:				
- Parks management recharge to services	91,200	92,900	92,900	92,900
- Investments / commuted payments	9,709	6,750	6,750	6,750
<b>Gross income</b>	<b>591,738</b>	<b>318,002</b>	<b>459,656</b>	<b>320,852</b>
<b>Net expenditure</b>	<b>1,371,580</b>	<b>1,626,523</b>	<b>1,982,146</b>	<b>1,487,123</b>

## Cemeteries and Closed Churchyards

### Service Description

<b>Budget manager:</b>	Business Centre Manager - Cemeteries Manager - Ms. A McGurl Senior Building and Projects Manager - Mr. K Mistry (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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Direct Employee Expenses	88,700	73,555	73,555	90,114
Training & Recruitment	135	1,000	736	1,100
<u>Premises related expenses</u>				
Building maintenance	17,862	18,952	19,088	19,531
Energy and Utility Costs	2,310	3,391	5,630	4,160
Rent, Rates & Insurance	10,275	10,516	11,558	11,470
Cleaning and Domestic Supplies	994	900	998	991
Grounds maintenance	132,225	124,769	90,264	126,436
<u>Transport related expenditure</u>				
Travelling and Subsistence	2,000	2,000	2,000	2,000
<u>Supplies and services</u>				
Equipment, furniture and materials	357	905	250	996
Communications and computing	1,906	2,113	2,071	2,325
General Office Expenses	32	220	655	697
Services & Expenses	0	0	0	0
<u>Support Services</u>				
	43,080	48,480	48,480	48,480
Depreciation and Impairment Losses	1,213	560	560	560
<b>Gross expenditure</b>	<b>301,090</b>	<b>287,361</b>	<b>255,845</b>	<b>308,860</b>
<b><u>Income</u></b>				
Grants and contributions	1,020			
Sales, fees and charges	274,501	205,120	262,988	255,354
Rents and Leases	363	360	670	396
Other income	6	0	0	0
<b>Gross income</b>	<b>275,889</b>	<b>205,480</b>	<b>263,658</b>	<b>255,750</b>
<b>Net expenditure</b>	<b>25,200</b>	<b>81,881</b>	<b>(7,813)</b>	<b>53,110</b>

### Notes

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Net direct expenditure includes:</u></b>				
Cemeteries	(1,858)	52,666	(28,528)	20,600
Closed churchyards	27,058	29,215	20,715	32,510
	<b>25,200</b>	<b>81,881</b>	<b>(7,813)</b>	<b>53,110</b>

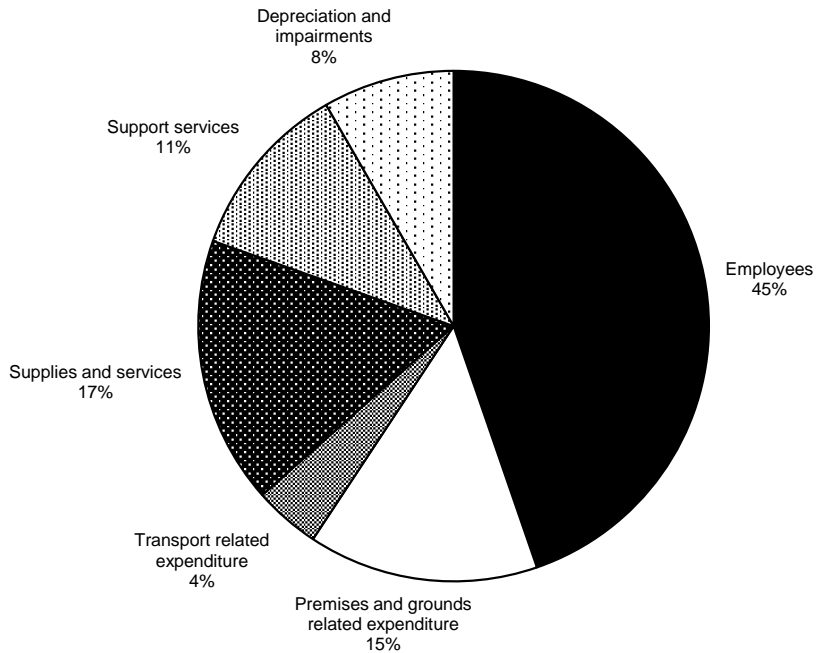


## Community Services Committee

### Subjective Analysis

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	3,757,433	4,547,547	4,429,903	4,444,378
Premises and grounds related expenditure	1,337,144	1,300,902	1,492,186	1,449,049
Transport related expenditure	302,593	492,975	391,137	418,031
Supplies and services	1,113,590	1,314,365	1,618,987	1,682,478
Support services	1,112,479	1,175,580	1,165,080	1,120,080
Depreciation and impairments	816,675	826,684	826,684	826,684
<b>Gross expenditure</b>	<b>8,439,915</b>	<b>9,658,053</b>	<b>9,923,977</b>	<b>9,940,700</b>
<b><u>Income</u></b>				
Government grants	216,226	0	0	0
Grants, donations and sponsorship	1,260,656	935,018	1,090,975	948,138
Sales, fees and charges	1,688,250	2,426,568	1,976,409	2,419,094
Rents and leases	1,420,579	924,248	988,299	976,046
Recharges to other services	489,780	494,980	475,300	475,300
Other income	9,715	6,750	6,750	6,750
<b>Gross income</b>	<b>5,085,206</b>	<b>4,787,564</b>	<b>4,537,733</b>	<b>4,825,328</b>
<b>Net expenditure</b>	<b>3,354,710</b>	<b>4,870,489</b>	<b>5,386,244</b>	<b>5,115,372</b>

### Expenditure Analysis 2023/2024



## Environment and Sustainability Committee

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Summary</b>				
Environmental and regulatory services				
Environmental administration	(1,059)	590	1,090	(163)
Environmental enforcement	(877)	59	85	(20)
Grounds Maintenance	0	0	119,500	384,700
Pollution control	245,860	296,617	289,510	322,231
Local air pollution	48,621	56,812	54,232	55,093
Occupational health, safety and welfare	95,186	113,250	112,940	119,150
Food safety and hygiene	153,297	194,818	194,538	216,155
Pest control and dog warden service	22,225	22,200	21,950	23,325
Animal welfare licensing	2,870	11,850	10,570	12,650
Recycling and environmental initiatives	1,371,117	1,550,496	1,547,560	1,617,073
Green waste collection	(250,030)	(222,926)	(175,456)	(162,974)
Refuse collection - domestic	914,106	1,120,001	1,135,194	1,169,989
Refuse collection - trade waste	(156,867)	(117,280)	(110,391)	(79,462)
Street cleansing	911,338	1,013,761	1,013,503	1,074,752
Public conveniences	22,761	19,793	21,965	21,170
Flood mitigation	195,833	228,634	226,120	232,454
Energy management and climate change	41,145	71,695	131,695	72,915
Highways and transport services				
Car parks	(215,265)	(236,232)	(12,744)	174,931
On street car parking enforcement	(464)	5,015	49,049	0
Environmental maintenance	67,137	90,898	90,848	90,439
Borough highways functions	56,554	222,757	231,816	62,306
Markets and street trading	10,700	11,718	11,718	11,700
Engineering services	(1,737)	(1,355)	(255)	90
<b>Net expenditure</b>	<b>3,532,451</b>	<b>4,453,171</b>	<b>4,965,037</b>	<b>5,418,504</b>

## Environmental administration

### Service description

**Budget manager:** Corporate Head of Environmental Services - H. Clark

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	5,600	7,600	7,600	6,200
Training and recruitment	150	500	500	500
Transport related expenditure				
Travelling and subsistence	0	100	100	100
Car allowances	200	200	200	200
Supplies and services				
General office expenses	125	130	130	130
Communications and computing	16,006	16,800	17,300	19,447
Support services	6,000	6,200	6,200	6,200
Depreciation and impairment losses	960	16,860	16,860	16,860
<b>Gross expenditure</b>	<b>29,041</b>	<b>48,390</b>	<b>48,890</b>	<b>49,637</b>
<b>Income</b>				
Other income and recharges	30,100	47,800	47,800	49,800
<b>Gross income</b>	<b>30,100</b>	<b>47,800</b>	<b>47,800</b>	<b>49,800</b>
<b>Net expenditure (income)</b>	<b>(1,059)</b>	<b>590</b>	<b>1,090</b>	<b>(163)</b>

## Environmental enforcement

### Service description

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	40,100	43,800	42,800	43,800
Training and recruitment	-	50	700	50
Premises related expenses				
Grounds maintenance	-	1,500	750	750
Transport related expenditure				
Car allowances	2,400	2,520	2,520	2,520
Supplies and services				
Equipment, furniture and materials	-	3,000	1,500	1,500
Protective clothing	119	350	50	50
Communications and computing	223	239	265	260
Support services	9,900	10,300	10,300	10,300
<b>Gross expenditure</b>	<b>52,742</b>	<b>61,759</b>	<b>58,885</b>	<b>59,230</b>
<b>Income</b>				
Other grants and contributions	119	6,800	3,900	3,250
Other income and recharges	53,500	54,900	54,900	56,000
<b>Gross income</b>	<b>53,619</b>	<b>61,700</b>	<b>58,800</b>	<b>59,250</b>
<b>Net expenditure</b>	<b>(877)</b>	<b>59</b>	<b>85</b>	<b>(20)</b>

## Grounds maintenance

### Service description

<b>Budget manager:</b>	Corporate Head of Environmental Services - H. Clark
<b>Service function:</b>	To deliver grounds maintenance across the borough including parks, open spaces, sports facilities and housing department land
<b>Legal status:</b>	To ensure open spaces meet out health and safety obligations as landowners
<b>Policy objectives:</b>	To offer safe, clean, and welcoming open spaces for residents and visitors

### Budget for the year ending 31 March 2024

<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>
Actual	Estimate	Probable	Estimate
£	£	£	£

The Council will be bringing its former Grounds Maintenance operations back in-house during late 2022/23. Due to uncertainties surrounding the premature termination of the existing external contract and the transferring of staff and operations from the former supplier at the time of compiling the budgets for 2023/24, it was not possible to change existing budgets to show the total costs of the new service. For budgeting purposes, the agreed additional costs have been added to this page along with a reallocation of salary costs with the existing grounds maintenance contract costs remaining in the various service budgets where the work is undertaken. This will be reviewed in early 2023/24 and budgets reallocated into their new format to show the overall cost of the grounds maintenance operation and the reallocation of costs to services via an internal recharge.

**Expenditure**

Direct employee expenses	119,500	384,700
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<b>Gross expenditure</b>	<b>0</b>	<b>0</b>
	<b>119,500</b>	<b>384,700</b>

## Pollution control

### Service description

<b>Budget manager:</b>	Corporate Head of Environmental Services - H. Clark
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	167,800	198,500	198,500	203,100
Training and recruitment	4,353	2,400	1,420	2,440
Premises related expenses				
Grounds maintenance	-	500	500	500
Transport related expenditure				
Travelling and subsistence	-	125	125	125
Car allowances	5,500	6,100	6,100	6,100
Supplies and services				
Equipment, furniture and materials	807	8,155	965	8,156
Catering Expenses	323	300	-	300
General office expenses	915	922	925	925
Communication and computing	1,826	2,140	1,870	2,210
Services and expenses:				
- Contaminated land	-	10,100	100	30,100
- Other expenses	6,168	2,475	12,425	2,575
Support services	63,200	67,700	67,700	68,500
<b>Gross expenditure</b>	<b>250,892</b>	<b>299,417</b>	<b>290,630</b>	<b>325,031</b>
<b>Income</b>				
Sales, fees and charges	5,032	2,800	1,120	2,800
<b>Gross income</b>	<b>5,032</b>	<b>2,800</b>	<b>1,120</b>	<b>2,800</b>
<b>Net expenditure</b>	<b>245,860</b>	<b>296,617</b>	<b>289,510</b>	<b>322,231</b>

### Notes

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Net expenditure includes:</b>				
General pollution control	203,905	235,145	237,991	239,986
Contaminated land	41,955	61,472	51,519	82,245
	<b>245,860</b>	<b>296,617</b>	<b>289,510</b>	<b>322,231</b>

## Local air pollution

### Service description

<b>Budget manager:</b>	Corporate Head of Environmental Services - H. Clark
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	36,600	39,700	39,700	40,200
Transport related expenditure				
Car allowances	1,000	1,000	1,000	1,000
Supplies and services				
Services and expenses	2,532	2,612	2,612	2,873
Air quality provision	-	3,000	-	-
Support services	11,700	13,300	13,300	13,400
<b>Gross expenditure</b>	<b>51,832</b>	<b>59,612</b>	<b>56,612</b>	<b>57,473</b>
<b>Income</b>				
Sales, fees, charges (air pollution authorisation)	3,211	2,800	2,380	2,380
<b>Gross income</b>	<b>3,211</b>	<b>2,800</b>	<b>2,380</b>	<b>2,380</b>
<b>Net expenditure</b>	<b>48,621</b>	<b>56,812</b>	<b>54,232</b>	<b>55,093</b>

## Occupational health, safety and welfare

### Service description

<b>Budget manager:</b>	Corporate Head of Environmental Services - H. Clark
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	67,800	81,100	81,100	86,900
Training and recruitment	65	300	-	300
Transport related expenditure				
Travelling and subsistence	-	30	20	30
Car allowances	2,100	2,700	2,700	2,700
Supplies and services				
Equipment, furniture and materials	-	50	50	50
General office expenses	237	1,250	1,250	1,250
Communication and computing	84	120	120	120
Support services	24,900	27,700	27,700	27,800
<b>Gross expenditure</b>	<b>95,186</b>	<b>113,250</b>	<b>112,940</b>	<b>119,150</b>



## Food safety and hygiene

### Service description

<b>Budget manager:</b>	Corporate Head of Environmental Services - H. Clark
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	110,000	143,300	143,300	164,900
Training and recruitment	2,495	3,098	3,023	3,105
Transport related expenditure				
Travelling and subsistence	-	100	100	110
Car allowances	1,600	4,200	4,200	4,200
Supplies and services				
Equipment, furniture and materials	837	700	700	770
General office expenses	210	350	350	350
Communication and computing	1,376	1,470	1,465	1,520
Services and expenses	-	200	200	200
Miscellaneous expenses	784	1,500	1,500	1,500
Support services	38,200	41,400	41,400	41,500
<b>Gross expenditure</b>	<b>155,502</b>	<b>196,318</b>	<b>196,238</b>	<b>218,155</b>
<b>Income</b>				
Other grants and contributions (costs recovered)	2,205	1,500	1,200	1,500
Sales, fees, charges	-	-	500	500
<b>Gross income</b>	<b>2,205</b>	<b>1,500</b>	<b>1,700</b>	<b>2,000</b>
<b>Net expenditure</b>	<b>153,297</b>	<b>194,818</b>	<b>194,538</b>	<b>216,155</b>

## Pest control and dog warden service

### Service description

<b>Budget manager:</b>	Corporate Head of Environmental Services - H. Clark
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	4,300	4,800	4,800	4,800
Transport related expenditure				
Car allowances	200	200	200	200
Supplies and services				
General office expenses	0	50	50	50
Communications and computing	100	100	100	100
Services and expenses:				
- Stray dogs, kennelling and vets fees etc.	8,033	4,600	7,100	6,700
- Stray dogs retainer fee	5,000	5,250	5,000	5,775
Support services	7,400	7,700	7,700	7,700
<b>Gross expenditure</b>	<b>25,033</b>	<b>22,700</b>	<b>24,950</b>	<b>25,325</b>
<b>Income</b>				
Sales, fees and charges(dog control charges)	2,808	500	3,000	2,000
<b>Gross income</b>	<b>2,808</b>	<b>500</b>	<b>3,000</b>	<b>2,000</b>
<b>Net expenditure</b>	<b>22,225</b>	<b>22,200</b>	<b>21,950</b>	<b>23,325</b>

## Animal welfare licensing

### Service description

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees				
Direct employee expenses	9,800	11,400	11,400	12,200
Training and recruitment	40	1,000	320	1,000
Transport related expenditure				
Car allowances	400	400	400	400
Supplies and services				
Communications and computing	-	150	150	150
Services and expenses	1,414	1,500	600	1,800
Support services	4,100	4,300	4,300	4,300
<b>Gross expenditure</b>	<b>15,754</b>	<b>18,750</b>	<b>17,170</b>	<b>19,850</b>
<b><u>Income</u></b>				
Government grants	780	-	-	-
Sales, fees and charges	12,104	6,900	6,600	7,200
<b>Gross income</b>	<b>12,884</b>	<b>6,900</b>	<b>6,600</b>	<b>7,200</b>
<b>Net expenditure</b>	<b>2,870</b>	<b>11,850</b>	<b>10,570</b>	<b>12,650</b>

## Recycling and environmental initiatives

### Service description

<b>Budget manager:</b>	Direct Services Organisation Manager - S. Barnes
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	854,722	942,900	942,900	983,400
Training and recruitment	160	7,878	7,878	8,095
Premises related expenses				
Depot recharge	38,800	38,800	38,800	38,800
Grounds maintenance	3,300	3,300	3,300	3,300
Transport related expenditure				
Transport recharges	250,109	274,330	286,590	298,930
Transport insurance	1,334	1,361	1,361	1,429
Travelling and subsistence	-	50	50	50
Car allowances	200	200	200	200
Supplies and services				
Equipment, furniture including bins	38,223	32,500	32,500	35,500
Protective clothing	5,778	6,400	6,400	7,100
General office expenses	-	800	400	400
Communications and computing	12,737	15,306	15,700	16,670
Recycling initiatives	5,291	20,000	34,700	20,000
Public liability insurance	6,240	6,552	6,552	6,880
Support services	77,500	83,600	83,600	83,600
Depreciation and impairment losses	275,624	241,759	241,759	241,759
<b>Gross expenditure</b>	<b>1,570,018</b>	<b>1,675,736</b>	<b>1,702,690</b>	<b>1,746,113</b>
<b>Income</b>				
Other grants and contributions (costs recovered)	241	-	-	-
Sales, fees and charges	42,937	31,800	35,500	35,500
Recycling credits	3,361	1,100	1,100	1,200
Recycling scheme - Surrey County Council	151,915	91,940	118,130	91,940
Recharge to services	447	400	400	400
<b>Gross income</b>	<b>198,901</b>	<b>125,240</b>	<b>155,130</b>	<b>129,040</b>
<b>Net expenditure</b>	<b>1,371,117</b>	<b>1,550,496</b>	<b>1,547,560</b>	<b>1,617,073</b>

## Green waste collection

### Service description

<b>Budget managers:</b>	Direct Services Organisation Manager - S. Barnes
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
<b>Employees</b>				
Direct employee expenses	168,085	191,000	191,000	198,800
Training and recruitment	30	1,390	1,390	1,390
<b>Premises related expenses</b>				
Depot Recharge	9,900	9,900	9,900	9,900
Grounds Maintenance	3,400	3,400	3,400	3,400
<b>Transport related expenditure</b>				
Transport recharges	53,984	71,300	74,000	75,080
Transport insurance	167	170	170	175
<b>Supplies and services</b>				
Equipment, furniture and materials including bins	26,882	30,100	30,100	33,100
Protective clothing	1,027	1,100	1,100	1,300
Communications and computing	4,082	4,200	4,200	4,300
Public liability insurance	1,280	1,344	1,344	1,411
Support services	37,400	38,900	38,900	38,900
Depreciation and impairment losses	24,613	24,612	24,612	24,612
<b>Gross expenditure</b>	<b>330,850</b>	<b>377,416</b>	<b>380,116</b>	<b>392,368</b>
<b>Income</b>				
Sales, fees and charges	580,538	600,000	555,230	555,000
Recharge to services	342	342	342	342
<b>Gross income</b>	<b>580,880</b>	<b>600,342</b>	<b>555,572</b>	<b>555,342</b>
<b>Net income</b>	<b>(250,030)</b>	<b>(222,926)</b>	<b>(175,456)</b>	<b>(162,974)</b>

## Refuse collection - domestic

### Service description

<b>Budget manager:</b>	Direct Services Organisation Manager - S. Barnes
<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 for the year ending 31 March 2024

	<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<b>Expenditure</b>				
Employees				
Direct employee expenses	543,009	613,000	613,000	638,700
Training and recruitment	100	4,810	4,710	4,810
Premises related expenses				
Depot recharges	25,400	25,400	25,400	25,400
Grounds maintenance	3,300	3,300	3,300	3,300
Transport related expenditure				
Transport recharges	190,896	204,850	218,900	224,690
Transport insurance	1,334	1,361	1,361	1,429
Car allowances	200	200	200	200
Supplies and services				
Equipment, furniture and materials including bins	26,077	37,600	37,600	40,600
Protective clothing	3,467	3,900	3,900	4,300
General office expenses	4,270	550	550	555
Communication and computing	7,563	9,330	9,373	9,870
Public liability insurance	4,482	4,706	4,706	4,941
Support services	85,700	90,300	90,300	90,500
Depreciation and impairment losses	143,969	159,094	159,094	159,094
<b>Gross expenditure</b>	<b>1,039,767</b>	<b>1,158,401</b>	<b>1,172,394</b>	<b>1,208,389</b>
<b>Income</b>				
Other grants and contributions	81,080	0	0	0
Sales, fees and charges	43,057	38,400	37,200	38,400
Recharge to services	1,524	-	-	-
<b>Gross income</b>	<b>125,661</b>	<b>38,400</b>	<b>37,200</b>	<b>38,400</b>
<b>Net expenditure</b>	<b>914,106</b>	<b>1,120,001</b>	<b>1,135,194</b>	<b>1,169,989</b>

## Refuse collection - trade waste

### Service description

<b>Budget manager:</b>	Direct Services Organisation Manager - S. Barnes
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	80,531	90,200	90,200	94,100
Training and recruitment	10	750	750	750
Premises related expenses				
Depot recharges	4,500	4,500	4,500	4,500
Transport related expenditure				
Transport recharges	37,139	47,490	41,170	46,980
Transport insurance	167	170	170	180
Supplies and services				
Equipment, furniture and materials including bins	3,217	5,000	5,000	5,000
Protective clothing	539	600	600	700
General office expenses	635	1,000	165	180
Communication and computing	1,048	1,400	3,044	3,200
Services and expenses (Disposal of trade waste)	242,658	231,800	264,200	290,600
Public liability insurance	725	761	761	799
Support services	46,200	46,600	46,600	46,600
Depreciation and impairment losses	665	549	549	549
<b>Gross expenditure</b>	<b>418,034</b>	<b>430,820</b>	<b>457,709</b>	<b>494,138</b>
<b>Income</b>				
Government grants	10,370	-	-	-
Sales, fees and charges	509,886	505,000	520,000	530,000
Recharge to services	54,645	43,100	48,100	43,600
<b>Gross income</b>	<b>574,901</b>	<b>548,100</b>	<b>568,100</b>	<b>573,600</b>
<b>Net income</b>	<b>(156,867)</b>	<b>(117,280)</b>	<b>(110,391)</b>	<b>(79,462)</b>

## Street cleansing

### Service description

<b>Budget managers:</b>	Direct Services Organisation Manager - S. Barnes (1) - Corporate Head of Environmental Services - H. Clark
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	610,287	670,400	685,400	741,900
Training and recruitment	1,458	1,600	1,600	1,700
Premises related expenses				
Depot recharge	22,200	22,200	22,200	22,200
Cleaning and domestic supplies	-	300	100	100
Grounds maintenance	84,057	87,200	86,200	71,000
Transport related expenditure				
Transport recharges	152,887	190,130	177,660	198,290
Direct transport costs	229	270	270	280
Car allowances	600	600	600	600
Supplies and services				
Equipment, furniture and materials	11,311	22,500	22,500	22,500
Clothes, uniform and laundry	5,650	6,300	6,300	6,900
General office expenses	2,519	4,400	3,212	3,400
Communications and computing	9,200	9,830	9,430	9,960
Services and expenses (litter and dog fouling fees)	-	500	500	500
Services and expenses (other)	60	130	130	130
Public liability insurance	3,630	3,812	3,812	4,003
Support services	108,800	113,400	113,400	114,300
Depreciation and impairment losses	61,385	45,889	45,889	45,889
<b>Gross expenditure</b>	<b>1,074,273</b>	<b>1,179,461</b>	<b>1,179,203</b>	<b>1,243,652</b>
<b>Income</b>				
Other grants and contributions (costs recovered)	-	100	100	100
Sales, fees and charges (litter & dog fouling fines)	325	-	-	-
Recharge to services	162,610	165,600	165,600	168,800
<b>Gross income</b>	<b>162,935</b>	<b>165,700</b>	<b>165,700</b>	<b>168,900</b>
<b>Net expenditure</b>	<b>911,338</b>	<b>1,013,761</b>	<b>1,013,503</b>	<b>1,074,752</b>



## Street cleansing

### Notes

	<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>	
	Actual	Estimate	Probable	Estimate	
	£	£	£	£	
<b><u>Net expenditure includes:</u></b>					
Street cleansing	859,233	958,737	959,729	1,019,216	
Anti-graffiti and street care team	10,241	10,564	10,314	10,376	
Abandoned vehicle collection	32,574	34,160	33,160	34,560	(1)
Litter and dog fouling	9,290	10,300	10,300	10,600	(1)
	911,338	1,013,761	1,013,503	1,074,752	

## Public conveniences

### Service description

<b>Budget manager:</b>	Direct Services Organisation Manager - S. Barnes (1) - Corporate Head of Assets and Regeneration - A. Williams
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £	
<b>Expenditure</b>					
Employees					
Direct employee expenses	29,141	28,100	28,100	30,300	
Training and recruitment	10	150	150	150	
Premises related expenses					
Building maintenance	2,492	2,041	2,078	1,977	(1)
Utilities, rates and insurance	1,027	1,444	1,539	1,865	
Depot recharge	1,568	1,500	1,500	1,500	
Cleaning materials	897	2,000	2,000	2,000	
Transport related expenditure					
Transport recharges	8,490	6,520	8,560	7,840	
Supplies and services					
Clothes, uniform and laundry	514	600	600	600	
Communications and computing	84	100	100	100	
Support services	12,540	15,840	15,840	15,840	
Depreciation and impairment losses	5,998	5,998	5,998	5,998	
<b>Gross expenditure</b>	<b>62,761</b>	<b>64,293</b>	<b>66,465</b>	<b>68,170</b>	
<b>Income</b>					
Other grants and contributions	2,000	2,000	2,000	2,000	
Recharge to services	38,000	42,500	42,500	45,000	
<b>Gross income</b>	<b>40,000</b>	<b>44,500</b>	<b>44,500</b>	<b>47,000</b>	
<b>Net expenditure</b>	<b>22,761</b>	<b>19,793</b>	<b>21,965</b>	<b>21,170</b>	

## Flood mitigation

### Service description

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	61,000	93,900	93,900	91,400
Training and recruitment	625	0	0	0
Premises related expenses				
Depot recharge	5,200	5,200	5,200	5,200
Grounds maintenance	89,848	89,000	87,000	95,000
Transport related expenditure				
Car allowances	2,900	2,900	2,900	2,900
Supplies and services				
Equipment insurance	6	6	26	26
Protective clothing	169	200	200	200
General office expenses	785	1,430	1,205	1,430
Communication and computing	5,124	5,900	5,591	5,900
Support services	47,500	48,100	48,100	48,400
<b>Gross expenditure</b>	<b>213,157</b>	<b>246,636</b>	<b>244,122</b>	<b>250,456</b>
<b>Income</b>				
Other grants and contributions (costs recovered)	17,324	18,002	18,002	18,002
<b>Gross income</b>	<b>17,324</b>	<b>18,002</b>	<b>18,002</b>	<b>18,002</b>
<b>Net expenditure</b>	<b>195,833</b>	<b>228,634</b>	<b>226,120</b>	<b>232,454</b>

## Energy management and climate change

### Service description

<b>Budget manager:</b>	Local Plans Manager - G. Pacey
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	49,300	80,100	80,100	83,300
Training and recruitment	-	600	600	660
Transport related expenditure				
Travelling and subsistence	6	255	255	281
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials	-	500	500	550
Catering expenses	-	100	100	110
General office expenses	-	1,000	8,000	4,600
Communications and computing	290	340	340	364
Services and expenses	-	-	60,000	0
Miscellaneous expenses - promotion of events	-	1,500	1,500	1,650
Support services	26,700	23,000	23,000	23,000
<b>Gross expenditure</b>	<b>76,396</b>	<b>107,495</b>	<b>174,495</b>	<b>114,615</b>
<b>Income</b>				
Other grants and contributions- smart meter project	-	-	-	-
Other grants and contributions	1,351	-	7,000	3,500
Recharge to housing revenue account	33,900	35,800	35,800	38,200
<b>Gross income</b>	<b>35,251</b>	<b>35,800</b>	<b>42,800</b>	<b>41,700</b>
<b>Net expenditure</b>	<b>41,145</b>	<b>71,695</b>	<b>131,695</b>	<b>72,915</b>

## Car parks

### Service description

<b>Budget manager:</b>	Corporate Head of Customer, Digital and Collection Services - L. Norman
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	112,700	103,500	103,500	163,800
Training and recruitment	1,410	1,090	1,090	3,121
Premises related expenses				
Depot, rents, rates and utilities	114,893	115,100	110,594	119,654
Grounds maintenance	30,828	41,729	41,729	43,412
Transport related expenditure				
Transport recharges	5,914	6,888	7,990	19,580
Car allowances	1,500	825	825	2,470
Supplies and services				
Equipment, furniture and materials	12,121	14,027	17,027	15,907
Clothes, uniform and laundry	967	350	350	1,100
General office expenses	3,095	6,860	6,860	7,810
Communications and computing	10,042	9,678	12,326	29,514
Services and expenses	10,506	12,725	30,069	21,628
Public liability insurance	5,312	5,578	5,578	5,857
Support services	74,460	78,160	83,160	124,620
Depreciation and impairment losses	2,926	25,637	25,637	25,637
<b>Gross expenditure</b>	<b>386,674</b>	<b>422,147</b>	<b>446,735</b>	<b>584,110</b>
<b>Income</b>				
Government grants	93,365	0	0	0
Sales fees and charges:				
- Rents, concessions, etc.	379	379	379	379
- Pay and display income & pay by phone income	391,792	448,800	317,200	260,900
- Penalty charge notices	63,238	115,500	95,500	95,500
- Season tickets and permits	53,165	93,700	40,600	40,600
Other income and recharges	-	-	5,800	11,800
<b>Gross income</b>	<b>601,939</b>	<b>658,379</b>	<b>459,479</b>	<b>409,179</b>
<b>Net income</b>	<b>(215,265)</b>	<b>(236,232)</b>	<b>(12,744)</b>	<b>174,931</b>

## On street car parking enforcement

### Service description

<b>Budget manager:</b>	Corporate Head of Customer, Digital and Collection Services - L. Norman
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	119,800	144,500	144,500	-
Training and recruitment	1,499	2,020	2,020	-
Premises related expenses				
Depot recharge	2,600	-	-	-
Grounds maintenance	176	-	-	-
Transport related expenditure				
Transport recharges	5,913	12,792	12,978	-
Car allowances	900	1,645	1,645	-
Supplies and services				
Equipment, furniture and materials	347	434	434	-
Clothes, uniform and laundry	1,796	650	650	-
General office expenses	2,728	3,350	3,350	-
Communications and computing	11,263	17,916	21,764	-
Services and expenses	4,382	7,175	7,175	-
Public liability insurance	450	473	473	-
Support services	43,460	46,560	46,560	-
<b>Gross expenditure</b>	<b>195,314</b>	<b>237,515</b>	<b>241,549</b>	<b>0</b>
<b>Income</b>				
Other grants and contributions (Surrey County Council)	(1,855)	-	-	-
Sales, fees and charges (penalty charge notices)	179,555	214,500	174,500	-
Sales, fees and charges (resident permits/waivers etc.)	18,078	18,000	18,000	-
<b>Gross income</b>	<b>195,778</b>	<b>232,500</b>	<b>192,500</b>	<b>0</b>
<b>Net expenditure (income)</b>	<b>(464)</b>	<b>5,015</b>	<b>49,049</b>	<b>0</b>

## Environmental maintenance

### Service description

<b>Budget manager:</b>	Direct Services Organisation Manager - S. Barnes (1) Interim Open Spaces Manager - P. Joyce
<b>Service function:</b>	The maintenance of roundabouts, planted beds, trees, shrubs and verges 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, Agency agreement with Surrey County Council
<b>Policy objectives:</b>	To emphasise environmental quality through the "In Bloom" initiative, and the maintenance of highway shrubs, flowerbeds, highways verges and pavements.

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	14,200	16,500	16,500	16,800
Premises related expenses				
Depot recharge	900	900	900	900
Grounds maintenance:				
- Runnymede in Bloom - general costs	2,273	17,970	17,970	19,710
- Shrubs, flowerbeds and tree planting	16,504	19,000	19,000	20,900
- Sponsored roundabouts	13,626	15,300	15,300	0
- Verge grass cutting	69,900	69,900	69,900	0
- Verge weed control	12,200	16,000	16,000	0
Transport related expenditure				
Transport recharges	241	280	230	310
Supplies and services				
Communications and computing	100	100	100	0
Support services	28,300	31,700	31,700	31,700
Depreciation and impairment losses	119	119	119	119
<b>Gross expenditure</b>	<b>158,363</b>	<b>187,769</b>	<b>187,719</b>	<b>90,439</b>
<b>Income</b>				
Other grants and contributions:				
- Sponsored roundabouts	18,355	24,000	24,000	0
- Costs recovered from Surrey County Council	72,871	72,871	72,871	0
<b>Gross income</b>	<b>91,226</b>	<b>96,871</b>	<b>96,871</b>	<b>0</b>
<b>Net expenditure</b>	<b>67,137</b>	<b>90,898</b>	<b>90,848</b>	<b>90,439</b>

### Notes

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Net expenditure includes:</b>				
Environmental maintenance - RBC	36,689	55,150	55,100	67,520
Environmental maintenance - SCC	30,448	35,748	35,748	22,919
	<u>67,137</u>	<u>90,898</u>	<u>90,848</u>	<u>90,439</u>

## Borough highways functions

### Service description

<b>Budget manager:</b>	Principal Engineer - P. Frank (1) - Corporate Head of Planning Policy and Economic Development - R. Raynaud
<b>Service function:</b>	Enhancement of town centre maintenance, provision of street furniture such as street nameplates, bus shelters and benches; and, all works and activities which are in part or wholly reimbursed by third parties.
<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 for the year ending 31 March 2024

	<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<b>Expenditure</b>				
Employees				
Direct employee expenses	11,800	20,600	20,600	22,100
Premises related expenses				
Building maintenance (war memorials)	390	2,958	3,017	3,190
Rent, water and insurance	27	106	106	106
Grounds maintenance	9,813	11,000	11,000	11,000
Transport related expenditure				
Car allowances	700	700	700	700
Supplies and services				
Equipment, furniture and materials	7,114	18,693	20,693	18,700
General office expenses	2,000	2,000	2,000	2,000
Surrey infrastructure studies	20,000	162,000	161,000	0
Support services	20,300	21,100	21,100	21,100
<b>Gross expenditure</b>	<b>72,144</b>	<b>239,157</b>	<b>240,216</b>	<b>78,896</b>
<b>Income</b>				
Other grants and conts - Surrey infrastructure studies	158	0	0	0
Sales, fees and charges	15,432	16,400	8,400	16,590
<b>Gross income</b>	<b>15,590</b>	<b>16,400</b>	<b>8,400</b>	<b>16,590</b>
<b>Net expenditure</b>	<b>56,554</b>	<b>222,757</b>	<b>231,816</b>	<b>62,306</b>

(1)



## Markets and street trading

### Service description

<b>Budget manager:</b>	Corporate Head of Law and Governance - M. Leo (1) - Head of Democratic Services - G. Lelliott	(Markets) (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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £	
<b>Expenditure</b>					
Supplies and services					
General office expenses	0	418	418	400	(1)
Support services	10,700	11,300	11,300	11,300	
<b>Gross expenditure</b>	<b>10,700</b>	<b>11,718</b>	<b>11,718</b>	<b>11,700</b>	

## Engineering services overheads

### Service description

**Budget manager:** Principal Engineer - P. Frank

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

### Budget for the year ending 31 March 2024

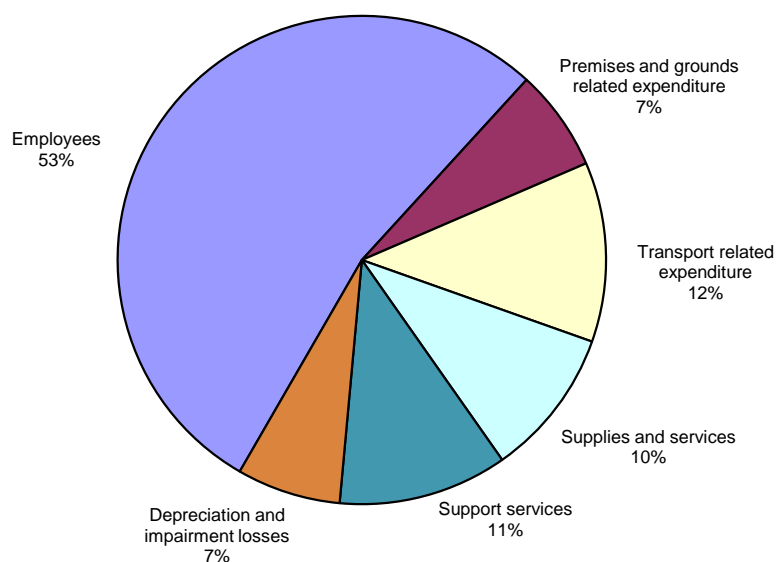
	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	1,400	1,900	1,900	2,100
Training and recruitment	1,592	2,400	2,400	2,400
Transport related expenditure				
Travelling and subsistence	0	100	100	100
Car allowances	0	0	0	0
Supplies and services				
General office expenses	40	45	45	50
Communications and computing	1,831	600	1,700	1,840
Support services	17,500	17,700	17,700	17,700
<b>Gross expenditure</b>	<b><u>22,363</u></b>	<b><u>22,745</u></b>	<b><u>23,845</u></b>	<b><u>24,190</u></b>
<b>Income</b>				
Other income and recharges to services	24,100	24,100	24,100	24,100
<b>Gross income</b>	<b><u>24,100</u></b>	<b><u>24,100</u></b>	<b><u>24,100</u></b>	<b><u>24,100</u></b>
<b>Net expenditure (income)</b>	<b><u>(1,737)</u></b>	<b><u>(1,355)</u></b>	<b><u>(255)</u></b>	<b><u>90</u></b>

## Environment and Sustainability Committee

### Subjective analysis

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	3,111,972	3,556,836	3,688,851	4,043,971
Premises and grounds related expenditure	570,019	611,448	603,183	509,564
Transport related expenditure	729,310	843,162	856,650	900,479
Supplies and services	576,776	804,682	935,730	743,996
Support services	802,460	844,860	849,860	847,260
Depreciation and impairment losses	516,259	520,517	520,517	520,517
<b>Gross expenditure</b>	<b><u>6,306,796</u></b>	<b><u>7,181,505</u></b>	<b><u>7,454,791</u></b>	<b><u>7,565,787</u></b>
<b><u>Income</u></b>				
Government grants	104,515	0	0	0
Other grants and contributions	193,849	125,273	129,073	28,352
Sales, fees and charges	1,921,537	2,095,479	1,816,109	1,587,749
Recycling credits	3,361	1,100	1,100	1,200
Recycling scheme	151,915	91,940	118,130	91,940
Recharges to services	399,168	414,542	425,342	438,042
<b>Gross income</b>	<b><u>2,774,345</u></b>	<b><u>2,728,334</u></b>	<b><u>2,489,754</u></b>	<b><u>2,147,283</u></b>
<b>Net expenditure</b>	<b><u>3,532,451</u></b>	<b><u>4,453,171</u></b>	<b><u>4,965,037</u></b>	<b><u>5,418,504</u></b>

### Expenditure Analysis 2023/24



# Licensing Committee

## Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Summary</u></b>				
Alcohol and related licensing	19,216	25,429	25,429	25,962
<b>Net expenditure</b>	<b>19,216</b>	<b>25,429</b>	<b>25,429</b>	<b>25,962</b>

## Alcohol and related licensing

### Service description

<b>Budget manager:</b>	Corporate Head of Environmental Services - Helen Clark
<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 for the year ending 31 March 2024

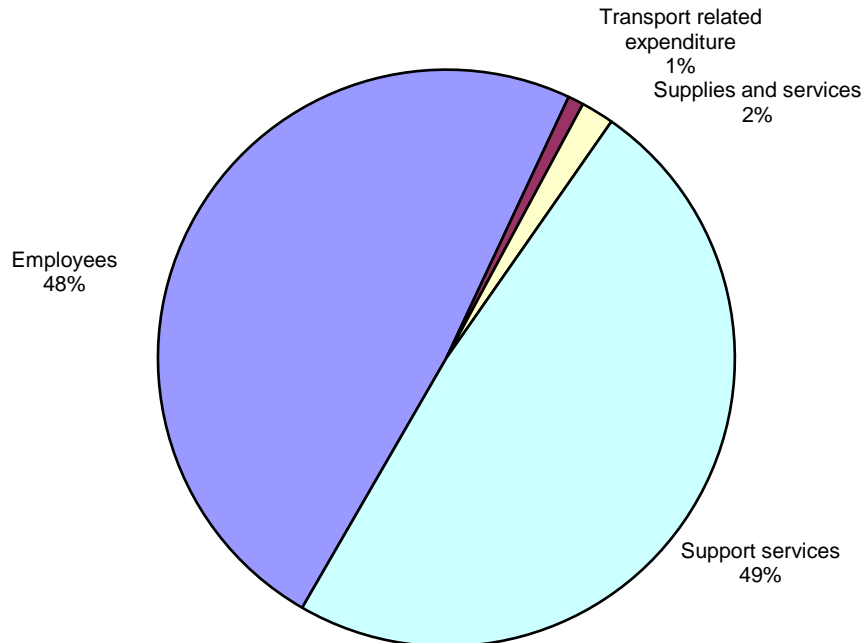
	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees				
Direct employee expenses	41,100	45,300	45,300	45,500
Training and recruitment	0	200	200	200
Transport related expenditure				
Car allowances	800	825	825	828
Supplies and services				
Equipment, furniture and materials	0	210	210	231
General office expenses	155	310	310	341
Communication and computing	578	584	584	612
Counsel & Barristers Fees	0	500	500	550
Support services	42,500	45,500	45,500	45,700
<b>Gross expenditure</b>	<b>85,133</b>	<b>93,429</b>	<b>93,429</b>	<b>93,962</b>
<b><u>Income</u></b>				
Government grants	3,765	0	0	0
Sales, fees and charges:				
Application fees	3,422	3,500	3,500	3,500
Annual fees	51,440	53,500	53,500	53,500
Other fees and charges	7,290	11,000	11,000	11,000
<b>Gross income</b>	<b>65,917</b>	<b>68,000</b>	<b>68,000</b>	<b>68,000</b>
<b>Net expenditure</b>	<b>19,216</b>	<b>25,429</b>	<b>25,429</b>	<b>25,962</b>

# Licensing Committee

## Subjective analysis

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	41,100	45,500	45,500	45,700
Transport related expenditure	800	825	825	828
Supplies and services	733	1,604	1,604	1,734
Support services	42,500	45,500	45,500	45,700
<b>Gross expenditure</b>	<b>85,133</b>	<b>93,429</b>	<b>93,429</b>	<b>93,962</b>
<b><u>Income</u></b>				
Government grants	3,765	0	0	0
Fees and charges	62,152	68,000	68,000	68,000
<b>Gross income</b>	<b>65,917</b>	<b>68,000</b>	<b>68,000</b>	<b>68,000</b>
<b>Net expenditure</b>	<b>19,216</b>	<b>25,429</b>	<b>25,429</b>	<b>25,962</b>

### Expenditure Analysis 2023/24



## Regulatory Committee

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Summary</u></b>				
Gambling	9,110	8,865	8,865	9,365
Taxi licensing	64,572	79,590	81,971	88,091
Other licences	2,590	16,870	10,253	17,190
<b>Net expenditure</b>	<b>76,272</b>	<b>105,325</b>	<b>101,089</b>	<b>114,646</b>

## Gambling

### Service description

<b>Budget manager:</b>	Corporate Head of Environmental Services - Helen Clark
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees				
Direct employee expenses	10,000	10,500	10,500	10,900
Training and recruitment	0	200	200	200
Transport related expenditure				
Car allowances	100	115	115	115
Support services	7,900	8,300	8,300	8,400
<b>Gross expenditure</b>	<b>18,000</b>	<b>19,115</b>	<b>19,115</b>	<b>19,615</b>
<b><u>Income</u></b>				
Sales, fees and charges				
Gaming, lotteries and amusement permits	2,140	2,900	2,900	2,900
Betting premises licences	6,000	6,600	6,600	6,600
Family entertainment centre licences	750	750	750	750
<b>Gross income</b>	<b>8,890</b>	<b>10,250</b>	<b>10,250</b>	<b>10,250</b>
<b>Net expenditure</b>	<b>9,110</b>	<b>8,865</b>	<b>8,865</b>	<b>9,365</b>



## Taxi licensing

### Service description

<b>Budget manager:</b>	Corporate Head of Environmental Services - Helen Clark
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees				
Salaries	71,400	75,400	75,400	76,600
Training and recruitment	0	340	340	340
Premises related expenses				
Rent, rates and insurance (taxi bay rentals)	4,970	5,580	5,080	5,080
Transport related expenditure				
Travelling and Subsistence	1,500	1,525	1,525	1,525
Supplies and services				
Equipment, furniture and materials	895	2,275	900	900
Clothes, uniform and laundry	0	70	70	70
General office expenses	420	1,000	1,300	1,375
Communication and computing	300	300	426	426
Services and expenses	682	3,100	3,100	3,160
Support services	36,800	37,900	37,900	38,100
<b>Gross expenditure</b>	<b>116,967</b>	<b>127,490</b>	<b>126,041</b>	<b>127,576</b>
<b><u>Income</u></b>				
Government grants	3,765	0	0	0
Costs recovered (DBS checks)	2,705	3,000	3,000	3,000
Sales, fees and charges	45,925	44,900	41,070	36,485
<b>Gross income</b>	<b>52,395</b>	<b>47,900</b>	<b>44,070</b>	<b>39,485</b>
<b>Net expenditure (income)</b>	<b>64,572</b>	<b>79,590</b>	<b>81,971</b>	<b>88,091</b>

## Other licences

### Service description

<b>Budget manager:</b>	Corporate Head of Environmental Services - Helen Clark
<b>Service function:</b>	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 for the year ending 31 March 2024

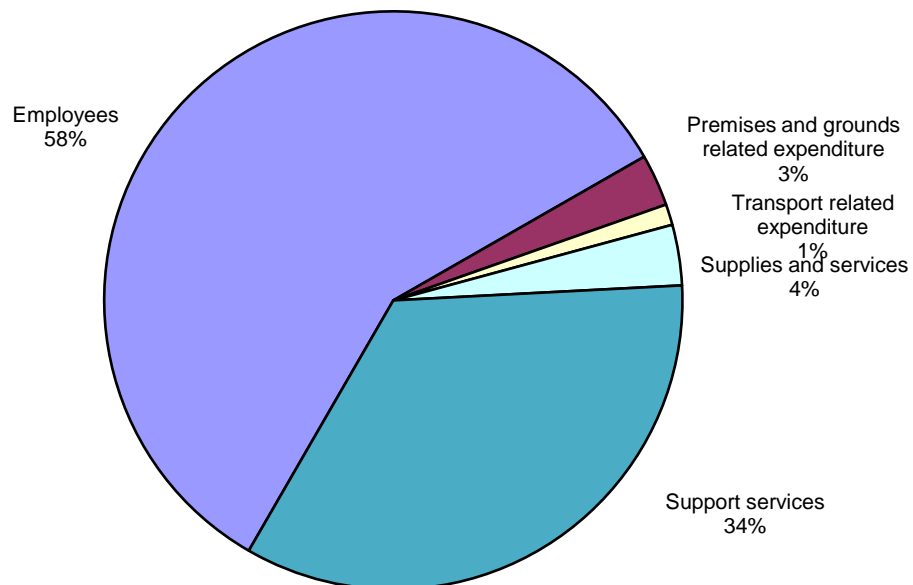
	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees				
Salaries	11,500	13,300	13,300	14,100
Training and recruitment	0	70	70	70
Transport related expenditure				
Car allowances	400	400	400	400
Support services	12,700	13,300	13,300	13,300
<b>Gross expenditure</b>	<b>24,600</b>	<b>27,070</b>	<b>27,070</b>	<b>27,870</b>
<b><u>Income</u></b>				
Government Grants	13,151	0	3,017	0
Sales, fees and charges	8,859	10,200	13,800	10,680
<b>Gross income</b>	<b>22,010</b>	<b>10,200</b>	<b>16,817</b>	<b>10,680</b>
<b>Net expenditure</b>	<b>2,590</b>	<b>16,870</b>	<b>10,253</b>	<b>17,190</b>

# Regulatory Committee

## Subjective analysis

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	92,900	99,810	99,810	102,210
Premises and grounds related expenditure	4,970	5,580	5,080	5,080
Transport related expenditure	2,000	2,040	2,040	2,040
Supplies and services	2,297	6,745	5,796	5,931
Support services	57,400	59,500	59,500	59,800
<b>Gross expenditure</b>	<b>159,567</b>	<b>173,675</b>	<b>172,226</b>	<b>175,061</b>
<b><u>Income</u></b>				
Government grants	16,916	0	3,017	0
Costs recovered	2,705	3,000	3,000	3,000
Sales, fees and charges	63,674	65,350	65,120	57,415
<b>Gross income</b>	<b>83,295</b>	<b>68,350</b>	<b>71,137</b>	<b>60,415</b>
<b>Net expenditure</b>	<b>76,272</b>	<b>105,325</b>	<b>101,089</b>	<b>114,646</b>

### Expenditure Analysis 2023/24



## Planning Committee

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Summary</b>				
Planning Policy and Strategy	570,080	797,190	800,774	858,377
Development Management	(378,401)	1,112,972	1,133,454	1,156,961
Building Control:				
Non Fee Related	297,828	163,318	163,318	212,459
Fee Related	18,599	(25,745)	(25,245)	72,479
<b>Net Expenditure</b>	<b>508,106</b>	<b>2,047,735</b>	<b>2,072,301</b>	<b>2,300,276</b>

## Planning Policy and Strategy

### Service Description

<b>Budget Manager:</b>	Local Plans Manager - Mrs R Raynaud
<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.

## Planning Policy and Strategy

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct Employee Expenses	373,500	470,700	470,700	490,300
Training and Recruitment	4,818	3,900	2,750	4,430
Premises Related expenditure				
Hire of facilities	-	600	600	600
Transport Related Expenditure				
Travelling and Subsistence	1,500	1,850	1,850	1,885
Supplies and Services				
General Office Expenses	105	4,850	1,850	4,035
Communication and Computing	1,641	1,820	1,820	2,402
Services and Expenses:				
- Consultancy	-	-	-	-
- Urban Design Advice	-	10,000	10,000	8,000
- Other Professional Fees	28,239	10,000	20,000	-
- Counsel Fees- all Inquiry Fees	-	-	-	-
- Planning and Development Advice	3,751	-	1,734	-
- Land Registry and Courier Fees	54	50	50	55
- Miscellaneous Expenses	-	-	-	47,000
Neighbourhood Planning Forum	16,072	34,000	25,000	-
Local Plan				
- Counsel Fees		25,000	5,000	5,250
- Other fees		-		
- Planning and Development Advice	2,802	100,000	115,000	150,000
Support Services	141,320	144,420	144,420	144,420
<b>Gross Expenditure</b>	<b>573,802</b>	<b>807,190</b>	<b>800,774</b>	<b>858,377</b>
<b>Income</b>				
Grants received	3,722	10,000	-	-
<b>Gross Income</b>	<b>3,722</b>	<b>10,000</b>	<b>-</b>	<b>-</b>
<b>Net Expenditure</b>	<b>570,080</b>	<b>797,190</b>	<b>800,774</b>	<b>858,377</b>

## Development Management

### Service Description

<b>Budget Manager:</b>	Development Manager - Mrs V Gibson
<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 Protecting trees which contribute to the quality of the environment
<b>Legal Status:</b>	Planning and Compulsory Purchase Act 2004.
<b>Policy Objectives:</b>	The determination of applications in a positive and proactive way The giving of planning advice to provide a high quality customer service The use of enforcement powers to control harmful unauthorised development and maintain the quality of the environment The administration and collection of developer contributions under s106 agreements The protection of trees and priority habitats The defence of Council decisions in these areas in appeal and court

## Development Management

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct Employee Expenses	1,155,800	1,402,700	1,464,797	1,469,600
Training and Recruitment	10,155	16,900	10,600	17,800
Premises Related Expenditure				
Direct Services Team recharge - Enforcement	1,300	1,300	1,300	1,300
Transport Related Expenditure				
Travelling and Subsistence	19,200	20,000	20,000	20,080
Supplies and Services				
General Office Expenses	18,744	20,166	17,846	21,351
Communication and Computing	42,505	42,091	42,306	45,926
Services and Expenses:				
- Appeals and Court Cases	20,612	132,000	36,000	145,200
- Padd Farm	(26,197)	-	-	-
- Adas Farm		-	-	-
- Longcross Garden Village		10,000	15,000	11,000
- Other Fees and Consultancy	49,752	32,094	45,084	50,482
Public Liability Insurance	1,920	2,016	2,016	2,117
Support Services	565,400	422,100	422,100	422,100
Depreciation & Impairment Losses				
Depreciation	2,725	7,905	7,905	7,905
<b>Gross Expenditure</b>	<b>1,861,916</b>	<b>2,109,272</b>	<b>2,084,954</b>	<b>2,214,861</b>
<b>Income</b>				
Grant Received	14,300	65,000	65,000	43,000
Contributions / Costs Recovered	12,495	-	10,200	10,200
Padd Farm Legal Fees Recovered	764,198	-	-	-
Sales, Fees and Charges:				
- Planning Application Fees	1,095,009	720,000	720,000	740,000
- Advice to Public Fees	80,645	59,000	74,000	74,000
- Plans, Consents & Prints	8,505	6,000	6,000	6,000
- Planning Performance Agreement (PPA) Advice	22,500	25,000	-	-
- Community Infrastructure Levy (CIL)	3,770	70,000	15,000	70,000
- 106 Agreement Contributions ("O")	26,795	-	10,000	10,000
Recharge to Services	212,100	51,300	51,300	104,700
<b>Gross Income</b>	<b>2,240,317</b>	<b>996,300</b>	<b>951,500</b>	<b>1,057,900</b>
<b>Net Expenditure</b>	<b>(378,401)</b>	<b>1,112,972</b>	<b>1,133,454</b>	<b>1,156,961</b>



## Building Control - Non Fee Related

### Service Description

<b>Budget Manager:</b>	Partnership Manager - Ms S Hallam
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct Employee Expenses	222,514	85,000	85,000	106,000
Training and Recruitment	2,236	4,770	4,770	5,060
Transport Related Expenditure				
Travelling and Subsistence	3,800	4,500	4,500	4,510
Supplies and Services				
General Office Expenses	3,648	7,038	7,038	7,742
Communication and Computing	4,184	4,078	4,078	4,476
Services & Miscellaneous Expenses	646	722	722	761
Support Services	60,800	56,100	56,100	82,800
Depreciation and impairment losses		1,110	1,110	1,110
<b>Gross Expenditure</b>	<b>297,828</b>	<b>163,318</b>	<b>163,318</b>	<b>212,459</b>

## Building Control - Fee Related

### Service Description

<b>Budget Manager:</b>	Partnership Manager - Ms S Hallam
<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.

### Budget for the year ending 31 March 2024

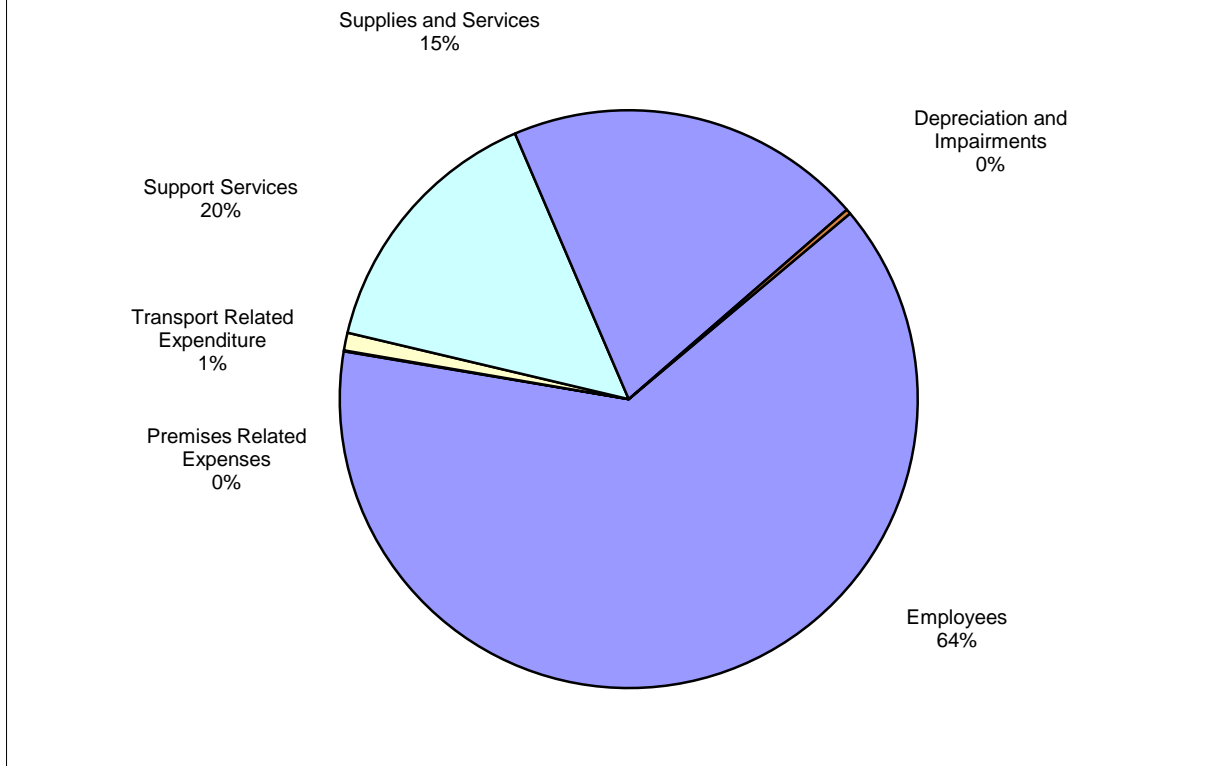
	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct Employee Expenses	221,400	201,300	201,300	268,400
Transport Related Expenditure				
Travelling and Subsistence	8,800	10,300	10,300	10,310
Supplies and Services				
General Office Expenses	240	600	600	660
Communication and Computing	6,904	7,628	7,628	8,321
Services and Expenses	13,105	30,600	30,600	33,660
Public Liability Insurance		2,017	2,017	2,118
Support Services	72,500	66,700	66,700	93,400
Depreciation and impairment losses		1,110	1,110	1,110
<b>Gross Expenditure</b>	<b>322,949</b>	<b>320,255</b>	<b>320,255</b>	<b>417,979</b>
<b>Income</b>				
Grant Received	15,730	-	-	-
Sales, Fees and Charges				
Sales	1,985	1,700	1,500	1,500
Fees and Charges - Application/ Inspection Fees	286,635	344,300	344,000	344,000
<b>Gross Income</b>	<b>304,350</b>	<b>346,000</b>	<b>345,500</b>	<b>345,500</b>
<b>Net Expenditure (Income)</b>	<b>18,599</b>	<b>(25,745)</b>	<b>(25,245)</b>	<b>72,479</b>

## Planning Committee

### Subjective Analysis

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	1,990,423	2,185,270	2,239,917	2,361,590
Premises Related Expenses	1,300	1,900	1,900	1,900
Transport Related Expenditure	33,300	36,650	36,650	36,785
Supplies and Services	188,727	476,770	391,389	550,556
Support Services	840,020	689,320	689,320	742,720
Depreciation and Impairments	2,725	10,125	10,125	10,125
<b>Gross Expenditure</b>	<b>3,056,495</b>	<b>3,400,035</b>	<b>3,369,301</b>	<b>3,703,676</b>
<b><u>Income</u></b>				
Government grants	33,752	75,000	65,000	43,000
Contributions / Costs Recovered	776,693	-	10,200	10,200
Sales, Fees and Charges	1,525,844	1,226,000	1,170,500	1,245,500
Other income and recharges	212,100	51,300	51,300	104,700
<b>Gross Income</b>	<b>2,548,389</b>	<b>1,352,300</b>	<b>1,297,000</b>	<b>1,403,400</b>
<b>Net Expenditure</b>	<b>508,106</b>	<b>2,047,735</b>	<b>2,072,301</b>	<b>2,300,276</b>

### Expenditure Analysis 2023/24



## Corporate Management Committee

### Budget for the year ending 31 March 2024

Summary	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
Corporate and democratic services				
Corporate management	857,540	949,531	1,113,491	1,097,374
Democratic representation and management	953,835	1,028,423	1,032,132	1,042,581
Central services to the public				
Council tax collection	635,972	706,654	707,454	721,349
National non domestic rate	(110,605)	79,801	53,221	88,462
Registration of electors	179,165	181,900	182,815	204,680
Elections	148,873	230,306	227,444	230,900
Communications service	159,521	215,500	231,200	231,180
Local land charges	8,359	4,013	6,375	2,013
Contingencies planning	182,094	218,059	267,996	212,896
Business services				
Corporate land and property holdings - current portfolio	(23,273,727)	(22,756,176)	(22,497,296)	(22,791,978)
Corporate land and property holdings - development	316,991	344,917	415,267	434,230
Control and establishment budgets				
Civic Centre	(282,954)	(155,134)	(28,336)	99,877
Chertsey Depot	(19,254)	(24,332)	(14,076)	12,015
Staff costs	(163,200)	(94,500)	(263,500)	1,546,700
Employers costs	984,385	943,298	755,128	1,344,810
Staff training and recruitment	7,433	(42,500)	7,517	8,250
Car allowances	25	0	0	0
Financial services	(255,018)	(55,703)	(4,138)	12,539
Computer services	78,412	297,290	295,587	393,394
Corporate document management system	(29,765)	(22,661)	(24,788)	(31,712)
Post room management services	(16,727)	890	1,090	(5,510)
Runnymede web	(45,869)	733	12,183	19,833
Human resources	(28,945)	31,627	39,611	110,176
Projects and procurement services	8,667	130,556	145,120	155,442
Customer services	(99,046)	57,152	56,416	44,171
Law and governance services	(94,898)	75,271	91,486	89,254
Geographical information service	(4,229)	5,128	5,128	(126)
Runnymede direct services	(3,904)	(10,263)	(15,203)	(3,813)
Radio station	(160)	1,100	1,100	1,200
Transport overheads	116	7,160	8,600	13,260
<b>Net expenditure (income)</b>	<b>(19,906,913)</b>	<b>(17,651,960)</b>	<b>(17,190,976)</b>	<b>(14,716,553)</b>

## Corporate and democratic core

### Corporate management

#### Service description

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

**Service function:**

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

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

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

**Policy objectives:**

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

## Corporate and democratic core

### Corporate management

#### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	460,558	412,150	429,150	446,988
Training and recruitment	10,033	8,075	8,075	8,075
Premises Related Expenditure				
Rent, Rates and Insurance	-	-	600	600
Transport related expenditure				
Travelling and subsistence	-	220	200	200
Car allowances	6,800	7,400	7,400	7,400
Supplies and services				
Equipment, furniture and materials	2,381	100	370	1,850
Catering expenses	-	500	500	500
General office expenses	46,135	43,810	52,480	56,490
Communications and computing	7,088	20,880	25,919	17,420
Services and expenses	97,885	138,375	310,895	260,495
Grants and subscriptions	850	13,500	3,500	13,800
Other grants and contributions - Euro Reg Development	135,126	0	0	0
Miscellaneous expenses	2,770	81,200	145,836	69,500
Third party payments	69,613	96,000	115,045	136,585
Support services	424,940	381,200	381,600	381,600
Depreciation & Impairment	471	471	471	471
<b>Gross expenditure</b>	<b>1,264,650</b>	<b>1,203,881</b>	<b>1,482,041</b>	<b>1,401,974</b>
<b>Income</b>				
Government Grants	-	-	90,000	0
Other grants and contributions - sponsorship	-	-	500	0
Other grants and contributions - EDS/External audit	27,434	0	0	0
Other grants and contributions - Euro Reg Development	135,126	0	0	0
Recharges to other general fund services - Bank charge	34,550	34,550	34,550	48,800
Recharges to the Housing Revenue Account				
- Corporate fraud	80,000	80,000	94,300	112,700
- External audit	15,000	24,800	34,200	28,100
- Corporate costs	115,000	115,000	115,000	115,000
<b>Gross income</b>	<b>407,110</b>	<b>254,350</b>	<b>368,550</b>	<b>304,600</b>
<b>Net expenditure</b>	<b>857,540</b>	<b>949,531</b>	<b>1,113,491</b>	<b>1,097,374</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 for the year ending 31 March 2024

	<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<b>Expenditure</b>				
Employees				
Direct employee expenses	58,652	74,100	76,700	77,700
Other employee costs	356,695	390,835	396,129	416,960
Training and recruitment	-	3,500	3,000	3,500
Premises related expenditure				
Rents, rates and insurance	1,824	770	1,036	1,100
Ground maintenance	-	460	460	480
Transport related expenditure				
Travelling expenses	2,002	4,700	2,400	4,700
Travelling allowance	-	2,000	1,835	2,400
Supplies and services				
Equipment, furniture and materials	1,281	10	92	63
Catering expenses	878	2,068	1,100	2,168
General office expenses	3,548	4,380	3,780	4,610
Communications and computing	1,112	1,500	1,500	1,500
Services and expenses	2,743	0	0	0
Support services	619,100	641,100	641,100	627,800
<b>Gross expenditure</b>	<b>1,047,835</b>	<b>1,125,423</b>	<b>1,129,132</b>	<b>1,142,981</b>
<b>Income</b>				
Recharged to the Housing Revenue Account				
Committee servicing	34,000	35,000	35,000	35,500
Members allowances	60,000	62,000	62,000	64,900
<b>Net expenditure</b>	<b>953,835</b>	<b>1,028,423</b>	<b>1,032,132</b>	<b>1,042,581</b>

## Corporate and democratic core

### Democratic representation and management

#### Service statistics

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
	Actual	Actual	Estimate
	£	£	£
Allowance payable ( per Councillor )			
Mayor's allowance	5,184	5,184	5,443
Deputy Mayor's allowance	1,296	1,396	1,466
Basic allowance (41 members)	4,143	4,143	4,350
Basic attendance allowance (41 members)	1,038	0	0
Leader of the Council	10,368	11,000	11,550
Deputy Leader of the Council	2,592	5,500	5,775
Political Group Leaders (other than Leader of the Council) (4)	3,888	-	
Political Group Leaders (other than Leader of the Council) allowance per member		425	446
Members of Planning Committee (other than Chairman & Vice-Chairman)	3,012	3,012	3,163
Members of Corp. Man. not in receipt of other Special Allowance	1,296	1,296	1,361
Co-opted Members of the Standards Committee	477	477	501
Chairman of Englefield Green Committee	1,296	1,296	1,361
Chairman of Licensing Committee	5,184	5,184	5,443
Chairman of Planning Committee	9,048	9,048	9,500
Chairman of Regulatory Committee	2,592	2,592	2,722
Chairman of Standards and Audit Committee	1,710	5,184	5,443
Chairman of Other Policy Committees	5,184	5,184	5,443
Chairman of Overview and Scrutiny Committee	5,184	5,184	5,443
Vice-Chairman of Planning Committee	6,024	6,024	6,325
Vice-Chairman of Licensing Committee	2,592	2,592	2,722
Vice-Chairman of Regulatory Committee	1,296	1,296	1,361
Vice-Chairman of Standards and Audit Committee	648	2,592	2,722
Vice-Chairman of Other Policy Committees	2,592	2,592	2,722
Vice-Chairman of Overview and Scrutiny Committee	2,592	2,592	2,722
Chairman of Joint Committee (2021/22)	5,184	-	5,443
Vice-Chairman of Joint Committee (2022/23)	-	2,592	-



## Elections

### Service description

<b>Budget manager:</b>	Election Services Manager - K. Richards
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	71,700	51,400	51,400	62,400
Training and recruitment	1,447	675	1,595	2,035
Premises related expenditure				
Rents, rates, utilities and insurance	6,762	14,700	13,832	15,280
Grounds maintenance	843	2,000	2,000	2,000
Cleaning and domestic supplies	225	75	75	75
Transport related expenditure				
Travelling expenses	396	400	400	500
Supplies and services				
Equipment, furniture and materials	(1,156)	160	445	510
Catering expenses	345	300	50	350
Clothes, uniforms and laundry	5,074	0	0	0
General office expenses	14,310	11,200	16,010	17,250
Communications and computing	18,493	42,163	45,927	50,500
Services and expenses	23,464	58,200	47,010	61,300
Miscellaneous expenses	317	333	0	0
Support services	54,233	48,700	48,700	48,700
<b>Gross expenditure</b>	<b>196,453</b>	<b>230,306</b>	<b>227,444</b>	<b>260,900</b>
<b>Income</b>				
Government Grants	25,630	0	0	30,000
Other Grants and contributions	21,950	0	0	0
<b>Gross income</b>	<b>47,580</b>	<b>0</b>	<b>0</b>	<b>30,000</b>
<b>Net expenditure</b>	<b>148,873</b>	<b>230,306</b>	<b>227,444</b>	<b>230,900</b>

## Communications Service

### Service description

<b>Budget managers:</b>	Communications and Marketing Manager - P. Le Riche
<b>Service function:</b>	The promotion of the Council as a whole (including specific services) to the community. The posting of notices and maintenance of notice boards. Community Projects and Events.
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	136,390	177,900	178,100	193,700
Training and recruitment	1,050	2,000	1,800	2,000
Transport related expenditure				
Travelling expenses	34	100	200	100
Car allowances	100	500	500	500
Supplies and services				
Equipment, furniture and materials	625	1,900	8,900	1,920
General office expenses	6,718	16,100	15,700	16,310
Communications and computing	5,141	7,500	9,500	7,650
Services and expenses	-	1,200	3,200	2,700
Grants and subscriptions	163	300	5,300	300
Support services	39,100	39,800	39,800	39,800
<b>Gross expenditure</b>	<b>189,321</b>	<b>247,300</b>	<b>263,000</b>	<b>264,980</b>
<b>Income</b>				
Sales, fees and charges	800	800	800	800
Advertising Contributions	6,000	6,000	6,000	6,000
Other income and recharges	23,000	25,000	25,000	27,000
<b>Gross income</b>	<b>29,800</b>	<b>31,800</b>	<b>31,800</b>	<b>33,800</b>
<b>Net expenditure</b>	<b>159,521</b>	<b>215,500</b>	<b>231,200</b>	<b>231,180</b>

## Council tax collection

### Service description

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	284,000	284,700	284,700	289,300
Training and recruitment	4,433	2,600	2,700	2,800
Transport related expenditure				
Travelling expenses	-	300	300	300
Car allowances	900	1,200	1,200	1,200
Supplies and services				
General office expenses	5,885	6,650	6,650	7,250
Communications and computing	33,750	25,730	25,730	28,180
Services and expenses	79,727	78,880	79,580	85,280
Support services	465,700	465,600	465,600	465,600
Depreciation and impairment	6,209	6,439	6,439	6,439
<b>Gross expenditure</b>	<b>880,604</b>	<b>872,099</b>	<b>872,899</b>	<b>886,349</b>
<b>Income</b>				
Government grants	13,849	445	445	0
Other grants and contributions:				
- Costs and penalties recovered	230,783	165,000	165,000	165,000
<b>Gross income</b>	<b>244,632</b>	<b>165,445</b>	<b>165,445</b>	<b>165,000</b>
<b>Net expenditure</b>	<b>635,972</b>	<b>706,654</b>	<b>707,454</b>	<b>721,349</b>

## National non-domestic rate

### Service description

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	116,600	119,000	119,000	119,800
Training and recruitment	645	1,150	1,150	1,165
Transport related expenditure				
Car allowances	1,300	1,800	1,800	1,800
Supplies and services				
General office expenses	-	100	100	100
Communications and computing	16,676	15,660	15,560	17,206
Services and expenses	3,747	5,500	14,100	7,800
Support services	71,940	71,440	71,440	71,440
Depreciation and impairment	4,967	5,151	5,151	5,151
<b>Gross expenditure</b>	<b>215,875</b>	<b>219,801</b>	<b>228,301</b>	<b>224,462</b>
<b>Income</b>				
Government grants:				
- Cost of collection allowance	141,205	132,000	171,080	132,000
- Other government grants	166,800	0	0	
Other grants and contributions - costs recovered	18,475	8,000	4,000	4,000
<b>Gross income</b>	<b>326,480</b>	<b>140,000</b>	<b>175,080</b>	<b>136,000</b>
<b>Net expenditure</b>	<b>(110,605)</b>	<b>79,801</b>	<b>53,221</b>	<b>88,462</b>

## Registration of electors

### Service description

<b>Budget manager:</b>	Election Services Manager - K. Richards
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	83,641	71,700	71,700	88,200
Training and recruitment	461	1,130	1,130	1,240
Transport related expenditure				
Travelling expenses	-	100	100	200
Car allowances	1,700	1,700	1,700	1,700
Supplies and services				
Equipment, furniture and materials	0	250	250	250
General office expenses	8,806	10,620	9,870	11,050
Communications and computing	35,049	38,520	39,585	43,400
Services and expenses	6,212	7,500	8,100	8,500
Support services	53,040	54,040	54,040	54,040
<b>Gross expenditure</b>	<b>188,909</b>	<b>185,560</b>	<b>186,475</b>	<b>208,580</b>
<b>Income</b>				
Government grants	5,747	0	0	0
Sales, fees and charges- sales of registers	1,837	1,500	1,500	1,500
Other income and recharges	2,160	2,160	2,160	2,400
<b>Gross income</b>	<b>9,744</b>	<b>3,660</b>	<b>3,660</b>	<b>3,900</b>
<b>Net expenditure</b>	<b>179,165</b>	<b>181,900</b>	<b>182,815</b>	<b>204,680</b>

## Local land charges

### Service description

<b>Budget manager:</b>	Local Land Charges Manager - 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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	98,819	102,600	103,100	106,000
Transport related expenditure				
Car allowances	100	100	100	100
Supplies and services				
General office expenses	130	130	130	130
Communications and computing	4,195	4,333	4,195	4,533
Services and expenses	45,090	40,000	42,000	44,000
Support services	95,400	96,200	96,200	96,200
Depreciation and impairment	-	5,950	5,950	5,950
<b>Gross expenditure</b>	<b>243,734</b>	<b>249,313</b>	<b>251,675</b>	<b>256,913</b>
<b>Income</b>				
- Sales	204	300	300	300
- Search fees	235,171	245,000	245,000	254,600
<b>Gross income</b>	<b>235,375</b>	<b>245,300</b>	<b>245,300</b>	<b>254,900</b>
<b>Net expenditure (income)</b>	<b>8,359</b>	<b>4,013</b>	<b>6,375</b>	<b>2,013</b>

## Contingencies planning

### Service description

<b>Budget manager:</b>	Head of External Projects & Climate Change - M. Steward
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	23,800	30,800	32,512	62,900
Premises related expenditure				
Rent, rates and insurance - depot recharge	9,800	9,800	9,800	9,800
Grounds maintenance	14,200	14,200	14,200	14,200
Transport related expenditure				
Transport recharges	16,738	19,470	16,080	20,090
Supplies and services				
Covid 19 Expenditure	(1,294)	0	0	0
Queen's State Funeral and Proclamation of King	-	-	50,000	0
Equipment, furniture and materials	691	16,600	16,600	1,600
General office expenses	4,265	4,363	4,178	4,580
Communications and computing	2,975	3,450	3,450	3,450
Services and expenses	234	4,000	5,800	1,000
Third party payments	59,647	61,200	61,200	65,500
Support services	48,100	52,700	52,700	28,300
Depreciation and impairment losses	2,938	1,476	1,476	1,476
<b>Net expenditure</b>	<b>182,094</b>	<b>218,059</b>	<b>267,996</b>	<b>212,896</b>

## Corporate land and property holdings

### Management of current portfolio

#### Service description

<b>Budget manager:</b>	Corporate Head of Assets & Regeneration - A. Williams
<b>Service function:</b>	<p>The general management of corporate land and property including the giving of advice and information, and the maintenance of the property register.</p> <p>The revenue costs associated with the development of the Council's corporate property holding portfolio - including major acquisitions and disposals as well as on-going town centre revitalisation schemes.</p>
<b>Legal status:</b>	<p>Town and Country Planning Act 1959,1971 and 1990. Local Government Planning and Land Act 1980. Local Government 1972 &amp; 2003.</p> <p>Landlord and tenant Act 1954. Law of Property act 1925. Housing Act 2004.</p> <p>Health &amp; Safety at Work Act 1974. Leasehold Reform Act 1967.</p> <p>Data Protection Act 2018.</p>
<b>Policy objectives:</b>	<p>We will maximise all commercial income producing opportunities including: redevelopment and regeneration seeking opportunities to add value to assets through commercial dealings, lease variations or asset disposals.</p> <p>We will provide an Asset Management Service that delivers a comprehensive and proactive "Corporate Landlord" approach to the commercial and operational property portfolio.</p> <p>To encourage economic activity in the Borough.</p> <p>To manage and maintain the Councils strategic land acquisitions in an efficient and effective manner.</p>



## Corporate land and property holdings

### Management of current portfolio

#### Budget for the year ending 31 March 2024

<b>Expenditure</b>	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
Employees				
Direct employee expenses	612,638	822,794	822,794	839,700
Training and recruitment	32,073	7,900	9,300	4,500
Premises related expenditure				
Building maintenance	173,305	110,593	177,134	231,715
Energy costs	53,152	112,450	87,905	123,175
Water services	2,498	5,500	5,000	11,350
Rent, rates and insurance	1,269,889	1,446,012	1,846,524	1,737,818
Cleaning and domestic supplies	0	2,000	2,000	2,500
Grounds maintenance	10,837	6,900	22,900	22,900
Service charge expenditure	927,349	500,000	500,000	500,000
Transport related expenditure				
Travelling expenses	0	290	100	100
Car allowances	4,100	4,100	4,100	4,100
Supplies and services				
Equipment, furniture and materials	7,011	1,260	6,470	3,260
Catering expenses	0	100	100	100
Clothes, Uniform & Laundry	45	100	100	100
General office expenses	42,763	66,280	43,580	38,280
Communications and computing	15,166	15,070	18,670	19,970
Services and expenses	255,439	408,550	829,350	727,650
Service charge expenditure	55,410	200,000	200,000	200,000
Miscellaneous expenses	75,378	41,717	76,967	96,967
Third Party Payments	43,614	25,000	25,000	25,000
Support services	430,900	446,700	446,700	447,200
Depreciation and impairment losses	118,790	119,295	119,295	119,295
<b>Gross expenditure</b>	<b>4,130,357</b>	<b>4,342,611</b>	<b>5,243,989</b>	<b>5,155,680</b>
<b>Income</b>				
Rents and leases	26,002,338	25,857,887	26,642,385	26,848,758
Rents and leases - Target from new property	0	125,000		
Other grants and contributions - costs recovered	25,715	2,800	59,300	59,300
Costs recovered - Service charges	981,971	700,000	700,000	700,000
Costs recovered - RBC Companies & Other	88,760	98,500	40,000	40,000
Sales, fees and charges	30,000	15,000		
Other income and recharges	275,300	299,600	299,600	299,600
<b>Gross income</b>	<b>27,404,084</b>	<b>27,098,787</b>	<b>27,741,285</b>	<b>27,947,658</b>
<b>Net expenditure (income)</b>	<b>(23,273,727)</b>	<b>(22,756,176)</b>	<b>(22,497,296)</b>	<b>(22,791,978)</b>

## Corporate land and property development

### Development of portfolio

#### Service description

<b>Budget manager:</b>	Corporate Head of Assets & Regeneration - A. Williams
<b>Service function:</b>	Leading the regeneration of the main towns in the Borough. Increasing revenue income through the use of capital and exploiting commercial opportunities
<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 & 2003. Landlord and tenant Act 1954. Law of Property act 1925. Housing Act 2004. Health & Safety at Work Act 1974. Leasehold Reform Act 1967. Data Protection Act 2018.
<b>Policy objectives:</b>	To complete and fulfil the Medium Term Financial Plan transfers for income generation through major acquisition, town centre developments and where required disposals. To encourage economic activity and place shaping in the Borough. To manage and maintain the Councils strategic land acquisitions in an efficient and effective manner.

#### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	141,000	186,327	186,327	194,500
Training and recruitment	539	1,540	1,540	2,150
Premises related expenditure				
Rent, rates and insurance	0	1,000	1,000	1,000
Transport related expenditure				
Travelling expenses	0	300	300	330
Car allowances	0	650	650	650
Supplies and services				
Equipment, furniture and materials	6,537	0	0	0
Catering expenses	0	0	50	200
General office expenses	40,712	48,000	48,000	48,000
Communications and computing	0	0	0	0
Services and expenses	65,833	173,200	273,500	278,500
Support services	127,000	126,300	126,300	126,300
	<b>Gross expenditure</b>	<b>381,621</b>	<b>537,317</b>	<b>637,667</b>
<b>Income</b>				
Other income and recharges to capital	64,630	192,400	222,400	217,400
	<b>Gross income</b>	<b>64,630</b>	<b>192,400</b>	<b>217,400</b>
	<b>Net expenditure (income)</b>	<b>316,991</b>	<b>344,917</b>	<b>434,230</b>

## Civic Centre

### Service description

<b>Budget managers:</b>	Facilities Contract Manager - G. Holdstock Corporate Head of Customer, Digital & Collection Services - L. Norman (Communications) Corporate Head of Assets & Regeneration - A. Williams (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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	84,700	0	0	0
Premises related expenditure				
Building maintenance	117,994	147,339	150,268	127,829
Fuel, light and water	183,428	175,800	279,800	376,200
Rates and insurance	400,819	413,950	403,700	442,650
Cleaning and domestic supplies	100,190	90,800	115,800	154,000
Grounds maintenance	4,286	4,233	4,403	4,564
Supplies and services				
Equipment, furniture and materials	1,720	300	5,649	2,530
Catering expenses	2,036	3,600	3,600	3,960
General Office expenses	2,410	3,800	3,800	3,800
Communications and computing	35,772	36,960	36,960	36,960
Services and expenses	1,981	3,500	3,500	3,500
Support services	145,200	243,200	243,200	222,500
Depreciation and impairment losses	186,498	218,018	218,018	218,018
<b>Gross expenditure</b>	<b>1,267,034</b>	<b>1,341,500</b>	<b>1,468,698</b>	<b>1,596,511</b>
<b>Income</b>				
Sales, fees and charges	16,403	0	400	0
Rents and Leases	202,052	174,434	174,434	174,434
Other income and recharges				
- General fund services	1,216,433	1,207,100	1,207,100	1,207,100
- Housing Revenue Account	115,100	115,100	115,100	115,100
<b>Gross income</b>	<b>1,549,988</b>	<b>1,496,634</b>	<b>1,497,034</b>	<b>1,496,634</b>
<b>Net expenditure (income)</b>	<b>(282,954)</b>	<b>(155,134)</b>	<b>(28,336)</b>	<b>99,877</b>

## Chertsey Depot

### Service description

<b>Budget manager:</b>	Direct Services Organisation Manager - Mr S. Barnes Facilities Contract Manager - G. Holdstock (Strategic maintenance) Corporate Head of Assets & Regeneration - A. Williams (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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	19,700	25,100	25,100	25,700
Training and recruitment	4,561	420	420	420
Premises related expenditure				
Strategic maintenance	28,668	6,379	6,506	17,566
Building maintenance	2,739	3,300	3,300	3,300
Fuel, light, cleaning and water	47,093	42,200	56,400	64,500
Rates and insurance	53,696	55,430	53,689	58,960
Grounds maintenance -yard	7,459	10,600	10,600	10,700
Transport related expenditure				
Transport recharges	4,161	7,190	5,860	7,190
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials	218	2,200	1,500	900
Clothes, uniform and laundry	1,927	2,100	2,200	2,300
General office expenses	638	1,700	1,400	1,450
Communications and computing	1,059	1,220	1,120	1,200
Services and expenses	22,055	100	100	100
Support services	28,900	52,300	52,300	52,300
Depreciation and impairment losses	10,823	11,980	11,980	11,980
<b>Gross expenditure</b>	<b>233,797</b>	<b>222,319</b>	<b>232,575</b>	<b>258,666</b>
<b>Income</b>				
Rents and leases	451	451	451	451
Other income and recharges	252,600	246,200	246,200	246,200
<b>Gross income</b>	<b>253,051</b>	<b>246,651</b>	<b>246,651</b>	<b>246,651</b>
<b>Net expenditure (income)</b>	<b>(19,254)</b>	<b>(24,332)</b>	<b>(14,076)</b>	<b>12,015</b>

## Salaries of staff (by department)

### Service description

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Department				
Chief executives	788,345	857,400	857,400	917,700
Human resources	237,533	303,200	303,200	328,900
Commercial services	658,813	778,300	778,300	801,600
Law and governance services	1,071,129	994,900	994,900	1,056,800
Finance	871,722	827,800	827,800	830,000
Customer, digital & collection services	1,898,894	2,149,900	2,149,900	2,208,000
Housing services	2,048,266	2,325,200	2,325,200	2,434,300
Community services	1,884,691	2,132,800	2,243,800	2,158,400
Environmental services	1,053,273	1,295,100	1,414,100	1,707,200
Planning development management	1,204,013	1,205,800	1,267,800	1,355,000
Planning policy & economic development	385,881	480,600	480,600	512,300
Chief Executives contingency	-	14,500	14,500	30,000
Savings from vacancies/turnover	-	(250,000)	(717,000)	(324,000)
Potential second Assistant Chief Executive - provision	-	-	20,000	150,000
Apprenticeship additional provision	-	175,000	85,000	265,000
Transformation/restructuring	-	(76,000)	0	257,000
Pay awards	-	-	-	1,125,000
Adjustment for short term accumulated absences	(184,000)	0	0	0
<b>Gross expenditure</b>	<b>11,918,560</b>	<b>13,214,500</b>	<b>13,045,500</b>	<b>15,813,200</b>
<b>Income</b>				
Recharged to:				
General fund and trading services	10,611,997	11,716,700	11,716,700	12,607,700
Housing revenue account	1,490,563	1,634,300	1,634,300	1,702,600
Housing revenue account - accrued leave	(20,800)	0	0	0
Housing revenue account - salary savings	0	(42,000)	(42,000)	(43,800)
<b>Gross income</b>	<b>12,081,760</b>	<b>13,309,000</b>	<b>13,309,000</b>	<b>14,266,500</b>
<b>Net expenditure (income)</b>	<b>(163,200)</b>	<b>(94,500)</b>	<b>(263,500)</b>	<b>1,546,700</b>

## Employer's costs

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employers contributions				
Pension contributions for early retirees - annual	78,696	62,000	62,000	62,000
Pension contributions for early retirees - one off	0	0	0	0
Pension back-funding for previous years deficits	770,004	795,000	795,000	795,000
Pension unwinding of discount on local scheme	57,300	61,000	61,000	61,000
Pension contributions for current staff	1,863,797	2,260,000	2,260,000	2,588,200
Pensions sub-total	2,769,797	3,178,000	3,178,000	3,506,200
National insurance	1,196,404	1,556,000	1,458,250	1,652,250
Recruitment incentives etc.	57,656	66,500	73,250	77,300
In house training	19,005	62,000	67,120	52,000
Employer's insurances	50,222	41,498	51,408	54,060
Financial services	7,800	8,400	8,400	8,400
Municipal safety service	56,799	65,200	71,000	51,200
Savings from vacancies/turnover	0	(70,000)	(188,000)	(92,300)
Insurance prepayment	0	0	0	0
<b>Gross expenditure</b>	<b>4,157,683</b>	<b>4,907,598</b>	<b>4,719,428</b>	<b>5,309,110</b>
<b>Income</b>				
Grants and contributions	0	0	0	0
Less recharges				
General fund services	2,709,303	3,384,300	3,384,300	3,384,300
Housing revenue account - services	352,995	466,000	466,000	466,000
Housing revenue account - back-funding	100,000	103,000	103,000	103,000
Housing revenue account - early retirees	11,000	11,000	11,000	11,000
<b>Gross income</b>	<b>3,173,298</b>	<b>3,964,300</b>	<b>3,964,300</b>	<b>3,964,300</b>
<b>Net expenditure</b>	<b>984,385</b>	<b>943,298</b>	<b>755,128</b>	<b>1,344,810</b>

## Training and recruitment

### Service description

<b>Budget managers:</b>	All Corporate Heads Corporate 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 workforce skills &amp; competencies to meet the council's needs</li> <li>- To fulfil the Authority's objectives as set by the performance management scheme</li> <li>- To increase effectiveness in the way current tasks are undertaken</li> <li>- To develop skills and flexibility 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> <li>- To develop effective management through a management development programme</li> </ul> <p>Cost effective recruitment advertising Use of Surrey Jobs website for most vacancies</p>

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employee expenses				
Training expenditure within services	84,257	225,000	201,800	215,400
Training expenditure financed by grant	19,497	55,000	55,000	55,000
Training expenditure held centrally	19,005	62,000	67,120	52,000
Less: anticipated savings	-	(50,000)	0	0
<b>sub total</b>	122,759	292,000	323,920	322,400
Staff recruitment expenditure	109,247	50,000	50,000	55,000
Fees	7,433	7,500	7,517	8,250
<b>Gross expenditure</b>	<b>239,439</b>	<b>349,500</b>	<b>381,437</b>	<b>385,650</b>
<b>Income</b>				
Training charged direct to:				
- General fund services	66,001	185,000	161,800	171,400
- Housing revenue account	18,256	40,000	40,000	44,000
- Employers costs - in house training	19,005	62,000	67,120	52,000
Government grants - training costs	19,497	55,000	55,000	55,000
Staff recruitment charged direct to:				
- General fund services	99,160	40,000	40,000	44,000
- Housing revenue account	10,087	10,000	10,000	11,000
<b>Gross income</b>	<b>232,006</b>	<b>392,000</b>	<b>373,920</b>	<b>377,400</b>
<b>Net expenditure (income)</b>	<b>7,433</b>	<b>(42,500)</b>	<b>7,517</b>	<b>8,250</b>

## Car allowances and leasing

### Service description

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

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

**Legal status:** Local Government Act 1972

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

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<b>Expenditure</b>				
Car Allowances	128,044	146,200	146,200	146,200
Car Leasing	55,181	52,300	52,300	52,300
Less: anticipated savings	-	-	-	-
<b>Gross expenditure</b>	<b>183,225</b>	<b>198,500</b>	<b>198,500</b>	<b>198,500</b>
<b>Income</b>				
Less recharges				
Cost recovered	-	1,000	1,000	1,000
General fund services	149,100	163,400	163,400	163,400
Housing revenue account	34,100	34,100	34,100	34,100
<b>Gross income</b>	<b>183,200</b>	<b>198,500</b>	<b>198,500</b>	<b>198,500</b>
<b>Net income</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Financial services

### Service description

<b>Budget manager</b>	Corporate Head of Finance - P. French (1) - Assistant Chief Executive - A. Fahey
<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:- - Financial planning and advice - Budgeting and budget monitoring - Management accounting and information - Production and publication of statement of accounts - Purchasing and procurement - Payroll and payments service - Insurance service - Collection of sundry accounts receivable - Income control and allocation - Treasury and taxation (1) - Internal audit
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	1,054,907	1,071,950	1,071,950	1,077,250
Training and recruitment	37,004	7,750	15,850	9,750
Premises related expenditure				
Building maintenance	93	500	500	500
Transport related expenditure				
Travelling expenses	-	800	300	800
Car allowances	4,600	4,600	4,600	4,600
Supplies and services				
Equipment, furniture and materials	916	1,300	1,000	1,000
General office expenses	25,693	29,650	26,050	28,050
Communications and computing	103,222	125,748	144,348	164,765
Services and expenses	78,787	74,370	99,425	99,985
Miscellaneous expenses	40	0	0	0
Third Party Payments - General	48,140	65,000	71,000	65,000
Support services	309,840	319,040	318,800	318,800
Depreciation and impairment losses	28,127	77,889	72,689	72,689
<b>Gross expenditure</b>	<b>1,691,369</b>	<b>1,778,597</b>	<b>1,826,512</b>	<b>1,843,189</b>
<b>Income</b>				
Other grants, reimbursements and contributions	94,123	88,400	84,750	84,750
Sales, fees and charges	28,314	28,200	28,200	28,200
Miscellaneous income	82,054	1,000	1,000	1,000
Other income and recharges	1,741,896	1,716,700	1,716,700	1,716,700
<b>Gross income</b>	<b>1,946,387</b>	<b>1,834,300</b>	<b>1,830,650</b>	<b>1,830,650</b>
<b>Net expenditure (income)</b>	<b>(255,018)</b>	<b>(55,703)</b>	<b>(4,138)</b>	<b>12,539</b>

## Computer services

### Service description

<b>Budget managers:</b>	Corporate Head of Customer, Collection and Digital Services - L. Norman
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	558,572	629,180	629,180	711,400
Training and recruitment	20,255	5,000	5,000	5,500
Premises Related Expenditure				
Rent, Rates and Insurance	-	-	8	10
Transport related expenditure				
Travelling expenses	0	100	200	200
Supplies and services				
Equipment, furniture and materials	1,212	686	1,000	1,000
General office expenses	1,443	720	1,795	1,720
Communications and computing	259,208	278,420	275,220	295,840
Services and expenses	-	21,460	21,460	16,000
Miscellaneous expenses	7,295	7,000	7,000	7,000
Support services	153,900	153,100	153,100	153,100
Depreciation and impairment losses	123,527	248,724	248,724	248,724
<b>Gross expenditure</b>	<b>1,125,412</b>	<b>1,344,390</b>	<b>1,342,687</b>	<b>1,440,494</b>
<b>Income</b>				
Other income and recharges				
- Recharges to services	1,047,000	1,047,100	1,047,100	1,047,100
<b>Gross income</b>	<b>1,047,000</b>	<b>1,047,100</b>	<b>1,047,100</b>	<b>1,047,100</b>
<b>Net expenditure (income)</b>	<b>78,412</b>	<b>297,290</b>	<b>295,587</b>	<b>393,394</b>

## Corporate document management system

### Service description

<b>Budget managers:</b>	Corporate Head of Customer, Collection and Digital Services - 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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	70,100	71,800	71,800	62,400
Training and recruitment	-	500	500	500
Supplies and services				
General office expenses	4,908	4,250	2,623	3,599
Communications and computing	15,014	15,400	14,900	16,400
Support services	77,500	78,100	78,100	78,100
Depreciation and impairment losses	19,513	25,089	25,089	25,089
<b>Gross expenditure</b>	<b>187,035</b>	<b>195,139</b>	<b>193,012</b>	<b>186,088</b>
<b>Income</b>				
Other income and recharges	216,800	217,800	217,800	217,800
<b>Gross income</b>	<b>216,800</b>	<b>217,800</b>	<b>217,800</b>	<b>217,800</b>
<b>Net expenditure (income)</b>	<b>(29,765)</b>	<b>(22,661)</b>	<b>(24,788)</b>	<b>(31,712)</b>

## Post room management services

### Service description

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

**Service function:** Management of the post room facility

**Policy objectives:** To facilitate effective incoming and outgoing communication and enable interaction between members, the public, companies and the Council.

### Budget for the year ending 31 March 2024

	<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<b>Expenditure</b>				
Employees				
Direct employee expenses	9,500	23,900	23,900	17,100
Training and recruitment	-	100	100	100
Supplies and services				
Equipment, Furniture and Materials	-	-	200	0
General office expenses	979	100	100	100
Communications and computing	5,295	5,590	5,590	5,990
Support services	24,200	24,600	24,600	24,600
<b>Gross expenditure</b>	<b>39,974</b>	<b>54,290</b>	<b>54,490</b>	<b>47,890</b>
<b>Income</b>				
Other income and recharges	56,701	53,400	53,400	53,400
<b>Gross income</b>	<b>56,701</b>	<b>53,400</b>	<b>53,400</b>	<b>53,400</b>
<b>Net expenditure (income)</b>	<b>(16,727)</b>	<b>890</b>	<b>1,090</b>	<b>(5,510)</b>

## Runnymede web

### Service description

<b>Budget managers:</b>	Corporate Head of Customer, Collection and Digital Services - L. Norman
<b>Service function:</b>	To provide a highly functional website supporting 24/7 engagement with the Authority.
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	55,800	77,300	77,300	84,200
Training and recruitment	-	500	500	500
Transport related expenditure				
Travelling expenses	-	100	100	100
Supplies and services				
General office expenses	224	0	0	0
Communications and computing	14,086	31,300	42,750	43,500
Support services	61,300	62,000	62,000	62,000
Depreciation and impairment losses	15,021	21,833	21,833	21,833
<b>Gross expenditure</b>	<b>146,431</b>	<b>193,033</b>	<b>204,483</b>	<b>212,133</b>
<b>Income</b>				
Other income and recharges	192,300	192,300	192,300	192,300
<b>Gross income</b>	<b>192,300</b>	<b>192,300</b>	<b>192,300</b>	<b>192,300</b>
<b>Net expenditure (income)</b>	<b>(45,869)</b>	<b>733</b>	<b>12,183</b>	<b>19,833</b>

## Human resources

### Service description

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<b>Expenditure</b>				
Employees				
Direct employee expenses	264,150	369,700	369,700	399,800
Training and recruitment	10,556	11,500	11,500	11,900
Transport related expenditure				
Travelling and subsistence	-	50	50	50
Supplies and services				
Equipment, Furniture and Materials	-	-	20	20
Catering expenses	-	55	55	55
General office expenses	4,939	6,106	7,135	7,135
Communications and computing	6,361	6,084	13,019	53,084
Support services	88,900	90,000	90,000	90,000
Depreciation and impairment losses	200	1,983	1,983	1,983
<b>Gross expenditure</b>	<b>375,106</b>	<b>485,478</b>	<b>493,462</b>	<b>564,027</b>
<b>Income</b>				
Other grants, reimbursements and contributions	15,051	9,551	9,551	9,551
Other income and recharges	389,000	444,300	444,300	444,300
<b>Gross income</b>	<b>404,051</b>	<b>453,851</b>	<b>453,851</b>	<b>453,851</b>
<b>Net expenditure (income)</b>	<b>(28,945)</b>	<b>31,627</b>	<b>39,611</b>	<b>110,176</b>

## Projects and Procurement services

### Service description

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	336,584	446,200	446,200	470,600
Training and recruitment	1,387	6,980	250	6,980
Transport related expenditure				
Travelling and subsistence	-	200	50	200
Car allowances	100	100	100	100
Supplies and services				
General office expenses	2,110	2,170	2,020	2,170
Communications and computing	1,686	2,023	1,917	2,509
Services & Expenses	-	-	21,700	0
Support services	66,300	70,000	70,000	70,000
Depreciation and impairment losses	-	1,983	1,983	1,983
<b>Gross expenditure</b>	<b>408,167</b>	<b>529,656</b>	<b>544,220</b>	<b>554,542</b>
<b>Income</b>				
Other income and recharges	399,500	399,100	399,100	399,100
<b>Gross income</b>	<b>399,500</b>	<b>399,100</b>	<b>399,100</b>	<b>399,100</b>
<b>Net expenditure (income)</b>	<b>8,667</b>	<b>130,556</b>	<b>145,120</b>	<b>155,442</b>

## Customer services

### Service description

<b>Budget managers:</b>	Corporate Head of Customer, Collection and Digital Services - 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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	538,449	665,900	732,600	731,800
Training and recruitment	610	2,230	2,240	2,260
Transport related expenditure				
Travelling and subsistence	-	50	50	50
Supplies and services				
Equipment, furniture and materials	1,125	1,245	1,245	1,300
General office expenses	439	450	2,900	900
Communications and computing	41,788	61,852	58,656	55,036
Services and expenses	1,260	1,000	1,000	1,000
Support services	224,100	222,600	222,600	222,600
Depreciation and impairment losses	13,283	31,925	31,925	31,925
<b>Gross expenditure</b>	<b>821,054</b>	<b>987,252</b>	<b>1,053,216</b>	<b>1,046,871</b>
<b>Income</b>				
Other income and recharges	920,100	930,100	930,100	930,100
Other Grants and Contributions	-	-	66,700	72,600
<b>Gross income</b>	<b>920,100</b>	<b>930,100</b>	<b>996,800</b>	<b>1,002,700</b>
<b>Net expenditure (income)</b>	<b>(99,046)</b>	<b>57,152</b>	<b>56,416</b>	<b>44,171</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 - G. Lelliott
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	1,051,284	1,162,600	1,138,230	1,112,700
Training and recruitment	3,835	16,800	13,550	17,540
Transport related expenditure				
Travelling and subsistence	-	150	150	300
Car allowances	4,500	4,500	4,500	4,500
Supplies and services				
Equipment, furniture and materials	-	50	0	50
Catering expenses	-	100	100	110
General office expenses	35,822	48,075	44,205	51,468
Communications and computing	5,334	19,096	36,051	27,986
Services and expenses	2,752	12,100	61,500	62,000
Miscellaneous expenses	6,995	7,800	7,800	8,600
Support services	185,200	185,800	185,800	185,800
Depreciation and impairment losses	1,356	5,000	5,000	5,000
<b>Gross expenditure</b>	<b>1,297,078</b>	<b>1,462,071</b>	<b>1,496,886</b>	<b>1,476,054</b>
<b>Income</b>				
Other grants, reimbursements and contributions	22,665	20,000	20,000	20,000
Sales, fees and charges	46,312	300	18,900	300
Other income and recharges	1,322,999	1,366,500	1,366,500	1,366,500
<b>Gross income</b>	<b>1,391,976</b>	<b>1,386,800</b>	<b>1,405,400</b>	<b>1,386,800</b>
<b>Net expenditure (income)</b>	<b>(94,898)</b>	<b>75,271</b>	<b>91,486</b>	<b>89,254</b>

## Geographical information service

### Service description

**Budget manager:** Principal GIS Officer - M. Koller

**Service function:**

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

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

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	100,200	108,000	108,000	100,600
Training and recruitment	540	900	900	900
Supplies and services				
General office expenses	-	750	750	750
Communications and computing	10,277	10,124	10,124	10,124
Services and expenses - fees and consultancy	100	100	100	100
Support services	50,600	51,200	51,200	51,200
<b>Gross expenditure</b>	<b>161,717</b>	<b>171,074</b>	<b>171,074</b>	<b>163,674</b>
<b>Income</b>				
Other grants, reimbursements and contributions	2,146	2,146	2,146	0
Other income and recharges	163,800	163,800	163,800	163,800
<b>Gross income</b>	<b>165,946</b>	<b>165,946</b>	<b>165,946</b>	<b>163,800</b>
<b>Net expenditure (income)</b>	<b>(4,229)</b>	<b>5,128</b>	<b>5,128</b>	<b>(126)</b>

## Runnymede direct services

### Service description

<b>Budget managers:</b>	Direct Services Organisation Manager - S. Barnes
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	91,158	90,800	90,800	94,400
Training and recruitment	20	770	770	770
Premises related expenditure				
Depot accommodation	16,700	16,700	16,700	16,700
Grounds maintenance	320	2,500	2,500	2,500
Transport related expenditure				
Transport recharges	42,839	46,580	39,640	47,330
Transport insurance	167	150	150	150
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials	3,638	4,200	4,200	4,200
Clothes, uniform and laundry	770	900	900	900
Communications and computing	1,038	1,000	1,000	1,000
Public liability insurance	689	723	723	723
Support services	18,500	19,400	19,400	19,500
Depreciation and impairment losses	16,286	1,214	1,214	1,214
<b>Gross expenditure</b>	<b>192,225</b>	<b>185,037</b>	<b>178,097</b>	<b>189,487</b>
<b>Income</b>				
Other Grants and Contributions	2,829	0	0	0
Other income and recharges	193,300	195,300	193,300	193,300
<b>Gross income</b>	<b>196,129</b>	<b>195,300</b>	<b>193,300</b>	<b>193,300</b>
<b>Net expenditure (income)</b>	<b>(3,904)</b>	<b>(10,263)</b>	<b>(15,203)</b>	<b>(3,813)</b>

## Radio Stations

### Service description

**Budget manager:** Direct Services Organisation Manager - S. Barnes

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	800	900	900	900
Premises related expenditure				
Depot recharge	900	900	900	900
Supplies and services				
Equipment, furniture and maintenance	0	100	100	100
Communications and computing	740	800	800	800
Support services	4,800	5,800	5,800	5,900
<b>Gross expenditure</b>	<b>7,240</b>	<b>8,500</b>	<b>8,500</b>	<b>8,600</b>
<b>Income</b>				
Other income and recharges	7,400	7,400	7,400	7,400
<b>Gross income</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>
<b>Net expenditure (income)</b>	<b>(160)</b>	<b>1,100</b>	<b>1,100</b>	<b>1,200</b>

## Transport Overheads

### Service description

**Budget manager:** Transport Manager - B Saunders

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

### Budget for the year ending 31 March 2024

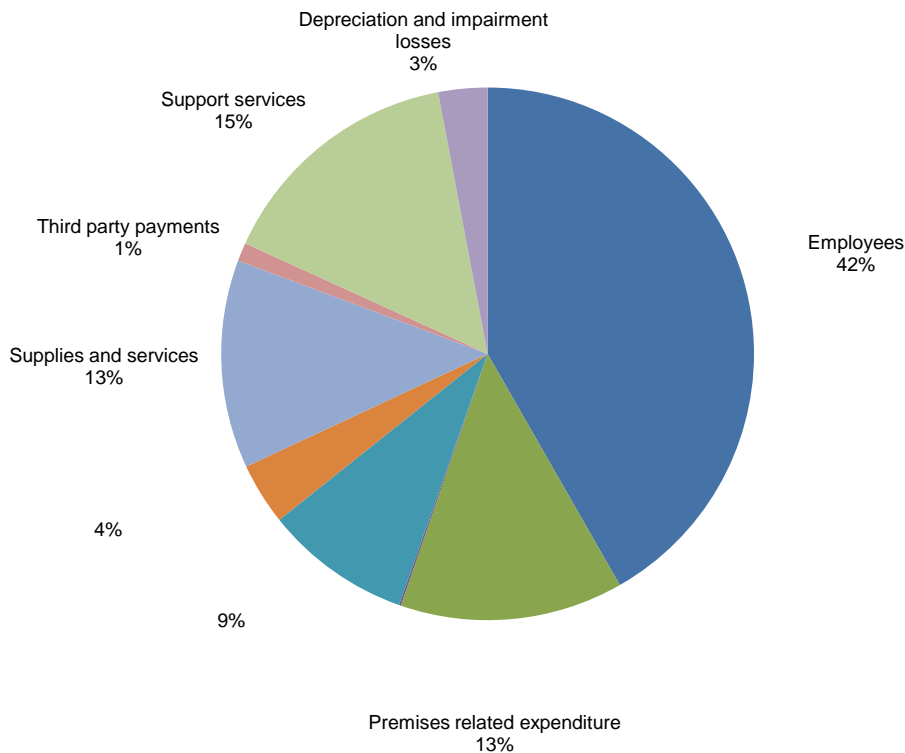
	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Expenditure</b>				
Employees				
Direct employee expenses	77,000	85,700	85,700	89,500
Training and recruitment	-	500	2,000	2,500
Premises related expenditure				
Depot recharge	26,400	26,400	26,400	26,400
Grounds maintenance	-	500	500	500
Transport related expenditure				
Garaging recharge	58,712	59,460	59,290	59,540
Vehicle recharge				
Car allowances	200	500	500	500
Supplies and services				
Equipment, furniture and materials	216	900	900	900
General office expenses	1,735	2,100	2,150	2,240
Communications and computing	162	100	160	180
Support services	31,200	33,100	33,100	33,100
Depreciation and impairment losses	116	0	0	0
<b>Gross expenditure</b>	<b>195,741</b>	<b>209,260</b>	<b>210,700</b>	<b>215,360</b>
<b>Income</b>				
Other income and recharges - recharged to vehicles	195,625	202,100	202,100	202,100
<b>Gross income</b>	<b>195,625</b>	<b>202,100</b>	<b>202,100</b>	<b>202,100</b>
<b>Net expenditure (income)</b>	<b>116</b>	<b>7,160</b>	<b>8,600</b>	<b>13,260</b>

## Corporate Management Committee

### Subjective analysis

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
	2,604,135	2,778,396	2,807,422	2,951,733
	5,123,393	5,711,258	5,446,048	7,958,360
Employees	7,727,528	8,489,654	8,253,470	10,910,093
Employees (contra)				
Premises related expenditure	3,015,569	2,782,491	3,376,940	3,542,272
Transport related expenditure	(45,951)	(32,040)	(46,995)	(29,920)
	1,255,539	1,717,722	2,580,508	2,325,222
	648,331	786,097	924,808	981,239
Supplies and services	1,903,870	2,503,819	3,505,316	3,306,461
Third party payments	221,014	247,200	272,245	292,085
Support services	3,899,893	4,034,020	4,034,180	3,976,480
Depreciation and impairment losses	548,125	784,420	779,220	779,220
<b>Gross expenditure</b>	<b>17,270,048</b>	<b>18,809,564</b>	<b>20,174,376</b>	<b>22,776,691</b>
<b><u>Income</u></b>				
Government grants	372,728	187,445	316,525	217,000
Costs and penalties recovered - includes other grants & contribu	1,667,028	1,094,397	1,151,947	1,155,201
Other fees and charges	211,924	53,100	57,100	38,100
Rents and leases	26,204,841	26,157,772	26,817,270	27,023,643
Land charges search fees	235,171	245,000	245,000	254,600
Recharges to other services	8,485,269	8,723,810	8,777,510	8,804,700
<b>Gross income</b>	<b>37,176,961</b>	<b>36,461,524</b>	<b>37,365,352</b>	<b>37,493,244</b>
<b>Net expenditure</b>	<b>(19,906,913)</b>	<b>(17,651,960)</b>	<b>(17,190,976)</b>	<b>(14,716,553)</b>

### Expenditure Analysis 2023/2024



## Housing Revenue Account

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
General management	1,902,491	2,264,889	3,355,539	3,396,179
Special services management	679,417	927,538	927,768	984,318
Supporting people for Council tenants	112,470	181,800	181,800	177,700
Mobile home site (Net)	(153,600)	(169,050)	(179,050)	(186,100)
Housing repairs	7,586,870	15,201,080	12,157,430	15,193,780
Less funded from major repairs reserve	(3,783,532)	(11,720,000)	(8,020,000)	(10,565,000)
Sale of Council houses administration	0	0	0	0
Other HRA Expenditure	549,569	518,000	532,300	555,600
Debt charges	3,425,430	3,379,000	3,379,000	3,379,000
Depreciation charges	1,980,492	1,963,241	1,963,241	1,963,241
Additional Revenue contribution to Major Repairs reserve	0	6,737,054	6,737,054	3,918,040
Additional Growth requests to be agreed	0	0	0	250,000
<b>Total expenditure</b>	<b>12,299,607</b>	<b>19,283,552</b>	<b>21,035,082</b>	<b>19,066,758</b>
<b><u>Income</u></b>				
Rent from dwellings	16,640,485	17,390,800	17,390,800	18,616,948
Non-dwelling rents and income	197,679	187,200	202,700	216,300
Interest on balances	85,293	95,800	849,000	1,239,000
<b>Total income</b>	<b>16,923,457</b>	<b>17,673,800</b>	<b>18,442,500</b>	<b>20,072,248</b>
<b>Surplus (deficit) in the year</b>	<b>4,623,850</b>	<b>(1,609,752)</b>	<b>(2,592,582)</b>	<b>1,005,491</b>

### Housing revenue account working balance

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b>Balance brought forward</b>	<b>29,254,135</b>	<b>26,945,596</b>	<b>32,632,179</b>	<b>29,432,133</b>
Add surplus (less deficit) in the year	4,623,850	(1,609,752)	(2,592,582)	1,005,491
Capital expenditure - new purchases	(600,465)	(780,000)	0	(780,000)
Capital expenditure - new build programme	(628,854)	(1,430,000)	(48,000)	(5,294,202)
Capital expenditure - further potential schemes	(16,486)	(5,000,000)	0	(750,000)
Capital expenditure - IT Schemes	0	0	(188,797)	0
Capital expenditure - Green Homes	0	0	(370,667)	0
<b>Balance carried forward</b>	<b>32,632,180</b>	<b>18,125,844</b>	<b>29,432,133</b>	<b>23,613,422</b>
<b>Major Repairs Reserve balance</b>	<b>4,003,424</b>	<b>0</b>	<b>4,683,719</b>	<b>0</b>
<b>Total balances</b>	<b>36,635,604</b>	<b>18,125,844</b>	<b>34,115,852</b>	<b>23,613,422</b>

## General management

### Service description

<b>Budget manager:</b>	Corporate Head of Housing - Mr A Vincent
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	807,133	965,100	965,100	975,900
Training and recruitment	21,108	43,000	43,000	47,300
<u>Premises related expenses</u>				
Council tax - empty dwellings	70,297	16,400	16,400	18,040
<u>Transport related expenditure</u>				
Travelling and subsistence	13,800	14,700	14,700	14,800
<u>Supplies and services</u>				
General office expenses	53,722	42,370	42,370	49,347
Communications and computing	66,293	49,470	115,970	101,416
Payment of rent - collection fees	2,889	4,000	4,000	4,400
Legal and other expenses	69,320	56,900	65,690	71,639
Insurance	267,316	303,954	303,954	317,767
Removal and disturbance expenses	5,958	75,000	56,460	75,000
DHP top-up	8,020	50,000	50,000	50,000
<u>Parkside new Housing project</u>				
Pre-development expenditure			1,025,000	1,025,000
<u>Support services</u>				
Capital Charges	10,305	39,915	39,915	39,915
<b>Gross expenditure</b>	<b>2,037,041</b>	<b>2,322,589</b>	<b>3,413,739</b>	<b>3,455,604</b>
<b><u>Income</u></b>				
Grants & contributions	80,100	3,800	3,800	3,800
Legal expenses recovered	1,009	2,000	2,000	2,000
Other Costs Recovered	576	0	500	1,000
Insurance premiums recharged	14,165	14,500	14,500	15,225
Recharge to General Fund	38,700	37,400	37,400	37,400
<b>Gross income</b>	<b>134,550</b>	<b>57,700</b>	<b>58,200</b>	<b>59,425</b>
<b>Net expenditure</b>	<b>1,902,491</b>	<b>2,264,889</b>	<b>3,355,539</b>	<b>3,396,179</b>



## Special services management

### Service description

**Budget managers:** Head of Housing Technical Services - Mr S. Allen  
Housing Services Manager - Mrs A Travers

**Service function** Services to HRA tenants including the running costs and management of, plant (e.g. lifts) lighting of staircases and courtyards; caretaking; cleaning and ground maintenance; sheltered accommodation managers; and other services (mainly shared) to HRA tenants.

**Legal status**  
Sections 20 - 27 of the Housing Act 1985.  
Housing Act 1985 s27BA (consultation with tenants with respect to management)

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Managerial and administrative staff	83,400	98,400	98,400	101,700
Scheme managers	32,300	40,600	40,600	40,600
Caretaking and cleaning	133,918	146,750	146,750	146,750
<u>Premises related expenses</u>				
Building maintenance (tenants initiatives)	17,342	200,700	200,700	200,700
Energy and utility costs	142,831	147,470	147,470	199,085
Rent, rates and insurance	5,229	9,600	9,600	10,080
Cleaning and domestic supplies	14,999	15,850	15,850	17,435
Grounds maintenance	127,762	97,090	97,090	100,890
Furniture & Equipment	0	3,200	3,200	3,200
<u>Transport related expenditure</u>				
Use of vehicles	8,095	7,900	7,900	7,900
Car allowances	2,500	2,500	2,500	2,500
<u>Supplies and services</u>				
General expenses - TV Licences	1,559	1,720	1,720	1,720
General expenses (tenants participation)	15,026	33,100	33,100	33,890
Communications and computing	11,491	12,050	12,050	12,050
Community First Initiative	3,237	25,000	25,000	25,000
<u>Support services</u>	96,100	100,400	100,630	100,370
<u>Capital Charges</u>	1,408	1,408	1,408	1,408
<b>Gross expenditure</b>	<b>697,197</b>	<b>943,738</b>	<b>943,968</b>	<b>1,005,278</b>
<b><u>Income</u></b>				
Grants & Contributions	4,380	1,800	1,800	1,800
Sales, fees and charges	13,021	13,900	13,900	18,660
Rents and leases	379	500	500	500
<b>Net expenditure</b>	<b>679,417</b>	<b>927,538</b>	<b>927,768</b>	<b>984,318</b>

## Supporting people (for Council tenants)

### Service description

Budget manager: Housing Services Manager - Mrs A Travers

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

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

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	160,600	192,800	192,800	188,700
<u>Transport related expenditure</u>				
Staff travelling and subsistence	2,700	2,700	2,700	2,700
<u>Supplies and services</u>				
Furnishing - renewals	3,290	16,500	16,500	16,500
Community alarm system recharge	118,200	120,500	120,500	120,500
<u>Support services</u>				
	23,000	19,800	19,800	19,800
<b>Gross expenditure</b>	<b>307,790</b>	<b>352,300</b>	<b>352,300</b>	<b>348,200</b>
<b><u>Income</u></b>				
Grants & Contributions	14,368	0	0	0
Sheltered dwellings tenants charges	177,558	170,500	170,500	170,500
Charges to clients - Community Alarms	3,394	0	0	0
<b>Gross income</b>	<b>195,320</b>	<b>170,500</b>	<b>170,500</b>	<b>170,500</b>
<b>Net expenditure</b>	<b>112,470</b>	<b>181,800</b>	<b>181,800</b>	<b>177,700</b>

## Mobile home site

### Service description

**Budget manager:** Housing Services Manager - Mrs A Travers

**Service function** Supervision, management and maintenance of the Councils mobile home site at Heathervale, providing both private pitches and accommodation for homeless families.

**Legal status** Section 24 of the Caravan Sites and Control of Development Act 1960

**Note: The budget for this service does not include the capital charge for the Heathervale Site.**

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	8,100	8,900	8,900	12,900
Wages	700	700	700	700
<u>Premises related expenses</u>				
Maintenance of vans and site	3,677	3,100	3,100	3,100
Fuel, light, cleaning and water	25,445	25,700	25,700	33,850
Rates, insurance and telephone	3,617	1,500	1,500	1,500
<u>Transport related expenditure</u>				
Car Allowances	100	100	100	100
<u>Support services</u>				
	7,800	8,100	8,100	8,100
<b>Gross expenditure</b>	<b>49,439</b>	<b>48,100</b>	<b>48,100</b>	<b>60,250</b>
<b><u>Income</u></b>				
<u>Fees and charges</u>				
Sale of mobile homes - commission	25,000	20,000	30,000	30,000
Site rents (net of voids)	120,006	129,000	129,000	138,030
Rent of mobile homes (net)	38,833	48,300	48,300	51,680
Water charges	18,750	19,400	19,400	26,190
Miscellaneous	450	450	450	450
<b>Gross income</b>	<b>203,039</b>	<b>217,150</b>	<b>227,150</b>	<b>246,350</b>
<b>Net expenditure</b>	<b>(153,600)</b>	<b>(169,050)</b>	<b>(179,050)</b>	<b>(186,100)</b>

## Housing repairs - maintenance

### Service description

<b>Budget manager:</b>	Head of Housing Technical Services - Mr S. Allen
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<u>Planned maintenance</u>				
Cyclic works - external decorations	200,092	0	0	0
Cyclic works - communal decorations	0	27,000	27,000	27,000
Annual maintenance and inspection (net)	508,128	616,500	616,500	616,500
Rolling repairs programme	0	8,000	8,000	8,000
<b>Total planned maintenance</b>	<b>708,220</b>	<b>651,500</b>	<b>651,500</b>	<b>651,500</b>
<u>Special works</u>				
Major works - Revenue	0	0	315,000	1,115,000
Major works - Capital	1,976,032	8,820,000	2,860,000	3,605,000
Sheltered scheme works	0	0	0	0
<b>Total special works</b>	<b>1,976,032</b>	<b>8,820,000</b>	<b>3,175,000</b>	<b>4,720,000</b>
<u>Demand maintenance</u>				
Houses, flats and communal areas	723,369	703,000	708,900	708,900
Temporary Accomodation units	19,531	26,000	26,000	26,000
Sheltered housing	58,562	62,000	62,000	62,000
<b>Total demand maintenance</b>	<b>801,462</b>	<b>791,000</b>	<b>796,900</b>	<b>796,900</b>
<u>Major improvement schemes</u>				
Central heating	716,884	1,250,000	2,410,000	1,160,000
Kitchen and bathroom upgrades	1,090,616	1,650,000	1,700,000	1,700,000
Roof replacement works	0	0	850,000	3,350,000
Window & Door replacements	0	0	200,000	750,000
<b>Total major improvement schemes</b>	<b>1,807,500</b>	<b>2,900,000</b>	<b>5,160,000</b>	<b>6,960,000</b>
<u>Other maintenance</u>				
Void repairs and decoration allowances	812,079	551,500	872,500	551,500
Disabled conversions (net)	281,640	200,000	200,000	200,000
<b>Total other maintenance</b>	<b>1,093,719</b>	<b>751,500</b>	<b>1,072,500</b>	<b>751,500</b>
<u>Insurance claims (excl. rent loss)</u>				
Insured costs	7,009	103,000	103,000	103,000
- Less policy excess	(1,000)	(3,000)	(3,000)	(3,000)
<b>Gross cost of insurance claims</b>	<b>6,009</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Gross Expenditure</b>	<b>6,392,942</b>	<b>14,014,000</b>	<b>10,955,900</b>	<b>13,979,900</b>
<u>Income</u>				
Insurance company settlement of claims	6,009	100,000	100,000	100,000
<b>Gross Income</b>	<b>6,009</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Total maintenance budget</b>	<b>6,386,933</b>	<b>13,914,000</b>	<b>10,855,900</b>	<b>13,879,900</b>

See next page for supervision costs

## Housing repairs - supervision

### Service description

<b>Budget manager:</b>	Head of Housing Technical Services - Mr S. Allen
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Salaries	712,135	812,200	814,650	823,700
Training costs	2,270	2,000	2,000	2,000
Car allowances	14,900	15,000	15,000	15,000
Supplies and services	72,252	52,200	64,200	64,200
<b><u>Support services</u></b>	402,280	409,580	409,580	412,880
Recharges	(3,900)	(3,900)	(3,900)	(3,900)
<b>Total supervision costs</b>	<b>1,199,937</b>	<b>1,287,080</b>	<b>1,301,530</b>	<b>1,313,880</b>
Total maintenance costs (previous page)	6,386,933	13,914,000	10,855,900	13,879,900
<b>Gross housing repairs expenditure</b>	<b>7,586,870</b>	<b>15,201,080</b>	<b>12,157,430</b>	<b>15,193,780</b>

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

(For information only)

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
Special major works	1,976,032	8,820,000	2,860,000	3,605,000
Central heating programme	716,884	1,250,000	2,410,000	1,160,000
Kitchen and bathroom upgrade works (incl ex	1,090,616	1,650,000	1,700,000	1,700,000
Roof replacement works	0	0	850,000	3,350,000
Window & Door replacements	0	0	200,000	750,000
<b>Total capital repairs</b>	<b>3,783,532</b>	<b>11,720,000</b>	<b>8,020,000</b>	<b>10,565,000</b>
To be met from Major Repairs Reserve	3,783,532	11,720,000	8,020,000	10,565,000

## Sale of Council houses

### Service description

<b>Budget managers:</b>	Housing Services Manager - Mrs A Travers
<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 for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
<u>Employees</u>				
Salaries	9,400	10,700	10,700	11,100
<u>Transport related expenditure</u>				
Car allowances	200	200	200	200
<u>Supplies and services</u>				
Valuation and other fees	15,601	12,200	12,200	12,200
<u>Support services</u>	18,000	19,100	19,100	19,100
<b>Gross expenditure</b>	<b>43,201</b>	<b>42,200</b>	<b>42,200</b>	<b>42,600</b>
Charged to capital receipts	(43,201)	(42,200)	(42,200)	(42,600)
<b>Met by the Housing Revenue Account</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## HRA debt charges and depreciation

### Service description

**Budget managers:** Senior Accountant (Technical & Commercial) - Ms E Lyons

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

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Debt charges</u></b>				
Interest on borrowings	3,425,430	3,379,000	3,379,000	3,379,000
Dealing charges				
<b>Net expenditure</b>	<b>3,425,430</b>	<b>3,379,000</b>	<b>3,379,000</b>	<b>3,379,000</b>
 <b><u>Depreciation transferred to major repairs reserve</u></b>				
Depreciation	1,980,492	1,963,241	1,963,241	1,963,241
Additional Revenue contribution to reserve		6,737,054	6,737,054	3,918,040
<b>Net expenditure</b>	<b>1,980,492</b>	<b>8,700,295</b>	<b>8,700,295</b>	<b>5,881,281</b>

See table below for accumulated balances and movements on account.

### **Major Repairs Reserve summary**

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
Opening balance at start of year	5,806,464	3,019,705	4,003,424	4,683,719
Contributions to reserve	1,980,492	8,700,295	8,700,295	5,881,281
Capital expenditure funded from reserve	(3,783,532)	(11,720,000)	(8,020,000)	(10,565,000)
Net movement in year	(1,803,040)	(3,019,705)	680,295	(4,683,719)
<b>Balance at year end</b>	<b>4,003,424</b>	<b>0</b>	<b>4,683,719</b>	<b>0</b>

## Other HRA expenditure

### Service description

**Budget managers:** Head of Housing - Ms M. Ward  
Senior Accountant (Technical & Commercial) - Ms E Lyons

**Service function** Miscellaneous accounting entries and corporate recharges

### Budget for the year ending 31 March 2024

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>HRA pension backfunding</u></b>	100,000	103,000	103,000	103,000
<b><u>HRA staff - accrued leave</u></b>	(24,300)	0	0	0
<b><u>HRA Leased Properties</u></b>	446	0	0	0
<b><u>Cost of capital charge</u></b>				
Civic Centre Notional charge	43,000	43,000	43,000	43,000
<b><u>Provision for uncollectable rents</u></b>	152,423	90,000	90,000	90,000
<b><u>Contribution to corporate expenses</u></b>	278,000	282,000	296,300	319,600
<b>Gross expenditure</b>	<b>549,569</b>	<b>518,000</b>	<b>532,300</b>	<b>555,600</b>



## Dwelling rents and service charges income

### Service description

<b>Budget manager:</b>	Head of Housing - Ms M. Ward
<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 for the year ending 31 March 2024

#### Rents from dwellings

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Income</u></b>				
<u>Rent debit</u>				
General stock dwellings	16,623,187	17,308,000	17,308,000	18,519,560
Tenants service charges	187,908	195,800	195,800	209,506
Rents of shared ownership properties	213,999	213,600	213,600	228,552
Heating charges	34,327	32,400	32,400	43,740
<b>Gross rent for dwellings</b>	<b>17,059,421</b>	<b>17,749,800</b>	<b>17,749,800</b>	<b>19,001,358</b>
<u>Less voids (rent loss on empty dwellings)</u>				
General stock dwellings	409,242	354,000	354,000	378,780
Tenant service charges	8,762	4,000	4,000	4,280
Heating charges	932	1,000	1,000	1,350
<b>Total voids on dwellings</b>	<b>418,936</b>	<b>359,000</b>	<b>359,000</b>	<b>384,410</b>
<b>Net rent for dwellings</b>	<b>16,640,485</b>	<b>17,390,800</b>	<b>17,390,800</b>	<b>18,616,948</b>

### Service statistics

	<u>2021/22</u> Actual	<u>2022/23</u> Estimate	<u>2022/23</u> Probable	<u>2023/24</u> Estimate
Average number of houses & flats	2,837	2,836	2,826	2,816
Average number of void houses & flats	84	55	70	55
Average number of DIYSO properties	60	61	56	55

## Non-dwelling rents and income

### Service description

<b>Budget managers:</b>	Head of Housing - Ms M. Ward Senior Accountant (Technical & Commercial) - Ms E Lyons
<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 for the year ending 31 March 2024

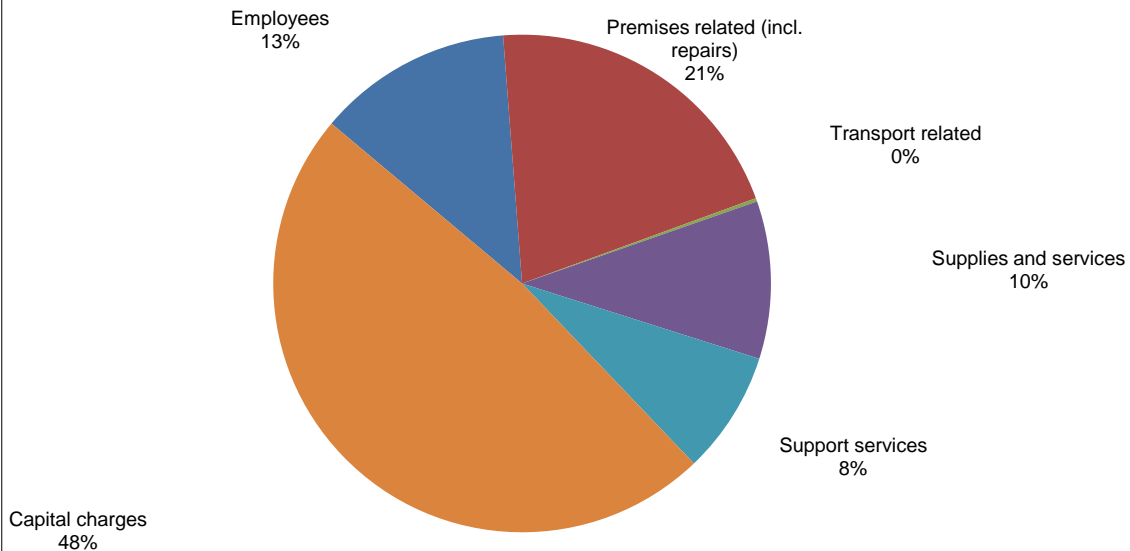
	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Non-dwelling rents and income</u></b>				
Rents of other properties	62,428	62,200	62,200	62,200
Leasehold service charges	107,614	100,000	110,000	121,000
Mead Court service charges	26,147	20,500	26,000	28,600
Miscellaneous receipts (e.g. small land sales)	1,490	4,500	4,500	4,500
<b>Sub total - other rents and income</b>	<b>197,679</b>	<b>187,200</b>	<b>202,700</b>	<b>216,300</b>
<b><u>Investment and mortgage income</u></b>				
Interest on balances	85,293	95,800	849,000	1,239,000
<b>Sub total - interest</b>	<b>85,293</b>	<b>95,800</b>	<b>849,000</b>	<b>1,239,000</b>
<b>Total non-dwelling rents and income</b>	<b>282,972</b>	<b>283,000</b>	<b>1,051,700</b>	<b>1,455,300</b>

## Housing revenue account

### Subjective analysis

	<u>2021/22</u> Actual £	<u>2022/23</u> Estimate £	<u>2022/23</u> Probable £	<u>2023/24</u> Estimate £
<b><u>Expenditure</u></b>				
Employees	2,046,764	2,424,150	2,426,600	2,454,350
Premises related (incl. repairs)	3,021,055	2,811,410	3,453,310	3,999,580
Transport related	42,295	43,100	43,100	43,200
Supplies and services	714,174	858,164	1,951,914	1,983,829
Support services	1,466,060	1,500,760	1,524,690	1,544,930
Capital charges	5,460,635	12,163,618	12,163,618	9,344,604
Additional growth bid requests to be agreed	0	0	0	250,000
<b>Gross expenditure</b>	<b>12,750,983</b>	<b>19,801,202</b>	<b>21,563,232</b>	<b>19,620,493</b>
<b><u>Income</u></b>				
Net rents	16,675,934	17,508,900	17,508,900	18,736,468
Grants and Contributions	119,022	120,100	120,100	120,825
Fees and charges	451,984	425,350	451,350	488,390
Interest	85,293	95,800	849,000	1,239,000
Recharges to General Fund	42,600	41,300	41,300	41,300
<b>Gross income</b>	<b>17,374,833</b>	<b>18,191,450</b>	<b>18,970,650</b>	<b>20,625,983</b>
<b>Net expenditure</b>	<b>(4,623,850)</b>	<b>1,609,752</b>	<b>2,592,582</b>	<b>(1,005,491)</b>

### Expenditure Analysis 2023/24



## Fees and charges

### Housing Revenue Account

	From April 2023 £	VAT treatment
<b><u>Average council house rents (per week)</u></b>		
Bedsit	76.31	Outside scope
1 bed dwelling	104.92	Outside scope
2 bed dwelling	125.77	Outside scope
3 bed dwelling	137.39	Outside scope
4 bed dwelling	150.16	Outside scope
5 or more bed dwelling	169.57	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	1.32	Outside scope
Hampshire Court	6.83	Outside scope
Middlesex Court	6.83	Outside scope
Surrey Towers	6.83	Outside scope
Sussex Court	6.62	Outside scope
Audley & Southam House	1.57	Outside scope
Fairoaks Court	1.20	Outside scope
Oaklands Court	1.32	Outside scope
Bemonds	19.81	Outside scope
Darley Dene	14.18	Outside scope
Floral House	12.31	Outside scope
Grove Court	11.20	Outside scope
Heatherfields	10.43	Outside scope
Shared Houses	9.73	Outside scope
<b><u>Independent Retirement Living (IRL)</u></b>		
Use of Guest Bedrooms by relatives and friends of tenants in sheltered housing - charge per night per person	(Incl VAT) 13.00	Standard
Disabled persons Buggy store - Battery Charging, per week	(Incl VAT) 2.20	Standard
Hairdresser per hour	(Incl VAT) 6.10	Standard
Chiropodist per day	21.00	Exempt
<b><u>Heathervale Way mobile home site - New Haw</u></b>		
Net site rent per pitch per week	40.20	Exempt
Rent of council mobile homes	60.20	Exempt
Rent of new larger council mobile homes	90.40	Exempt

## Fees and charges

### Housing Revenue Account

	From April 2023 £	VAT treatment
<b><u>Heating and hot water charges - Independent Retirement Living</u></b>		
Charge per week		
- Beomonds and Floral House	9.00	Outside scope
- Heatherfields	4.90	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
<b><u>Weekly charge for Community Alarm service</u></b>		
- Full charge for HRA tenants	0.00	Outside scope

## Fees and charges

### Housing General Fund Services

	From April 2023 £	VAT treatment
<b><u>Houses in multiple occupation (HMO) licensing costs</u></b>		
Basic fee	702.00	Outside scope
Assisted application or undeclared HMO	864.00	Outside scope
Reduction for multiple applications from same applicant	82.00	Outside scope
Reduction for renewal of fees	79.00	Outside scope
<b><u>Homeless persons accommodation</u></b>		
Bed and breakfast accommodation - flat rate room charge per week	182.00	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 2023 £	VAT treatment
<b><u>Meals at Home and Day centre</u></b>			
Monday - Friday	Cost per two course meal	4.60	Outside scope
	Cost per three course meal	5.60	Outside scope
Saturday and Sunday	Cost per two course meal	5.20	Outside scope
	Cost per three course meal	5.90	Outside scope
	Afternoon Tea	3.00	Outside scope
 <b><u>Community transport</u></b>			
	Fare for return transport to day centres (Monday - Friday)	4.20	Zero Rated
	Journey within one zone (minimum fare)	3.65	Zero Rated
	Journey to each subsequent zone	2.85	Zero Rated

## Fees and charges

### Careline system

		From April 2023 £	VAT treatment
	Full weekly charge (price to include a free smoke alarm on take up of contract)	4.90	Standard
	Full weekly charge (price to include a free smoke alarm on take up of contract) - Registered disabled	4.90	Zero Rated

## Fees and charges

### Centre lettings

		From April 2023 £	VAT treatment
<b><u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u></b>			
Monday to Friday	5pm to 11pm	25.50	Exempt
Saturday	9am to 5pm	32.00	Exempt
Saturday	5pm to 11pm	45.00	Exempt
<b><u>Commercial hire/trade shows (per hour)</u></b>			
Saturdays only	9am to 11pm	55.00	Exempt
<b><u>Catering facilities</u></b>			
Full use of kitchen		70.00	Exempt
Full use of tea bar		0.00	Exempt
Use of public address system		0.00	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 2023 £	VAT treatment
<b><u>Hairdressing salons - hourly rates</u></b>			
Eileen Tozer Day Centre	(Incl VAT)	7.90	Standard
Manor Farm Day Centre	(Incl VAT)	7.90	Standard
Woodham and New Haw Day Centre	(Incl VAT)	7.90	Standard
These rates are based upon the standard of facilities available			
<b><u>Chiropodist fees (full day)</u></b>		30.00	Exempt

## Fees and charges

### Chertsey Museum

	From Sep-23 £	VAT treatment
<u>School's membership scheme</u>		
<u>Annual membership fee</u>		
Schools with 0 - 150 pupils	32.50	Outside Scope
Schools with 151 - 250 pupils	44.00	Outside Scope
Schools with 251+ pupils	55.00	Outside Scope
<u>Talks held at Museum</u>		
<u>Member schools</u>		
One 1/2 day session	POA	Outside Scope
Two 1/2 day session (same day)	POA	Outside Scope
<u>All day sessions at the museum (max 32 children)</u>		
<u>Member schools</u>		
see education catalogue on website	POA	Outside Scope
<u>Talks held at schools within 10 miles of Chertsey Museum (approx 90 minutes)</u>		
<u>Member schools</u>		
see education catalogue on website	POA	Outside Scope
*non members pay additional £10 booking		

## Fees and charges

### Chertsey Museum

	From Sept 2023 £	VAT treatment
<u>Talks held at Schools within 11-15 miles of Chertsey Museum (approx 90 minutes)</u>		
<u>Member schools</u>		
see education catalogue on website	POA	Outside Scope
<u>Talks held at schools within 16-20 miles of Chertsey Museum ( Approx 90 minutes)</u>		
<u>Member schools</u>		
see education catalogue on website	POA	Outside Scope
<u>School assemblies (max.30 mins)</u>		
School Assemblies - schools within Runnymede (max. 30 mins)	50.00	Outside Scope
School Assemblies - schools outside Runnymede (max. 30 mins)	60.00	Outside Scope
School Assemblies - non member schools (max. 30 mins)	80.00	Outside Scope
<u>Talks to groups</u>		
At the Museum outside of opening hours - Borough Community Groups	40.00	Outside Scope
At the Museum outside of opening hours - Non Borough Community Groups	55.00	Outside Scope
Talks held outside the Museum - Borough Community Groups	45.00	Outside Scope
Talks held outside the Museum - Non Borough Community Groups	55.00	Outside Scope
<u>Children's activities at the Museum</u>		
Children's activity session per child - price based on activity	POA	Exempt
Concessionary activity session per child	POA	Exempt
<u>Use of photocopier</u>		
A4 Copies (plus VAT)	0.55	Standard
A3 Copies (plus VAT)	0.60	Standard
<u>Charge for late return of school loan boxes</u> (plus VAT)	25.00	Standard
<u>Missing item from loan boxes (per day)</u> (plus VAT)	10.00	Standard
*non members pay additional £10 booking		

## Fees and charges

### Chertsey Museum

		From Sept 2023 £	VAT treatment
<u>Photographic orders</u>			
101.6mm by 152.4mm (4" by 6")	(plus VAT)	3.50	Standard
127mm by 177.8mm (5" by 7")	(plus VAT)	4.00	Standard
152.4mm by 203.2mm (6" by 8")	(plus VAT)	4.50	Standard
203.2mm by 254mm (8" by 10")	(plus VAT)	6.00	Standard
304.8mm by 457.2mm (12" by 18")	(plus VAT)	10.50	Standard
Handling charge (1 per order)	(plus VAT)	2.50	Standard
Postage charge	(plus VAT)	2.00	Standard

Members of the following groups are entitled to a discount of 10% on certain items in the Museum shop:

- Friends of the Museum
- Members of the Museum Association
- Members of the National Art Collection Fund
- Runnymede Loyalty Card holders

School charges are increased at the start of the academic year in September although increases in material costs are passed on at time of booking

## Fees and charges

### Allotments

	From April 2023 £	VAT treatment
Charge per 25m <sup>2</sup> (rod) per annum:		
- Payment by annual direct debit	17.90	Outside Scope
- Payment by other means	20.50	Outside Scope
There is a 50% abatement where social prescribing is applicable.		
<b>(Due to statute the fees and charges for allotments are set one year in advance)</b>		
Charge per 25m <sup>2</sup> (rod) per annum:		
- Payment by annual direct debit		Outside Scope
- Payment by other means		Outside Scope
There is a 50% abatement for all senior citizens over 60 years of age who had an allotment before the 1st April 2019. New allotment holders who take a site on or after the 1st April 2019 will only be entitled to the 50% abatement once they have reached their state pension age.		

## Fees and charges

### Community Halls

		From April 2023 £	VAT treatment
<b><u>Chertsey Hall</u></b>			
<b><u>Community package Monday to Friday 8.30 to 17:00 hrs</u></b>			
Main Hall	(per hour)	(plus VAT) 24.00	Standard
Meeting Room A	(per hour)	(plus VAT) 10.20	Standard
Meeting Room C	(per hour)	(plus VAT) 6.50	Standard
Meeting Room D	(per hour)	(plus VAT) 8.35	Standard
<b><u>Community package - Monday to Friday 17:00 to 23:00 hrs</u></b>			
Main Hall	(per hour)	(plus VAT) 32.00	Standard
Meeting Room A	(per hour)	(plus VAT) 14.55	Standard
Meeting Room C	(per hour)	(plus VAT) 9.80	Standard
Meeting Room D	(per hour)	(plus VAT) 12.80	Standard
<b><u>Community package - Weekends 8.30 to 17:00 hrs</u></b>			
Main Hall	(per hour)	(plus VAT) 32.80	Standard
Meeting Room A	(per hour)	(plus VAT) 14.80	Standard
Meeting Room C	(per hour)	(plus VAT) 10.30	Standard
Meeting Room D	(per hour)	(plus VAT) 13.25	Standard
<b><u>Community Package - weekends 17:00 to 23.00</u></b>			
Main Hall	(per hour)	(plus VAT) 43.50	Standard
Meeting Room A	(per hour)	(plus VAT) 20.00	Standard
Meeting Room C	(per hour)	(plus VAT) 13.65	Standard
Meeting Room D	(per hour)	(plus VAT) 17.60	Standard
<b><u>Business Package</u></b>			
Main Hall	(per hour)	(plus VAT) 63.00	Standard
Meeting Room A	(per hour)	(plus VAT) 27.00	Standard
Meeting Room C	(per hour)	(plus VAT) 22.50	Standard
Meeting Room D	(per hour)	(plus VAT) 22.50	Standard
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages			
<b><u>Children's Party Packages</u></b>			
Main Hall (3 hours, 30+ people)		(plus VAT) 135.00	Standard
Main Hall (each additional hour)		(plus VAT) 36.00	Standard
Room A (3 hours, 30 people or less)		(plus VAT) 67.50	Standard
Room A (each additional hour)		(plus VAT) 27.00	Standard
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence. If alcohol is required please refer to function package which would apply			
<b><u>Functions Packages</u></b>			
Main Hall (6 hours)		(plus VAT) 360.00	Standard
Main Hall (each additional hour)		(plus VAT) 54.00	Standard
Main Hall (less than 6 hours)	(per hour)	(plus VAT) 63.00	Standard
Room A (6 hours)		(plus VAT) 144.00	Standard
Room A (each additional hour)		(plus VAT) 22.50	Standard
Room A (less than 6 hours)	(per hour)	(plus VAT) 27.00	Standard
Room C	(per hour)	(plus VAT) 18.00	Standard
Room D	(per hour)	(plus VAT) 18.00	Standard
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence and access to bar provision. Small rooms for functions only available to hire when booking a package			
<b><u>Use of kitchen</u></b>			
Up to 100 people		(plus VAT) 45.00	Standard
100+ people		(plus VAT) 90.00	Standard

## Fees and charges

### Community Halls

		From April 2023 £	VAT treatment
<b><u>The Hythe Centre</u></b>			
<b><u>Community package- Monday to Friday 8.30 to 17:00 hrs</u></b>			
Main Hall	(per hour)	(plus VAT) 24.00	Standard
Small Hall	(per hour)	(plus VAT) 11.40	Standard
Room 1	(per hour)	(plus VAT) 7.00	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 8.35	Standard
<b><u>Community package - Monday to Friday 17:00 to 23:00 hrs</u></b>			
Main Hall	(per hour)	(plus VAT) 32.00	Standard
Small Hall	(per hour)	(plus VAT) 15.71	Standard
Room 1	(per hour)	(plus VAT) 9.80	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 12.80	Standard
<b><u>Community use - Weekends 8.30 to 17:00 hrs</u></b>			
Main Hall	(per hour)	(plus VAT) 32.80	Standard
Small Hall	(per hour)	(plus VAT) 14.80	Standard
Room 1	(per hour)	(plus VAT) 9.80	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 12.80	Standard
<b><u>Community use - Weekends 17.00 to 23:00 hrs</u></b>			
Main Hall	(per hour)	(plus VAT) 43.50	Standard
Small Hall	(per hour)	(plus VAT) 21.40	Standard
Room 1	(per hour)	(plus VAT) 13.65	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 17.60	Standard
<b><u>Business package</u></b>			
Main Hall	(per hour)	(plus VAT) 63.00	Standard
Small Hall	(per hour)	(plus VAT) 31.50	Standard
Room 1	(per hour)	(plus VAT) 22.50	Standard
Room 2 /Bar Lounge	(per hour)	(plus VAT) 22.50	Standard
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages			
<b><u>Children's Party Packages</u></b>			
Main Hall (3 hours, 40+ people)		(plus VAT) 135.00	Standard
Main Hall (each additional hour)		(plus VAT) 36.00	Standard
Small Halls 1 or 2 (3 hours, 40 people or less)		(plus VAT) 90.00	Standard
Small Halls 1 or 2 (each additional hour)		(plus VAT) 31.50	Standard
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence. If alcohol is required please refer to function package which would apply			
<b><u>Functions packages</u></b>			
Main Hall (6 hours package)		(plus VAT) 360.00	Standard
Main Hall (each additional hour)	(per hour)	(plus VAT) 54.00	Standard
Main Hall Function Rate (less than 6 hrs) minimum 2 hours	(per hour)	(plus VAT) 63.00	Standard
Small Halls 1 or 2 (6 hour package)		(plus VAT) 180.00	Standard
Small Halls 1 or 2 (each additional hour)		(plus VAT) 27.00	Standard
Small Halls 1 or 2 (6 hour package)		(plus VAT) 31.50	Standard
Room 1	(per hour)	(plus VAT) 18.00	Standard
Room 2	(per hour)	(plus VAT) 18.00	Standard
Package includes room hire, kitchen for beverages, PA System, Hirers insurance & Music Licence and access to bar provision. Small rooms for functions only available to hire when booking a package			

## Fees and charges

### Community Halls

		From April 2023 £	VAT treatment
<b><u>Use of kitchen</u></b>			
Up to 100 people	(plus VAT)	45.00	Standard
100+ people	(plus VAT)	90.00	Standard



## Fees and charges

### Community Halls

		From April 2023 £	VAT treatment
<b><u>Community Halls</u></b>			
<b><u>Equipment Hire</u></b>			
TV & Video Recorder/ DVD player	(plus VAT)	30.00	Standard
Screen/presentation projector/TV on movable (per booking)	(plus VAT)	30.00	Standard
House P.A. system including microphone (per booking)	(plus VAT)	43.00	Standard
2 way radios (per booking)	(plus VAT)	18.00	Standard
CD player C/W Ipad dock (per booking)	(plus VAT)	9.00	Standard
Indoor Bowls carpet and woods (per hour : 2 hours min)	(plus VAT)	5.75	Standard
Flip chart and pad (per booking)	(plus VAT)	12.75	Standard
Flip chart stand only (per booking)	(plus VAT)	4.20	Standard
Electric piano (per booking)	(plus VAT)	9.00	Standard
Extension leads (per booking)	(plus VAT)	2.75	Standard
Stage lighting with access (per booking)	(plus VAT)	42.50	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>▪ All small rooms only available to hire when booking package</li> <li>▪ Deposit required for all hires</li> <li>▪ All Hires minimum of 2 hours except Childrens Parties minimum of 3 hours</li> <li>▪ Prices are subject to variation from time to time to reflect any amendments approved by the Council.</li> <li>▪ All above charges for Audio, Visual Aid and Additional Equipment are per booking unless otherwise stated</li> <li>▪ Hires are charged on an Hourly basis</li> <li>▪ All times booked must include set up and clear down time</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> </ul>			

## Fees and charges

### Parks and open spaces

	From April 2023 £	VAT treatment
<b><u>Bowls (includes VAT)</u></b>		
Green fees per person		
Per hour	8.10	Standard
Per hour (senior citizens/juniors/registered disabled)	4.30	Standard
Per match	13.40	Standard
Per match (senior citizens/juniors/registered disabled)	6.70	Standard
Per season	128.00	Standard
Per season (senior citizens/juniors/registered disabled)	64.00	Standard
<b><u>Football pitches with changing - per match (includes VAT)</u></b>		
Full size pitches		
Senior clubs	113.00	Standard
Junior clubs	56.50	Standard
Small pitches up to 1hour 30 mins	55.00	Standard
<b><u>Football pitches without changing - per match (includes VAT)</u></b>		
Full size pitches	44.00	Standard
Small pitches up to 1hour 30 mins	37.00	Standard
<b><u>Croquet (includes VAT)</u></b>		
Adults per Person per Hour	6.00	Standard
Juniors/Senior Citizens/Registered Disabled per Person per Hour	3.00	Standard
<b><u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u></b>		
Court fees (team games) per hour per court	34.50	Standard
Court fees (junior games) per hour per court	29.50	Standard
Floodlighting per hour per court	13.00	Standard
<b><u>Cricket (includes VAT)</u></b>		
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields		
Games commencing Before 5.00 p.m.	117.00	Standard
Games commencing After 5.00 p.m.	73.00	Standard
Junior Games	58.50	Standard

## Fees and charges

### Parks and open spaces

	From April 2023 £	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	70.00	Standard
As above without pavilions	25.00	Exempt
Hire of rooms in pavilions - per hour (min 2 hours)	22.50	Exempt
Team use of park for training - per hour	29.40	Standard
Team use of park for training - per year (40 maximum)	141.00	
Team use of park for training (junior teams) - per hour		Standard
<b><u>Events (includes VAT)</u></b>		
Community and charity events	175.00	
Firework displays		
Less than 15 minutes	260.00	Standard
More than 15 minutes	POA	Standard
Fairgrounds		
Operational days	800.00	Standard
Non operational days	500.00	Standard
Circuses		
Operational days	1,000.00	Standard
Non operational days	500.00	Standard
Special interest and club events including Silent Cinema		
Operational days	500.00	Standard
Non operational days	250.00	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>		
No return within 3 hours	Disabled Person	No Charge
	Fee up to 3 hours	No Charge
	All Day Fee	2.90
		Standard

## Fees and charges

### Cemeteries

	From April 2023 £	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	1,760.40	Outside Scope
	100 years - for future use	2,622.24	Outside Scope
Extended burial rights	25 years	275.40	Outside Scope
<u>"Classic traditional" grave space for coffin burial (to accommodate a brick built vault)</u>			
Exclusive burial rights	100 years - for immediate use	3,020.76	Outside Scope
	100 years - for future use	4,358.88	Outside Scope
Extended burial rights	25 years	1,028.16	Outside Scope
<u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u>			
Exclusive burial rights	100 years - for immediate use	820.80	Outside Scope
	100 years - for future use	1,242.00	Outside Scope
<u>Cremated remains grave space 0.79m x 0.91m (2.6' x 3')</u>			
Exclusive burial rights	100 years - for immediate use	605.88	Outside Scope
	100 years - for future use	914.76	Outside Scope
Extended burial rights	25 years	232.20	Outside Scope
<b><u>Vault</u></b>			
The right to construct a walled grave or vault		2,478.60	Outside Scope
<b><u>Interment fees (private and public grave)</u></b>			
Adult coffin		1,362.96	Outside Scope
Casket burial or oversized coffin		1,432.08	Outside Scope
Cremated remains		297.00	Outside Scope
Muslim section Englefield Green - weekdays (normal hours)		1,362.96	Outside Scope
Muslim section Englefield Green - outside normal hours and weekends			Outside Scope
<b><u>Memorial fees</u></b>			
* Right to place a headstone no higher than 986mm (3' 3")		243.00	Outside Scope
* Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")		243.00	Outside Scope
* Right to place a Book or tablet memorial		181.44	Outside Scope
* Right to place memorial on Classic grave space		955.80	Outside Scope
Additional inscription		112.00	Outside Scope

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

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

**Where the deceased is a child under the age of 18, fees will be claimed under the Children's Funeral Fund for England**

## Fees and charges

### Cemeteries

	From April 2023 £	VAT treatment
<b><u>Genealogy search fees</u></b>		
Search fees per interment	22.68	Outside Scope
<b><u>Exhumation</u></b>		
For supervision only removal of coffin		Outside Scope
For supervision only removal of cremated remains		Outside Scope
<b><u>Garden of Remembrance (Addlestone)</u></b>		
Interment	297.00	Outside Scope
Provision and installation of plaque by the Council	133.00	Outside Scope
<b><u>Administration and other fees</u></b>		
Registration of transfer of exclusive right of burial (will or probate provided)	111.00	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	121.00	Outside Scope
Copy of exclusive right of burial	111.00	Outside Scope
Postponement or cancellation of burial after notice has been given	410.40	Outside Scope
Charge for chapel (Per hour - minimum charge)	125.00	Outside Scope
Selection fee - for Cemeteries Registrar to attend	172.80	Outside Scope
Completion of Exhumation Applications	112.32	Outside Scope

## Fees and charges

### Crime and disorder

	From April 2023 £	VAT treatment
<b><u>Safer Runnymede (Includes VAT)</u></b>		
CCTV System - supply of copy DVDs	161.26	Standard
CCTV System - supply of copy photograph	26.16	Standard
CCTV System - viewing DVD footage (per hour or part thereof)	70.55	Standard

## Fees and charges

### Refuse collection

	From April 2023 £	VAT treatment
<b><u>Trade refuse</u></b>		
Sack collection		
- Sack purchase charge	31.39	Outside Scope
- Collection charge	74.00	Outside Scope
	105.39	Outside Scope
- Disposal charge	68.11	Outside Scope
Sack collection	173.50	Outside Scope
Service cost including hire, administration, collection and disposal		
120 litre wheeled bins		
- Administration and Container hire charge	96.00	Outside Scope
- Collection charge	109.00	Outside Scope
	205.00	Outside Scope
- Disposal charge	92.59	Outside Scope
120 litre wheeled bins	297.59	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	158.00	Outside Scope
- Collection charge	110.00	Outside Scope
	268.00	Outside Scope
- Disposal charge	209.18	Outside Scope
240 litre wheeled bins	477.18	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	184.00	Outside Scope
- Collection charge	110.00	Outside Scope
	294.00	Outside Scope
- Disposal charge	292.39	Outside Scope
360 litre wheeled bins	586.39	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	214.00	Outside Scope
- Collection charge	158.00	Outside Scope
	372.00	Outside Scope
- Disposal charge	377.13	Outside Scope
660 litre wheeled bins	749.13	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	335.00	Outside Scope
- Collection charge	158.00	Outside Scope
	493.00	Outside Scope
- Disposal charge	501.25	Outside Scope
1100 litre bulk containers	994.25	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	367.00	Outside Scope
- Collection charge	158.00	Outside Scope
	525.00	Outside Scope
- Disposal charge	501.25	Outside Scope
1100 litre bulk containers - lockable	1,026.25	Outside Scope

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

## Fees and charges

### Refuse collection

	From April 2023 £	VAT treatment
<b><u>Domestic refuse</u></b>		
Purchase of wheeled containers (includes purchase, delivery and administration costs) (only one bin collected/emptied per household)		
New bins		
- 140 litre bin	56.20	Outside Scope
- 180 litre bin	68.98	Outside Scope
- 660 litre bin (communal facilities)	260.58	Outside Scope
-1100 litre bin (communal facilities)	403.64	Outside Scope
-1100 litre bin - lockable (communal facilities)	421.53	Outside Scope
Second hand / refurbished (when available)		
- 140 litre bin	30.48	Outside Scope
- 180 litre bin	38.88	Outside Scope
Upgrade from		
- 140 litre bin to 180 litre bin	69.98	Outside Scope
- 180 litre bin to 360 litre bin	83.25	Outside Scope
Families of 6 or more with a child under the age of 3 annual rental charge		
<b><u>One off payments</u></b>		
Charge for contaminated bins and additional collections		
- 240 litre bin	57.46	Outside Scope
- 360 litre bin	85.05	Outside Scope
- 660 litre bin	124.35	Outside Scope
-1100 litre bin	190.92	Outside Scope
<b><u>Bulky waste collections</u></b>		
Up to 3 items	28.15	Outside Scope
Per additional item maximum of 6 items	6.50	Outside Scope



## Fees and charges

### Refuse collection

	From April 2023 £	VAT treatment
<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	56.00	Outside Scope
- Collection charge	85.87	Outside Scope
	141.87	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	91.00	Outside Scope
- Collection charge	131.06	Outside Scope
	222.06	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	113.00	Outside Scope
- Collection charge	142.37	Outside Scope
	255.37	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	116.00	Outside Scope
- Collection charge	187.56	Outside Scope
	303.56	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	138.00	Outside Scope
- Collection charge	212.42	Outside Scope
	350.42	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	154.00	Outside Scope
- Collection charge	212.42	Outside Scope
	366.42	Outside Scope

## Fees and charges

### Recycling and Green Waste

	From April 2023 £	VAT treatment
<b><u>Recycling initiatives</u></b>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
New bins		
- 120 litre bin	23.27	Outside Scope
- 240 litre bin	33.56	Outside Scope
- 360 litre bin (Families of 6 or more only)	40.92	Outside Scope
- 660 litre bin	231.87	Outside Scope
- 1100 litre bin (communal facilities)	359.17	Outside Scope
- 1100 litre bin - lockable (communal facilities)	400.42	Outside Scope
Second hand / refurbished (when available)		
- 120 litre bin	16.50	Outside Scope
- 240 litre bin	21.50	Outside Scope
- 360 litre bin (Families of 6 or more only)	31.00	Outside Scope
Upgrade from		
-120 litre bin to 240 litre bin	16.50	Outside Scope
-240 litre bin to 360 litre bin	21.50	Outside Scope
<b><u>Recycling for schools and businesses - fortnightly collection</u></b>		
Service cost including hire, administration and collection		
120 litre wheeled bins		
- Administration and Container hire charge	56.00	Outside Scope
- Collection charge	39.14	Outside Scope
	95.14	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	91.00	Outside Scope
- Collection charge	59.74	Outside Scope
	150.74	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	113.00	Outside Scope
- Collection charge	63.86	Outside Scope
	176.86	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	116.00	Outside Scope
- Collection charge	86.52	Outside Scope
	202.52	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	138.00	Outside Scope
- Collection charge	96.82	Outside Scope
	234.82	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	154.00	Outside Scope
- Collection charge	96.82	Outside Scope
	250.82	Outside Scope
Food waste	No charge	Outside Scope

## Fees and charges

### Recycling and Green Waste

	From April 2023 £	VAT treatment
<b><u>Green garden waste scheme</u></b>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
120 litre bin	0.00	Outside Scope
240 litre bin	0.00	Outside Scope
Annual subscription charge:		
120 litre / 140 litre bin	36.00	Outside Scope
Each additional wheeled bin 240 litre bin	36.00	Outside Scope
Each additional wheeled bin	57.00	Outside Scope

## Fees and charges

### Car parking charges

	From Jan 2023 £	VAT treatment
<b><u>On street parking - agency agreement to end 31 March 2023</u></b>		
First residents permit	N/A	Outside Scope
Additional permits	N/A	Outside Scope
Daily visitor permits (max 120 per property per year)	N/A	Outside Scope
Amendment to permit	N/A	Outside Scope
<b><u>Waivers / bay suspensions</u></b>		
Waiver certificate (per vehicle) up to 3 days	N/A	Outside Scope
each additional day	N/A	Outside Scope
Bay suspension (each marked bay) up to 3 days	N/A	Outside Scope
each additional day	N/A	Outside Scope
<b><u>Pay and display parking (including pay by phone)</u></b>		
<b><u>Town Centre (higher scale) car parks</u></b>		
<b><u>Medium Stay parking (includes VAT)</u></b>		
<b><u>(Monday to Saturday)</u></b>		
Egham (Hummer Road); Chertsey (Beomonds)		
Disabled Person	No charge	Standard
Fee up to 1 hour	1.30	Standard
Fee 1 to 2 hours	2.50	Standard
Fee 2 to 3 hours	3.50	Standard
Fee 3 to 4 hours	4.00	Standard
Fee 4 to 5 hours	4.50	Standard
Fee 5 to 6 hours	5.50	Standard
<b><u>Long stay parking (includes VAT)</u></b>		
<b><u>(Monday to Saturday)</u></b>		
Egham (Waspe Farm); Chertsey (Library); Virginia Water (British Legion) and (Memorial Gardens);		
Chertsey (Woodlands) Monday to Sunday		
Disabled Person	No charge	Standard
Fee up to 1 hour	1.30	Standard
Fee 1 to 2 hours	2.50	Standard
Fee 2 to 3 hours	3.50	Standard
Fee 3 to 4 hours	4.00	Standard
Fee 4 to 5 hours	4.50	Standard
All Day Fee	7.00	Standard

## Fees and charges

### Car parking charges

	From Jan 2023 £	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)	0.60	Standard
Fee 1 to 2 hours	1.20	Standard
Fee 2 to 3 hours	2.00	Standard
Fee 3 to 4 hours	3.00	Standard
Fee 4 to 5 hours	3.50	Standard
All Day Fee (Not Gogmore Farm)	5.50	Standard
<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	Non-resident (per annum) 700.00 Non-resident (per quarter) 250.00 Resident (per annum) 300.00 Resident (per quarter) 100.00	Standard Standard Standard Standard
<b><u>Car park permits (Monday to Saturday)</u></b>		
Beomonds, British Legion, Hummer Road, Memorial Gardens, Woodlands	Non-resident (per annum) 700.00 Non-resident (per quarter) 250.00 Resident (per annum) 300.00 Resident (per quarter) 100.00	Standard Standard Standard Standard
<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) 125.00 (per quarter) 50.00	Standard Standard
<b><u>Contract car parking</u></b>		
Chertsey (Beomonds Row, White Hart Row)	Non-resident (per annum) 750.00 Non-resident (per quarter) 225.00 Resident (per annum) 250.00 Resident (per quarter) 75.00	Standard Standard Standard Standard
Contract Parking Key Deposit (Refundable on return of the key)	40.00	Outside Scope

## Fees and charges

### Other environment and sustainability charges

	From April 2023 £	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 Corporate Head of Environmental Services to cover costs.	POA	Standard
Food Export Certificate	110.00	Outside Scope
Re-inspections requested by food businesses	173.00	Outside Scope
<b><u>Environmental offences</u></b>		
<b><u>Penalty fines:</u></b>		
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>		
<b><u>Penalty fines:</u></b>		
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>Abandoned vehicles</u></b>		
Fixed penalty notice fee (reduced to £160 if paid within 10 days)	Set locally to statute maximum 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
Fly tipping		
Upper level (if paid within 14 days) (reduced to £320 if paid within 10 days)	400.00	Outside Scope
Lower level (if paid within 14 days) (reduced to £120 if paid within 10 days)	150.00	Outside Scope

## Fees and charges

### Other environment and sustainability charges

	From April 2023 £	VAT treatment
<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.

#### **Air Pollution fees**

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

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

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

#### **Register of authorised processes**

Complete register	977.00	Outside Scope
Individual entry	145.00	Outside Scope

#### **Contaminated Land**

Basic contaminated land enquiry at an hourly rate	105.00	Outside Scope
Contaminated land enquiry for one property	231.00	Outside Scope
Contaminated land enquiry for more than one property	444.00	Outside Scope

#### **Dog control charges**

##### Minimum charge during normal office hours

Statutory charge for the return of a seized stray dog plus	25.00	Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable	77.00	Outside Scope
	102.00	

##### Minimum charge for collection outside of normal office hours

Statutory charge for the return of a seized stray dog plus	25.00	Outside Scope
Minimum collection and admin fee for the return of a seized dog is also payable	121.00	Outside Scope
	146.00	

The collection fee may be increased where additional charges are incurred

## Fees and charges

### Other environment and sustainability charges

	From April 2023 £	VAT treatment
<b><u>Highway and engineering charges</u></b>		
<b><u>Copies of plans etc. (includes VAT)</u></b>		
A4 Size	13.75	Standard
A3 Size	15.00	Standard
Larger than A3 size	31.25	Standard
A minimum fee for replying to technical questions	178.00	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	72.25	Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	17.80	Outside Scope
Renaming a street : requested by residents including notification		Outside Scope
<b><u>New addresses</u></b>		
New development of first plot	72.25	Outside Scope
New development for plots 2 -5 (per plot)	36.75	Outside Scope
New development for plots 6 - 10 (per plot)	30.75	Outside Scope
New development for plots 11 - 20 (per plot)	24.25	Outside Scope
New development for plots 21 and greater (per plot)	17.75	Outside Scope
Additional charge, where this includes naming of a street (per street)	121.00	Outside Scope
Additional charge, where this includes the naming of a building (e.g. block of flats) (per block)	121.00	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/14492/Fees-street-naming-and-numbering">http://www.runnymede.gov.uk/article/14492/Fees-street-naming-and-numbering</a>		



## Fees and charges

### Other environment and sustainability charges

	From April 2023 £	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)	144.89	Standard
<b><u>Street trading consents</u></b>		
Basic fee	1,000.00	Outside Scope
Additional annual charge for each day of the week a trader operates	230.00	Outside Scope
<b><u>Sale of technical documents</u></b>		
Fee at the discretion of the Corporate Head of Environmental Services	POA	Standard
<b><u>Annual animal licence fees</u></b>		
Higher Tier activities (exc. Home board and day care dogs) New application	370.00	Outside Scope
Higher Tier activities (exc. Home board and day care dogs) Renewal	251.00	Outside Scope
Lower Tier activities (Home board and day care dogs) New application	343.00	Outside Scope
Lower Tier activities (Home board and day care dogs) Renewal	225.00	Outside Scope
Additional activity charge	51.00	Outside Scope
Enforcement charge	177.00	Outside Scope
Re-rating fee	204.00	Outside Scope
Transfer / variation	55.00	Outside Scope
Copy of licence	33.50	Outside Scope
Dangerous wild animals	543.00	Outside Scope
<b><u>Vet fees</u></b>		
If Veterinary Inspections are necessary in order to grant above licences		Outside Scope

## Fees and charges

### Other environment and sustainability charges

	From April 2023 £	VAT treatment
<b><u>Miscellaneous fees and charges cont.</u></b>		
<b><u>Support for a range of events across the borough</u></b>		
See Parks and Open Spaces for event fees and charges		
<b><u>Hire of RBC Refuse Bins per bin</u> (price excluding VAT)</b>		
180 litres		
- Rental cost including delivery & collection	59.00	Standard
- Waste collection/disposal costs	29.00	Standard
- Additional collection/disposal (during event per visit)	50.00	Standard
360 litres		
- Rental cost including delivery & collection	92.00	Standard
- Waste collection/disposal costs	52.50	Standard
- Additional collection/disposal (during event per visit)	90.00	Standard
660 litres		
- Rental cost including delivery & collection	235.00	Standard
- Waste collection/disposal costs	144.00	Standard
- Additional collection/disposal (during event per visit)	248.00	Standard
1100 litres		
- Rental cost including delivery & collection	398.00	Standard
- Waste collection/disposal costs	212.50	Standard
- Additional collection/disposal (during event per visit)	366.00	Standard
<b><u>Hire of RBC Recycling Bins per bin</u> (price excluding VAT)</b>		
180 litres		
- Rental cost including delivery & collection	59.00	Standard
- Waste collection/disposal costs	15.00	Standard
- Additional collection/disposal (during event per visit)	26.00	Standard
- Contamination Costs (due to non-recyclable waste)	57.50	Standard
360 litres		
- Rental cost including delivery & collection	92.00	Standard
- Waste collection/disposal costs	27.00	Standard
- Additional collection/disposal (during event per visit)	47.00	Standard
- Contamination Costs (due to non-recyclable waste)	85.00	Standard
660 litres		
- Rental cost including delivery & collection	235.00	Standard
- Waste collection/disposal costs	75.30	Standard
- Additional collection/disposal (during event per visit)	130.00	Standard
- Contamination Costs (due to non-recyclable waste)	124.00	Standard
1100litres		
- Rental cost including delivery & collection	398.00	Standard
- Waste collection/disposal costs	111.00	Standard
- Additional collection/disposal (during event per visit)	191.00	Standard
- Contamination Costs (due to non-recyclable waste)	191.00	Standard
<b><u>Provision of Labour (Pre / During and Post ) for Event - minimum charge 4 Hours</u></b>		
General labour (price excluding VAT)		
- hourly rate 06.00-13.00	28.00	Standard
- hourly rate 13.00-18.00	42.00	Standard
- hourly rate 18.00-22.00	56.00	Standard
- hourly rate Saturday	45.50	Standard
- hourly rate Sunday	56.00	Standard
- hourly rate Bank Holiday	89.00	Standard
<b><u>Provision of Grass Cutting Team - minimum 1 day Charge</u></b>		
- Day charge (price excluding VAT)	505.00	Standard
<b><u>Provision of Tree Works Team - minimum 1 day Charge</u></b>		
- Day charge (price excluding VAT)	928.00	Standard

## Fees and charges

### Premises and alcohol related licences

From April 2023 £	VAT treatment
-------------------------	------------------

**Licensing Act 2003**

**Main application fee**

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

Non City / Town Centre

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

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

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

**Annual charge**

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

Non City / Town Centre

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

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

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

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

89.00      Outside Scope

## Fees and charges

### Premises and alcohol related licences

	From April 2023 £	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
<b><u>Annual fee</u></b>		
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
<b><u>Personal Licences</u></b>		
Application for a grant of personal licence	37.00	Outside Scope
<b><u>Temporary events</u></b>		
Temporary event notice	21.00	Outside Scope

## Fees and charges

### Premises and alcohol related licences

	From April 2023 £	VAT treatment
<b><u>Other licences</u></b>		
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 2023 £	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 2023 £	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 2023 £	VAT treatment
<b><u>Taxi and Hackney Carriage licensing fees (outside scope of VAT)</u></b>		
<b><u>Vehicle applications</u></b>		
Hackney Carriage licence	339.00	Outside Scope
Private hire vehicle licence	196.00	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	92.00	Outside Scope
<b><u>Changes to licence</u></b>		
Change of vehicle during the licensing period (i.e. transfer to replacement vehicle for balance of licence period - existing plate must be returned)	67.00	Outside Scope
Change of vehicle licence type during the licensing period (e.g. from Hackney Carriage to private hire)	67.00	Outside Scope
Change of drivers licence during the licensing period (e.g. From private hire to Hackney Carriage drivers licence)	34.00	Outside Scope
<b><u>Drivers licence new applications</u></b>		
Combined Hackney Carriage and private hire drivers licence - one year	238.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	468.00	Outside Scope
Private hire drivers licence - one year	238.00	Outside Scope
Private hire drivers licence - three year	468.00	Outside Scope
<b><u>Drivers licence renewals</u></b>		
Combined Hackney Carriage and private hire drivers licence - one year	178.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	411.00	Outside Scope
Private hire drivers licence - one year	178.00	Outside Scope
Private hire drivers licence - three year	411.00	Outside Scope
<b><u>Private hire operators licence (valid for 1 year)</u></b>		
1 vehicle owner/driver	202.00	Outside Scope
2 - 5 vehicles	207.00	Outside Scope
6 - 20 vehicles	233.00	Outside Scope
21 - 40 vehicles	268.00	Outside Scope
41 - 60 vehicles	302.00	Outside Scope
61 - 80 vehicles	336.00	Outside Scope
81 - 100 vehicles	371.00	Outside Scope
<b><u>Private hire operators licence (valid for 5 years)</u></b>		
1 vehicle owner/driver	640.00	Outside Scope
2 - 5 vehicles	646.00	Outside Scope
6 - 20 vehicles	671.00	Outside Scope
21 - 40 vehicles	706.00	Outside Scope
41 - 60 vehicles	740.00	Outside Scope
61 - 80 vehicles	775.00	Outside Scope
81 - 100 vehicles	809.00	Outside Scope



## Fees and charges

### Taxi licences

	From April 2023 £	VAT treatment
<b><u>Pre application and other charges</u></b>		
Failure to keep appointment / comply with renewal procedures	50.00	Outside Scope
Knowledge test including re-takes for Hackney Carriage Drivers	54.00	Outside Scope
Knowledge test to go from being a Private Hire Driver to a Hackney Carriage Driver	54.00	Outside Scope
Knowledge test including re-takes for Private Hire Drivers and Private Hire Operators	54.00	Outside Scope
New drivers information pack	25.00	Outside Scope
Disclosure & Barring Service (DBS) fixed fee (£40) plus processing charges £18.50 Runnymede Borough Council and £9 Surrey County Council.	65.00	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 2023 £	VAT treatment
<b><u>Registration fees</u></b>		
Ear piercing, electrolysis, tattooing and acupuncture		
- Practitioners	234.00	Outside Scope
- Premises	234.00	Outside Scope
Sex establishments	1,050.00	Outside Scope
Initial fee		
Sex establishments	1,050.00	Outside Scope
Annual fee		
<b><u>Mobile homes site licences</u></b>		
Application for new site licence (includes £50.00 for single unit site) plus an additional £6.00 for each additional unit up to 101 units plus an additional £5.00 for each additional unit up to 201 units plus an additional £4.00 for each additional unit over 201	300.00	Outside Scope
Site inspection	50.00	Outside Scope
Fit and proper person test	160.00	Outside Scope
Application for fit and proper person licence	372.00	Outside Scope
Application to transfer or amend a site licence	295.00	Outside Scope
Application for a minor amendment to a site licence	200.00	Outside Scope
Application for a replacement copy of a site licence	25.00	Outside Scope
Annual licence fee for a single unit site plus an additional £6.00 for each additional unit up to 101 units plus an additional £5.00 for each additional unit up to 201 units plus an additional £4.00 for each additional unit over 201	50.00	Outside Scope
Fee for the deposit of site rules	75.00	Outside Scope
<b><u>Other licences and permits</u></b>		
Scrap metal dealers site licence (3 year licence)	394.00	Outside Scope
Scrap metal collectors licence (3 year licence)	254.00	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	394.00	Outside Scope
<b><u>Pavement Licence</u></b>		
Application for new temporary pavement licence	100.00	Outside Scope

## Fees and charges

### Planning and Building Control Services

	From April 2023 £	VAT treatment
<b><u>Local Plan and Policies map</u></b>		
Cost of printing the Runnymede 2030 Local Plan Policies Map including p&p	88.00	Outside Scope
Cost of printing the Runnymede 2030 Local Plan plus p&p.	35.00	Outside Scope
<b><u>Planning fees</u></b>		
Planning application fees - Set by Statute		Outside Scope
Pre-Application advice service fees - Set by the Planning Committee on 23 October 2019		Standard
High hedges complaint fee - Charge for processing and resolving dispute	788.00	Outside Scope
<b><u>Building control fees</u></b>		
Set by the Planning Committee with guidance issued by Local Authority Building Control	Increased	Standard
Set by the Planning Committee with guidance issued by Local Authority Building Control	Increased by 5% from 01 April 2023	Outside Scope

## Fees and charges

### Planning and Building Control Services

	From April 2023 £	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	270.00	Outside Scope
A minimum fee for general enquiries for the supply of planning and building control histories and background information on sites	105.00	Outside Scope
Building Control completion letter	48.00	Outside Scope
<b><u>Search and copying fees, paper/electronic (micro-fiche) (includes VAT)</u></b>		
Search and copying fees - planning decision notices	39.00	Standard
Copies of 106 Agreements and appeal decisions	39.00	Standard
Background papers / miscellaneous documents	4.00	Standard
A4 print from website	0.30	Standard

## Fees and charges

### Corporate and Business Services

	From April 2023 £	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	20.00	Outside Scope
plus for every 1,000 entries or part thereof	1.00	Outside Scope
Printed paper format	10.00	Outside Scope
plus for every 1,000 entries or part thereof	2.00	Outside Scope
Sale of Register of Electors - published edited registers - charges set by legislation		
Data format	20.00	Outside Scope
plus for every 1,000 entries or part thereof	1.50	Outside Scope
Printed paper format	10.00	Outside Scope
plus for every 1,000 entries or part thereof	5.00	Outside Scope

## Fees and charges

### Corporate and Business Services

	From April 2023 £	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	50.00	Outside Scope
Residential	50.00	Outside Scope
Each extra taxable assessment	10.00	Outside Scope
Search any one part of the register	12.00	Outside Scope
CON 29 enquiry form:-		
Commercial	260.00	Standard
Residential	205.00	Standard
Each extra taxable assessment	30.00	Standard
Optional part II enquiry	21.00	Standard
Additional enquiry	42.00	Standard
General:-		
Copy Search	12.00	Standard
Copy of legal agreement (including plans)	39.00	Standard
<b><u>Council Tax</u></b>		
Court costs	94.50	Exempt
<b><u>Business Rates</u></b>		
Court costs	135.50	Outside Scope
<b><u>Other charges (VAT charged where applicable)</u></b>		
Freedom of information/Environmental Information regulations - staff time per hour	25.00	Standard
Data Protection Subject Access Request - per request - charges set by legislation		Outside Scope
Provision of photocopies of documents under the Local Government (Access to Information Act 1986) (per page)	0.30	Standard
Provision of photocopies generally		
- Printing/copying A4 documents ( per page )	0.30	Standard
- Printing/copying A3 documents ( per page )	0.40	Standard

## Fees and charges

### Corporate and Business Services

	From April 2023 £	VAT treatment
<b><u>Corporate Properties</u></b>		
Garage rentals (per week)		
If included with house	14.00	Outside Scope
Private rental	16.80	Standard
Sale of property enquiries - refundable if sale proceeds	1,080.00	Standard
Completion of Leasehold Property Enquiries	500.00	Standard
Disposal of Council Land (at 3rd party's request) (whether sale completes or not)	1,000.00	Standard
Grant of Consent to Alter/Sub let or other consent under a lease	750.00	Standard
Grant of Licence (<3 months/low risk/not for sales activity)	150.00	Standard
Grant of Licence (3-12 months/low risk/not for sales activity)	300.00	Standard
Grant of Licence (Any duration/high risk/sales)	750.00	Standard
Grant of Easement or Wayleave to statutory undertaker	300.00	Standard
Grant of Easement other than to statutory undertaker (whether completes or not)	500.00	Standard
Preparation of Schedule of Dilapidations	1,000.00	Standard
Grant of Deed of Surrender (not including surrender premium)	1,000.00	Standard
Grant of Alteration/Release from Covenant (whether granted or not)	1,000.00	Standard
* Concessionary rate applies to registered charities and community groups in the local community (25% discount).		
<b><u>Civic Centre accommodation charges</u></b>		
Council Chamber		
Community use per hour	43.20	Standard
Semi commercial use per hour	86.40	Standard
Commercial use per hour	129.60	Standard
Committee Room		
Community use per hour	21.60	Standard
Semi commercial use per hour	43.20	Standard
Commercial use per hour	64.80	Standard
Foyer/Meeting Rooms/Members Room		
Community use per hour	10.80	Standard
Semi commercial use per hour	21.60	Standard
Commercial use per hour	32.40	Standard
Out of hours reception cover	per hour	43.20
<b><u>Sale of agendas and civic publications</u></b>		
Sale of copy agendas per annum		
Residents groups etc. - All Committees	136.00	Outside Scope
Residents groups etc. - individual main Committee only (except Planning)	38.00	Outside Scope
Residents groups etc. - Planning Committee only	113.00	Outside Scope
Commercial organisations - All Committees	539.00	Outside Scope
Commercial organisations - Individual Main Committee only (except Planning)	119.00	Outside Scope
Commercial organisations - Planning Committee only	350.00	Outside Scope
Sale of copy agendas - Individual copies	3.80	Outside Scope
Sale of copy minute book		
Residents groups etc. - per annum	56.70	Outside Scope
Residents groups etc. - per individual copy	10.20	Outside Scope
Commercial organisations - per annum	194.40	Outside Scope
Commercial organisations - per individual copy	49.70	Outside Scope

**General Fund Capital Programme 2022/23 to 2030/31**

Scheme Details	Approval Date	Total Budget	Actual to 31 Mar 22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Comments
		£	£	£	£	£	£	£	
<b>Housing Services (GF)</b>									
<b>Improvement Grants/Loans (private sector properties)</b>									
Disabled Facilities Grants	CMC - Jan 2015	4,815,000		535,000	535,000	535,000	535,000	535,000	
Discretionary Renovation Grants	CMC - Jan 2015	269,784		29,976	29,976	29,976	29,976	29,976	
Minor Works Assistance Grants	CMC - Jan 2015	152,730		16,970	16,970	16,970	16,970	16,970	Funded by grant
Loans - Granted	CMC - Jan 2015	360,000		40,000	40,000	40,000	40,000	40,000	
Moving Home Scheme Loans	CMC - Jan 2015	266,049		29,561	29,561	29,561	29,561	29,561	
<b>General Fund Schemes (non-council housing)</b>									
Purchase of 3 properties for rough sleepers	CMC - Nov 2021	700,000	667,458	32,542					Scheme subject to future committee report. Part Homes England funding, part s106
<b>Sub-totals</b>		<b>6,563,563</b>	<b>667,458</b>	<b>684,049</b>	<b>651,507</b>	<b>651,507</b>	<b>651,507</b>	<b>651,507</b>	
<b>Environment &amp; Sustainability</b>									
<b>Environmental Services</b>									
Depot vehicle fleet replacement programme:	-	1,996,155	1,996,155						
- Refuse Services	-	3,059,066			225,492				Based on 2021 replacement programme
- Street Cleansing Services	-	508,551		100,070	66,713	288,824		52,944	Based on 2021 replacement programme
- Depot Services	-	52,656				42,656		10,000	Based on 2021 replacement programme
- Recycling Services	-	12,000							Based on 2021 replacement programme
River Thames Flooding Scheme	CMC - Oct 2017	5,000,000					2,000,000	2,000,000	
Green Homes - raising energy efficiency ratings	E&S Sept 2022	3,074,887	348,197	2,726,690					Met from HRA £400,000 (SO42 - April 22) and LAD grant for balance
A320 North of Woking HiF Scheme	SO42 - May 2020	2,000,000			2,000,000				
<b>Car Parking</b>									
ANPR Car Parking Programme	Provision	250,000			250,000				Scheme subject to future committee report
Replacement car parking vehicles	-	50,000		50,000					Based on 2021 replacement programme
Replacement Pay and Display Machines	Provision	50,000			50,000				Scheme subject to future committee report
<b>Sub-totals</b>		<b>16,053,315</b>	<b>2,344,352</b>	<b>2,876,760</b>	<b>2,592,205</b>	<b>331,480</b>	<b>2,000,000</b>	<b>2,062,944</b>	
<b>Community Services</b>									
<b>Community Transport</b>									
Vehicle fleet replacement programme	-	528,000		132,000		88,000	176,000		Replacement Programme to be reviewed in 2023/24
<b>Safer Runnymede</b>									
CCTV Equipment Replacement	-	950,000		150,000	100,000	100,000	100,000	100,000	Annual provision available to draw down
<b>Grant Aid to Sporting and Community Organisations</b>									
Grants to Local Organisations	-	180,000		20,000	20,000	20,000	20,000	20,000	Annual provision available to draw down
<b>Parks and Open Spaces</b>									
New Bike Track - Kings Lane Open Space	Provision	30,000			30,000				Scheme subject to future committee report
Replacement play area programme	Provision	800,000			100,000	100,000	100,000	100,000	Scheme subject to future committee report
Grounds Maintenance Contract Vehicles	CMC - Feb 2022	444,000		420,000		24,000			
Heathvale Rec Skate Park	CMC - Sept 2022	210,000			210,000				
Tennis Court refurbishment	CMC - Sept 2022	168,000		168,000					
Paddling pool replacement programme	Provision	500,000			200,000	150,000.00	150,000		Scheme subject to future committee report
Paddling pool replacement - RPG	Provision	250,000			250,000				Scheme subject to future committee report
<b>General Schemes</b>									
Youth Café	Provision	160,000			160,000				Scheme subject to future committee report
1st Chertsey Scout Hut demolition	CMC - Apr 2019	55,000	40,272	14,728					
<b>Sub-totals</b>		<b>4,275,000</b>	<b>40,272</b>	<b>904,728</b>	<b>1,070,000</b>	<b>482,000</b>	<b>546,000</b>	<b>220,000</b>	



**General Fund Capital Programme 2022/23 to 2030/31**

Scheme Details	Approval Date	Total Budget	Actual to 31 Mar 22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Comments
		£	£	£	£	£	£	£	
<b>Corporate &amp; Business Services</b>									
<b>General Schemes</b>									
Contribution towards Surreywide Travellers' Site	Provision	200,000			200,000				Scheme subject to future committee report
Restructuring & Transformation - ICT & PPE	Provision	500,000			500,000				Scheme subject to future committee report
Shared Prosperity Fund:									
- Improvements to town centres	CMC - Dec 2022	250,000				250,000			Funded from Shared Prosperity Fund
- Open markets & town centre retail	CMC - Dec 2022	165,000				165,000			Funded from Shared Prosperity Fund
- Development and promotion of visitor economy	CMC - Dec 2022	80,000				80,000			Funded from Shared Prosperity Fund
- R&D Grants supporting innovative development	CMC - Dec 2022	60,000			10,000	50,000			Funded from Shared Prosperity Fund
<b>Property related schemes</b>									
Provision for Asset Management	-	12,900,000		500,000	500,000	500,000	2,400,000	1,000,000	
Depot Refurbishment works	CMC - June 2022	300,000		100,000	200,000				
Addlestone One Internet upgrade	Provision	100,000			100,000				Scheme subject to future committee report
Civic Centre replacement of failing components	Provision	1,100,000			1,100,000				Scheme subject to future committee report
Initiatives for operational buildings	Provision	400,000			100,000	100,000	100,000	100,000	Scheme subject to future committee report
Addlestone ONE Lifts replacement	Provision	700,000							2027/28 allocation
<b>Regeneration Schemes</b>									
Addlestone ONE Project	CMC - Sept 2014	80,000,000	77,851,969	2,148,031					
Development Loans to RBCi (Egham Gateway)	CMC - Apr 2022	11,837,595		11,837,595					non -financial investment - Offset by Capital Receipt
Addlestone One refurbishment	CMC - July 2021	4,520,000		1,520,000	3,000,000				
Magna Square Regeneration scheme	Council - Nov 2016	90,000,000	72,396,669	10,000,000	7,603,331				
<b>ICT Schemes</b>									
ICT Hardware Replacement (Incl Members)	-	1,400,000		200,000	100,000	100,000	200,000	200,000	Annual provision. Laptops and Docks to be replaced every 5 years / Monitors every 7 years. Members every 4 years with annual provision for new intake
ICT Upgrades & Developments	-	1,000,000		200,000	100,000	100,000	100,000	100,000	Annual provision available to draw down
<b>Digital Transformation Strategy</b>									
E-Procurement System	Provision	20,000			20,000				Scheme subject to future committee report
Waste Collection system	Provision	10,000		10,000					Scheme subject to future committee report
Financial Management System	Provision	500,000			100,000	400,000			Scheme subject to future committee report
GDPR Data Recovery	Provision	15,000			15,000				Scheme subject to future committee report
Network and Infrastructure update	Provision	90,000	75,050	14,950					Scheme subject to future committee report
Combined HR & Payroll system	CMC - Oct 2022	200,000			235,000				
Telephony system	CMC - May 2020	100,000	67,989	32,011					
Parking Services system	CMC - Sept 2021	25,000		25,000					
Environmental Health system	Provision	300,000				300,000			Scheme subject to future committee report
Sharepoint	Provision	50,000			50,000				Scheme subject to future committee report
Welfare support and corporate debt software	Provision	20,000			20,000				Scheme subject to future committee report
Legislative requirements Council Tax and NNDR	Provision	10,000			10,000				Scheme subject to future committee report
Waste & recycling improvements	Provision	50,000			50,000				Scheme subject to future committee report
Meeting Rooms Video Conferencing	Provision	30,000			30,000				Scheme subject to future committee report
Income Management System	Provision	200,000				200,000			Scheme subject to future committee report
Council Tax, NNDR & Benefits system	Provision	350,000					350,000		Scheme subject to future committee report
Planning, Building Control and Land Charges	Provision	130,000					130,000		Scheme subject to future committee report
Document Management system	Provision	130,000					130,000		Scheme subject to future committee report
Website, Forms and CRM System	Provision	290,000							Scheme subject to future committee report
Website Template Review	Provision	10,000				10,000			Scheme subject to future committee report
Tree Management Software	Provision	25,000				12,500			Scheme subject to future committee report
Legal Case Management System	Provision	40,000					40,000		Scheme subject to future committee report
Service desk software	Provision	15,000					15,000		Scheme subject to future committee report
CIL Software	Provision	25,000					25,000		Scheme subject to future committee report
Elections Software	Provision	50,000					50,000		Scheme subject to future committee report
Local Land and Property Gazeeter Software	Provision	60,000				60,000			Scheme subject to future committee report
Waste Collection system	Provision	200,000				200,000			Scheme subject to future committee report
Telephony and call centre replacement	Provision	200,000				150,000	50,000		Scheme subject to future committee report

**General Fund Capital Programme 2022/23 to 2030/31**

Scheme Details	Approval Date	Total Budget	Actual to 31 Mar 22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Comments
		£	£	£	£	£	£	£	
Network Firewall Hardware	Provision	15,000					15,000		Scheme subject to future committee report
Network Switches Hardware	Provision	60,000					60,000		Scheme subject to future committee report
Disaster Recovery Hardware	Provision	70,000						70,000	Scheme subject to future committee report
<b>Sub-totals</b>		<b>208,802,595</b>	<b>150,391,677</b>	<b>26,587,587</b>	<b>14,043,331</b>	<b>2,677,500</b>	<b>3,665,000</b>	<b>1,470,000</b>	
<b>Summary</b>									
Housing Services		6,563,563	667,458	684,049	651,507	651,507	651,507	651,507	
Community Services		4,275,000	40,272	904,728	1,070,000	482,000	546,000	220,000	
Environment & Sustainability		16,053,315	2,344,352	2,876,760	2,592,205	331,480	2,000,000	2,062,944	
Corporate and Business Services		208,802,595	150,391,677	26,587,587	14,043,331	2,677,500	3,665,000	1,470,000	
<b>Total</b>		<b>235,694,473</b>	<b>153,443,759</b>	<b>31,053,124</b>	<b>18,357,043</b>	<b>4,142,487</b>	<b>6,862,507</b>	<b>4,404,451</b>	
<b>Financed by</b>									
Direct Revenue Contributions									Assumes revenue funding when Capital Recveipts run out
Earmarked Reserves				1,852,070	1,392,205	1,250,480	3,076,000	1,562,944	
Other Grants & Contributions:				3,578,739	941,507	1,196,507	651,507	651,507	
Capital Receipts				20,622,315	8,420,000	1,695,500	3,135,000	2,190,000	
Borrowing				5,000,000	7,603,331				Assumes existing borrowing plans still allowable under Levelling Up and Regeneration Bill
				<b>31,053,124</b>	<b>18,357,043</b>	<b>4,142,487</b>	<b>6,862,507</b>	<b>4,404,451</b>	

### Housing Revenue Account Capital Expenditure Programme 2022/23 to 2030/31

Scheme Details	Approval Date	Total Budget	Actual to 31 Mar 22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Comments
		£	£	£	£	£	£	£	
<b>Housing Expenditure</b>									
<b>Capitalisation of improvement works</b>									
	Hsg - March 2022								
Kitchen and Bathroom upgrade	Hsg - March 2022	6,800,000		1,700,000	1,700,000	1,700,000	1,700,000		Per HRA Business Plan - March 22 update. Capitalisation at year end.
Heating & Boiler replacement	Hsg - March 2022	5,890,000		2,410,000	1,160,000	1,160,000	1,160,000		Per HRA Business Plan - March 22 update. Capitalisation at year end.
Roof replacement works	Hsg - March 2022	10,900,000		850,000	3,350,000	3,350,000	3,350,000		Per HRA Business Plan - March 22 update. Capitalisation at year end.
Window & Door replacements	Hsg - March 2022	2,450,000		200,000	750,000	750,000	750,000		Per HRA Business Plan - March 22 update. Capitalisation at year end.
Other major works	Hsg - March 2022	13,675,000		2,860,000	3,605,000	3,605,000	3,605,000		Per HRA Business Plan - March 22 update. Capitalisation at year end.
<b>New Build Programme:</b>									
St Georges Development, Addlestone	Hsg - Sept 2017	2,004,415	1,924,415	80,000					Scheme complete
2&2A Guildford Road	Provision	16,900,000			9,132,000	3,316,500	3,845,000	606,500	Subject to future committee report
Holly Close	Provision	2,300,000			812,100	653,100	728,350	106,450	Subject to future committee report
Ripley Avenue & Dunkirk	Provision	9,992,500			3,542,500	3,280,000	2,778,000	392,000	Subject to future committee report
Parkside Regeneration scheme	Full Council - Oct 2022	9,856,000						9,856,000	Approval to RIBA stages 1-3 approved at Full Council at a cost of £5m. Costs will be shown here as part of main project once feasibility work has been undertaken and a further fully costed committee report has been submitted
<b>Other schemes</b>									
Purchase of Property	Hsg - Sept 2016	1,300,000			1,300,000				Part financed by use of 1-4-1 receipts not paid to the Government Pool
Investment in Energy Efficiency	SO42 - April 22	898,113		898,113					Part funded by Green Homes Grant
Housing Northgate system upgrade	CMC - Sept 2021	246,382	57,585	188,797					Funded from HRA balances
IT enhancements - NEC Housing	Provision	400,000			50,000	50,000	50,000	50,000	Subject to future committee report - Funded from HRA balances
IRL boiler replacement	Provision	500,000			500,000				Subject to future committee report - Funded from HRA balances
Housing estate paths	Provision	200,000			200,000				Subject to future committee report - Funded from HRA balances
		<b>84,312,410</b>	<b>1,982,000</b>	<b>9,186,910</b>	<b>26,101,600</b>	<b>17,864,600</b>	<b>17,966,350</b>	<b>11,010,950</b>	
<b>Financed by</b>									
HRA Balances				607,464	6,824,202	14,548,600	8,509,100	-	
HRA Major Repairs reserve				8,020,000	10,565,000	1,963,000	1,963,000	1,700,950	
Grants & Contributions				527,446	6,947,750	823,000	314,250	3,780,000	
Capital Receipts - housing replacement, Set Aside Receipts				32,000	1,764,648	230,000	230,000	230,000	40% of HRA property Purchases and New Builds
Capital Receipts - Usable receipts				-	-	300,000	1,950,000	300,000	
Borrowing							5,000,000	5,000,000	Assumes existing borrowing plans still allowable under Levelling Up and Regeneration Bill
				<b>9,186,910</b>	<b>26,101,600</b>	<b>17,864,600</b>	<b>17,966,350</b>	<b>11,010,950</b>	