

RUNNYMEDE BOROUGH COUNCIL

BUDGET INFORMATION 2024 - 25

ITEM

Budget and Council Tax report
Medium Term Financial Strategy

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The following pages contain a summary of the budget for 2024/25 and the Medium Term Financial Strategy (MTFS) 2024/25 to 2028/29 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tax setting reports agreed by full Council on 8 February 2024 for ease of reference and some of the Appendices have been replaced by the detailed budget pages that follow.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 General Fund Revenue Budget for the Council, setting out 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 (CMC) in December 2023 and recommended for consideration by Full Council in February.
- 1.3 The Medium-Term Financial Forecast (MTFF) and detailed 2024/25 budget proposals have been updated to reflect the actions set out in the MTFS in December, alongside a minor change to the Provisional Settlement figures and final amendments to detailed service budgets. This revised forecast also includes updated borrowing costs (interest and provision for repayment of debt) in line with changes made as part of the Capital and Investment Strategy and draft Capital Programme. A summary of these movements is set out in the body of this report.
- 1.4 It is not intended to repeat all of the contextual information that is set out in the MTFS, but to focus on the 2024/25 budget figures, 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 final appendix.

2 Building the Budget

Adjustments to base budgets

- 2.1 The starting point for preparation of the revised forecast and 2024/25 budget proposal, 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. In 2023/24, these have largely stemmed from unavoidable cost increases due to existing contractual commitments or the outcome of procurement exercises.
- 2.2 Known changes to the budgets are also built in from decisions taken by others such as Surrey County Council or central government, where those decisions directly impact the costs or income of the Council (e.g., reversion of on-street parking enforcement and Highways verge maintenance to the County Council, or national

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planning fee uplift) as are unavoidable changes such as increases in the costs of external audit, for example.

- 2.3 Two significant savings have been included with the adjustments. These are a reduction of £1m in salary costs based on on-going underspends against the establishment list and a challenge exercise undertaken by budget managers to release savings in non-contractual, non-salary budgets, resulting in £365k of annual savings.
- 2.4 These amendments are included in the budget adjustments line in the updated MTFF.
- 2.5 The MTFF also shows amendments to base budgets in respect of budgets carried forward to 2023/24 from 2022/23 and growth bids that were approved as part of last year's budget process. Note that this also includes changes to net Investment property income which are shown under the Treasury and Financing section of the MTFF.

Proposed growth for 2024/25

- 2.6 Following a rigorous challenge process, a limited number of growth items were put forward to CMC as part of the MTFFS, for inclusion in the budget proposals for consideration by Full Council in February. The MTFFS contained supporting detail for these growth items which were considered as business critical or contributing significantly to service delivery or the achievement of corporate objectives.
- 2.7 The growth bids are summarised in the following table:

Business Critical Revenue growth		Revenue		
		2024/25	2025/26	2026/27
Service Area	Growth bid	£	£	£
Digital Services	SIEM upgrade to SaaS	15,000	15,000	15,000
Digital Services	WAN replacement of Unicorn lines	4,000	-1,000	-1,000
Digital Services	VOIP for remote sites	5,000	-	-
Digital Services	UCS replacement	5,000	5,000	5,000
Digital Services	SAN replacement	3,000	3,000	3,000
Digital Services	Gazetteer software replacement	6,000	6,000	6,000
		38,000	28,000	28,000

Other Revenue growth		Revenue		
		24/25	25/26	26/27
Service Area	Growth bid	£	£	£
Climate change	Climate change pump prime fund	100,000	100,000	100,000
Assets & Regeneration	Asset Management software	32,000	28,000	28,000
Environmental Services	Additional budget for tree works	45,000	45,000	-
		177,000	173,000	128,000

Revenue costs of Business-Critical Capital Projects		Revenue		
		24/25	25/26	26/27
Service Area	Growth bid	£	£	£

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Digital Services/ Finance	Revenue costs of replacement Finance system	56,000	56,000	56,000
		56,000	56,000	56,000

- 2.8 The first six items relate to the provision of digital services with increasing revenue costs due to moving to cloud-based solutions and operating as Software-as-a-Service (SaaS). None of these items have any related capital budget pressures as they either have no related capital costs or any capital spend is contained within existing provisions in the capital programme. All six items are designated as business critical as essential to the running of services, business continuity and cyber security.
- 2.9 The next three items are deemed to contribute significantly to service delivery or corporate aims and include £100,000 per annum over the next three years to provide revenue funding for climate change initiatives, anticipated increase in software costs for the Council's asset management system, and additional spend to manage reactive tree maintenance.
- 2.10 The final item is in regard to business-critical growth related to a capital provision i.e., the provision of a new finance system. It is anticipated that implementation of a new system will have additional revenue consequences for hosting, licencing, support and maintenance.
- 2.11 As previously noted, the detail on proposed growth bids for 2024/25 was set out in the MTFS in December 2023, including two items to be considered during 2024/25 due to aligning with the timing of other complimentary works or when supporting data to aid decision-making would be available.
- 2.12 In the December 2023 report, a number of scenarios were developed to aid consideration of the proposed strategic actions. One such scenario showed the effect on the Council's budget gap and working balances, of both the on-going approval of supplementary estimates each year (in-year growth) and of annual budgetary growth. While this year's annual growth bids have been kept to a relatively modest level, it should be remembered that around £200,000 of supplementary estimates have been approved during 2023/24 (albeit largely due to unavoidable contractual obligations).
- 2.13 This significant uplift in costs year on year needs to be addressed as part of the Council's future financial sustainability, hence the strategic actions identified in the MTFS at Appendix 5 of that report, included a moratorium on growth until significant in-roads are made into balancing the Council's medium-term financial position. Hence the updated MTFF included in this report does not show any further in-year or annual budget growth.
- 2.14 No supplementary estimates are to be approved in-year unless essential to deliver corporate aims or that are business critical to the running of services. Even where these criteria are met, the first assumption will be that growth is to be met by savings elsewhere or by external funding. (Note that this does not apply to annual inflation uplifts, including annual salary adjustments).
- Inflation**
- 2.15 Adjustments for both income and expenditure inflation are factored into the budget preparation, with underlying assumptions set out in the MTFS. Service Committees have also considered the setting of fees and charges relevant to their areas, and these have been built into the budget proposals. Assumptions around income from the Council's portfolio of investment properties is directly related to the uplift details

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within individual leases rather than on any general inflationary uplift in property income and so is derived in a more detailed manner, making allowances for known lease events such as rent reviews, break clauses, end of lease terms and any rent-free periods, for example.

- 2.16 Included in the inflation allowance, is a provision for the annual staff pay award for 2024/25 including adjustments to meet the National Living Wage requirements. 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. The final pay award is subject to consultation with trade union representatives and CMC approved under the MTFS that authority be given to the Head of Paid Service (Chief Executive) to enter into pay negotiations with staff and Union representatives within the total provision set out in the report.
- 2.17 Any change to the pay inflation estimates included in this report 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 and may therefore be subject to a supplementary estimate.
- 2.18 The changes referred to above form the "Adjusted base budget" line in the revised MTFF.

Transfers to and from earmarked reserves

- 2.19 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 ongoing 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;
 - funds to support invest-to-save initiatives, service transformation and continuous improvement;
 - 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

- 2.20 This section is explained in more detail in the Capital and Investment Strategy, and the Treasury Management Strategy.
- 2.21 As already noted, income from the Council's commercial property portfolio is now shown in this section alongside its income from treasury management (interest receivable) and borrowing costs (interest payable and provision for the repayment of debt, also known as Minimum Revenue Provision (MRP)).
- 2.22 More commentary on the Council's debt position and its commercial property portfolio is included in Appendix E but it is important to recognise the contribution that

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this income makes to the delivery of Council services while also understanding the risks involved in this type of commercial activity and the mitigating steps that the Council takes to ensure it can manage those risks.

2.23 In 2022/23, the investment property portfolio returned a net yield, after direct costs, of 4.9%. This figure includes returns from commercial property forming part of the Council's regeneration schemes in Addlestone and Egham, the latter coming on stream during 2022/23 so does not reflect a full year's income. Once provisions for bad debts and borrowing costs are included, the net yield was 2.1%, providing over £11m net contribution to the Council's revenue budget to support the provision of services to residents. The budget proposals take account of the latest forecasts for income and allow for direct costs and for interest payable on borrowing. Provisions are included in the budget for estimated levels of bad debt and the set aside of monies for future repayment as loans mature. Reserves are held to ensure properties are maintained and repaired and to allow for fluctuations in annual income due to void periods or the award of rent-free periods, for example.

2.24 As set out in the Capital and Investment Strategy, the Council is now formalising its intent not to purchase additional investment property by placing a moratorium on new debt-funded asset investments, i.e. assets purchased primarily for yield. Instead it will concentrate work in this area on managing its existing portfolio, maximising returns and considering options for divestment in appropriate circumstance. The Council will be seeking to reduce its overall borrowing requirement, and therefore when such asset sales are agreed, and capital receipts for sales are used to repay borrowing, this will have an impact on the revenue budget in a number of ways.

- Potential income from the asset will be lost, but so too will any holding costs for the asset.
- The Council's provision for repayment of debt will be reduced and potentially if loans are repaid early, while interest rates remain high but are expected to fall, a discount may be achieved on the unwinding of the debt, which may in part offset loss of income.
- A reduced portfolio may also reduce management costs and external costs such as instructing valuations on a smaller portfolio.

With so many interacting elements, it will be imperative moving forward that detailed financial analysis is undertaken to determine the best options for each individual asset when considering any divestment, following the processes set out in the Asset Management Strategy, approved by Full Council in March 2023, and the enhanced governance processes introduced during the current year which saw the Property and Assets Member Task Force set up.

2.25 Interest receivable on the Council's cash investments is due to fall back towards previous levels over the medium term due to a combination of future falls in interest rates and the consumption of cash reserves.

2.26 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 MTF 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.

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- 2.27 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.
- 2.28 The Budget estimates do not currently make any provision for voluntary repayment of debt, over and above that calculated in accordance with the Council's MRP policy. However, it may be prudent to consider this option as net budget reductions are realised as part of the Council's programme to deliver savings, efficiencies and income generation or should future underspends against the forecasts occur.

Local Government Finance Settlement

- 2.29 The Provisional Local Government Settlement, providing detailed funding allocations on a council-by-council basis, was released on 18th December 2023 and the figures are included in the draft budget and updated medium-term forecast and show very minor change from that indicated in the MTFF in December. The four-week consultation period ran to 15th 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 In accordance with its previous policy statement on the future of local government finance, the Provisional Settlement confirmed a proposed Core Spending Power (CSP) increase of around 6.5% in 2024/25 across local government, with a 3% minimum funding guarantee for all councils before any decisions on Council Tax rates are taken. The constituents of core spending power will vary depending on the type of authority (County / Unitary / District) and other individual characteristic such as rurality.
- 2.31 CSP for Runnymede consists of the following items:
- Settlement Funding Assessment (which consists of Revenue Support Grant, and the baseline funding level)
 - Income from council tax assuming that the tax base grows, and councils increase council tax by the maximum possible allowable under council tax referendum principles
 - Compensation for under-indexing the business rates multiplier
 - New Homes Bonus
 - Services Grant
 - A Funding Guarantee, to ensure that all councils have an increase of 3% in core spending power before any changes in council tax levels are taken into account.

Change in core spending power	2023/24	2024/25
	£m	£m
Settlement Funding Assessment	2.006	2.115
Compensation for under-indexing the business rates multiplier	0.328	0.368
Estimated Council Tax	6.447	6.711

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New Homes Bonus	0.610	0.664
CSP Minimum Funding Guarantee	0.503	0.594
Services Grant	0.075	0.012
Core Spending Power	9.968	10.463
Increase (including assumed increase in Council Tax rate)		5.0%

2.32 Not all of the figures in the table above are directly comparable to those in the Budget Estimates. For Council Tax, the CSP makes assumptions about growth to the taxbase that may differ from local assumptions and the Settlement Funding Assessment includes the baseline funding level, but actual funding will vary depending on business rates growth, for example.

2.33 The Council will be fully compensated for under-indexation of the business rates multiplier. 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 is aligned with CPI.

Business Rates

2.34 Business Rates Pools continue for 2024/25 and the Council has entered into a revised pooling arrangement for the year ahead and estimated pooling gains are included in the budget figures. The budget proposals assume that the resetting of the Business Rates baselines will not occur until 2026/27, as was set out in scenario 2 in the MTFF. Pooling gains will not be achievable immediately after a reset and therefore do not appear in later years of the forecast. No pooling gain is forecast in 2025/26 at this point, although Runnymede has been part of the local pooling arrangements for some years now and will likely continue to be so for as long as these arrangements are in place. At this point however, it is too uncertain to forecast any anticipated gains for 2025/26 alongside the absence of clarification of when the Business Rates reset will happen.

2.35 The Council is required to return an estimate of its Business Rates income to government by 31 January 2024 (NNDR1). This form also estimates any surplus or deficit on the collection of Business Rates against the anticipated income in the prior year, much as happens with Council Tax. At the time of writing this report, this work is in progress. Any material changes to the estimates within the budget will be compensated for from the Business Rates Reserve.

Council Tax

2.36 The estimated tax base growth, approved in December, provides additional income in 2024/25 of £116.7k in respect of the growth in the equivalent number of Band D chargeable properties in the area.

2.37 Draft council tax referendum principles were issued alongside the Provisional Settlement, confirming that a referendum would be triggered for shire districts such as Runnymede if their increase in Council Tax is 3% or more, and greater than £5. The increase to Runnymede's Council Tax level is proposed at 2.99% which equates to £5.53 for the average Band D property, before any discounts or exemptions are applied. This provides around £196.3k of additional income to the Council in 2024/25. The MTFF assumes a similar increase in Council Tax level in future years.

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- 2.38 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 inflation and demand for services. 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.

3 Budget Summary

- 3.1 All of the above factors culminate in the production of the updated MTFE and the detailed budget proposals.
- 3.2 The updated MTFE shows a more favourable position for all years across the forecast period when compared to that reported in December. This is due to a number of factors:
- The estimates have been updated to include the assumptions set out in scenario 2 of the MTFE report, i.e. a moratorium on growth, delay of the Business Rates reset and a more gradual reduction in funding following the government's proposed review of relative needs across Councils;
 - Changes have been made to reflect final amendments to budget returns from budget holders and final reconciliations of recharges between the General Fund and the Housing Revenue Account;
 - Effects of the fee increases approved by Members during the November cycle of committees have been incorporated;
 - Minor change to provisional settlement figures; and
 - Amendments to capital costs due to now assuming the tail-end of costs for the Magna Square development will be met from capital receipts rather than through borrowing and to adjust minimum revenue provision for changes to the level of internal borrowing. These matters are referred to in the Capital and Investment Strategy.
- 3.3 The following table sets out these changes.

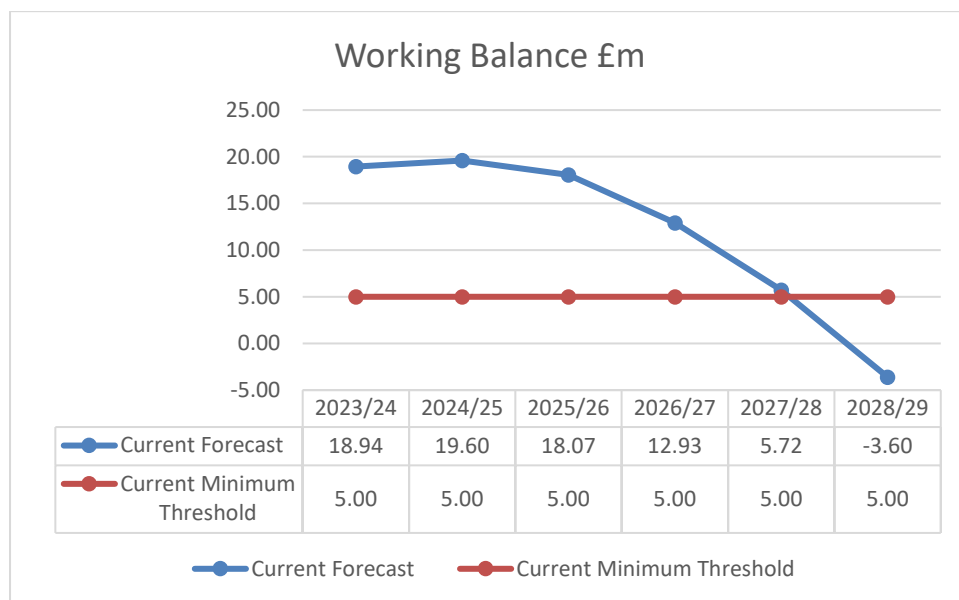
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	Probable	Forecast	Forecast	Forecast
	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000
Use of Working Balance as per MTFs report	1,672	67	4,299	7,061
Moratorium on in-year supplementary estimates	-	(200)	(400)	(600)
Moratorium on annual budget growth from 2025/26	-	-	(250)	(500)
Business rates retention reset slips a year	-	-	(1,500)	-
Change in funding assumptions (reduced tapering)	-	-	(100)	(200)
Use of / (contribution to) Working Balance - Scenario 2	1,672	(133)	2,049	5,761
Expenditure on Services:				
Chertsey Museum - Business rates reduction	(22)			
Green Waste income	(45)	(60)	(60)	(60)
Parks Tree survey	(100)	100		
Cemeteries - increase in income	(144)	(144)	(144)	(144)
Car Parks - increase in income	(98)	(106)	(106)	(106)
Salaries - Additional savings identified	(167)			
Reduction in property holding costs		(195)		
Increased recharges to the HRA		(210)	(210)	(210)
Additional savings / Roundings under £5k	(47)	(118)	(126)	(122)
Other changes:				
Revenue contributions to capital	(60)	60		
Borrowing costs	(74)	(294)	(294)	(294)
MRP Recalculation	444	409	373	282
Changes in Government Grants	(12)	40	40	40
Updated MTFF	1,347	(651)	1,522	5,148

- 3.4 The revised forecast sees the Council moving from a broadly balanced budget position for 2024/25 to one that instead contributes £651k to its working balances. The budget gaps previously indicated for 2025/26 and 2026/27 are both significantly reduced, resulting in a reduction to the anticipated drawdown of balances in both those years. The budget gap for 2025/26 is now forecast at £1.5m, while the budget gap by the end of 2026/27 is forecast to be approximately £5.2m. This is the period covered by the MTFs, although the forecast itself has been extended for a further two years to demonstrate the potential outcome should corrective action not be taken in a timely manner.
- 3.5 As a result of these changes, the revised MTFF shows a reduced rate of decline in the General Fund working balance, reducing from £20.3m at the start of 2023/24 to £12.9m by the close of 2026/27 (the period covered by the Strategy) some £7.9m above the minimum threshold set last year.
- 3.6 In the Ministerial statement accompanying the Provisional Settlement, the government recognised the economic pressures faced by Councils and noted that while local authority reserves were falling, they remained generally higher than pre-pandemic levels, and encouraged Councils to consider, where possible, the use of

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their reserves to maintain services in the face of these pressures. While it is appropriate to use reserves to meet some of the challenges placed on the Council by the current economic situation and consequential inflationary pressures, 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. This is demonstrated by projecting the forecast out a further two years which shows that balances would fall to around the £5m minimum level by the end of 2027/28, and be eroded completely during 2028/29, without corrective action being taken, which is further illustrated in the following chart.



- 3.7 It is important to note however that the MTFF does not include the outcome of the Council's Service Review programme nor its programme to achieve savings, efficiencies and income generation, other than those already approved via Committee. (Two examples of savings initiatives already considered and progressed are the amendments to Council Tax Discounts and Premiums for empty properties and the financial inclusion pilot project which were both considered by the relevant Service Committee and approved during December 2023).
- 3.8 As further recommendations stemming from these programmes come forward to Members under the process previously agreed by Full Council, they will be reflected in future monitoring reports as the savings become certain to be realised, once initiatives have been subject to necessary due diligence and have passed through Member approval. This prudent approach means that savings which are yet to be tested and approved are not included in the budget, with the intent that greater focus is applied to the realisation of benefits and the delivery of required savings.
- 3.9 The size of the budget gap and the ultimate draw on the working balance, will therefore be lessened as the results of those programmes bring future years' budgets closer to a balanced position. The achievement of a positive budget position for 2024/25 and the headroom above the agreed minimum threshold by close of 2026/27, ahead of inclusion of those savings initiatives, demonstrates the progress that has already been made in increasing the financial stability of the Council and provides time for the measures set out in the MTFFS to be implemented and for net budget reductions to be realised.

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4 Minimum Threshold for Reserves

- 4.1 In 2023/24, the minimum threshold for the level of working balances was increased from £3m to £5m to allow for the potential increase in volatility in the Council's finances particularly due to the onset of a period of high inflation and potential economic recession. The MTFs considered by Committee in December recommends that it would be prudent to review the minimum threshold again for the coming period to ensure that sufficient risk mitigation is provided against changes to the budgetary forecast.
- 4.2 While balances were four times this threshold at the start of 2023/24, it can be seen in the forecast that they could fall relatively quickly over the next three years and potentially be below the minimum level by 2028/29, without the delivery of net budget reductions. The forecast provides ample time to implement plans and deliver savings with the aim of seeing balance levels stabilise over the medium to longer term.
- 4.3 The Council has been updating its risk management framework in recent months, and updating its Risk Registers to capture key risks, including financial risk. Considering such risks and given continued uncertainty regarding future funding streams and the general economic context, it is not advised to reduce this contingency at the current time. Equally there is no immediate pressure to further increase the level, but rather to support retention of the threshold at £5m. As noted already, balances are projected to remain significantly above this minimum level for the next three years. 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. This statement is set out at Appendix E of this report, for consideration.

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. Ensuring a balanced budget and a sustainable financial position over the medium to longer term are essential to ensuring value for money to the taxpayer and other stakeholders.
- 7.2 Sound financial planning is essential to the on-going delivery of services and the sustainability of the Council's finances and forms a major part of the external auditors' opinion on the Council's use of its resources (known as the "Value for money conclusion").

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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.
- 8.2 The Council is required to set a balanced budget and the Chief Financial Officer must report under s114 of the Local Government Finance Act 1988 if it appears to them that the expenditure of the authority incurred (or proposed to be incurred) in a financial year is likely to exceed the resources available to meet that expenditure.

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 Environment/Sustainability/Biodiversity implications

- 10.1 The budget proposals include revenue growth of £100k per annum for three years to support climate change initiatives.

11 Risk implications

- 11.1 Awareness and management of risk is an essential element of budget preparation, informing the level of resources expected to be needed to deliver the aims of the Council; the financial and demand pressures likely to be faced; and the level of contingency required to support the budget proposals.
- 11.2 This approach is in line with the Council's recently approved Risk Appetite statements. The overarching risk appetite statement adopted by Full Council in December 2023 is as follows:
- “Risk Management is a continuously evolving process, whereby the Council constantly seeks to refine and improve process, in order to support the delivery of its objectives and take a proportionate approach to risk. Identifying its risk appetite enables the Council to take a balanced approach in respect of risk by understanding the risk levels it may tolerate, and therefore target its scarce resources at the management of risks that cannot be tolerated. Effective risk management supports informed decision-making through the determination of the nature and extent of the principal risk exposure of the Council and how much risk it is capable of absorbing to achieve its objectives”.*
- 11.3 The statement of the Chief Financial Officer set out at Appendix E is in effect a risk analysis of the budget proposals in that it provides an opinion on the adequacy of reserves and the robustness of the estimates contained in the budget.

12 Timetable for implementation

- 12.1 The Committee's recommendations on the General Fund Revenue Budget and Council Tax level for 2024/25 will be considered by Full Council on the 8th February 2024. The final approved budget and Council Tax will apply from 1st April 2024.

13 Conclusions

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- 13.1 The budget estimates proposed for 2024/25 incorporate a risk-based approach, taking account of levels of uncertainty, assumptions about inflation and demand pressures, and available resources, within the context of the updated medium-term financial forecast and the proposed actions to improve financial sustainability set out in the MTFS.
- 13.2 The proposals provide a budget that is intended to deliver on strategic priorities, approved within the Corporate Business Plan, and makes a contribution to the general fund balance, which remains significantly above the minimum recommended threshold.
- 13.3 This is not to underestimate the challenge ahead. There is a large programme of work to be delivered in addition to core service activity and achievement of the aims set out in the Corporate Business Plan. The Capital and Investment Strategy highlights the scarcity of capital resources and the risks relating to the Council's major income stream from its commercial property portfolio. Other risks are considered in more detail in Appendix E. However, the pragmatic and prudent approach taken to date has enabled a balanced budget to be prepared while a programme of work has been designed, and commenced, to ensure further net budget reductions are made to offset anticipated future pressures.

Recommendations approved:

- a. the Revised Budget for 2023/24 and Budget Estimates for 2024/25, as set out in the report;**
- b. an increase to the Band D Council Tax level of 2.99% (£5.53) from £184.92 to £190.45;**
- c. Maintenance of the minimum threshold for the General Fund Working Balance at £5m; and**
- d. Transfers to and from Reserves as set out in the report**

To note:

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

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Statement of the Chief Financial Officer

Amanda Fahey - Assistant Chief Executive & s151 Officer

1. Introduction

- 13.4 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
- 13.5 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).
- 13.6 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.

14 Financial Management Arrangements

- 14.1 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.
- 14.2 The Council demonstrates a commitment to ongoing review and continuous improvement in its financial arrangements. Examples include:
- The work of the Constitution Working Party, where a programme of review of the Constitution is carried out throughout the year including areas such as review of Contract Standing Orders to ensure that procurement activity continues to deliver value for money to the Council and its residents while complying with legislative requirements;
 - Expansion and development of the reporting dashboards created by the Project Management Office to encompass reporting for Climate change actions and Risk reporting;
 - Self-assessment against the Cipfa Financial Management Code which demonstrated compliance with the 17 standards set out in the Code, while 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 and being tracked via the Annual Governance Statement;
 - Open engagement with DHLUC and CIPFA resulting in an agreed list of recommendations around financial risk and debt profile. (See section 3 for more detail);
 - Continual development of its financial reporting such as expanding the Medium-Term Financial Forecast to cover a longer period of time, to exemplify the effect of future financial pressures and aid decision-making.
- 14.3 The Council's internal audit service provides assurance over the main financial system and processes, which consistently achieve a "substantial" rating, and

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contributes to the overall opinion from the internal auditor that the Council has adequate and effective management, control and governance processes in place to manage the achievement of its objectives. The opinion for 2023/24 is due to be considered by the Standards and Audit Committee in May 2024.

- 14.4 The Council's committee system of governance and decision-making is supplemented by Member working parties where detailed proposals and new ideas can be thoroughly explored before recommendations come forward, including their financial impact. This includes the Property and Assets Task Force, set up in 2023/24 to support governance of the Council's property assets, and the management of its income-generating assets in particular. Mirroring this framework, are a number of Officer working groups, designed to support key themes within the Corporate Business Plan, including 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.
- 14.5 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 Housing Revenue Account estimates; and the Corporate Management Committee for the General Fund estimates before the overall budget is considered by all Members at Full Council.
- 14.6 Finance briefing sessions were held for all Members in June and October, to provide an overview of local authority finances followed by a more detailed exploration of the Council's finances alongside the challenges to be addressed in its Medium-Term Financial Strategy and up-coming budget.
- 14.7 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.
- 14.8 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 recently enacted Levelling up and Regeneration Act 2023 (see section 3).
- 14.9 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. At the time of writing this statement, the Council's audit for the years 2019/20 to 2022/23 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. The government and the wider audit system are currently considering measures to address the audit backlog

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which may include statutory “backstop” dates by which prior year audits must be completed, or a disclaimer issued as to why the audit has not been completed. Progress on the adoption of such measures will be reported to the Standards and Audit Committee once confirmed.

- 14.10 I consider the financial management arrangements of the Council to be sufficiently robust to maintain adequate and effective control of the budget for 2024/25.

15 Financial and Economic Environment, Risks and Assumptions.

- 15.1 As noted earlier, the budget has been prepared in consideration of the key financial risks identified in the MTFS including the current economic landscape and 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.
- 15.2 The budget includes a provision for pay award in July 2024 alongside remodelling of the pay scales to encompass the increase to the National Living Wage from 1 April 2024. This provision seeks a balance between rewarding staff appropriately while having due regard to the Council's overall financial position. The final pay settlement will be subject to future negotiation and therefore the figures contained in the budget may need to be amended once the outcome is known.
- 15.3 The Provisional Local Government Finance Settlement has again provided a minimum funding guarantee, meaning that all Councils received an increase of not less than 3% in their core spending power. Uncertainty remains 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. The budget proposals do not include potential income to be received under the delayed Extended Producer Responsibility for Packaging Scheme as this is uncertain as to amount, timing and associated costs.
- 15.4 A modest amount of necessary growth has been included in the revenue budget. All growth proposals have been carefully considered and only recommended where they are deemed business critical or support Council priorities such as delivery of Climate Change action.
- 15.5 A moratorium on future growth has been included in the MTFS and where growth is unavoidable, the assumption will be that funding is met from external resource or via internal transfers rather than from working balances.
- 15.6 In respect of risk, the Council has reviewed its risk management processes this year, as part of its commitment within the Annual Governance Statement, alongside the development of an over-arching risk appetite statement and individual statement for each key risk category. It has developed a dashboard for risk reporting and put in place a commitment to report twice-yearly to the Standards and Audit Committee on risk issues. Risk management is an essential thread throughout the budget-building process as it allows reasonable estimates to be formed on the basis of knowledge

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and evidence, the level of risk relating to each activity and the mitigation undertaken to lessen that risk.

- 15.7 The local government sector has seen risk management (including good governance and financial decision-making) come sharply into focus given the number of local authorities either declaring a s114 notice or raising concerns of future difficulties. Government's response has been to tighten legislative requirements and statutory guidance, such as its powers to intervene where a Best Value failure risk may be identified, and the introduction of the Capital Risk Metrics contained in the Levelling Up and Regeneration Act 2023. (LURA)
- 15.8 The Council has been engaging with DLUHC over the introduction of these measures as the high level of borrowing held by the Council make it an outlier when compared to others and therefore is likely to be caught by one or more of the metrics in the LURA. This positive engagement led to a review by CIPFA of the Council's debt and investment risk profile, the discussion of steps already in place or being progressed to mitigate risk, and ultimately to a set of agreed recommendations.
- 15.9 Following this review, the Council has received a non-statutory Best Value Notice, which is in essence a letter setting out the concerns of government about the risk that high levels of borrowing and reliance on a large commercial income stream may bring. Such notices are issued outside of the government's statutory powers of intervention and are, according to draft guidance issued by DLUHC, "usually appropriate for addressing failure, or risk of future failure, that does not appear systemic in an authority and where the authority has the willingness, capability and capacity to improve." Authorities that can demonstrate how they are addressing risk, and where DLUHC are confident that continuous improvement can be sustained without statutory intervention are more likely to be subject to these non-statutory measures.
- 15.10 The notice recognises the constructive engagement of the Council in this process and sets out its expectations of the Council in demonstrating this continuous improvement. The next step will be for Officers to develop the detailed programme response to the notice.
- 15.11 The budget proposals recognise the risks surrounding the generation of income through commercial property and seek to mitigate this through its management and governance processes, including the Property and Assets Member Task Force and the officer Assets and Regeneration group, its Asset Management Strategy, and its reserves which are used to maintain properties in a lettable condition and to manage fluctuations in rental income due to lease events e.g., when rent free periods are offered at the commencement of a tenancy.
- 15.12 While significant borrowing has been undertaken by the Council, and a large proportion of this has been for the purchase of investment properties, borrowing has also supported the Council's housing stock, the provision of leisure facilities and the regeneration of two of its town centres, providing residential accommodation, cinemas, restaurants and other leisure-based activities in addition to retail units.
- 15.13 Risk is mitigated through the approval of the annual Treasury Management Strategy and Capital and Investment Strategy, and through the formalisation of its moratorium on additional commercial investments, primarily for yield. Provision is made for the repayment of debt (minimum revenue provision) as well as for interest charges and all borrowing has been at fixed rate to avoid interest rate risk.

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- 15.14 The level of working balances is determined via a risk-based approach ensuring a sufficient threshold is maintained to allow for variations in the budget estimates to be managed.
- 15.15 The programme of service review and savings, efficiencies and income generation initiatives provide further mitigation of financial risk and supports the overall financial sustainability of the Council.
- 15.16 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.

16 Level of Reserves and overall Financial Standing

- 16.1 As already noted, there has been an increasing focus on the financial sustainability of local government over the past few years, not least due to the 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.
- 16.2 Regulatory requirements have also been amended, via the Prudential code for Capital Finance and associated Investment guidance, guidance on Minimum Revenue Provision, revised Treasury Management Code, the Financial Management code, Best Value intervention guidance and the Levelling up and Regeneration Act. 2023/24 also saw the introduction of the Office for Local Government (Oflog) which aims to provide authoritative and accessible data and analysis about the performance of local government and support its improvement. The data sets currently available on Oflog's Data Explorer tool show the Council's high comparative debt position but also its high levels of un-ringfenced reserves, another risk-mitigating factor. The tool however only presents data up to 2021/22.
- 16.3 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.
- 16.4 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.
- 16.5 As with the Data Explorer, the current Resilience Index only includes data up to 2021/22 and unsurprisingly, as it is based on the same source data, shows higher than average levels of risk around size of borrowing, and lower levels when considering the amount of, and use of, reserves. These financial risks are covered in the MTFS and in the budget, through risk mitigation measures described previously, including through the risk management and governance frameworks, the use of earmarked reserves and the prudent assumptions made about income and costs.

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- 16.6 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 £20.3m. Without corrective action this is forecast to fall to £12.9m by the end of 2026/27, still some £7.9m above the current minimum threshold. Projecting the forecast for a further two years would see balances eroded completely during 2028/29, before factoring any outcomes of the savings programmes into the forecast. 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 maintaining the minimum threshold for the working balance at £5m, whilst recognising that balances will fluctuate year on year.
- 16.7 I consider the level of reserves presented in the budget estimates to be adequate to support the on-going financial sustainability of the Council.

17 Conclusions

- 17.1 The Council continues to respond well to the challenging financial landscape in which it operates. The budget presented in this report provides a contribution to working balances in 2024/25. Forecasts for future years show the anticipated use of reserves to support its budget over the medium term before the outcome of the Council’s programme to generate net budget reductions is included and this picture shows balances being maintained above the minimum level through to 2027/28.
- 17.2 For as long as cost inflation outstrips increases in income and funding, the Council will always need to make efficiencies to maintain a balanced budget and avoid depleting its reserves. This will require Members and officers to continue to practice strong financial discipline, such as the avoidance of budget growth. One key pressure will be the delivery of capital schemes for which resources are limited. This may mean additional pressures on the Revenue budget to directly support new capital spending. The Capital Programme is therefore constrained in part due to the affordability within the Revenue account.
- 17.3 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

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COUNCIL TAX RESOLUTION 2024/25

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 1st April 2024.

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 14th December 2023, calculated the Council Tax Base 2024/25 for the Council as 35,495.8 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 2024/25 in accordance with Sections 31 to 36 of the Act:
 - (a) £100,600,019.21 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) £93,839,844.10 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) £6,760,175.11 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) £190.45 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) £190.45 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 2024/25 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	126.97	148.12	169.29	190.45	232.78	275.09	317.42	380.90

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

3. To note for the year 2024/25 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	1,172.40	1,367.80	1,563.20	1,758.60	2,149.40	2,540.20	2,931.00	3,517.20
Police & Crime Commissioner	215.71	251.67	287.62	323.57	395.47	467.38	539.28	647.14

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 2024/25 for each of the categories of dwellings:

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Valuation Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Total Council Tax due	1,515.08	1,767.59	2,020.11	2,272.62	2,777.65	3,282.67	3,787.70	4,545.24

5. The Council has determined that its relevant basic amount of Council Tax for 2024/25 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 2024/25 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 2024 to 1 January 2025.

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)	£100,600,019.21	This represents the gross expenditure of the Council
2(b)	£93,839,844.10	This represents the total income to the Council, including Government support and share of any Council Tax surplus from prior years
2(c)	£6,760,175.11	This represents the balance to be raised by Council Tax (including any Parish precepts)
2(d)	£190.45	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)	£190.45	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)

Medium-Term Financial Forecast 2023/24 to 2028/29 - General Fund Summary

	Estimate 2023/24	Probable 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2023/24 Base budget	24,457	24,457	24,457	24,457	24,457	24,457	24,457
Budget adjustments	0	(1,422)	(3,141)	(3,258)	(3,227)	(3,064)	(3,056)
Planned underspends carried forward from 2022/23	0	291	0	0	0	0	0
Growth bids approved in Feb 2023	1,572	1,299	206	198	198	198	198
Growth bids to be approved in Feb 2024	0	0	271	257	212	112	112
Inflation	0	0	1,374	2,395	3,278	4,101	4,940
Adjusted base budget A	26,029	24,626	23,168	24,049	24,918	25,804	26,651
Accounting adjustments:							
- Reversal of depreciation charges	(2,178)	(2,178)	(2,178)	(2,178)	(2,178)	(2,178)	(2,178)
- Capital charge to HRA	(43)	(43)	(43)	(43)	(43)	(43)	(43)
- RCCO - Revenue Contributions to Capital Outlay	0	97	107	0	0	0	0
Transfers to/(from) reserves:							
- Business rates equalisation reserve	0	0	0	0	0	0	0
- Car parks reserve	(180)	(52)	50	50	50	50	50
- Equipment repairs and renewals reserve	750	1,000	1,000	1,000	1,000	1,000	1,000
- Insurance reserve	0	0	0	0	0	0	0
- Investment property income equalisation reserve	750	750	670	664	829	1,032	1,032
- Planned underspend reserve	0	(819)	0	0	0	0	0
- Property repairs and renewals reserve	750	750	750	750	750	750	750
- Service transformation reserve	0	(20)	(50)	0	0	0	0
- Surrey infrastructure feasibility fund	0	0	0	0	0	0	0
- Tennis court replacement reserve	14	14	14	14	14	14	14
Treasury and Financing							
- Investment property income (net)	(23,847)	(23,905)	(23,917)	(25,207)	(25,372)	(25,491)	(25,491)
- Investment & dividend Income	(3,600)	(4,000)	(3,700)	(2,500)	(1,700)	(1,200)	(700)
- Interest on loans to RBC companies	(2,036)	(2,067)	(2,117)	(2,147)	(2,173)	(2,194)	(2,197)
- Capital financing costs	13,351	12,729	12,909	13,352	13,673	14,119	14,728
- Minimum Revenue Provision (MRP)	4,612	4,907	5,103	5,307	5,519	5,740	5,970
- Voluntary Revenue Provision (VRP)	0	0	0	0	0	0	0
Government Grants (Non-Service Specific)							
- New Homes Bonus	(610)	(610)	(664)	0	0	0	0
- Minimum Funding Guarantee	(506)	(506)	(594)	(1,000)	(800)	(600)	(400)
- Services Grant	(72)	(72)	(12)	0	0	0	0
- Other grants	0	0	0	0	0	0	0
- Revenue Support Grant (RSG)	(83)	(83)	(88)	(88)	(88)	(88)	(88)
Budget requirement B	13,102	10,517	10,408	12,023	14,400	16,715	19,098
Funded by:							
- Business rates retention scheme	(3,295)	(3,295)	(3,500)	(3,500)	(2,000)	(2,000)	(2,000)
- Share of Business Rates (surplus)/deficit for prior years	980	980	0	0	0	0	0
- Share of Council Tax (surplus)/deficit for prior years	(228)	(226)	(35)	0	0	0	0
- Share of Business Rate Enterprise Zone receipts	170	170	170	0	0	0	0
- Share of Business Rate Pooling Fund gain	(352)	(352)	(934)	0	0	0	0
Sub total of government funding C	(2,725)	(2,723)	(4,299)	(3,500)	(2,000)	(2,000)	(2,000)
Net demand (B less C)	10,377	7,794	6,109	8,523	12,400	14,715	17,098
Tax base - Band D equivalent numbers							
Tax base - Band D equivalent numbers	34,864.6	34,864.6	35,495.8	35,695.8	35,895.8	36,095.8	36,295.8
Band D tax per year	184.92	184.92	190.45	196.14	202.01	208.05	214.27
Council tax income D	(6,447)	(6,447)	(6,760)	(7,002)	(7,251)	(7,510)	(7,777)
Use of / (contribution to) Working Balance	3,929	1,347	(651)	1,522	5,148	7,205	9,321
General Fund Working Balance							
Working Balance at start of year		20,291	18,944	19,596	18,074	12,925	5,720
Use of working balance		(1,347)	651	(1,522)	(5,148)	(7,205)	(9,321)
Working balance at end of year		18,944	19,596	18,074	12,925	5,720	(3,601)
Over / (Under) minimum balance level of £5m		13,944	14,596	13,074	7,925	720	(8,601)

Adjustments to the 2023/24 base budget

	Probable 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Comments
	£'000	£'000	£'000	£'000	£'000	£'000	
Housing Committee							
Base Budget as per 2023/24 Budget Book	2,352	2,352	2,352	2,352	2,352	2,352	
Housing Enforcement (Standards) - Civil Penalty - HMO's	(20)						
Housing Enforcement (Standards) - Private Sector Stock Condition Survey		(35)	(35)		(35)		(35) Undertaken every 3 years. Budgeted for in 23/24 so removed in 24/25 & 25/26
Housing Advice - Third Party Payments		(23)	(23)	(23)	(23)		(23) Payments to Surrey County Council for Lookahead ending in 23/24
Homelessness - Reduction Grant funding of staff					200		200 Grant dropping out in 27/28 onwards
Growth bid - Revenues - Benefits	2	2	2	2	2		2 Welfare support and corporate debt software
	2,334	2,296	2,296	2,331	2,496	2,496	
Community Services Committee							
Base Budget as per 2023/24 Budget Book	5,115	5,115	5,115	5,115	5,115	5,115	
Transfer of Services to Environmental & Sustainability Committee	(1,573)	(1,573)	(1,573)	(1,573)	(1,573)	(1,573)	
Revised Base Budget	3,542	3,542	3,542	3,542	3,542	3,542	
Community Services Admin - Partnership recovery	(93)	(56)	(55)	(55)	(55)	(55)	
Day Centres - Reopening Addlestone Day Centre	28	28	28	28	28	28	28 Approved - CSC - 15 June 2023 & CMC - 23 June 2023
Day Centres - building maintenance increase		0	(39)	(39)	(39)	(39)	(39) Additional requirement for works in 23/24 removed after 24/25
Day Centres - Reduction in income	138	157	157	157	157	157	
Day Centres - Increase in staffing costs	31	31	31	31	31	31	
Community Meals Service - Vehicle procurement additional lease costs	16	16	16	16	16	16	16 Approved - CMC - 23 Mar 2023)
Community Meals - Net increase in costs	57	10					Cost of food increased, lower revenue and higher vehicle costs. Service subject to review.
Community Alarms - reduced income due to natural decline in uptake	40	6					Reduction in uptake.
Community Alarms - increase in equipment purchase costs	60						Purchasing digital compatible equipment which has seen a increase in cost.
Community Transport - net increase in income following service review	(71)	(56)	(56)	(56)	(56)	(56)	
Safer Runnymede - Increased costs of new CCTV maintenance call outs	47	47	47	47	47	47	47 Additional costs of new Maintenance contract. Currently being reviewed.
Safer Runnymede - Increase in revenue	(50)	(63)	(63)	(63)	(63)	(63)	(63) Full years income from new contracts
Community Safety - Planned Underspend	37						Grant to Woking Women's Centre
Grant Aid - Increase in grant aid rent abatement		(16)	(16)	(16)	(16)	(16)	(16) 2 year grant ending for @the Lit
Grant Aid - Increase in core grants to voluntary organisations	15	15	15	15	15	15	15 Growth bid - Approved CMC - 23 Mar 2023
Grant Aid - Community First	(4)	(4)	(4)	(4)	(4)	(4)	(4) Minor reduction in budget requirement
Grant Aid - Property - Council Tax Hardship Support	(2)	(2)	(2)	(2)	(2)	(2)	(2) Minor reduction in budget requirement
Leisure Development - Developing Capacity in Open Space Development	(3)	(4)	5	5	5	5	5 Approved - CSC - 15 June 2023 & CMC - 23 June 2023
Leisure Development - Youth development budget	(60)	(47)					Capital contribution to play area replacement (CS Committee Sep 23) moved to summary page
Leisure Development - Family Support Program		(27)	(27)	(27)	(27)	(27)	(27) Proposed to phase out support for statutory SCC service over two years. Proposal to be worked up and agreed by RBC/SHBC before removing budget
Chertsey Museum - Business Rates reduction	(22)	(22)					
Community Halls - Decline in bookings	40	33	33	33	33	33	
Community Halls - Reduction in staffing costs	(21)						
	3,725	3,588	3,612	3,612	3,612	3,612	

Adjustments to the 2023/24 base budget

	Probable 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Comments
	£'000	£'000	£'000	£'000	£'000	£'000	
Regulatory Committee							
Base Budget as per 2023/24 Budget Book	115	115	115	115	115	115	
No Changes							
	115	115	115	115	115	115	
Planning Committee							
Base Budget as per 2023/24 Budget Book	2,300	2,300	2,300	2,300	2,300	2,300	
NEW Changes							
Planning Policy - Partial Review of CIL	(22)	0	(22)	(22)	(22)	(22)	(22) One off cost in base budget for 23/24. Removed thereafter. Deferred until the Government's plans to reform CIL & S106 are published.
Planning Policy- Local Plan Planning and Development Advice		(50)	(50)	(50)	(50)	(50)	(50) One off in 23/24 base budget. removed thereafter
Local Plan - Digitisation of the planning system	(25)	0	(25)	(25)	(25)	(25)	(25) Measures to help achieve central governments digital ambitions. One off cost in base budget for 23/24 moved to 24/25. Removed thereafter
Development Management - Growth bid	30	30	30	30	30	30	30 Additional 0.5FTE post in Dev Mgmt
Development Management - Consultancy advice only	31						
Development Management - Increase in statutory fees	(60)	(298)	(298)	(298)	(298)	(298)	(298) Statutory proposals. A 35% increase for major applications and 25% for all other applications
Development Management - Planning Appeals		(13)	(13)	(13)	(13)	(13)	(13) One off in 23/24 base removed thereafter
Development Management - other fees	(3)	(23)	(22)	(22)	(22)	(22)	(22) One off in 23/24 base removed thereafter
Development Management - Other Grants and Contributions	(4)	10	10	10	10	10	10 S106 and CIL funding not expected
Building Control Non Fee - Technical service recharge	(27)	(27)	(27)	(27)	(27)	(27)	(27) Under budgeted for in base budget
Building Control Fee - Other professional fees	(11)	(9)					Savings expected
Building Control Fee - Structural Engineers fees	(7)	(3)					Savings expected
Building Control Fee - Technical service recharge	(27)	(27)	(27)	(27)	(27)	(27)	(27) Under budgeted for in base budget
Building Control Fee - Application Fees	60						Reduced income expected this year, but recovering next year due to increase in fees and charges
Building Control Fee - Inspection Fees	33						Reduced income expected this year, but recovering next year due to increase in fees and charges
	2,268	1,890	1,856	1,856	1,856	1,856	
Corporate Management Committee							
Base Budget as per 2023/24 Budget Book	(14,716)	(14,716)	(14,716)	(14,716)	(14,716)	(14,716)	
Transfer of Investment Properties to new line in GF Summary page	23,847	23,847	23,847	23,847	23,847	23,847	
Revised Base Budget	9,131	9,131	9,131	9,131	9,131	9,131	
Corporate Management - Economic development strategy	(20)	20	0	0	0	0	0 Provisions for Development of clusters of tech and business innovation moved to 2024/25
Corporate Management - Economic development strategy		(31)	(20)	(20)	(20)	(20)	(20) One off provisions dropping in and out of budget
Corporate Management - MS LEP Funding		(11)					SCC emailed Council Leader 30 Nov 23 to say not needed in 2024/25
Corporate Management - Provision for Community initiatives		(30)	(30)	(30)	(30)	(30)	(30) Provisional budget removed
Corporate Management - planned underspend for training	11						To fund ongoing Management Dev programme including Carbon Literacy Training for tier 3 Senior Managers (CMC - Apr23) and training for 1st and 2nd tier Managers in 2023/24.
Corporate Management - Growth bid - Economic Development	15	5	15	15	15	15	15 Town centre events (23/24 reduced to £15,000 from £30,000) - Sept 23 CMC
Corporate Management - Growth bid - Economic Development	20						Chertsey Masterplanning

Adjustments to the 2023/24 base budget

	Probable 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Comments
	£'000	£'000	£'000	£'000	£'000	£'000	
Corporate Management - Growth bid - Economic Development	5						Tourism work
Corporate Management - Growth bid - CEX Office	5	5	5	5	5	5	5 Uplift in grading of post to account for service review additional responsibility
Corporate Management - Growth bid - CEX Office	5	5	5	5	5	5	5 GrantsFinder software
Democratic Representation - Independent remuneration panel		2				3	Provision required every 3 years (2021/22 & 2024/25 & 2027/28)
Business Rates - New burdens grant	(35)						
Council Tax & Business Rates - Growth bid	5	5	5	5	5	5	5 Revenues legislative requirements - CTAX and Business rates
Elections - costs recovered and government grant received	1	(44)	30	30	30	30	30 Parliamentary election now expected in 2024/25 offset by grant received in 2023/24, plus additional costs recovered for PCC 2024/25 election
Local Land Charges - income less than estimated	80	30	30	30	30	30	30 Income affected by mortgage rate rises and cost of living
Local Land Charges - loss of income in 2024/25		25	50	50	50	50	50 Transfer of fees to HMLR (CMC - Sept 23). Go live date not yet known, estimated 1 October 2024
Local Land Charges - new burdens grant		(10)					One off grant to be paid 3 months after transfer to HMLR is completed
Corp Properties - Salary costs not recoverable from tenant service charges	59						One off - change to processes should allow cost to be recovered going forwards
Corp Properties - Egham Gateway - Legal/Solicitors fees	20						Planned Underspend - Fees for residential sales at Magna Square
Corp Properties - Surveyors Fees (incl Asset valuations)		(18)	(18)	(18)	(18)	(18)	(18) Savings identified
Corp Properties - Landlord Costs - Surveyors fees	25						Planned Underspend - Surveyors fees
Corp Properties - AddlestoneOne - Counsel/Barristers	12						Planned Underspend - Barristers fees
Corp Properties - General - Legal fees	25						Planned Underspend - Road works relating to Core Judo
Corp Properties - changes in Non Investment Property income	(45)	(26)	(17)	(27)	(27)	(15)	
Civic Centre - Manual patrols of property not budgeted for	22						Required to maintain insurance cover
Civic Centre - service charges less than budgeted for	35	35	35	35	35	35	35 Greater costs than budgeted based on prior year history
Civic Centre - Utilities	(55)	(26)	(26)	(26)	(26)	(26)	(26) Costs less than budgeted
Civic Centre - Business Rates	31	31	31	31	31	31	
Civic Centre - Buildings - Cleaning Services - Contract		(7)	(7)	(7)	(7)	(7)	(7) Anticipated savings from proposed new contract
Civic Centre - Reduced income	34	34	34	34	34	34	
Depot - Business Rates	34	34	34	34	34	34	
Salaries - Increase in annual leave entitlement now included within services	(30)	(30)	(30)	(30)	(30)	(30)	
Salaries - Additional 1% pay award in 23/24		59	59	59	59	59	59 Ongoing effect of additional 1% pay award in 23/24
Salaries - cost of living lump sum payment 23/24	(117)	(973)	(973)	(973)	(973)	(973)	(973) One off payment in 23/24 base budget falling out in future years
Salaries - additional savings based on salary controls as at 30 November	(1,655)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000) Assumed level of vacancies based on prior year actuals.
Salaries - Apprenticeships - Planned underspend	0	58					Planned underspend not required in 2023/24, moved to 2024/25
Salaries - Apprenticeship provision	(62)						Fewer apprentices than anticipated
Employers costs - Planned Underspend	40						Initiatives fund required to finance new CEO recruitment as per CMC February 2023
Employers Costs - Occupational Health contract (anticipated tendering increase)		5	5	5	5	5	5 Approved - CMC - 23 June 2023
Employers costs - Corporate training - Planned Underspend	28						Essential Training events and courses re updated Health and Safety Policy and new Employee Wellbeing Strategy as per the Organisational Development Strategy 2022-2026
Car Allowances - Overhaul of Essential Car User Allowance		(46)	(50)	(50)	(50)	(50)	(50) Additional savings over an above those in the base budget (CMC Nov 2021)
Financial Services - Internal Audit - increase in charges	10	10	10	10	10	10	10 Approved - CMC - 23 Mar 2023
Financial Services - Insurance - Provision for retendering		(5)	(5)		(5)	(5)	(5) Budget for every 3 years
Financial Services / Human Resources - Joint IT system	(13)	(50)	(50)	(50)	(50)	(50)	(50) Additional money for parallel running of new and old systems dropping out of budget
Digital Services - Mini restructure savings	(22)	(22)	(22)	(22)	(22)	(22)	(22)
Digital Services - Budget holding code		(16)	(16)	(16)	(16)	(16)	(16) Provision removed from budget
Human Resources - Regrade of Corporate Head of HR&OD post		15	15	15	15	15	15 Approved - SO42 No.1022 - 22 May 23 & CMC - 23 June 2023
Human Resources - Additional cost of temporary staff & recruitment costs	7						Employment of temporary resource to cover for vacancy of Corporate Head and staff medical leave
Customer Services (FoH) - Salary provision		(10)	(10)	(10)	(10)	(10)	(10) Provision no longer required
Legal & Governance - Growth bid	3	3	3	3	3	3	3 Uplift in salary for electoral post

Adjustments to the 2023/24 base budget

	Probable 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Comments
	£'000	£'000	£'000	£'000	£'000	£'000	
Law & Governance - Additional staff agency costs	37						Approved - CMC - 20 Apr 2023
Law & Governance - additional net income	(24)	(30)	(30)	(30)	(30)	(30)	Legal costs recovered not budgeted for
	7,621	7,127	7,192	7,188	7,186	7,194	
Investment Properties							
Base Budget as per 2023/24 Budget Book	0	0	0	0	0	0	
Transfer of Investment Properties from Corporate Management Committee	(23,847)	(23,847)	(23,847)	(23,847)	(23,847)	(23,847)	
Revised Base Budget	(23,847)	(23,847)	(23,847)	(23,847)	(23,847)	(23,847)	
Landlord Costs - Planned Underspend - Legal/Solicitors fees	34						Chiswick Green, Guildford Street, Scandinavia House
Student FM Services contract	(65)	59	59	59	59	59	59 Tendering exercise (CMC - 23 June 2023) - saving in year 1 due to increased income
Works required to re-let commercial properties	(50)	50	(120)	(120)	(120)	(120)	Multiple properties requiring works to bring them into lettable condition - some works moved to next year then budgetary provision dropping out
Void costs - Pine Trees		(195)	(775)	(775)	(775)	(775)	Vacant units expected to be 3/4 let for 24/25. Assumes fully let from 25/26 so void costs drop out
Void costs - Addlestone One	(25)	(42)	(300)	(300)	(300)	(300)	Assumes all units let 25/26 onwards
Void costs - Magna Square	38	(32)	(60)	(60)	(60)	(60)	Assumes all units let 25/26 onwards
Void costs - Other properties	175	10	(250)	(250)	(250)	(250)	Variations in void costs. Future provision reducing as lettings increase
Income - Change in income	119	378	383	209	84	84	
Income - Change in bad debt	(284)	(297)	(297)	(289)	(282)	(282)	
	(23,905)	(23,917)	(25,207)	(25,372)	(25,491)	(25,491)	
General							
Base Budget as per 2023/24 Budget Book	0	0	0	0	0	0	
Increase in Insurance costs following tendering exercise (CMC - May 2023)	90	90	90	90	90	90	90 Supplementary Estimate approved for £144,000 but £90,000 likely to be the final figure
Planned and reactive works required on ageing asset base	60						£60,000 supplementary estimate approved for Civic Centre building compliance
Increased recharges to the HRA		(210)	(210)	(210)	(210)	(210)	Reversing historic under recovery
Additional net savings from 5% Reduction Exercise	(17)	(200)	(230)	(230)	(230)	(230)	
	133	(320)	(350)	(350)	(350)	(350)	
Growth Items already approved but not yet released							
Base Budget as per 2023/24 Budget Book	0	0	0	0	0	0	
LEGACY Changes							
Growth bid - Assets & Regeneration	52	26	26	26	26	26	26 Real Estate Analytics
Growth bid - Assets & Regeneration	60						M&E Survey of Operational Sites
Growth bid - Assets & Regeneration	100						Mini-restructure of A&R
Growth bid - Planning Policy	70						Transport and Infrastructure Planner - Now for one year only
Growth bid - Environmental Services	100	100	100	100	100	100	100 Cost implications of switch to HVO fuel
Growth bid - Building Control	50						Building control shared service set-up costs
Growth bid - Assets & Regeneration	30						Budget for consultancy for independent surveys for SWPS/ Barrsbrook scheme if required
Growth bid - Assets & Regeneration	15	15	15	15	15	15	15 Valuation of property portfolio
Growth bid - Assets & Regeneration	70						Budget increase for 23/24 for operational assets pending production of 5 year plan during 2023

General Fund Summary Revenue Account

Council Budget for the Year Ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure on Services</u>				
Housing Committee	1,773,340	2,352,235	2,279,147	2,322,901
Community Services Committee	3,261,969	3,542,072	3,757,405	4,031,214
Environmental and Sustainability Committee	5,540,741	6,991,804	6,973,161	7,029,553
Licensing Committee	25,757	25,962	27,861	27,388
Regulatory Committee	99,913	114,646	107,897	126,631
Planning Committee	1,672,416	2,300,276	2,271,794	1,976,370
Corporate Management Committee	5,023,608	9,130,910	7,596,281	7,105,935
2023/24 Growth Bids to be agreed	0	1,572,000	1,299,300	206,200
2024/25 Growth Bids to be agreed	0	0	0	271,000
Planned underspends carried forward from 2022/23	0	0	291,000	0
Net Expenditure on Services	17,397,744	26,029,905	24,603,846	23,097,192
<u>Transfers and Financing Adjustments</u>				
Accounting and Other Adjustments:				
Reversal of Depreciation Charge	(1,858,433)	(2,178,067)	(2,097,982)	(2,232,974)
Cost of Capital Charge to HRA	(43,000)	(43,000)	(43,000)	(43,000)
Revenue Contributions to Capital	0	0	97,000	107,000
Other accounting adjustments	68,817	0	0	0
Transfer to/(from) Reserves:				
Business Rates Equalisation Reserve	(6,361,000)	0	0	0
Car Park reserve	170,000	(180,000)	(150,000)	50,000
Equipment repairs and renewals reserve	972,581	750,000	1,000,000	1,000,000
Investment Property income equalisation reserve	1,250,000	750,000	750,000	670,000
Planned Underspend reserve	819,495	0	(819,495)	0
Property repairs and renewals reserve	1,850,000	750,000	750,000	750,000
Service Transformation reserve	1,000,000	0	(20,000)	(50,000)
Tennis Court Replacement reserve	47,200	14,400	14,400	14,400
Financing and Investment Income:				
Investment property income (net)	(26,149,096)	(23,847,463)	(23,866,862)	(23,792,635)
Treasury Management Investment Income	(1,115,092)	(3,600,000)	(4,000,000)	(3,700,000)
Interest on loans to RBC companies	(1,858,595)	(2,036,000)	(2,067,000)	(2,117,000)
Capital financing costs	12,893,696	13,351,000	12,730,000	12,909,000
Minimum Revenue Provision	4,290,996	4,612,000	4,906,600	5,103,000
Taxation and Non-Specific Grant Income:				
Council Tax income	(6,198,784)	(6,447,162)	(6,447,162)	(6,760,175)
Council Tax surplus/deficit	(109,442)	(228,000)	(226,000)	(35,000)
Business Rates Retention (net)	2,031,181	(2,497,000)	(2,497,000)	(4,264,000)
New Homes Bonus	(907,260)	(609,806)	(609,806)	(663,841)
Minimum Funding Guarantee	0	(506,389)	(506,389)	(593,581)
Services Grant	(127,777)	(72,000)	(72,000)	(11,796)
Lower Teir Services Grant	(125,888)	0	0	0
Revenue Support Grant	(295)	(82,668)	(82,668)	(88,144)
Other Grants	(26,909)	0	0	0
Use of / (Contribution to) Working Balance	(2,089,862)	3,929,750	1,346,482	(651,554)

Council Tax Income Calculation

Council Tax Base (note 1)	34,524.0	34,864.6	34,864.6	35,495.8
Basic Amount of Council Tax (note 2)	£179.55	£184.92	£184.92	£190.45
<u>Notes</u>				
1. This represents the number of properties adjusted for discounts, exemptions and bandings.				
2. Calculated by dividing the net demand by the Council Tax base.				

GENERAL FUND SUBJECTIVE ANALYSIS

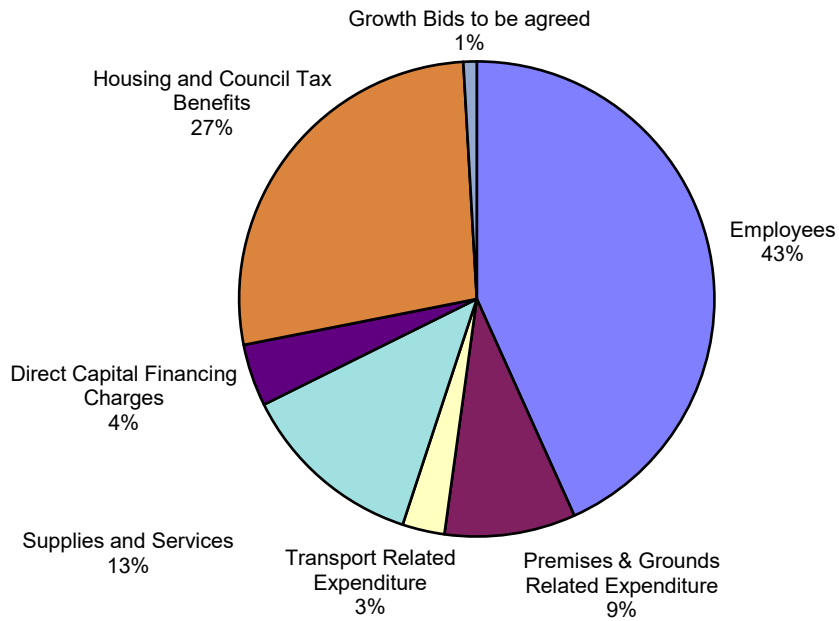
	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>EXPENDITURE</u>				
Employees	18,507,334	23,792,542	22,190,989	22,808,333
Premises & Grounds Related Expenditure	5,202,537	4,405,490	4,372,938	4,696,641
Transport Related Expenditure	1,165,588	1,347,993	1,350,141	1,514,277
Supplies and Services	5,486,554	6,391,027	7,020,847	6,649,527
Direct Capital Financing Charges	1,823,295	2,118,756	2,097,983	2,232,353
Housing and Council Tax Benefits	13,486,171	14,335,000	14,335,000	14,335,000
Growth Bids to be agreed	-	1,572,000	1,590,300	477,200
Gross Expenditure	45,671,480	53,962,808	52,958,198	52,713,331
<u>INCOME</u>				
Housing Benefits Subsidy	13,535,905	14,373,800	14,373,800	14,373,800
Government Grants	918,322	471,140	607,006	493,880
Grants, Contributions, Donations and Sponsorship	1,965,678	1,535,204	1,684,800	1,618,800
Fees and Charges	6,651,548	6,512,911	6,662,144	7,268,296
Rents and Leases	1,949,015	1,885,329	1,851,647	1,869,490
Recycling Scheme	195,450	93,140	94,284	93,140
Recharges to Other Services	2,145,958	2,581,078	2,513,421	3,249,683
Other Income	911,862	480,301	567,250	649,050
Gross Income	28,273,737	27,932,903	28,354,352	29,616,139
Net Expenditure on Services	17,397,743	26,029,905	24,603,846	23,097,192

Movement in General Fund Working Balance

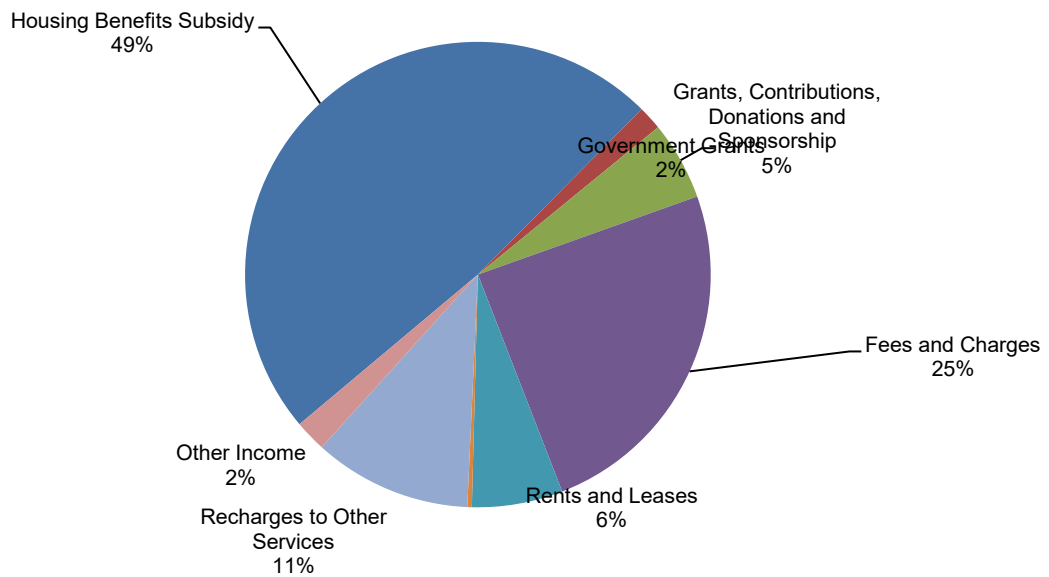
	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Movement in reserves (above)	17,397,743	26,029,905	24,603,846	23,097,192
Accounting and Other Adjustments	(1,832,616)	(2,221,067)	(2,043,982)	(2,168,974)
Transfer to/(from) earmarked reserves	(251,724)	2,084,400	1,524,905	2,434,400
Financing and Investment Income	(11,938,091)	(11,520,463)	(12,297,262)	(11,597,635)
Taxation and Non-Specific Grant Income	(5,465,174)	(10,443,025)	(10,441,025)	(12,416,537)
Use of / (Contribution to) General Fund Working Balance	(2,089,862)	3,929,750	1,346,482	(651,554)

GENERAL FUND SUBJECTIVE ANALYSIS

Gross Expenditure 2024/25



Gross Income 2024/25



Housing Committee

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Summary</u>				
<u>Runnymede renewal</u>				
Private sector renewal assistance	52,700	51,800	27,900	29,300
Care and repair service	103,791	127,579	127,579	134,509
Housing enforcement	6,972	190,200	194,100	198,840
<u>Homes first</u>				
Housing strategy and enabling	90,114	61,650	60,000	54,360
Housing advice and register	482,384	555,450	528,140	511,020
Property leases, working with partners	82,895	39,735	30,085	40,655
Homelessness	139,464	227,304	227,305	256,935
Magna Carta Lettings	117,031	285,530	285,530	286,920
<u>Benefits service</u>				
Housing and Council Tax benefits	697,989	812,987	798,508	810,362
Net expenditure	<u>1,773,340</u>	<u>2,352,235</u>	<u>2,279,147</u>	<u>2,322,901</u>

Private sector renewal assistance

Service description

Budget manager:	Corporate Head of Community Services - Mr D Williams
Service function:	The provision of assistance including grants and loans in accordance with the Council's private sector housing renewal strategy (approved 2010).
Legal status:	Housing Act 1996 part 1 (grants for house renovation and other financial matters). Regulatory Reform (Housing Assistance) Order 2002 s3 (assistance to improve living conditions) Housing Grants, Construction and Regeneration Act 1996 (grants for renewal of private sector housing)

Private sector renewal assistance

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	39,100	37,100	13,200	15,700
Training and recruitment	0	300	300	300
<u>Transport related expenditure</u>				
Travelling and subsistence	600	700	700	0
<u>Support services</u>	13,000	13,700	13,700	13,300
Net expenditure	52,700	51,800	27,900	29,300

Runnymede care and repair (home improvement) service

Service description

Budget manager:	Corporate Head of Community Services - Mr D Williams
Service function:	The provision of assistance including grants and loans in accordance with the Council's Private Sector Housing Renewal Strategy (approved 2010).
Legal status:	Local Government and Housing Act 1989 (Section 169) (discretionary service)

Runnymede care and repair (home improvement) service

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	195,820	171,400	171,400	175,500
<u>Transport related expenditure</u>				
Travelling and subsistence	514	900	900	1,000
<u>Supplies and services</u>				
General office expenses	222	4,800	4,800	4,800
Computer maintenance	391	370	370	400
<u>Support services</u>				
	27,280	29,740	29,740	32,440
Gross expenditure	224,227	207,210	207,210	214,140
<u>Income</u>				
Fees and charges	62,317	25,000	25,000	25,000
Surrey County Council Supporting People grant:				
- Core Grant	43,589	26,519	26,519	26,519
- Handyman Services	14,530	28,112	28,112	28,112
Gross income	120,436	79,631	79,631	79,631
Net expenditure	103,791	127,579	127,579	134,509

Housing enforcement (housing standards)

Service description

Budget manager:	Private Sector Housing Manager - Mrs K Zivera
Service function:	To enforce the housing standards requirements of the Housing Act 2004 in order to protect and enhance the life of owner/occupiers, landlords and tenants to improve the condition of private homes in Runnymede.
Legal status:	Housing Act 2004 part 1 (housing conditions and use of powers to address poor housing), part 2 (licensing of HMOs), Part 3 (licensing of other accommodation); and Housing Act 1985 (general provisions relating to housing conditions).
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 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	93,368	174,800	198,700	207,200
Training and recruitment	957	900	900	840
<u>Transport related expenditure</u>				
Travelling and subsistence	2,200	3,200	3,200	4,600
<u>Supplies and services</u>				
General office expenses	385	200	200	200
Communications	3,203	3,200	3,200	3,200
Legal fees	0	35,000	35,000	2,500
<u>Support services</u>	22,200	22,900	22,900	30,300
Gross expenditure	122,313	240,200	264,100	248,840
<u>Income</u>				
<u>Fees and charges</u>				
HMO Licensing fee income	115,341	50,000	50,000	50,000
Civil Penalty - HMO's	0	0	20,000	0
Gross income	115,341	50,000	70,000	50,000
Net expenditure	6,972	190,200	194,100	198,840

Housing strategy and enabling

Service description

Budget manager:	Business Development and Policy Officer - Mrs A Horsey
Service function:	Strategic decisions and activities associated with effective planning and delivery to meet the housing needs of residents across all tenures.
Policy objectives:	<p>Enable the provision of a range of new affordable housing for those in housing need, including those with support needs.</p> <p>Develop safe and sustainable communities where people want to live.</p> <p>Ensure that private and social housing is fit and of an acceptable standard.</p> <p>Ensure that homelessness is kept to a minimum.</p> <p>Provide good quality services to our tenants.</p> <p>Provide services fairly to all sections of the community.</p>
Legal status:	Housing Act 1985, s8 (review of housing needs); Housing Act 2004 s225 (needs of gypsies and travellers); Local Government Act 200 part 1 (promoting well-being)

Housing strategy and enabling

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Housing enabling role</u>				
Salaries & Agency staff costs	7,100	7,400	7,400	7,600
Staff training	0	250	250	220
Car allowances	100	100	100	100
Support services	14,500	14,500	14,500	12,500
Total - Housing enabling service	21,700	22,250	22,250	20,420
<u>Housing strategy</u>				
Salaries	29,500	30,700	30,700	26,800
Car allowances	100	100	100	100
Support services	4,800	4,800	4,800	4,890
Total - Housing strategy service	34,400	35,600	35,600	31,790
<u>Other related budgets</u>				
Supplies and services	34,014	800	400	400
Housing redevelopment resource	0	3,000	1,750	1,750
Total - Supplies and services	34,014	3,800	2,150	2,150
Net expenditure	90,114	61,650	60,000	54,360

Housing advice and housing register

Service description

Budget manager:	Head of Housing Solutions - Mrs I Sokhal
Service function:	Provide a comprehensive housing advice service. Maintain the housing register in accordance with the Council's policies and statutory requirements. Administer the Council's allocations policy for social housing.
Legal status:	Housing Act 1996 (as amended by the Homelessness Act 2002) sections 167 & 168 (allocation schemes). Homelessness Reduction Act 2017
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 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Housing advice</u>				
Salaries	200,501	230,000	230,000	222,200
Training and recruitment	9,516	500	500	470
Travelling and subsistence	2,064	2,600	2,600	1,900
Support services	52,201	52,850	52,850	56,220
Total - Housing advice service	264,282	285,950	285,950	280,790
<u>Housing register</u>				
Salaries	148,300	178,900	178,900	185,000
Training and recruitment	2,195	300	300	280
Car allowances	2,300	2,800	2,800	2,400
Support services	44,300	44,300	44,300	50,190
Depreciation (New IT)	0	26,610	0	0
Total - Housing register service	197,095	252,910	226,300	237,870
<u>Other related budgets</u>				
Printing, stationery, booklet etc.,	1,352	1,990	1,290	1,290
Systems Upgrades & annual support	17,667	12,600	12,600	12,600
Clients medical expenses	1,988	1,500	1,500	1,500
Housing applicant checks	0	500	500	470
Agency Payments Surrey CC	21,481	23,500	23,500	0
Total - Supplies and services	42,488	40,090	39,390	15,860
<u>Income</u>				
Grants & Contributions	21,481	23,500	23,500	23,500
Net expenditure	482,384	555,450	528,140	511,020

Property Leases

Service description

Budget manager:	Business Development and Policy Officer - Mrs A Horsey
Service function:	Housing Enabling
Legal status:	Housing Act 1985 (s. 17 Housing purposes)
Policy objectives:	Through the refurbishment of delapidated vacant dwellings which we will subsequently lease we can obtain suitable accommodation for families and thereby hopefully reduce the Councils demand on temporary, unsuitable Bed & Breakfast type accommodation.

Property Leases

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	3,500	3,700	3,700	3,800
<u>Premises related expenses</u>				
Building maintenance - Ongoing maintenance	42,001	34,650	25,000	34,650
Void costs - utilities & C. Tax payments due	8,179	2,025	2,025	2,025
Rental payments to Landlords	116,523	111,500	111,500	119,500
<u>Support services</u>	11,500	11,500	11,500	11,990
Gross expenditure	181,703	163,375	153,725	171,965
<u>Income</u>				
Rents received	62,654	88,000	88,000	94,160
Rusham Road Lease	27,010	26,500	26,500	28,000
Grants & Contributions	9,144	9,140	9,140	9,150
Gross income	98,808	123,640	123,640	131,310
Net expenditure	82,895	39,735	30,085	40,655

Homelessness

Service description

Budget manager:	Head of Housing Solutions - Mrs I Sokhal
Service function:	To provide a holistic service in respect of the Council's statutory duties in relation to Parts 6 & 7 of the Housing Act 1996, and subsequent amendments, adhering to approved policies and procedures. This includes:- The provision of temporary accommodation including Bed & Breakfast facilities, and the provision of Rental Deposits to help prevent homelessness.
Legal status:	Housing Act 1996 part 6 & 7 as amended by the Homelessness Act 2002; Homelessness Reduction Act 2017; Housing Act 2004 (PSH aspects of fitness standards); Localism Act 2011.
Policy objectives:	To prevent homelessness and sustain tenure where possible. Where not possible, the aim is to relieve homelessness by way of the Council's statutory duty, ensuring advice and assistance is available to all across the statutory framework where accommodation options cannot be provided.

Homelessness

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	269,100	402,900	402,900	411,200
Training and recruitment	2,306	2,500	2,500	2,500
<u>Transport related expenditure</u>				
Travelling and subsistence	5,077	6,100	6,100	4,100
<u>Premises related expenses</u>				
Building maintenance	52,479	7,500	7,500	7,500
Bed and breakfast accommodation	177,795	75,000	75,000	77,000
<u>Supplies and services</u>				
General expenses	65,534	50,600	100,600	125,570
Transform - Winter Shelter				
<u>Support services</u>	74,060	78,560	78,560	99,920
<u>Capital Charges</u>	745	744	745	745
Gross expenditure	647,096	623,904	673,905	728,535
<u>Income</u>				
Fees and Charges	(1,301)	0	0	0
Rents (includes bed and breakfast rents)	73,366	46,000	46,000	46,000
Grants applied	435,567	350,600	400,600	425,600
Gross income	507,632	396,600	446,600	471,600
Net expenditure	139,464	227,304	227,305	256,935

Magna Carta Lettings

Service description

Budget manager:	Head of Housing Solutions - Mrs I Sokhal
Service function:	To procure private rented sector properties for homeless families and families threatened with homelessness, with those properties being let on either a fully managed lettings scheme or direct let scheme. For the fully managed scheme the service will manage assured shorthold tenancies on behalf of landlords, including rent collection, organising repairs and undertaking enforcement action for breaches of tenancy. The service will also provide advice and assistance to tenants to ensure they are able to sustain tenancies. Other functions include completions of inventories, managing bond or deposit claims, and organising landlord forums.
Legal status:	Part VII of the Housing Act 1996 requires Councils to provide accommodation to priority groups where a duty arises. Under the Localism Act 2011 Councils may discharge this duty by using their own stock or through the private rented sector.
Policy objectives:	The procurement of private sector properties to help alleviate the use of expensive and unsuitable Bed & Breakfast short term accommodation and to prevent the council's own temporary accommodation from being 'blocked' through lack of move on accommodation.

Magna Carta Lettings

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	115,400	140,000	140,000	143,400
Training and recruitment	789	3,300	3,300	3,300
<u>Transport related expenditure</u>				
Travelling and subsistence	2,366	3,050	3,050	2,850
<u>Premises related expenses</u>				
Building maintenance	21,046	30,000	30,000	25,000
Property Rents	679,093	720,000	720,000	720,000
Other property costs	5,000	15,000	15,000	15,000
<u>Supplies and services</u>				
General expenses	1,474	9,700	9,700	9,700
Rental deposits and guarantees (unrecoverable)	15,062	37,000	37,000	37,000
<u>Support services</u>				
	50,480	50,480	50,480	53,670
Gross expenditure	890,710	1,008,530	1,008,530	1,009,920
<u>Income</u>				
Rental income	683,445	720,000	720,000	720,000
Grants applied	90,234	3,000	3,000	3,000
Gross income	773,679	723,000	723,000	723,000
Net expenditure	117,031	285,530	285,530	286,920

Benefits service

Service description

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

Benefits service

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Administrative expenses and subsidies				
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	486,916	564,400	564,400	558,200
Training and recruitment	2,409	5,850	5,850	5,600
<u>Transport related expenditure</u>				
Travelling and subsistence	128	200	200	90
<u>Supplies and services</u>				
General office expenses	32,833	31,350	30,450	29,780
Computer maintenance	72,429	64,000	64,000	64,000
External audit fees - grant claims	51,185	22,000	22,000	22,000
<u>Support services</u>				
Capital Charges	31	14,167	588	1,151
Sub total - Administrative costs	1,027,851	1,083,787	1,069,308	1,081,162
<u>Government subsidies (administration)</u>				
General administration subsidy	280,128	232,000	232,000	232,000
Sub total - Government subsidies	280,128	232,000	232,000	232,000
Net expenditure on administration	747,723	851,787	837,308	849,162

Benefits granted and Government subsidy**Benefits granted**

Local housing allowances	8,487,371	8,800,000	8,800,000	8,800,000
Local housing allowances - local scheme	0	5,000	5,000	5,000
Rent rebates (Incl. non - HRA rebates)	4,998,800	5,530,000	5,530,000	5,530,000
Rent rebates - local scheme	0	0	0	0
Sub total - Benefits granted	13,486,171	14,335,000	14,335,000	14,335,000

Government subsidies (benefits)

Local housing allowances subsidy	8,429,176	8,800,000	8,800,000	8,800,000
Rent rebates subsidy (incl. non - HRA)	5,095,133	5,520,000	5,520,000	5,520,000
Local scheme subsidy	1,310	3,800	3,800	3,800
Incentive areas subsidy	10,286	50,000	50,000	50,000
Sub total - subsidy and other items	13,535,905	14,373,800	14,373,800	14,373,800

Net expenditure on benefits granted	(49,734)	(38,800)	(38,800)	(38,800)
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Net expenditure on benefits service	697,989	812,987	798,508	810,362
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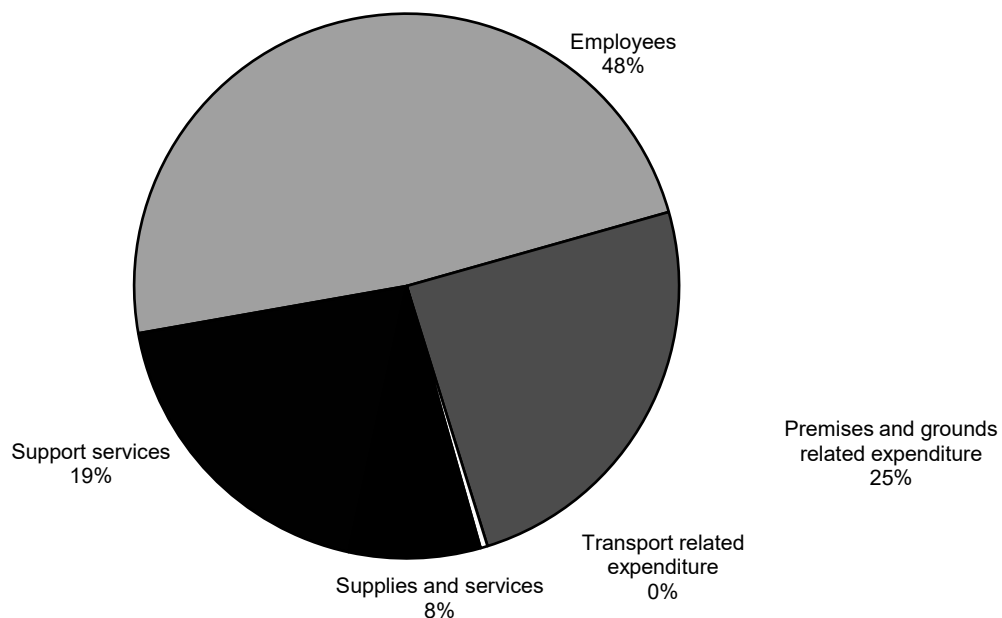
Housing Committee

Subjective analysis

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees	1,606,777	1,955,200	1,955,200	1,970,110
Premises and grounds related expenditure	1,102,116	995,675	986,025	1,000,675
Transport related expenditure	15,449	19,750	19,750	17,140
Supplies and services	319,220	302,110	348,860	317,160
Support services	696,241	705,150	705,150	765,761
Capital charges	776	41,521	1,333	1,896
Revenue expenditure	3,740,579	4,019,406	4,016,318	4,072,742
Housing benefits granted	13,486,171	14,335,000	14,335,000	14,335,000
Total expenditure	17,226,750	18,354,406	18,351,318	18,407,742
<u>Income</u>				
Housing benefits subsidy	13,535,905	14,373,800	14,373,800	14,373,800
Government grants	289,272	241,140	241,140	241,150
Grants and contribution to costs	605,401	431,731	481,731	506,731
Fees and charges	1,022,832	955,500	975,500	963,160
Gross income	15,453,410	16,002,171	16,072,171	16,084,841
Net expenditure	1,773,340	2,352,235	2,279,147	2,322,901

Expenditure Analysis 2024/25

(excluding Housing Benefits granted)



Community Services Committee

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Summary</u>				
<u>Older people services</u>				
Older people services administration	(71,198)	(8,101)	(175,563)	(187,175)
Centres for older people	783,379	778,018	938,846	981,748
Community meals service	247,819	173,841	280,236	250,543
Community alarm (Careline)	(21,747)	(70,594)	(28,824)	(24,805)
<u>Community transport services</u>				
Runnymede community transport	191,116	356,831	297,085	478,003
<u>Community Safety</u>				
Safer Runnymede	544,315	479,263	579,318	561,199
Community Safety Partnership	38,811	138,502	174,995	188,568
<u>Assistance to voluntary organisations</u>				
Grant aid	352,486	373,777	382,007	390,847
<u>Cultural and related services</u>				
Leisure and sports development	637,546	732,074	704,791	686,790
Chertsey Museum service	206,225	255,292	219,255	268,028
Community halls	353,218	333,169	385,259	437,468
Net expenditure	<u>3,261,969</u>	<u>3,542,072</u>	<u>3,757,405</u>	<u>4,031,214</u>

Older People Services Administration

Service Description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	263,782	376,600	377,320	375,800
Training and recruitment	8,165	25,094	6,144	22,592
<u>Premises related expenses</u>				
Building Maintenance	500	500	500	500
Runnymede direct services - day centres	500	3,000	3,000	3,100
<u>Transport related expenditure</u>				
Travelling and subsistence	7,034	10,037	9,137	4,548
Community services van	500	500	500	500
<u>Supplies and services</u>				
Equipment, furniture and materials	52	0	0	0
General office expenses	1,595	17,756	12,384	15,103
Communications and computing	3,783	2,091	1,695	1,805
Services and expenses	0	0	112	112
Grants and subscriptions - lunch club	0	400	0	0
Miscellaneous expenses - third party insurance	8,483	6,911	11,024	11,574
<u>Support services</u>				
	171,669	171,820	171,120	203,710
Gross expenditure	466,063	614,709	592,936	639,344
<u>Income</u>				
Grants and Contributions	165,677	164,020	164,020	173,020
Surrey County Council income towards community partnership	371,585	458,790	604,479	653,499
Gross Income	537,262	622,810	768,499	826,519
Net expenditure	(71,199)	(8,101)	(175,563)	(187,175)

Centres for Older People

Service Description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
<u>Employees</u>				
Direct employee expenses	571,204	704,252	692,068	689,494
Training And Recruitment	0	673	673	716
<u>Premises related expenses</u>				
Building maintenance	75,702	77,113	78,763	80,969
Energy costs	74,438	68,371	78,052	82,709
Water services	2,977	6,558	6,558	6,978
Rent, rates and insurance	26,718	31,079	33,467	35,944
Cleaning and domestic supplies	25,528	28,147	36,952	38,916
Grounds maintenance	2,754	2,596	1,923	3,551
<u>Transport related expenditure</u>				
Car allowances	1,000	1,300	1,300	900
Travelling expenses	0	0	0	500
<u>Supplies and services</u>				
Equipment, furniture and materials	29,186	47,002	44,498	42,864
Catering expenses	67,628	92,905	92,905	96,604
Clothes, uniform and laundry	692	610	510	611
General office expenses	681	309	185	301
Communications and computing	4,965	5,773	5,537	6,270
Services and expenses	15,671	8,052	8,299	8,799
<u>Support services</u>	47,940	47,840	47,840	56,858
<u>Depreciation and impairment losses</u>	97,135	97,134	114,512	114,512
<u>Savings target</u>				
Closure of 1 Centre over the Christmas period	0	(2,000)	0	0
Gross expenditure	1,044,219	1,217,714	1,244,042	1,267,496
Income				
Grants and contributions	112,750	108,750	108,750	108,750
Sales, fees and charges	148,091	330,328	196,446	176,998
Rents and leases	0	618	0	0
Gross income	260,840	439,696	305,196	285,748
Net expenditure	783,379	778,018	938,846	981,748

Centres for Older People

Notes

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Net direct Expenditure of centres				
Eileen Tozer centre	139,550	128,336	180,552	199,434
Manor Farm centre	179,383	177,887	246,900	232,965
Woodham and New Haw centre	184,681	148,294	219,501	270,054
Windle Valley - SHBC	162,298	182,827	151,782	139,060
Windle Valley - SHBC Saturday Club	6,451	24,033	8,092	11,264
Other costs (depreciation etc.)	111,017	116,641	132,019	128,971
783,379	778,018	938,846	981,748	

Community Meals Service (Meals-On-Wheels)

Service Description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	317,331	317,305	340,750	341,402
Training & Recruitment	399	561	0	0
<u>Premises expenses</u>				
Depot recharge	4,700	4,700	4,700	5,700
Cleaning and domestic supplies	37	374	74	378
<u>Transport related expenditure</u>				
Direct transport costs	62,572	58,780	85,037	92,257
Car allowances	1,600	2,000	2,000	1,900
<u>Supplies and services</u>				
Equipment, furniture and materials	334	6,745	2,247	6,818
Catering expenses	177,970	167,963	182,963	180,713
Clothes, uniforms and laundry	1,655	1,475	1,029	1,491
General Office	74	180	0	182
Communications and computing	3,266	1,077	1,274	1,286
<u>Support services</u>	28,600	30,300	30,300	36,300
Gross expenditure	598,538	591,460	650,374	668,427
<u>Income</u>				
Grants and contributions - SCC care contribution	9,354	9,089	9,686	9,354
Surrey Heath Partnership - contribution	166,951	208,039	182,071	208,039
Runnymede working - Sales, fees and charges	174,413	200,491	178,381	200,491
Gross income	350,719	417,619	370,138	417,884
Net expenditure	247,819	173,841	280,236	250,543

Community Alarm (Careline System)

Service Description

Budget manager:	Business Centre Manager - Hayley Andrews
Service function:	To provide a cost effective service that is available to the Borough's vulnerable people. Careline provides 24
Legal status:	National Health Service and Community Care Act 1990.
Policy objective:	To provide vulnerable people with a means of communication and support.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	343,800	358,200	357,500	369,400
Training & Recruitment	0	110	0	104
<u>Transport related expenditure</u>				
Car allowances	13,500	16,800	16,800	12,800
<u>Supplies and services</u>				
Equipment, furniture and materials (purchase of new units)	52,834	77,300	137,300	78,135
General office expenses	1,654	1,857	1,610	1,708
Communications and computing	1,649	2,745	1,509	1,521
<u>Support services</u>				
	171,960	128,220	128,220	158,148
Gross expenditure	585,397	585,232	642,939	621,816
<u>Income</u>				
Government Grant Received (O)	0	0	60,000	0
Rents and leases:				
Surrey Heath Partnership - contribution	486,134	531,590	490,753	525,611
Runnymede - Sales, fees and charges	510	3,736	510	510
Recharges to HRA services	120,500	120,500	120,500	120,500
Gross income	607,144	655,826	671,763	646,621
Net expenditure	(21,747)	(70,594)	(28,824)	(24,805)

Runnymede Community Transport

Service Description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
<u>Employees</u>				
Direct employee expenses	405,774	609,881	540,316	580,428
Training and recruitment	2,568	1,910	1,030	1,813
<u>Premises related expenses</u>				
Building Maintenance	0	182	0	194
Depot recharge	10,400	10,400	10,400	13,600
Cleaning and Domestic Supplies	220	440	440	422
<u>Transport related expenditure</u>				
Direct Transport Costs	146	119	119	127
Transport recharges	208,094	275,440	240,150	275,760
Travelling and subsistence	2,535	3,000	3,000	4,200
<u>Supplies and services</u>				
Furniture and equipment	1,939	4,627	1,850	4,723
Clothes, uniform and laundry	0	2,566	2,016	2,516
General office expenses	400	990	440	1,053
Communications and computing	11,507	12,295	12,060	12,061
Services and expenses	3	0	0	0
<u>Support services</u>	59,340	49,240	49,240	58,085
<u>Depreciation and impairment losses</u>	32,027	74,170	44,331	53,299
Gross expenditure	734,955	1,045,260	905,392	1,008,281
Income				
<u>Grants and contributions</u>				
Surrey County Council partnership work towards community Transport	308,900	401,783	349,510	263,026
Surrey County Council grant support: towards community transport:				
- social services	95,636	94,946	96,501	96,501
- transport unit	68,587	68,317	68,317	68,317
Vehicle fuel rebate	0	15,520	0	0
Sales, fees and charges	67,716	104,863	90,979	99,434
Recharge to Services	3,000	3,000	3,000	3,000
Gross income	543,839	688,429	608,307	530,278
Net expenditure	191,116	356,831	297,085	478,003

Runnymede community Transport

Notes

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Net expenditure includes the following:				
Community transport - Runnymede Borough Council	170,168	283,884	259,510	327,058
Community transport - Surrey Health	20,948	72,947	37,575	150,945
Other	0	0	0	0
	191,116	356,831	297,085	478,003

Safer Runnymede

Service Description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	733,600	773,700	773,000	805,000
Training and recruitment	5,373	2,420	3,320	2,574
<u>Premises related expenses</u>				
Utility costs	4,344	4,070	4,070	4,477
Rents, rates and insurance	3,358	3,387	3,439	4,452
Grounds maintenance	778	817	817	1,000
<u>Transport related expenditure</u>				
Travelling and subsistence	0	220	0	211
Car allowances	1,300	1,600	1,600	1,300
<u>Supplies and services</u>				
Equipment, furniture and materials	37,635	39,051	37,377	39,127
Camera Maintenance Agreements	117,116	124,500	171,522	185,000
Catering expenses	0	112	0	96
Clothes, uniform and laundry	190	550	550	556
General office expenses	1,445	2,570	2,049	3,083
Communications and computing	45,315	55,921	48,510	49,295
Communications Equipment - Maintenance Agreement	1,368	47,428	44,287	47,940
Services and expenses	2,585	2,190	2,086	2,190
Miscellaneous Expenses	505	173	173	182
<u>Support services</u>	148,900	148,900	148,900	187,688
<u>Depreciation and impairment losses</u>	117,453	106,153	113,522	111,845
Gross expenditure	1,221,266	1,313,762	1,355,222	1,446,016
<u>Income</u>				
Costs recovered from third parties (for services)	324,569	472,693	528,734	542,139
Other Grants and Contributions	61,795	56,250	56,250	56,250
Sales fees and charges	31,688	46,656	34,119	35,101
Recharges to services	258,900	258,900	156,801	251,327
Gross income	676,951	834,499	775,904	884,817
Net expenditure	544,315	479,263	579,318	561,199

Community Safety Partnership

Service Description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	57,497	120,600	120,600	162,000
Training and Recruitment	0	1,100	117	1,053
<u>Premises related expenses</u>				
Grounds maintenance	400	400	400	400
<u>Transport related expenditure</u>				
Car allowances	200	200	200	400
<u>Supplies and services</u>				
Equipment, Furniture and Materials	18	0	0	0
Communications and Computing	12	0	256	256
Grants and subscriptions	4,876	5,500	5,000	5,000
Miscellaneous expenses:				
- Joint Action Group (JAG)	2,820	3,190	3,190	3,394
- New Projects	1,522	523	523	556
- ECINS	2,909	2,909	2,909	2,909
- Domestic Homicide Review	5,000	5,000	5,000	5,000
- Domestic Abuse	0	0	73,699	39,836
<u>Support services</u>	7,200	7,200	7,200	12,600
Gross expenditure	82,453	146,622	219,094	233,404
<u>Income</u>				
Other grants and contributions	43,642	8,120	44,099	44,836
Gross income	43,642	8,120	44,099	44,836
Net expenditure	38,811	138,502	174,995	188,568

Grant Aid

Service Description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> <u>Actual</u> £	<u>2023/24</u> <u>Estimate</u> £	<u>2023/24</u> <u>Probable</u> £	<u>2024/25</u> <u>Estimate</u> £
Expenditure				
<u>Employees</u>				
Direct employee expenses	19,200	10,700	10,700	9,600
Training and Recruitment	0	1,650	0	0
<u>Supplies and services</u>				
<u>Corporate grants</u>				
General	25,250	700	500	500
Christmas Decorations	11,149	17,200	17,200	17,200
Runnymede Access Liaison group	1,500	1,500	1,650	1,650
<u>Community related grants</u>				
Addlestone Community Assoc.	2,900	2,900	3,190	3,190
Arts	(400)	800	800	720
Basingstoke Canal Contribution	8,000	8,000	8,000	8,000
Citizens Advice Bureau	103,700	103,700	114,070	114,070
Community First initiative	2,750	35,000	27,500	24,000
Englefield Green Funding	17,000	17,000	17,000	17,000
General provision	1,765	4,400	4,600	4,004
Grants for community events	4,800	4,800	4,800	14,320
Partnership Officer grants	0	8,087	8,087	7,683
Period Poverty	0	0	2,500	5,000
Runnymede Association of Voluntary Services	33,000	33,000	37,070	37,070
<u>Property related grants</u>				
Rent abatement grants	87,172	89,640	89,640	89,640
<u>Support services</u>				
	34,700	34,700	34,700	37,200
Gross expenditure	352,486	373,777	382,007	390,847
Net expenditure	352,486	373,777	382,007	390,847

Leisure and Sports Development

Service Description

Budget Managers:	Business Centre Manager - C Noble Business Centre Manager - A Jones
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 2025

	<u>2022/23</u> <u>Actual</u> £	<u>2023/24</u> <u>Estimate</u> £	<u>2023/24</u> <u>Probable</u> £	<u>2024/25</u> <u>Estimate</u> £
Employees				
Direct employee expenses	123,157	204,444	204,640	211,614
Training and recruitment	870	1,102	1,476	1,137
Premises related expenses				
Grounds Maintenance	0	0	3,200	3,060
Rent, rates and insurance	15,196	21,558	21,275	24,701
Transport related expenditure				
Travelling and subsistence	18	1,278	1,122	1,349
Transport Insurance	0	251	251	264
Car allowances	2,300	2,800	2,800	1,800
Supplies and services				
Equipment, furniture and materials	4,184	8,240	4,344	8,104
Clothes, Uniform and Laundry	824	1,980	1,980	2,107
General office expenses	12,532	19,952	15,992	18,904
Communications and computing	1,123	3,507	4,217	3,867
Services and Expenses	367	6,812	1,812	5,812
Family Support program	0	89,000	89,000	62,000
Miscellaneous Expenses	31,403	28,700	14,300	15,215
Grants and subscriptions	0	2,100	7,060	6,850
Public liability insurance	866	728	1,174	1,232
Youth leisure development provision	0	215,000	150,000	163,000
Support services	52,440	52,440	52,040	51,908
Depreciation and impairment losses	402,949	402,177	438,278	438,278
Gross expenditure	648,228	1,062,069	1,014,961	1,021,202
Income				
Grants and contributions	63,989	35,900	43,575	39,737
Sales, fees and charges	11,595	44,095	16,595	44,675
Rent and Leases	(64,902)	250,000	250,000	250,000
Gross Income	10,682	329,995	310,170	334,412
Net expenditure	637,546	732,074	704,791	686,790

Notes

	<u>2022/23</u> <u>Actual</u> £	<u>2023/24</u> <u>Estimate</u> £	<u>2023/24</u> <u>Probable</u> £	<u>2024/25</u> <u>Estimate</u> £
Net expenditure includes the following:				
Arts development	16,000	25,400	25,400	24,600
Sports development	28,059	248,244	29,077	49,781
Tennis Development	0	0	4,679	(16,151)
Surrey Youth Games	30,427	41,636	39,906	36,915
Youth Development	0	0	135,000	148,000
Family Support Program	0	89,000	89,000	62,000
General expenditure	563,060	327,794	381,729	381,645
	637,546	732,074	704,791	686,790

Chertsey Museum Service

Service Description

Budget manager:	Business Centre Manager - Museum Curator Emma Warren Senior Building and Projects Manager - Mr. K Mistry (Building maintenance issues only)
Service function:	To provide a community based museum service embracing the collection, management and display of a wide range of artefacts illustrating the history of the Borough and the Olive Matthews Collection in keeping with the terms of the lease and agreement with the Trustees.
Legal status:	Public Libraries and Museums Act 1964.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
<u>Employees</u>				
Direct employee expenses	177,861	188,611	188,511	205,989
Training and recruitment	1,395	486	469	504
<u>Premises related expenses</u>				
Building maintenance	12,111	13,229	13,229	13,891
Energy and utility costs	57,248	10,222	10,000	10,672
Rent, rates and insurance	0	52,159	29,347	29,404
Cleaning and domestic supplies	1,238	1,552	1,257	1,457
Grounds maintenance	443	559	550	550
<u>Transport related expenditure</u>				
Travelling expenses	817	114	100	95
Car allowances	0	800	800	1,400
<u>Supplies and services</u>				
Equipment, furniture and materials	3,637	2,243	10,240	10,268
Catering expenses	19	54	50	50
General office expenses	8,773	8,651	8,887	8,187
Communication and computing	4,811	6,289	5,934	7,050
Service and expenses	2,274	1,913	1,910	2,482
Miscellaneous expenses:				
- Exhibits and exhibitions	16,998	17,179	5,809	7,593
- Museum projects	10,285	8,000	10,574	11,222
<u>Support services</u>	49,700	49,500	49,500	69,790
Gross expenditure	347,610	361,561	337,167	380,604
Income				
Grants and contributions:				
- Olive Matthews Collection Trust	78,446	72,001	72,001	72,001
- Museum projects	9,415	8,000	8,000	8,000
- Other grants	12,462	2,225	2,625	2,225
Sales, fees and charges	41,064	24,043	35,286	30,350
Gross income	141,387	106,269	117,912	112,576
Net expenditure	206,223	255,292	219,255	268,028

Community Halls

Service Description

Budget managers:	Business Centre Manager - Hayley Andrews
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 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
<u>Employees</u>				
Direct employee expenses	105,166	126,096	116,003	152,703
Training and recruitment	0	583	0	558
<u>Premises related expenses</u>				
Building maintenance	53,521	22,275	24,750	23,389
Energy and utility costs	74,930	40,872	55,872	57,337
Rent, rates and insurance	15,945	27,752	29,058	30,731
Cleaning and domestic supplies	8,637	10,143	9,998	11,068
Grounds maintenance	2,905	3,690	3,690	6,846
<u>Transport related expenditure</u>				
Travelling and subsistence	600	2,300	2,300	1,300
<u>Supplies and services</u>				
Equipment, furniture and materials	3,436	5,611	2,533	4,891
Clothes, uniform and laundry	107	763	0	487
General office expenses	521	827	341	799
Communications and computing	4,046	3,609	3,330	3,615
Services and expenses	714	1,739	1,739	1,851
<u>Support services</u>				
	135,520	135,760	135,160	149,651
<u>Depreciation and impairment Losses</u>				
Depreciation	58,802	58,802	66,811	65,958
Gross expenditure	464,850	440,822	451,585	511,184
<u>Income</u>				
Government Grants	57,796	0	0	0
Sales, fees and charges	26,953	88,994	48,442	55,966
Rents and leases	26,883	18,659	17,884	17,750
Gross income	111,632	107,653	66,326	73,716
Net expenditure	353,218	333,169	385,259	437,468

Notes

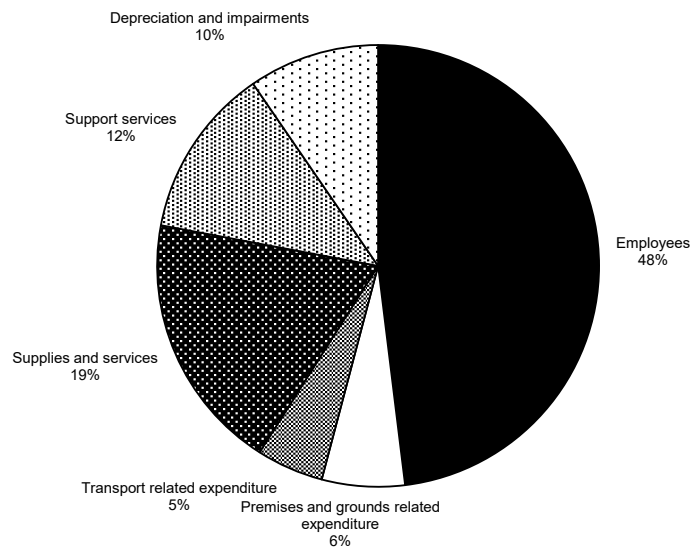
	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Net direct expenditure of halls				
General expenditure	201,413	205,172	211,081	243,900
Chertsey Hall	105,523	89,271	120,443	120,055
The Hythe Centre	43,725	40,268	54,012	74,534
Thorpe Village Hall	2,557	(1,542)	(277)	(1,021)
	353,218	333,169	385,259	437,468

Community Services Committee

Subjective Analysis

	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees	3,137,140	3,826,078	3,734,637	3,934,481
Premises and grounds related expenditure	475,529	446,145	465,781	496,396
Transport related expenditure	302,216	377,539	367,216	401,611
Supplies and services	1,014,844	1,510,870	1,596,411	1,550,303
Support services	907,969	853,920	854,220	1,021,938
Depreciation and impairments	708,366	738,436	777,454	783,892
Gross expenditure	6,546,065	7,752,988	7,795,719	8,188,621
Income				
Government grants	57,796	0	60,000	0
Grants, donations and sponsorship	1,030,653	1,044,921	1,023,334	942,017
Sales, fees and charges	1,365,134	1,982,728	1,916,042	2,047,202
Rents and leases	448,116	800,867	758,637	793,361
Recharges to other services	382,400	382,400	280,301	374,827
Other income	0			
Gross income	3,284,098	4,210,916	4,038,314	4,157,407
Net expenditure	3,261,969	3,542,072	3,757,405	4,031,214

Expenditure Analysis 2024/2025



Environment and Sustainability Committee

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Summary				
Environmental and regulatory services				
Environmental administration	0	(163)	(17,133)	80
Environmental enforcement	(1,322)	(20)	(70)	70
Pollution control	247,019	322,231	329,514	282,642
Local air pollution	36,583	55,093	55,648	74,025
Occupational health, safety and welfare	103,838	119,150	117,885	133,695
Food safety and hygiene	162,089	216,155	215,396	220,222
Pest control and dog warden service	24,297	23,325	27,225	34,298
Animal welfare licensing	5,547	12,650	10,600	11,300
Recycling and environmental initiatives	1,417,097	1,617,073	1,568,795	1,625,095
Green waste collection	(207,654)	(162,974)	(211,956)	(191,897)
Refuse collection - domestic	991,357	1,169,989	1,031,873	1,040,279
Refuse collection - trade waste	(112,051)	(79,462)	(89,421)	(75,781)
Street cleansing	1,026,533	1,074,752	1,089,687	1,191,310
Public conveniences	28,564	21,170	16,384	22,814
Flood mitigation	164,851	232,454	223,045	246,792
Energy management and climate change	65,307	72,915	91,329	111,824
Green Spaces				
Grounds Maintenance	45,702	384,700	532,549	263,484
Allotments	33,440	33,067	34,500	41,605
Parks and open spaces	1,756,612	1,487,123	1,876,360	1,881,277
Cemeteries and closed churchyards	(151,084)	53,110	(85,872)	(41,960)
Highways and transport services				
Car parks	(184,000)	174,931	18,898	(9,730)
On street car parking enforcement	(10,872)	0	(79)	0
Environmental maintenance	51,485	90,439	63,179	93,750
Borough highways functions	37,154	62,306	62,915	64,187
Markets and street trading	11,085	11,700	11,700	10,000
Engineering services	(836)	90	210	172
Net expenditure	5,540,741	6,991,804	6,973,161	7,029,553

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 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	6,000	6,200	6,200	6,400
Training and recruitment	0	500	350	400
Transport related expenditure				
Travelling and subsistence	37	100	100	100
Car allowances	200	200	200	200
Supplies and services				
General office expenses	150	130	170	180
Communications and computing	17,286	19,447	19,447	21,900
Support services	6,200	6,200	6,200	4,300
Depreciation and impairment losses	0	16,860	0	0
Gross expenditure	29,873	49,637	32,667	33,480
Income				
Other income and recharges	29,873	49,800	49,800	33,400
Gross income	29,873	49,800	49,800	33,400
Net expenditure (income)	-	(163)	(17,133)	80

Environmental enforcement

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	41,000	43,800	42,800	45,500
Training and recruitment	830	50	0	50
Premises related expenses				
Grounds maintenance	-	750	0	750
Transport related expenditure				
Car allowances	2,000	2,500	2,500	4,000
Travelling and subsistence	-	20	20	50
Supplies and services				
Equipment, furniture and materials	-	1,500	0	1,500
Protective clothing	25	50	50	50
General office expenses	-	-	-	1,000
Communications and computing	253	260	260	120
Support services	10,300	10,300	10,300	11,200
Gross expenditure	54,408	59,230	55,930	64,220
Income				
Other grants and contributions	830	3,250	0	3,250
Other income and recharges	54,900	56,000	56,000	60,900
Gross income	55,730	59,250	56,000	64,150
Net expenditure	(1,322)	(20)	(70)	70

Pollution control

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	169,800	203,100	203,100	183,000
Training and recruitment	1,707	2,440	5,450	11,450
Premises related expenses				
Grounds maintenance	-	500	500	500
Transport related expenditure				
Travelling and subsistence	35	125	100	125
Car allowances	4,900	6,100	6,100	5,900
Supplies and services				
Equipment, furniture and materials	846	8,156	8,096	2,072
Catering Expenses	-	300	0	200
General office expenses	120	925	80	445
Communication and computing	1,618	2,210	2,213	1,650
Services and expenses:				
- Contaminated land	-	30,100	30,000	10,050
- Other expenses	9,924	2,575	7,375	8,825
Support services	63,673	68,500	68,500	61,825
Gross expenditure	252,623	325,031	331,514	286,042
Income				
Sales, fees and charges	498	2,800	2,000	3,400
Recharge to services	5,106	0	0	0
Gross income	5,604	2,800	2,000	3,400
Net expenditure	247,019	322,231	329,514	282,642

Notes

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Net expenditure includes:				
General pollution control	205,498	239,986	247,866	231,492
Contaminated land	41,521	82,245	81,648	51,150
	247,019	322,231	329,514	282,642

Local air pollution

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	23,400	40,200	40,200	54,800
Transport related expenditure				
Car allowances	800	1,000	1,025	625
Supplies and services				
Services and expenses	2,764	2,873	3,290	5,000
Support services	11,999	13,400	13,400	15,600
Gross expenditure	38,963	57,473	57,915	76,025
Income				
Sales, fees, charges (air pollution authorisation)	2,380	2,380	2,267	2,000
Gross income	2,380	2,380	2,267	2,000
Net expenditure	36,583	55,093	55,648	74,025

Occupational health, safety and welfare

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	76,300	86,900	86,900	104,300
Training and recruitment	254	300	100	150
Transport related expenditure				
Travelling and subsistence	-	30	25	25
Car allowances	2,200	2,700	2,700	2,000
Supplies and services				
Equipment, furniture and materials	-	50	0	50
General office expenses	-	1,250	240	250
Communication and computing	84	120	120	120
Support services	25,000	27,800	27,800	26,800
Gross expenditure	103,838	119,150	117,885	133,695

Food safety and hygiene

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	117,400	164,900	164,900	165,200
Training and recruitment	4,687	3,105	3,621	3,707
Transport related expenditure				
Travelling and subsistence	-	110	60	60
Car allowances	3,400	4,200	4,200	4,500
Supplies and services				
Equipment, furniture and materials	428	770	675	750
General office expenses	138	350	180	180
Communication and computing	1,266	1,520	1,260	1,285
Services and expenses	169	200	150	200
Miscellaneous expenses	271	1,500	1,500	1,250
Support services	38,700	41,500	41,500	44,690
Gross expenditure	166,459	218,155	218,046	221,822
Income				
Other grants and contributions (costs recovered)	2,720	1,500	2,150	1,250
Sales, fees, charges	1,650	500	500	350
Gross income	4,370	2,000	2,650	1,600
Net expenditure	162,089	216,155	215,396	220,222

Pest control and dog warden service

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	4,700	4,800	4,800	5,000
Transport related expenditure				
Car allowances	200	200	200	200
Supplies and services				
General office expenses	-	50	50	50
Communications and computing	100	100	100	100
Services and expenses:				
- Rodent treatment				
- Stray dogs, kennelling and vets fees etc.	10,331	6,700	11,600	12,400
- Stray dogs retainer fee	5,000	5,775	5,775	6,000
Support services	7,700	7,700	7,700	13,648
Gross expenditure	28,031	25,325	30,225	37,398
Income				
Sales, fees and charges(dog control charges)	3,734	2,000	3,000	3,100
Gross income	3,734	2,000	3,000	3,100
Net expenditure	24,297	23,325	27,225	34,298

Animal welfare licensing

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	10,400	12,200	12,200	13,000
Training and recruitment	-	1,000	200	200
Transport related expenditure				
Car allowances	300	400	400	200
Supplies and services				
Communications and computing	-	150	0	0
Services and expenses	2,015	1,800	1,800	1,800
Support services	4,100	4,300	4,300	4,400
Gross expenditure	16,815	19,850	18,900	19,600
<u>Income</u>				
Government grants				-
Sales, fees and charges	11,268	7,200	8,300	8,300
Gross income	11,268	7,200	8,300	8,300
Net expenditure	5,547	12,650	10,600	11,300

Recycling and environmental initiatives

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	911,771	983,400	989,200	1,017,300
Training and recruitment	4,587	8,095	5,910	3,910
Premises related expenses				
Depot recharge	38,800	38,800	38,800	54,000
Grounds maintenance	3,300	3,300	3,300	3,300
Transport related expenditure				
Transport recharges	279,628	298,930	285,552	323,720
Transport insurance	-	1,429	1,429	1,429
Travelling and subsistence	-	50	0	0
Car allowances	200	200	200	200
Supplies and services				
Equipment, furniture including bins	40,782	35,500	35,500	37,500
Protective clothing	7,421	7,100	7,100	7,600
General office expenses	-	400	100	100
Communications and computing	15,450	16,670	16,200	14,600
Recycling initiatives	8,202	20,000	16,750	0
Public liability insurance	8,172	6,880	11,080	11,600
Support services	83,600	83,600	83,600	93,590
Depreciation and impairment losses	241,760	241,759	201,058	187,086
Gross expenditure	1,643,673	1,746,113	1,695,779	1,755,935
Income				
Sales, fees and charges	30,726	35,500	32,300	37,300
Recycling credits	2,977	1,200	1,200	1,200
Recycling scheme - Surrey County Council	192,473	91,940	93,084	91,940
Recharge to services	400	400	400	400
Gross income	226,576	129,040	126,984	130,840
Net expenditure	1,417,097	1,617,073	1,568,795	1,625,095

Green waste collection

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	182,740	198,800	202,700	228,200
Training and recruitment	752	1,390	1,090	690
Premises related expenses				
Depot Recharge	9,900	9,900	9,900	13,000
Grounds Maintenance	3,400	3,400	3,400	3,400
Transport related expenditure				
Transport recharges	65,124	75,080	66,500	71,470
Transport insurance	-	175	175	175
Supplies and services				
Equipment, furniture and materials including bins	13,550	33,100	33,100	26,100
Protective clothing	1,319	1,300	1,300	1,300
General office expenses	-	-	-	3,300
Communications and computing	4,363	4,300	3,400	3,100
Public liability insurance	1,677	1,411	2,274	2,400
Support services	38,900	38,900	38,900	43,430
Depreciation and impairment losses	24,613	24,612	25,875	27,137
	Gross expenditure	346,338	392,368	388,614
	423,702			
Income				
Sales, fees and charges	553,422	555,000	600,000	615,000
Recharge to services	570	342	570	599
	Gross income	553,992	555,342	600,570
	615,599			
	Net income	(207,654)	(162,974)	(211,956)
	(191,897)			

Refuse collection - domestic

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	589,171	638,700	636,200	620,800
Training and recruitment	3,817	4,810	3,705	2,615
Premises related expenses				
Depot recharges	25,400	25,400	25,400	33,300
Grounds maintenance	3,300	3,300	3,300	3,300
Transport related expenditure				
Transport recharges	206,103	224,690	195,560	219,580
Transport insurance	-	1,429	1,429	1,429
Car allowances	200	200	200	200
Supplies and services				
Equipment, furniture and materials including bins	37,653	40,600	40,600	40,600
Protective clothing	4,453	4,300	4,300	4,500
General office expenses	381	555	600	600
Communication and computing	9,892	9,870	9,435	8,370
Public liability insurance	7,121	4,941	7,957	8,300
Refuse Collection (Services & expenses)				
Support services	90,300	90,500	90,500	100,190
Depreciation and impairment losses	143,507	159,094	142,587	124,494
Gross expenditure	1,121,298	1,208,389	1,161,773	1,168,278
Income				
Other grants and contributions	92,301	0	95,000	95,000
Sales, fees and charges	37,640	38,400	34,900	32,999
Gross income	129,941	38,400	129,900	127,999
Net expenditure	991,357	1,169,989	1,031,873	1,040,279

Refuse collection - trade waste

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	87,125	94,100	96,100	108,100
Training and recruitment	395	750	550	350
Premises related expenses				
Depot recharges	4,500	4,500	4,500	5,900
Transport related expenditure				
Transport recharges	40,325	46,980	33,600	41,930
Transport insurance	-	180	180	180
Supplies and services				
Equipment, furniture and materials including bins	1,044	5,000	4,000	4,000
Protective clothing	693	700	700	700
General office expenses	325	180	2,097	2,200
Communication and computing	1,378	3,200	1,350	1,250
Services and expenses (Disposal of trade waste)	282,510	290,600	297,000	327,000
Public liability insurance	949	799	1,287	1,345
Support services	46,600	46,600	46,600	46,490
Depreciation and impairment losses	550	549	1,215	1,874
Gross expenditure	466,394	494,138	489,179	541,319
Income				
Sales, fees and charges	522,090	530,000	525,000	560,000
Recharge to services	56,355	43,600	53,600	57,100
Gross income	578,445	573,600	578,600	617,100
Net income	(112,051)	(79,462)	(89,421)	(75,781)

Street cleansing

Service description

Budget managers:	Direct Services Organisation Manager - S. Barnes (1) - Corporate Head of Environmental Services - H. Clark
Service function:	Cleansing of streets, town centre areas, car parks, recreational areas, areas surrounding recycling centres. Litter picking services and provision of crews to react to requests for urgent services such as fly tipping, abandoned vehicles and removal of graffiti.
Legal status:	Environmental Protection Act 1990: Anti-social Behaviour Crime and Policing Act 2014; Refuse Disposal (Amenity) Act 1978 (Removal of unlawfully deposited waste and abandoned vehicles). Clean Neighbourhoods and Environment Act 2005 General powers under the Local Government Act 2002
Policy objectives:	To maintain and enhance the appearance of the Borough by an effective programme of street cleansing, litter picking and the removal of abandoned vehicles and graffiti. To ensure that Street Cleansing and Litter Picking provides a cost effective response to the cleansing needs of the Borough with particular regard to the requirements for cleansing of the town centres. To ensure the quality of services sustains the lowest possible level of complaints consistent with costs managed within the budget.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	692,429	741,900	792,600	867,000
Training and recruitment	4,666	1,700	1,700	1,700
Premises related expenses				
Depot recharge	22,200	22,200	22,200	22,800
Cleaning and domestic supplies	-	100	100	100
Grounds maintenance	89,810	71,000	64,350	48,300
Transport related expenditure				
Transport recharges	188,805	198,290	142,960	169,450
Direct transport costs	-	280	180	180
Car allowances	600	600	600	500
Supplies and services				
Equipment, furniture and materials	8,883	22,500	22,500	22,500
Clothes, uniform and laundry	7,256	6,900	6,900	7,400
General office expenses	3,236	3,400	3,451	2,705
Communications and computing	10,129	9,960	10,226	8,526
Services and expenses (litter and dog fouling fees)	-	500	0	0
Services and expenses (other)	216	130	130	130
Public liability insurance	4,754	4,003	6,446	6,770
Support services	113,400	114,300	114,300	127,400
Depreciation and impairment losses	46,179	45,889	70,224	78,749
Gross expenditure	1,192,563	1,243,652	1,258,867	1,364,210
Income				
Other grants and contributions (costs recovered)	-	100	0	100
Sales, fees and charges	430	-	380	200
Recharge to services	165,600	168,800	168,800	172,600
Gross income	166,030	168,900	169,180	172,900
Net expenditure	1,026,533	1,074,752	1,089,687	1,191,310

Street cleansing

Notes

	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Net expenditure includes:				
Street cleansing	974,021	1,019,216	1,035,061	1,142,190
Anti-graffiti and street care team	10,184	10,376	10,566	12,139
Abandoned vehicle collection	32,637	34,560	34,044	36,981
Litter and dog fouling	9,691	10,600	10,016	0
	<u>1,026,533</u>	<u>1,074,752</u>	<u>1,089,687</u>	<u>1,191,310</u>

Public conveniences

Service description

Budget manager:	Direct Services Organisation Manager - S. Barnes (1) - Corporate Head of Assets and Regeneration - A. Williams
Service function:	Provision and maintenance of public conveniences
Legal status:	Public Health Act 1936 (discretionary); Chronically Sick and Disabled Persons Act 1970 (mandatory).
Policy objectives:	To provide the service in a cost effective manner. To provide in partnership with the private sector when opportunities arise.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	27,443	30,300	31,700	34,200
Training and recruitment	376	150	150	150
Premises related expenses				
Building maintenance	8,932	1,977	1,970	2,058
Utilities, rates and insurance	1,569	1,865	2,490	3,294
Depot recharge	1,129	1,500	0	0
Cleaning materials	1,285	2,000	2,000	2,000
Transport related expenditure				
Transport recharges	9,797	7,840	3,120	980
Supplies and services				
Equipment, Furniture & Materials	10	0	0	0
Clothes, uniform and laundry	660	600	600	700
Communications and computing	84	100	100	100
Miscellaneous expenses	-			
Support services	15,840	15,840	15,840	25,040
Depreciation and impairment losses	5,939	5,998	5,414	1,292
Gross expenditure	73,064	68,170	63,384	69,814
Income				
Other grants and contributions	2,000	2,000	2,000	2,000
Recharge to services	42,500	45,000	45,000	45,000
Gross income	44,500	47,000	47,000	47,000
Net expenditure	28,564	21,170	16,384	22,814

Flood mitigation

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	49,363	91,400	91,400	107,500
Premises related expenses				
Depot recharge	5,200	5,200	5,200	6,800
Grounds maintenance	81,207	95,000	100,770	99,506
Transport related expenditure				
Car allowances	2,400	2,900	2,900	300
Supplies and services				
Equipment insurance	15	26	100	100
Protective clothing	73	200	200	0
General office expenses	(44)	1,430	927	500
Communication and computing	5,267	5,900	5,900	6,000
Support services	48,100	48,400	48,400	52,838
Gross expenditure	191,581	250,456	255,797	273,544
Income				
Other grants and contributions (costs recovered)	26,730	18,002	32,000	26,000
Sales, fees and charges	-	-	752	752
Gross income	26,730	18,002	32,752	26,752
Net expenditure	164,851	232,454	223,045	246,792

Energy management and climate change

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	73,500	83,300	83,300	135,800
Training and recruitment	-	660	1,660	970
Transport related expenditure				
Travelling and subsistence	29	281	100	140
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials	-	550	300	550
Catering expenses	-	110	50	110
General office expenses	7,000	4,600	4,364	3,616
Communications and computing	268	364	100	100
Services and expenses	53,745	0	16,405	200
Miscellaneous expenses - promotion of events	-	1,650	3,150	1,500
Support services	23,000	23,000	23,000	27,990
Gross expenditure	157,642	114,615	132,529	171,076
Income				
Other grants and contributions	7,000	3,500	3,000	2,252
Recharge to housing revenue account	35,800	38,200	38,200	57,000
Recharge to capital	49,535	0	0	0
Gross income	92,335	41,700	41,200	59,252
Net expenditure	65,307	72,915	91,329	111,824

Grounds maintenance

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Direct employee expenses	51,655	384,700	75,050	158,000
Wages - General			523,170	565,964
Training and recruitment	258	-	5,500	0
Premises related expenses				
Grounds maintenance	-	-	6,508	6,508
Transport related expenditure				
Transport recharges	14,390	-	167,220	194,870
Supplies and services				
Equipment, furniture and materials	-	-	37,929	61,366
Protective clothing	-	-	1,851	1,969
General Office Expenses	-	-	168	179
Communications and Computing	19	-	11,698	8,183
Miscellaneous	-	351,076	0	0
Support services	-	-	0	44,000
Depreciation and impairment losses	19,380	-	61,645	61,645
Gross expenditure	85,702	735,776	890,739	1,102,684
Income				
Other income and recharges:				
Recharges to the Housing Revenue Account	40,000	34,000	33,400	64,100
Recharges to General Fund Services	-	309,962	317,676	761,700
Recharges to other organisations	-	7,114	7,114	13,400
Gross income	40,000	351,076	358,190	839,200
Net expenditure	45,702	384,700	532,549	263,484

Notes

The Council brought its Grounds Maintenance operations in-house during late 2022/23. Due to uncertainties surrounding the premature termination of the 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 were allocated to one line on 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 until a review is undertaken.

Allotments

Service Description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	22,900	24,025	24,025	25,288
<u>Premises related expenses</u>				
Building maintenance	2,540	468	468	491
Energy and utility costs	4,451	4,629	4,629	4,997
Rents, rates and insurance	60	35	65	68
Grounds maintenance	9,771	12,653	11,953	15,240
<u>Transport related expenditure</u>				
Use of vehicles	1,562	2,170	2,210	2,560
<u>Supplies and services</u>				
Communications and computing	275	297	277	275
<u>Support services</u>				
	26,600	26,600	26,600	29,545
Gross expenditure	68,158	70,877	70,227	78,464
<u>Income</u>				
<u>Rents and leases:</u>				
Rents and leases:				
- Rents and Leases	7,073	7,725	7,025	7,025
- Rent of plots to private individuals	24,577	26,751	25,961	27,093
- Rent from self management schemes	3,067	3,226	2,741	2,741
Sales Fees and Charges	0	108	0	0
Gross Income	34,718	37,810	35,727	36,859
Net expenditure	33,440	33,067	34,500	41,605

Parks and Open Spaces

Service Description

Budget managers:	Business Centre Manager - Helen Clark/Helen Wilson Senior Building and Projects Manager - Mr. K Mistry (Building maintenance issues)
Service function:	To carry out the management and administration of all parks, open spaces and countryside areas in an efficient, economic and effective manner.
Legal status:	Local Government Act 1972 and Local Government (Miscellaneous Provisions) Act 1976 and The Open Spaces Act 1906.

Budget for the year ending 31 March 2025

	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
Direct employee expenses	657,153	493,857	518,281	280,708
Training and recruitment	4,082	11,204	6,610	9,099
<u>Premises related expenses</u>				
Building maintenance	169,720	88,362	92,537	91,170
Energy and utility costs	81,614	71,209	81,842	86,045
Rent, rates and insurance	36,805	42,427	44,447	45,759
Cleaning and domestic supplies	29,918	33,708	33,692	34,751
Grounds maintenance	769,929	586,825	607,962	930,647
<u>Transport related expenditure</u>				
Use of vehicles	13,314	21,810	21,760	22,430
Travelling expenses	0	112	112	119
Car allowances	10,700	14,400	14,400	7,000
<u>Supplies and services</u>				
Equipment, furniture and materials	79,107	68,004	53,989	72,684
Equipment, furniture and materials - Play areas	0	0	192,740	0
Clothes, uniform and laundry	721	2,578	727	743
General office expenses	777	4,833	445	1,101
Communications and computing	13,519	21,640	15,383	16,101
Services and expenses	10,499	21,696	75,255	74,042
LPPD - Other Professional Fees	0	0	20,000	0
Grants and subscriptions (Basingstoke Canal contribution)	0	0	0	0
Miscellaneous expenses -Tree Audit	0	0	0	100,000
Miscellaneous expenses - Other	17,529	48,542	24,306	25,739
<u>Support services</u>	188,800	189,080	189,080	170,198
<u>Depreciation and impairment losses</u>	86,637	87,688	126,853	166,296
Gross expenditure	2,170,824	1,807,975	2,120,421	2,134,632
<u>Income</u>				
Government Grants	0	0	4,500	9,000
Grants and contributions				
- Investments / commuted payments	9,882	6,750	6,750	6,750
- Other	124,509	20,000	30,585	30,000
Sales, fees and charges	65,179	67,857	68,807	73,253
Rents and leases	121,742	133,345	133,419	134,352
Recharge to services	92,900	92,900	0	0
Gross income	414,212	320,852	244,061	253,355
Net expenditure	1,756,612	1,487,123	1,876,360	1,881,277

Cemeteries and Closed Churchyards

Service Description

Budget manager:	Business Centre Manager - Cemeteries Manager - James Lawless Senior Building and Projects Manager - Mr. K Mistry (Building maintenance issues)
Service function:	To maintain the cemeteries and administer the interments, memorials and burial services offered by the Council. The Statutory duty to maintain the closed churchyards of the Borough.
Legal status:	Local Government Act 1972; Local Authorities Cemeteries Order 1977 and The Open Spaces Act 1906.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Direct Employee Expenses	91,800	90,114	90,114	87,369
Training & Recruitment	600	1,100	1,724	1,170
<u>Premises related expenses</u>				
Building maintenance	24,084	19,531	19,531	19,870
Energy and Utility Costs	5,175	4,160	4,160	4,511
Rent, Rates & Insurance	11,666	11,470	13,957	12,585
Cleaning and Domestic Supplies	1,069	991	1,115	1,179
Grounds maintenance	117,094	126,436	126,436	179,422
<u>Transport related expenditure</u>				
Travelling and Subsistence	1,600	2,000	2,000	700
<u>Supplies and services</u>				
Equipment, furniture and materials	34	996	996	1,059
Communications and computing	2,050	2,325	2,245	2,446
General Office Expenses	470	697	455	613
<u>Support Services</u>	48,480	48,480	46,680	57,365
<u>Depreciation and Impairment Losses</u>	4,599	560	4,995	4,995
Gross expenditure	308,723	308,860	314,408	373,284
<u>Income</u>				
Sales, fees and charges	458,991	255,354	399,628	414,547
Rents and Leases	810	396	646	691
Other income	6	0	6	6
Gross income	459,807	255,750	400,280	415,244
Net expenditure	(151,084)	53,110	(85,872)	(41,960)

Notes

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Net direct expenditure includes:</u>				
Cemeteries	(178,463)	20,600	(118,382)	(83,298)
Closed churchyards	27,379	32,510	32,510	41,338
	(151,084)	53,110	(85,872)	(41,960)

Car parks

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	74,362	163,800	145,000	177,300
Training and recruitment	1,281	3,121	3,121	2,371
Premises related expenses				
Depot, rents, rates and utilities	110,593	119,654	98,496	94,424
Grounds maintenance	31,138	43,412	43,412	43,052
Transport related expenditure				
Transport recharges	7,705	19,580	24,060	24,620
Car allowances	800	2,470	2,470	1,366
Supplies and services				
Equipment, furniture and materials	14,724	15,907	15,967	25,948
Clothes, uniform and laundry	478	1,100	1,100	1,100
General office expenses	2,173	7,810	5,400	5,600
Communications and computing	9,345	29,514	30,285	48,213
Services and expenses	14,926	21,628	17,703	18,000
Public liability insurance	6,956	5,857	9,431	9,856
Support services	83,160	124,620	124,320	111,661
Depreciation and impairment losses	843	25,637	35,942	37,738
Gross expenditure	358,484	584,110	556,707	601,249
Income				
Other grants and contributions (costs recovered)	3,366	0	0	0
Sales fees and charges:				
- Rents, concessions, etc.	304	379	379	379
- Pay and display income & pay by phone income	443,873	260,900	415,030	474,200
- Penalty charge notices	44,722	95,500	70,000	70,000
- Season tickets and permits	44,419	40,600	40,600	54,600
Other income and recharges	5,800	11,800	11,800	11,800
Gross income	542,484	409,179	537,809	610,979
Net income	(184,000)	174,931	18,898	(9,730)

On street car parking enforcement

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	111,614	-	18,800	-
Training and recruitment	2,379	-	-	-
Transport related expenditure				
Transport recharges	12,788	-	0	-
Car allowances	1,600	-	66	-
Supplies and services				
Equipment, furniture and materials	-	-	0	-
Clothes, uniform and laundry	887	-	0	-
General office expenses	1,605	-	0	-
Communications and computing	17,469	-	2,496	-
Services and expenses	4,535	-	4,805	-
Public liability insurance	590	-	799	-
Support services	41,800	-	-	-
Gross expenditure	195,267	0	26,966	0
Income				
Other grants and contributions (Surrey County Council)	(43,486)	-	-	-
Sales, fees and charges (penalty charge notices)	118,282	-	27,000	-
Sales, fees and charges (resident permits/waivers etc.)	28,339	-	45	-
Sales, fees and charges (pay by phone)	103,004	-	-	-
Gross income	206,139	0	27,045	0
Net expenditure (income)	(10,872)	0	(79)	0

Environmental maintenance

Service description

Budget manager:	Direct Services Organisation Manager - S. Barnes (1) Interim Open Spaces Manager - P. Joyce
Service function:	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.
Legal status:	Highways Act 1980, Agency agreement with Surrey County Council
Policy objectives:	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 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	17,200	16,800	16,800	9,900
Premises related expenses				
Depot recharge	900	900	900	0
Grounds maintenance:	29,221	40,040	40,040	75,000
- Runnymede in Bloom - general costs	369	570	570	570
- Verge grass cutting	69,900	0	0	0
- Verge weed control	7,322	0	0	0
Transport related expenditure				
Transport recharges	298	310	550	580
Supplies and services				
Communications and computing	90	0	0	0
Support services	31,700	31,700	9,000	7,700
Depreciation and impairment losses	119	119	119	0
Gross expenditure	157,119	90,439	67,979	93,750
Income				
Other grants and contributions:				
- Sponsored roundabouts	24,747	0	0	0
- Costs recovered from Surrey County Council	80,887	0	4,800	0
Gross income	105,634	0	4,800	0
Net expenditure	51,485	90,439	63,179	93,750

Notes

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Net expenditure includes:				
Environmental maintenance - RBC	31,741	67,520	44,360	93,750
Environmental maintenance - SCC	19,744	22,919	18,819	0
	<u>51,485</u>	<u>90,439</u>	<u>63,179</u>	<u>93,750</u>

Borough highways functions

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	10,700	22,100	22,100	25,600
Premises related expenses				
Building maintenance (war memorials)	220	3,190	3,190	3,308
Rent, water and insurance	84	106	115	116
Grounds maintenance	7,996	11,000	11,000	11,218
Transport related expenditure				
Car allowances	500	700	700	100
Supplies and services				
Equipment, furniture and materials	23,584	18,700	22,800	19,135
General office expenses	2,000	2,000	2,000	2,700
Support services	21,100	21,100	21,100	22,100
Gross expenditure	66,184	78,896	83,005	84,277
Income				
Sales, fees and charges	29,030	16,590	20,090	20,090
Gross income	29,030	16,590	20,090	20,090
Net expenditure	37,154	62,306	62,915	64,187

Markets and street trading

Service description

Budget manager:	Corporate Head of Law and Governance - M. Leo (1) - Head of Democratic Services - G. Lelliott	(Markets) (Street trading)
Service function:	To facilitate and where necessary licence markets which the Council wishes to support as a matter of policy. To consider and process other requests for street trading licences and consents, including changes to permitted streets.	
Legal status:	Local Government Act 2000; Local Government (Miscellaneous Provisions) Act 1982	
Policy objectives:	To assist the economic well-being of the Borough To enforce street trading licences and ensure compliance	

Budget for the year ending 31 March 2025

	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Supplies and services				
General office expenses	-	400	400	400
Support services	11,300	11,300	11,300	9,600
Gross expenditure	11,300	11,700	11,700	10,000
Income				
Street trading and other income	215	0	0	0
Gross income	215	0	0	0
Net expenditure	11,085	11,700	11,700	10,000

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 2025

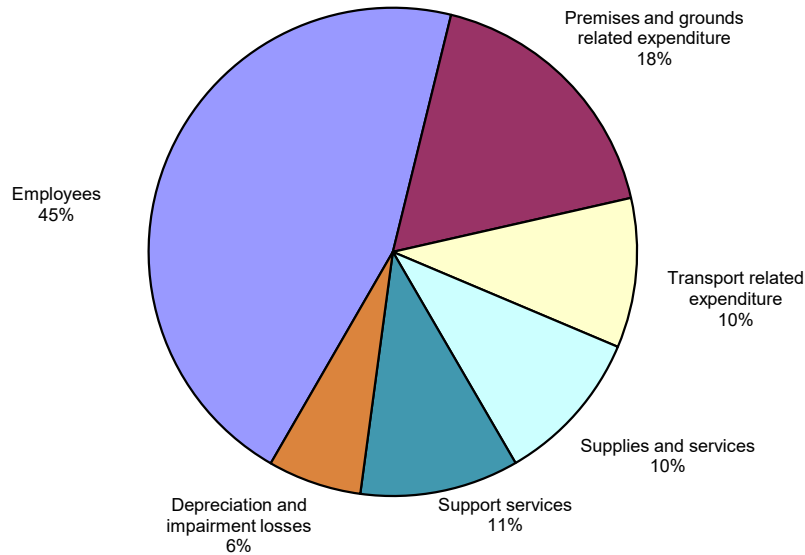
	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	2,100	2,100	2,100	4,400
Training and recruitment	2,145	2,400	3,310	2,282
Transport related expenditure				
Travelling and subsistence	-	100	100	100
Supplies and services				
General office expenses	-	50	0	0
Communications and computing	1,319	1,840	1,100	1,100
Support services	17,700	17,700	17,700	19,890
Gross expenditure	23,264	24,190	24,310	27,772
Income				
Other income and recharges to services	24,100	24,100	24,100	27,600
Gross income	24,100	24,100	24,100	27,600
Net expenditure (income)	(836)	90	210	172

Environment and Sustainability Committee

Subjective analysis

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees	4,134,843	4,664,271	4,964,491	5,071,893
Premises and grounds related expenditure	1,821,571	1,512,468	1,535,205	1,963,239
Transport related expenditure	872,640	940,971	988,063	1,104,393
Supplies and services	827,356	1,266,680	1,225,160	1,143,951
Support services	1,098,052	1,111,420	1,086,620	1,171,490
Depreciation and impairment losses	574,126	608,765	675,927	691,306
Gross expenditure	9,328,588	10,104,575	10,475,466	11,146,272
<u>Income</u>				
Government grants	0	0	4,500	9,000
Other grants and contributions	321,604	48,352	169,535	159,852
Sales, fees and charges	2,500,202	1,911,068	2,250,984	2,370,476
Rents and Leases	157,270	171,443	169,792	171,902
Recycling credits	2,977	1,200	1,200	1,200
Recycling scheme	192,473	91,940	93,084	91,940
Recharges to services	613,321	888,768	813,210	1,312,349
Gross income	3,787,847	3,112,771	3,502,305	4,116,719
Net expenditure	5,540,741	6,991,804	6,973,161	7,029,553

Expenditure Analysis 2024/25



Licensing Committee

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Summary</u>				
Alcohol and related licensing	25,757	25,962	27,861	27,388
Net expenditure	25,757	25,962	27,861	27,388

Alcohol and related licensing

Service description

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

Budget for the year ending 31 March 2025

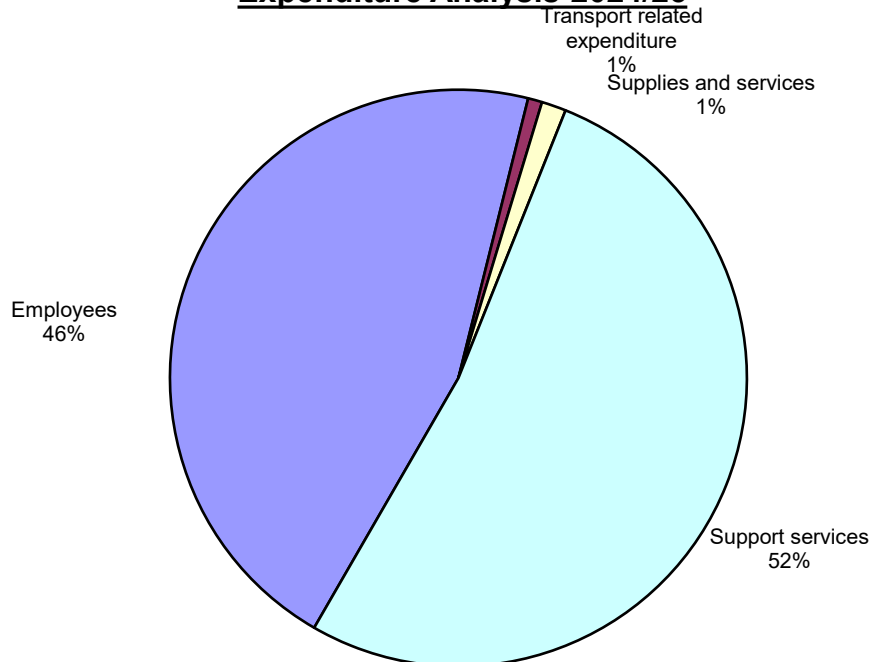
	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	44,600	45,500	45,500	41,800
Training and recruitment	-	200	0	200
Transport related expenditure				
Car allowances	600	828	828	730
Supplies and services				
Equipment, furniture and materials	-	231	231	246
General office expenses	155	341	176	187
Communication and computing	326	612	226	250
Counsel & Barristers Fees	(165)	550	0	585
Support services	43,800	45,700	45,700	48,190
Gross expenditure	89,316	93,962	92,661	92,188
<u>Income</u>				
Sales, fees and charges:				
Application fees	1,865	3,500	2,300	2,300
Annual fees	52,450	53,500	53,500	53,500
Other fees and charges	9,244	11,000	9,000	9,000
Gross income	63,559	68,000	64,800	64,800
Net expenditure	25,757	25,962	27,861	27,388

Licensing Committee

Subjective analysis

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees	44,600	45,700	45,500	42,000
Transport related expenditure	600	828	828	730
Supplies and services	316	1,734	633	1,268
Support services	43,800	45,700	45,700	48,190
Gross expenditure	89,316	93,962	92,661	92,188
<u>Income</u>				
Fees and charges	63,559	68,000	64,800	64,800
Gross income	63,559	68,000	64,800	64,800
Net expenditure	25,757	25,962	27,861	27,388

Expenditure Analysis 2024/25



Regulatory Committee

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Summary</u>				
Gambling	10,120	9,365	10,865	12,856
Taxi licensing	77,455	88,091	79,842	97,121
Other licences	12,338	17,190	17,190	16,654
Net expenditure	99,913	114,646	107,897	126,631

Gambling

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	10,600	10,900	10,900	11,300
Training and recruitment	-	200	0	0
Transport related expenditure				
Car allowances	100	115	115	116
Support services	8,000	8,400	8,400	9,990
Gross expenditure	18,700	19,615	19,415	21,406
<u>Income</u>				
Sales, fees and charges				
Gaming, lotteries and amusement permits	1,830	2,900	1,800	1,800
Betting premises licences	6,000	6,600	6,000	6,000
Family entertainment centre licences	750	750	750	750
Gross income	8,580	10,250	8,550	8,550
Net expenditure	10,120	9,365	10,865	12,856

Taxi licensing

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	74,500	76,600	76,600	93,400
Training and recruitment	-	340	300	300
Premises related expenses				
Rent, rates and insurance (taxi bay rentals)	5,035	5,080	5,100	5,105
Transport related expenditure				
Travelling and Subsistence	1,103	1,525	1,525	1,427
Supplies and services				
Equipment, furniture and materials	577	900	1,300	1,358
Clothes, uniform and laundry	0	70	0	0
General office expenses	1,464	1,375	455	490
Communication and computing	326	426	226	234
Services and expenses	267	3,160	2,800	2,760
Support services	36,200	38,100	38,100	40,790
Gross expenditure	119,473	127,576	126,406	145,864
<u>Income</u>				
Government grants	4,176	0	0	0
Costs recovered (DBS checks)	4,687	3,000	3,000	3,000
Sales, fees and charges	33,156	36,485	43,564	45,743
Gross income	42,018	39,485	46,564	48,743
Net expenditure (income)	77,455	88,091	79,842	97,121

Other licences

Service description

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

Budget for the year ending 31 March 2025

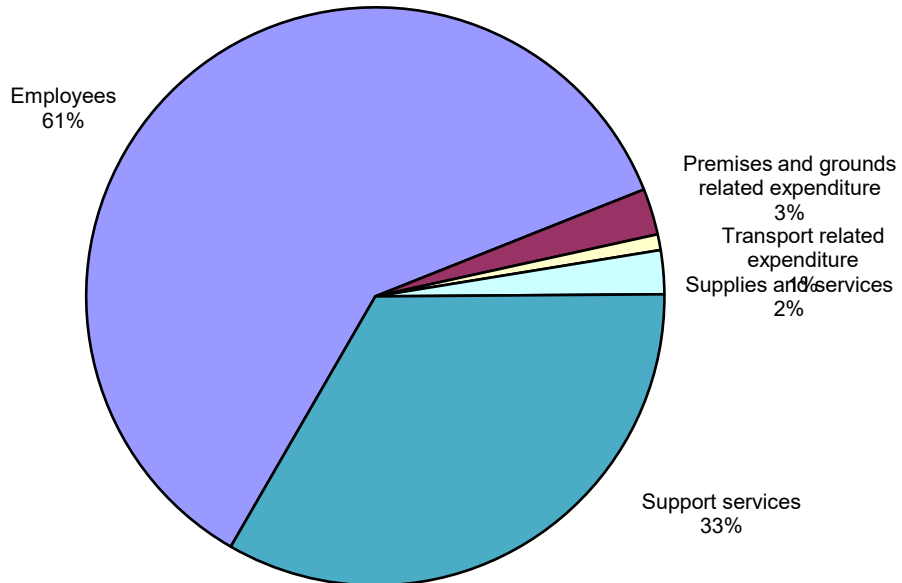
	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	12,000	14,100	14,100	14,800
Training and recruitment	-	70	70	74
Transport related expenditure				
Car allowances	300	400	400	200
Support services	13,100	13,300	13,300	15,345
Gross expenditure	25,400	27,870	27,870	30,419
<u>Income</u>				
Government Grants	3,017	0	0	0
Sales, fees and charges	10,045	10,680	10,680	13,765
Gross income	13,062	10,680	10,680	13,765
Net expenditure	12,338	17,190	17,190	16,654

Regulatory Committee

Subjective analysis

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees	97,100	102,210	101,970	119,874
Premises and grounds related expenditure	5,035	5,080	5,100	5,105
Transport related expenditure	1,503	2,040	2,040	1,743
Supplies and services	2,635	5,931	4,781	4,842
Support services	57,300	59,800	59,800	66,125
Gross expenditure	163,573	175,061	173,691	197,689
<u>Income</u>				
Government grants	7,193	0	0	0
Costs recovered	4,687	3,000	3,000	3,000
Sales, fees and charges	51,781	57,415	62,794	68,058
Gross income	63,660	60,415	65,794	71,058
Net expenditure	99,913	114,646	107,897	126,631

Expenditure Analysis 2024/25



Planning Committee

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Summary				
Planning Policy and Strategy	663,190	858,377	794,931	747,365
Development Management	862,089	1,156,961	1,181,367	1,041,838
Building Control:				
Non Fee Related	183,820	212,459	176,610	188,219
Fee Related	(36,683)	72,479	118,886	(1,052)
Net Expenditure	1,672,416	2,300,276	2,271,794	1,976,370

Planning Policy and Strategy

Service Description

Budget Manager:	Local Plans Manager - Ms G Pacey
Service Function:	Local Plan and Implementation of Planning Policies, Urban Design, Heritage, Environmental Impacts and Monitoring of Development Trends.
Legal Status:	Planning and Compulsory Purchase Act 2004. Local Government Act 2003. Town and Country Planning (Local Planning) (England) Regulations 2012, as amended
Policy Objectives:	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 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	416,800	490,300	490,300	425,200
Training and Recruitment	1,495	4,430	4,430	4,108
Premises Related expenditure				
Hire of facilities	70	600	390	400
Transport Related Expenditure				
Travelling and Subsistence	1,200	1,885	1,750	1,950
Supplies and Services				
General Office Expenses	387	4,035	1,125	1,659
Communication and Computing	1,317	2,402	1,402	1,167
Services and Expenses:				
- Urban Design Advice	2,000	8,000	9,706	8,512
- Other Professional Fees	9,500	0	9,500	0
- Planning and Development Advice	1,734	-	-	-
- Land Registry and Courier Fees	-	55	55	59
- Miscellaneous Expenses	-	47,000	0	47,000
Local Plan				
- Counsel Fees	3,880	5,250	0	5,000
- Other fees	520	-	-	-
- Planning and Development Advice	94,858	150,000	131,853	100,000
Support Services	144,420	144,420	144,420	152,310
Gross Expenditure	678,181	858,377	794,931	747,365
Income				
Grants received	14,991	-	-	-
Gross Income	14,991	0	0	0
Net Expenditure	663,190	858,377	794,931	747,365

Development Management

Service Description

Budget Manager: Development Manager - Mrs V Gibson

Service Function: To determine and process all planning applications under the provisions of the Town and Country Planning Act 1990 and related statutory instruments.
Provision of informed advice to Councillors, Developers & the Public;
Dealing with contraventions of Planning Control and Enforcement and Planning Appeals;
Processing development contributions
Protecting trees which contribute to the quality of the environment

Legal Status: Planning and Compulsory Purchase Act 2004.

Policy Objectives:

- The determination of applications in a positive and proactive way
- The giving of planning advice to provide a high quality customer service
- The use of enforcement powers to control harmful unauthorised development and maintain the quality of the environment
- The administration and collection of developer contributions under s106 agreements
- The protection of trees and priority habitats
- The defence of Council decisions in these areas in appeal and court

Development Management

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	1,253,043	1,469,600	1,499,600	1,517,750
Training and Recruitment	9,297	17,800	17,087	18,818
Premises Related Expenditure				
Direct Services Team recharge - Enforcement	1,300	1,300	1,300	1,300
Transport Related Expenditure				
Travelling and Subsistence	14,565	20,080	19,800	18,980
Supplies and Services				
Equipment, Furniture and Materials	5,095	-	-	-
General Office Expenses	25,015	21,351	29,971	28,142
Communication and Computing	51,338	45,926	44,426	46,694
Services and Expenses:				
- Appeals and Court Cases	105,388	145,200	100,000	100,000
- Planning Application Consultants	-	-	45,200	32,200
- Longcross Garden Village	11,870	11,000	0	11,000
- Other Fees and Consultancy	95,896	50,482	87,141	54,766
Public Liability Insurance	2,515	2,117	2,117	2,223
Support Services	422,100	422,100	422,100	488,890
Depreciation & Impairment Losses				
Depreciation	2,725	7,905	2,725	2,725
Gross Expenditure	<u>2,000,147</u>	<u>2,214,861</u>	<u>2,271,467</u>	<u>2,323,488</u>
Income				
Grant Received	62,000	43,000	65,000	16,250
Contributions / Costs Recovered	8,020	10,200	10,200	10,200
- Community Infrastructure Levy (CIL)	-	70,000	70,000	70,000
- 106 Agreement Contributions ("O")	20,757	10,000	13,600	0
Sales, Fees and Charges:				
- Planning Application Fees	855,830	740,000	800,000	1,053,900
- Advice to Public Fees	131,281	74,000	74,000	74,000
- Plans, Consents & Prints	8,870	6,000	6,000	6,000
Recharge to Services	51,300	104,700	51,300	51,300
Gross Income	<u>1,138,058</u>	<u>1,057,900</u>	<u>1,090,100</u>	<u>1,281,650</u>
Net Expenditure	<u>862,089</u>	<u>1,156,961</u>	<u>1,181,367</u>	<u>1,041,838</u>

Building Control - Non Fee Related

Service Description

Budget Manager:	Partnership Manager - Ms S Hallam
Service Function:	Carrying out work and giving advice to the public including dangerous structures, demolitions and unauthorised works that are not covered under the prescribed fee regulations.
Legal Status:	Building Act 1984 and Building Regulations 2010
Policy Objectives:	Seek to investigate customer complaints within three working days of receipt. Maintain ISO accreditation.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	116,545	106,000	106,000	120,800
Training and Recruitment	689	5,060	2,500	5,190
Transport Related Expenditure				
Travelling and Subsistence	3,400	4,510	4,500	3,817
Supplies and Services				
General Office Expenses	2,427	7,742	2,362	6,390
Communication and Computing	3,822	4,476	4,176	4,710
Services & Miscellaneous Expenses	838	761	972	1,022
Support Services	56,100	82,800	56,100	46,290
Depreciation and impairment losses	-	1,110	0	0
Gross Expenditure	183,820	212,459	176,610	188,219

Building Control - Fee Related

Service Description

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

Budget for the year ending 31 March 2025

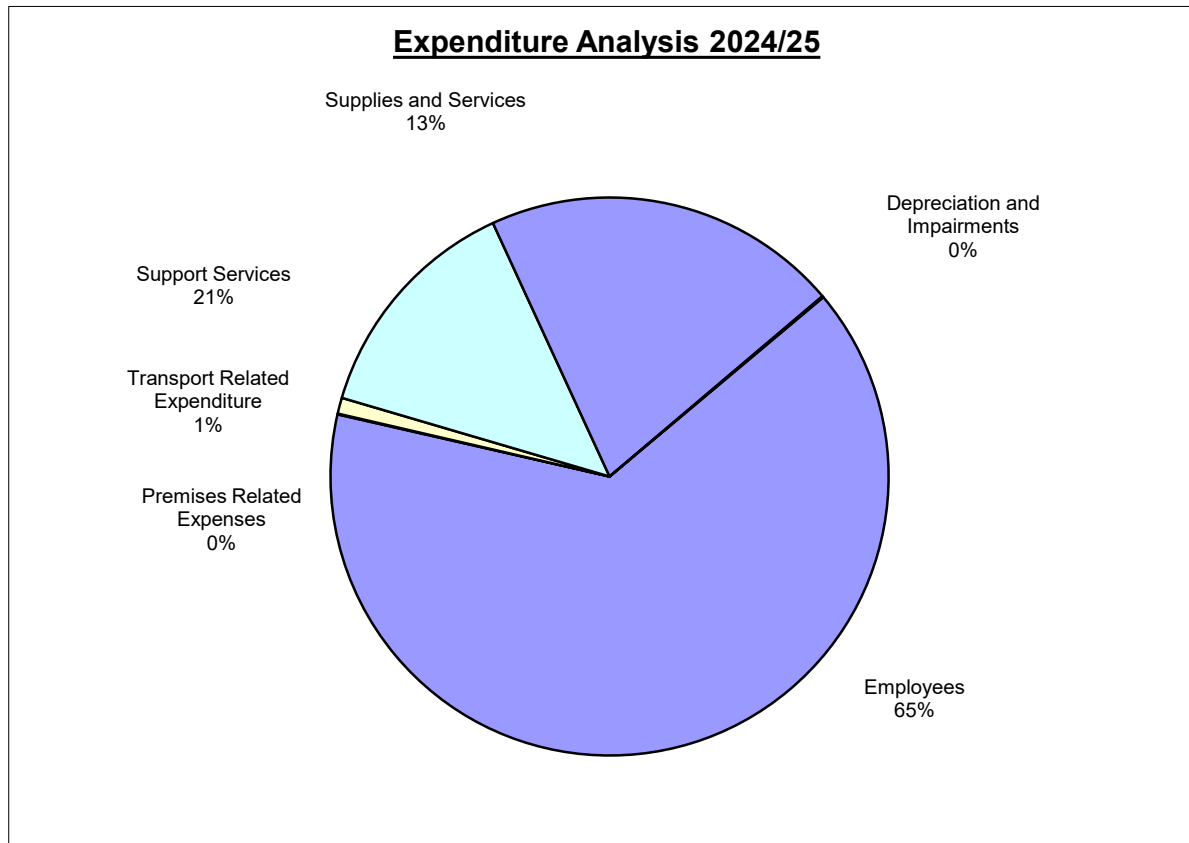
	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	178,213	268,400	268,400	240,300
Transport Related Expenditure				
Travelling and Subsistence	7,700	10,310	10,200	8,700
Supplies and Services				
General Office Expenses	-	660	0	9,671
Communication and Computing	6,120	8,321	5,846	6,163
Services and Expenses	11,942	33,660	14,600	20,778
Public Liability Insurance	2,515	2,118	2,640	2,746
Support Services	66,700	93,400	66,700	57,890
Depreciation and impairment losses	-	1,110	0	0
Gross Expenditure	273,190	417,979	368,386	346,248
Income				
Sales, Fees and Charges				
Sales	2,699	1,500	1,500	1,500
Fees and Charges - Application/ Inspection Fees	307,174	344,000	248,000	345,800
Gross Income	309,873	345,500	249,500	347,300
Net Expenditure (Income)	(36,683)	72,479	118,886	(1,052)

Planning Committee

Subjective Analysis

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees	1,976,082	2,361,590	2,388,317	2,332,166
Premises Related Expenses	1,370	1,900	1,690	1,700
Transport Related Expenditure	26,865	36,785	36,250	33,447
Supplies and Services	438,976	550,556	493,092	489,902
Support Services	689,320	742,720	689,320	745,380
Depreciation and Impairments	2,725	10,125	2,725	2,725
Gross Expenditure	3,135,338	3,703,676	3,611,394	3,605,320
<u>Income</u>				
Government grants	76,991	43,000	65,000	16,250
Contributions / Costs Recovered	8,020	10,200	10,200	10,200
Sales, Fees and Charges	1,326,611	1,245,500	1,213,100	1,551,200
Other income and recharges	51,300	104,700	51,300	51,300
Gross Income	1,462,922	1,403,400	1,339,600	1,628,950
Net Expenditure	1,672,416	2,300,276	2,271,794	1,976,370
	-	-	-	-

Expenditure Analysis 2024/25



Corporate Management Committee

Budget for the year ending 31 March 2025

Summary	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Corporate and democratic services				
Corporate management	834,625	1,227,757	1,292,262	1,257,594
Democratic representation and management	1,018,844	1,042,581	1,049,468	1,109,858
Central services to the public				
Council tax collection	537,234	721,349	732,393	770,044
National non domestic rate	(34,775)	88,462	48,648	104,177
Registration of electors	184,116	204,680	206,011	215,605
Elections	226,654	230,900	238,416	228,190
Communications service	202,894	231,180	233,720	233,864
Local land charges	26,938	2,013	77,098	75,857
Contingencies planning	202,638	212,896	206,662	213,170
Business services				
Corporate land and property holdings - current portfolio	1,663,328	1,489,715	1,839,711	1,767,198
Control and establishment budgets				
Civic Centre	174,542	99,877	204,093	34,468
Chertsey Depot	34,359	13,215	46,903	5,290
Staff costs	(23,472)	1,546,700	79,900	144,100
Employers costs	438,688	1,344,810	997,525	689,200
Staff training and recruitment	7,517	8,250	8,300	8,800
Car allowances	(1,625)	0	0	0
Financial services	(185,663)	12,539	(29,824)	37,366
Digital Services	86,400	393,394	281,989	85,280
Corporate document management system	(52,579)	(31,712)	(44,450)	(27,288)
Post room management services	(7,705)	(5,510)	(4,935)	3,756
Runnymede web	(40,627)	19,833	(18,316)	4,988
Human resources	12,601	110,176	128,389	17,520
Projects and procurement services	54,525	25,059	24,725	12,120
Customer services	(147,753)	44,171	31,196	32,116
Law and governance services	(177,346)	89,254	(11,544)	66,816
Geographical information service	(3,801)	(126)	(1,578)	596
Runnymede direct services	(13,431)	(3,813)	(20,501)	(2,170)
Transport overheads	6,482	13,260	20	17,420
Net expenditure (income)	5,023,608	9,130,910	7,596,281	7,105,935

Corporate and democratic core

Corporate management

Service description

Budget manager: Chief Executive - A. Pritchard
Assistant Chief Executive - A. Fahey
Corporate Head of Finance - P. French
Corporate Head of Planning, Economy and Built Environment - A. Smith
Head of Corporate Performance & Projects - S. Hall

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.
- To support and monitor the successful delivery of projects across the Council.

Corporate and democratic core

Corporate management

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	432,779	722,088	726,300	907,900
Training and recruitment	12,015	11,075	51,804	12,352
Premises Related Expenditure				
Rent, Rates and Insurance	575	600	600	600
Transport related expenditure				
Travelling and subsistence	234	300	400	260
Car allowances	6,000	7,500	7,500	1,100
Supplies and services				
Equipment, furniture and materials	-	1,850	0	0
Catering expenses	281	500	500	500
General office expenses	51,067	56,540	58,270	52,720
Communications and computing	17,299	18,053	25,653	25,960
Services and expenses	94,623	260,495	297,300	288,150
Grants and subscriptions	5,075	13,800	5,363	13,300
Other grants and contributions - UK SPF	-	-	102,605	119,000
Miscellaneous expenses	64,517	69,500	64,914	16,000
Third party payments	115,045	136,585	136,585	139,317
Support services	392,900	404,700	414,800	415,535
Depreciation & Impairment	471	471	471	0
Gross expenditure	1,192,881	1,704,057	1,893,065	1,992,694
Income				
Government Grants	68,234	0	4,000	0
Other grants and contributions - sponsorship	4,472	0	9,260	9,000
Other grants and contributions - UK SPF	-	-	102,605	119,000
Sales, fees and charges	-	-	1,138	1,000
Recharges to other general fund services	42,050	220,500	220,500	282,400
Recharges to the Housing Revenue Account				
- Corporate projects	-	-	-	32,600
- Corporate fraud	94,300	112,700	112,700	115,100
- External audit	34,200	28,100	28,100	28,100
- Corporate costs	115,000	115,000	122,500	147,900
Gross income	358,256	476,300	600,803	735,100
Net expenditure	834,625	1,227,757	1,292,262	1,257,594

Corporate and democratic core

Democratic representation and management

Service description

Budget manager:	Corporate Head of Law and Governance - M. Leo
Service function:	Services to members. Mayoral and members' allowances and expenses Council Chamber, Committee Room, Mayor's Room and meeting rooms. Meetings of the Council and policy making committees Members' involvement in representing local interests
Legal status:	Local Government Act 1972. Local Government and Housing Act 1989.
Policy objectives:	Members' Allowances payable have been recommended by the Independent Remuneration Panel and adopted by the Corporate Management Committee.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	79,128	77,700	77,700	114,500
Other employee costs	383,166	416,960	422,031	435,614
Training and recruitment	1,700	3,500	3,500	3,700
Premises related expenditure				
Rents, rates and insurance	1,853	1,100	1,100	1,115
Ground maintenance	275	480	480	500
Transport related expenditure				
Travelling expenses	2,707	4,700	4,700	4,700
Travelling allowance	425	2,400	2,400	2,500
Supplies and services				
Equipment, furniture and materials	274	63	1,601	1,563
Catering expenses	1,942	2,168	2,168	2,178
General office expenses	2,075	4,610	4,936	4,930
Communications and computing	1,199	1,500	1,452	1,406
Services and expenses	-	-	-	2,000
Support services	641,100	627,800	627,800	642,752
Gross expenditure	1,115,844	1,142,981	1,149,868	1,217,458
Income				
Recharged to the Housing Revenue Account				
Committee servicing	35,000	35,500	35,500	33,000
Members allowances	62,000	64,900	64,900	74,600
Net expenditure	1,018,844	1,042,581	1,049,468	1,109,858

Corporate and democratic core

Democratic representation and management

Service statistics

	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Actual	Estimate
	£	£	£
Allowance payable (per Councillor)			
Mayor's allowance	5,184	5,340	5,487
Deputy Mayor's allowance	1,396	1,438	1,478
Basic allowance (41 members)	4,143	5,665	5,821
Leader of the Council	11,000	11,330	11,642
Deputy Leader of the Council	5,500	5,665	5,821
Political Group Leaders (other than Leader of the Council) allowance per member	425	438	450
Members of Planning Committee (other than Chairman & Vice-Chairman)	3,012	3,102	3,187
Members of Corp. Man. not in receipt of other Special Allowance	1,296	1,335	1,372
Co-opted Members of the Standards Committee	477	477	490
Chair of Englefield Green Committee	1,296	1,335	1,372
Chair of Licensing Committee	5,184	5,340	5,487
Chair of Planning Committee	9,048	9,319	9,575
Chair of Regulatory Committee	2,592	2,670	2,743
Chair of Standards and Audit Committee	5,184	5,340	5,487
Chair of Other Policy Committees	5,184	5,340	5,487
Chair of Overview and Scrutiny Committee	5,184	5,340	5,487
Vice-Chair of Planning Committee	6,024	6,205	6,376
Vice-Chair of Licensing Committee	2,592	2,670	2,743
Vice-Chair of Regulatory Committee	1,296	1,335	1,372
Vice-Chair of Standards and Audit Committee	2,592	2,670	2,743
Vice-Chair of Other Policy Committees	2,592	2,670	2,743
Vice-Chair of Overview and Scrutiny Committee	2,592	2,670	2,743
Chair of Joint Committee (April 2023/24)	-	445	-
Vice-Chair of Joint Committee (2022/23)	2,592	-	-

Elections

Service description

Budget manager: Election Services Manager - K. Richards

Service function: The conduct of all elections within the Borough.

Legal status: Various statutes including Representation of the People Act 1983
Political Parties, Elections and Referendums Act 2000
Electoral Administration Act 2006
Local Government and Public Involvement in Health Act 2007

Policy objectives: To aim for declaration of local election results by 1.30am.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	62,257	62,400	63,600	68,000
Training and recruitment	2,246	2,035	6,661	8,050
Premises related expenditure				
Rents, rates, utilities and insurance	13,906	15,280	15,345	16,765
Grounds maintenance	-	2,000	2,000	2,000
Cleaning and domestic supplies	61	75	0	75
Transport related expenditure				
Travelling expenses	738	500	900	900
Supplies and services				
Equipment, furniture and materials	384	510	190	510
Catering expenses	31	350	50	350
General office expenses	20,998	16,900	24,208	26,730
Communications and computing	38,715	50,500	56,825	59,900
Services and expenses	48,584	61,300	48,125	57,250
Miscellaneous expenses	415	350	562	590
Support services	50,800	48,700	48,700	61,270
Gross expenditure	239,135	260,900	267,166	302,390
Income				
Government Grants	13,531	0	28,750	0
Other Grants and contributions	(1,050)	30,000	0	74,200
Gross income	12,481	30,000	28,750	74,200
Net expenditure	226,654	230,900	238,416	228,190

Communications Service

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	169,100	193,700	193,800	189,700
Training and recruitment	1,759	2,000	2,000	4,000
Transport related expenditure				
Travelling expenses	182	100	300	425
Car allowances	400	500	500	400
Supplies and services				
Equipment, furniture and materials	8,373	1,920	4,620	1,213
Catering	-	-	50	105
General office expenses	7,944	16,310	11,700	14,124
Communications and computing	6,111	7,650	5,650	6,556
Services and expenses	125	2,700	2,000	1,596
Grants and subscriptions	100	300	300	300
Support services	39,800	39,800	39,800	44,345
Gross expenditure	233,894	264,980	260,720	262,764
Income				
Sales, fees and charges	-	800	0	0
Advertising Contributions	6,000	6,000	0	0
Other income and recharges - Housing Revenue Account	25,000	27,000	27,000	28,900
Gross income	31,000	33,800	27,000	28,900
Net expenditure	202,894	231,180	233,720	233,864

Council tax collection

Service description

Budget manager:	Corporate Head of Customer, Digital & Collection Services - L. Norman
Service function:	To administer the collection and recovery of Council Tax.
Legal status:	Local Government Finance Act 1992
Policy objectives:	To achieve a collection target of 98.6% of the total debit by 31st March

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	286,700	289,300	289,300	295,100
Training and recruitment	3,570	2,800	2,800	2,800
Transport related expenditure				
Travelling expenses	-	300	300	300
Car allowances	1,000	1,200	1,200	100
Supplies and services				
General office expenses	3,924	7,250	6,050	6,370
Communications and computing	27,389	28,180	39,150	29,840
Services and expenses	96,812	85,280	102,180	112,590
Support services	465,600	465,600	465,600	487,390
Depreciation and impairment	12	6,439	283	554
Gross expenditure	885,007	886,349	906,863	935,044
Income				
Government grants	134,302	0	9,470	0
Other grants and contributions:				
- Costs and penalties recovered	213,471	165,000	165,000	165,000
Gross income	347,773	165,000	174,470	165,000
Net expenditure	537,234	721,349	732,393	770,044

National non-domestic rate

Service description

Budget manager:	Corporate Head of Customer, Digital & Collection Services - L. Norman
Service function:	To levy, collect and recover non domestic rates (commonly known as business rates) Non domestic rate was introduced on 1st April 1990 & replaced the general rate as the locally collected system of taxation for non-domestic property. All business rates collected are paid over to the national pool which is administered by the Government
Legal status:	Local Government Finance Act 1988
Policy objectives:	The collection target is to achieve 98.8% of the total debit collectable by 31st March

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	110,400	119,800	119,800	136,300
Training and recruitment	840	1,165	1,165	1,175
Transport related expenditure				
Car allowances	1,400	1,800	1,800	100
Supplies and services				
General office expenses	-	100	100	90
Communications and computing	16,334	17,206	17,363	19,826
Services and expenses	11,623	7,800	7,800	8,050
Support services	71,440	71,440	71,440	74,285
Depreciation and impairment	11	5,151	180	351
Gross expenditure	212,048	224,462	219,648	240,177
Income				
Government grants:				
- Cost of collection allowance	141,701	132,000	132,000	132,000
- Other government grants	103,955	-	35,000	0
Other grants and contributions - costs recovered	1,167	4,000	4,000	4,000
Gross income	246,823	136,000	171,000	136,000
Net expenditure	(34,775)	88,462	48,648	104,177

Registration of electors

Service description

Budget manager:	Election Services Manager - K. Richards
Service function:	To maintain throughout the year and prepare and publish an accurate Register of Electors, listing all eligible residents as at 15th October.
Legal status:	Representation of the People Act 1983 as amended by the Representation of the People Act 1985, 1989, 2000. Representation of the People Act Regulations 2001. Political Parties, Elections and Referendums Act 2000 Electoral Administration Act 2006
Policy objectives:	To improve the quality and structure of the register and review canvassing areas and resources.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	79,895	88,200	90,000	96,500
Training and recruitment	976	1,240	890	1,150
Transport related expenditure				
Travelling expenses	106	200	100	200
Car allowances	1,400	1,700	1,700	1,200
Supplies and services				
Equipment, furniture and materials	183	250	0	0
General office expenses	8,003	11,050	11,750	12,355
Communications and computing	34,460	43,400	40,531	42,610
Services and expenses	7,014	8,500	8,500	9,700
Support services	54,040	54,040	54,040	53,390
Gross expenditure	186,077	208,580	207,511	217,105
Income				
Sales, fees and charges- sales of registers	1,961	1,500	1,500	1,500
Other income and recharges - General Fund Services	-	2,400	0	0
Gross income	1,961	3,900	1,500	1,500
Net expenditure	184,116	204,680	206,011	215,605

Local land charges

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	101,180	106,000	106,000	109,200
Transport related expenditure				
Car allowances	100	100	100	100
Supplies and services				
General office expenses	282	130	130	138
Communications and computing	4,057	4,533	3,995	4,393
Services and expenses	40,200	44,000	40,000	44,000
Transitional expenses	-	-	-	60,000
Support services	96,200	96,200	96,200	107,690
Depreciation and impairment	-	5,950	4,973	19,916
Gross expenditure	242,019	256,913	251,398	345,437
Income				
Government grants	-	-	-	70,480
Sales, fees and charges:				
- Sales	239	300	300	300
- Search fees	214,842	254,600	174,000	198,800
Gross income	215,081	254,900	174,300	269,580
Net expenditure (income)	26,938	2,013	77,098	75,857

Contingencies planning

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	19,941	62,900	62,900	58,700
Training and recruitment	-	-	1,673	0
Premises related expenditure				
Rent, rates and insurance - depot recharge	9,800	9,800	9,800	12,800
Grounds maintenance	14,200	14,200	14,200	14,200
Transport related expenditure				
Transport recharges	20,137	20,090	16,430	18,900
Supplies and services				
Queen's State Funeral and Proclamation of King	13,871	0	0	0
Equipment, furniture and materials	358	1,600	1,000	600
General office expenses	4,174	4,580	4,559	4,570
Communications and computing	3,000	3,450	3,100	2,600
Services and expenses	1,800	1,000	1,000	0
Third party payments	61,180	65,500	63,700	63,700
Support services	52,700	28,300	28,300	37,100
Depreciation and impairment losses	1,477	1,476	0	0
Net expenditure	202,638	212,896	206,662	213,170

Corporate land and property

Budget for the year ending 31 March 2025

Budget manager:	Corporate Head of Assets & Regeneration - A. Williams
Service function:	<p>Leading the regeneration of the main towns in the Borough. Increasing revenue income through the use of capital and exploiting commercial opportunities</p> <p>The general management of corporate land and property including the giving of advice and information, and the maintenance of the property register. The revenue costs associated with the development of the Council's corporate property holding portfolio - including major acquisitions and disposals as well as on-going town centre revitalisation schemes.</p>
Legal status:	<p>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.</p>
Policy objectives:	<p>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.</p> <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. We will provide an Asset Management Service that delivers a comprehensive and proactive "Corporate Landlord" approach to the commercial and operational property portfolio. To encourage economic activity in the Borough. To manage and maintain the Councils strategic land acquisitions in an efficient and effective manner.</p>

Corporate land and property holdings

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	906,136	1,034,200	1,035,480	1,172,180
Training and recruitment	19,514	6,650	4,509	28,700
 Premises related expenditure				
Building maintenance	53,658	58,465	131,615	38,431
Energy costs	12,781	64,425	64,425	64,425
Water services	590	3,550	3,550	3,550
Rent, rates and insurance	790,806	399,418	178,868	144,918
Cleaning and domestic supplies	307	2,500	3,820	3,340
Grounds maintenance	6,791	11,450	12,450	13,350
 Transport related expenditure				
Travelling expenses	186	430	189	415
Car allowances	2,300	4,750	4,750	5,600
 Supplies and services				
Equipment, furniture and materials	2,532	510	510	475
Catering expenses	650	300	250	285
Clothes, Uniform & Laundry	80	100	100	85
General office expenses	82,233	54,280	63,290	59,210
Communications and computing	13,868	17,470	23,235	31,300
Services and expenses	590,484	470,850	792,706	671,530
Miscellaneous expenses	57,284	16,717	18,522	16,717
 Third Party Payments	133,213	25,000	25,000	25,000
 Support services	566,701	573,100	573,100	609,300
 Depreciation and impairment losses	156,368	59,984	204,892	229,946
 Borrowing and Investments	167	0	0	0
Gross expenditure	3,396,649	2,804,149	3,141,261	3,118,757
Income				
Rents and leases	1,280,004	738,134	782,750	763,759
Other grants and contributions - costs recovered	34,316	800	800	800
Costs recovered - RBC Companies & Other	18,748	58,500	0	70,000
Sales, fees and charges	0	0	0	0
Other income & recharges - General Fund recharge	299,600	299,600	299,600	299,600
Other income & recharges - Capital recharge	100,653	217,400	218,400	217,400
Gross income	1,733,321	1,314,434	1,301,550	1,351,559
Net expenditure (income)	1,663,328	1,489,715	1,839,711	1,767,198

Civic Centre

Service description

Budget managers:	Facilities Contract Manager - Vacant Corporate Head of Customer, Digital & Collection Services - L. Norman (Communications) Corporate Head of Assets & Regeneration - A. Williams (Rents)
Service function:	A control account for the monitoring of Civic Centre costs, including rents and service charges to Surrey Police, Surrey Library and Surrey Adult Care
Legal status:	Local Government Act 1972.
Policy objectives :	That the Council be held in high regard by all that come into contact with it.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Premises related expenditure				
Building maintenance	238,910	127,829	187,829	133,276
Fuel, light and water	289,931	376,200	319,800	350,100
Rates and insurance	403,078	442,650	475,437	510,892
Cleaning and domestic supplies	156,122	154,000	159,000	156,862
Grounds maintenance	4,376	4,564	4,500	500
Supplies and services				
Equipment, furniture and materials	7,661	2,530	2,794	2,820
Catering expenses	4,061	3,960	4,177	3,500
General Office expenses	2,660	3,800	2,800	525
Communications and computing	22,308	36,960	37,851	38,963
Services and expenses	2,840	3,500	26,400	4,458
Support services	243,200	222,500	225,500	169,171
Depreciation and impairment losses	185,198	218,018	200,222	211,918
Gross expenditure	1,560,345	1,596,511	1,646,310	1,582,985
Income				
Sales, fees and charges	429	0	0	0
Rents and Leases	63,174	174,434	140,017	140,017
Other income and recharges				
- General fund services	1,207,100	1,207,100	1,187,100	1,283,500
- Housing Revenue Account	115,100	115,100	115,100	125,000
Gross income	1,385,803	1,496,634	1,442,217	1,548,517
Net expenditure (income)	174,542	99,877	204,093	34,468

Chertsey Depot

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	23,700	26,600	26,600	28,800
Training and recruitment	188	420	2,620	440
Premises related expenditure				
Strategic maintenance	55,993	17,566	18,366	18,444
Building maintenance	2,336	3,300	3,300	3,300
Fuel, light, and water	53,486	49,500	53,300	58,115
Rates and insurance	53,773	58,960	93,451	99,662
Grounds maintenance -yard	10,440	10,700	10,700	11,005
Cleaning and Domestic	13,285	15,000	15,000	15,900
Transport related expenditure				
Transport recharges	5,673	7,190	6,570	6,890
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials	1,716	1,000	1,000	959
Kitchen and vending	-	-	1,116	1,507
Clothes, uniform and laundry	2,359	2,300	2,300	2,400
General office expenses	2,021	1,450	1,450	1,675
Communications and computing	1,710	2,000	1,800	1,775
Services and expenses	-	100	100	100
Support services	51,000	58,200	51,100	52,132
Depreciation and impairment losses	9,730	11,980	13,381	16,237
Gross expenditure	287,510	266,366	302,254	319,441
Income				
Other grants and contributions	-	-	2,200	0
Rents and leases	451	451	451	451
Other income and recharges - General Fund Services	252,700	252,700	252,700	313,700
Gross income	253,151	253,151	255,351	314,151
Net expenditure (income)	34,359	13,215	46,903	5,290

Salaries of staff (by department)

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Department				
Chief executives	778,178	1,067,700	1,067,700	1,099,000
Human resources	285,373	328,900	328,900	352,600
Commercial services	532,343	801,600	801,600	837,600
Law and governance services	792,099	1,056,800	1,056,800	1,132,600
Finance	716,383	830,000	830,000	747,700
Customer, digital & collection services	1,837,318	2,208,000	2,208,000	2,226,800
Housing services	2,009,358	2,434,300	2,434,300	2,607,900
Community services	1,958,853	2,158,400	2,158,400	2,233,000
Environmental services	1,110,097	1,707,200	1,707,200	1,788,300
Planning development management	1,151,230	1,355,000	1,355,000	1,365,500
Planning policy & economic development	455,190	512,300	485,100	508,600
Chief Executives contingency	-	30,000	30,000	30,000
Savings from vacancies/turnover	-	(324,000)	(1,569,000)	(337,000)
Apprenticeship additional provision	-	265,000	88,200	140,000
Graduate additional provision	-	-	114,800	131,300
Transformation/restructuring	-	257,000	257,000	0
Pay awards	-	1,125,000	992,400	(28,300)
Adjustment for short term accumulated absences	2,700	0	0	0
Gross expenditure	11,629,122	15,813,200	14,346,400	14,835,600
Income				
Recharged to:				
General fund and trading services	10,114,559	12,607,700	12,607,700	12,777,700
Housing revenue account	1,512,351	1,702,600	1,702,600	1,964,300
Housing revenue account - accrued leave	7,400	0	0	0
Housing revenue account - termination costs	1,625	-	-	-
Housing revenue account - redundancies	16,659	-	-	-
Housing revenue account - salary savings	-	(43,800)	(43,800)	(50,500)
Gross income	11,652,594	14,266,500	14,266,500	14,691,500
Net expenditure (income)	(23,472)	1,546,700	79,900	144,100

Employer's costs

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employers contributions				
Pension contributions for early retirees - annual	61,457	62,000	62,000	62,000
Pension back-funding for previous years deficits	795,001	795,000	795,000	795,000
Pension unwinding of discount on local scheme	(405,000)	61,000	61,000	61,000
Pension contributions for current staff	1,911,509	2,588,200	2,343,600	2,414,300
Pensions sub-total	2,362,967	3,506,200	3,261,600	3,332,300
National insurance	1,341,048	1,652,250	1,508,250	1,553,750
Recruitment incentives etc.	54,479	77,300	68,975	75,250
In house training	28,593	52,000	90,500	54,500
Employer's insurances	51,450	54,060	65,200	68,500
Financial services	8,400	8,400	8,400	8,000
Municipal safety service	68,968	51,200	51,200	52,800
Savings from vacancies/turnover	-	(92,300)	(92,300)	(96,000)
Insurance prepayment	(1,500)	0	0	0
Gross expenditure	3,914,405	5,309,110	4,961,825	5,049,100
Income				
Less recharges				
General fund services	2,925,871	3,384,300	3,384,300	3,699,800
Housing revenue account - services	435,846	466,000	466,000	546,100
Housing revenue account - back-funding	103,000	103,000	103,000	103,000
Housing revenue account - early retirees	11,000	11,000	11,000	11,000
Gross income	3,475,717	3,964,300	3,964,300	4,359,900
Net expenditure	438,688	1,344,810	997,525	689,200

Training and recruitment

Service description

Budget managers:	All Corporate Heads Corporate Head of Human Resources - K. Enver
Service function:	A control account for the monitoring of short course and post-entry training costs. A control account for the monitoring of staff advertising costs.
Legal status:	Local Government Act 1972
Policy Objective:	<p>The Council is committed to providing a quality customer orientated service to all residents and recognises that the effective training and development of staff will help achieve this aim. Training provision will be selected in a cost effective way, making the best use of training resources. Training opportunities will be taken which meet the following aims:-</p> <ul style="list-style-type: none"> - To continue the development of workforce skills & competencies to meet the council's needs - To fulfil the Authority's objectives as set by the performance management scheme - To increase effectiveness in the way current tasks are undertaken - To develop skills and flexibility to meet future needs - To respond to changes of policy and legislation - To enable staff to reach their full potential thereby increasing job satisfaction and morale - To aid their career progression within the Council - To fulfil the training and development requirements of professional bodies - To develop effective management through a management development programme <p>Cost effective recruitment advertising Use of Surrey Jobs website for most vacancies</p>

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employee expenses				
Training expenditure within services	108,082	215,400	202,300	205,200
Training expenditure financed by grant	20,347	55,000	25,000	25,000
Training expenditure held centrally	28,593	52,000	90,500	54,500
sub total	157,022	322,400	317,800	284,700
Staff recruitment expenditure	123,358	55,000	55,000	55,000
Fees	7,517	8,250	8,300	8,800
Gross expenditure	287,897	385,650	381,100	348,500
Income				
Training charged direct to:				
- General fund services	84,650	171,400	158,300	175,200
- Housing revenue account	23,432	44,000	44,000	30,000
- Employers costs - in house training	28,593	52,000	90,500	54,500
Government grants - training costs	20,347	55,000	25,000	25,000
Staff recruitment charged direct to:				
- General fund services	109,967	44,000	44,000	44,000
- Housing revenue account	13,391	11,000	11,000	11,000
Gross income	280,380	377,400	372,800	339,700
Net expenditure (income)	7,517	8,250	8,300	8,800

Car allowances and leasing

Service description

Budget managers: Corporate Head of Human Resources - K. Enver

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 2025

	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Car Allowances	110,246	146,200	146,200	116,600
Car Leasing	43,365	52,300	52,300	36,000
Gross expenditure	153,611	198,500	198,500	152,600
Income				
Less recharges				
Cost recovered	2,036	1,000	1,000	1,900
General fund services	127,300	163,400	163,400	124,600
Housing revenue account	25,900	34,100	34,100	26,100
Gross income	155,236	198,500	198,500	152,600
Net income	(1,625)	0	0	0

Financial services

Service description

Budget manager	Corporate Head of Finance - P. French Assistant Chief Executive - A. Fahey
Service function:	This is a management control account for the monitoring and allocation of financial services costs. Activities included under this account are:- <ul style="list-style-type: none"> - 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 Internal audit
Legal status:	Local Government Act 1972. LGA 2003 (prudential system of capital finance, financial planning and budgeting); Audit Commission Act 1998 (accounts and audit regulations); Government and resource Accounts Act 2000 (whole of government accounts).
Policy Objective:	Support the effective overall financial management and procurement of the Council and individual services. Aid in the process of financial accountability between departments. Provide cost effective financial services and to identify opportunities for cost and efficiency savings.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	995,912	1,077,250	1,077,250	985,580
Training and recruitment	41,312	9,750	8,500	8,460
Premises related expenditure				
Building maintenance	306	500	500	500
Transport related expenditure				
Travelling expenses	44	800	300	300
Car allowances	3,700	4,600	4,600	4,500
Supplies and services				
Equipment, furniture and materials	1,141	1,000	0	0
General office expenses	24,857	28,050	15,770	15,400
Communications and computing	129,265	164,765	163,620	131,920
Services and expenses	99,841	99,985	116,070	118,500
Third Party Payments - Internal Audit	69,710	65,000	75,000	75,000
Support services	318,800	318,800	278,000	317,334
Depreciation and impairment losses	24,197	72,689	33,516	80,622
Gross expenditure	1,709,085	1,843,189	1,773,126	1,738,116
Income				
Other grants, reimbursements and contributions	80,690	84,750	84,750	84,750
Sales, fees and charges	31,732	28,200	500	500
Miscellaneous income	66,227	1,000	1,000	1,000
Other income and recharges				
- General fund services	1,501,299	1,415,500	1,415,500	1,311,300
- Housing Revenue Account	214,800	301,200	301,200	303,200
Gross income	1,894,748	1,830,650	1,802,950	1,700,750
Net expenditure (income)	(185,663)	12,539	(29,824)	37,366

Digital Services

Service description

Budget managers:	Corporate Head of Customer, Collection and Digital Services - L. Norman
Service function:	A control account for monitoring overall information technology costs.
Legal status:	Local Government Act 1972. Data Protection Act 1998. Other miscellaneous Acts.
Policy Objective:	To examine the use of IT as a means of achieving efficiency savings whilst enhancing the quality of service delivery. Develop Information and Communication Technology (ICT) Strategy.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	559,410	711,400	710,421	757,876
Training and recruitment	14,320	5,500	5,500	5,852
Premises Related Expenditure				
Rent, Rates and Insurance	1	10	1	1
Transport related expenditure				
Travelling expenses	123	200	200	213
Supplies and services				
Equipment, furniture and materials	1,486	1,000	2,226	2,447
General office expenses	1,206	1,720	10,200	10,790
Communications and computing	371,670	295,840	292,393	301,817
Services and expenses	-	16,000	16,000	0
Miscellaneous expenses	-	7,000	0	0
Support services	153,100	153,100	153,100	166,647
Depreciation and impairment losses	127,243	248,724	148,948	160,837
Gross expenditure	1,228,559	1,440,494	1,338,989	1,406,480
Income				
Government grants	5,000	0	0	0
Other grants, reimbursements and contributions	92,760	0	0	0
Other income and recharges				
- General fund services	945,099	947,800	957,800	1,197,100
- Housing Revenue Account	99,300	99,300	99,200	124,100
Gross income	1,142,159	1,047,100	1,057,000	1,321,200
Net expenditure (income)	86,400	393,394	281,989	85,280

Corporate document management system

Service description

Budget managers:	Corporate Head of Customer, Collection and Digital Services - L. Norman
Service function:	A new approach in relation to IT strategy and provision, moving towards a system which encompasses all forms of communication and the transfer of information electronically.
Legal status:	Local Government Act 1972 and 1986
Policy objectives:	To enable effective member communication by having remote access. Greater convenience for the public. To assist service departments to overcome the increasing pressure on limited resources. To reduce administrative costs.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	53,200	62,400	62,400	64,000
Training and recruitment	-	500	500	500
Supplies and services				
General office expenses	5,170	3,599	3,599	3,600
Communications and computing	14,970	16,400	14,970	16,484
Support services	78,100	78,100	78,100	92,147
Depreciation and impairment losses	13,781	25,089	13,781	13,781
Gross expenditure	165,221	186,088	173,350	190,512
Income				
Other income and recharges				
- General fund services	187,400	187,400	187,400	187,400
- Housing Revenue Account	30,400	30,400	30,400	30,400
Gross income	217,800	217,800	217,800	217,800
Net expenditure (income)	(52,579)	(31,712)	(44,450)	(27,288)

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 2025

	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	17,600	17,100	17,100	17,200
Training and recruitment	-	100	100	100
Supplies and services				
General office expenses	267	100	350	366
Communications and computing	5,429	5,990	715	90
Support services	24,600	24,600	32,400	35,000
Gross expenditure	47,896	47,890	50,665	52,756
Income				
Other income and recharges				
- General fund services	47,201	45,000	47,200	36,260
- Housing Revenue Account	8,400	8,400	8,400	12,740
Gross income	55,601	53,400	55,600	49,000
Net expenditure (income)	(7,705)	(5,510)	(4,935)	3,756

Runnymede web

Service description

Budget managers:	Corporate Head of Customer, Collection and Digital Services - L. Norman
Service function:	To provide a highly functional website supporting 24/7 engagement with the Authority.
Legal status:	Local Government Act 1972 and 1986
Policy objectives:	That the Council be held in high regard by all that come into contact with it. Provide web-enabled transactions. Provide better public access to information and member support. To develop and promote good working relationships with other major institutions (both public and private sector) within the Borough.

Budget for the year ending 31 March 2025

	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	59,800	84,200	63,600	73,300
Training and recruitment	-	500	500	500
Transport related expenditure				
Travelling expenses	-	100	100	100
Supplies and services				
General office expenses	-	-	250	266
Communications and computing	18,001	43,500	35,663	37,340
Support services	62,000	62,000	62,000	70,147
Depreciation and impairment losses	11,871	21,833	11,871	8,335
Gross expenditure	151,672	212,133	173,984	189,988
Income				
Other income and recharges				
- General fund services	167,599	167,600	167,600	161,300
- Housing Revenue Account	24,700	24,700	24,700	23,700
Gross income	192,299	192,300	192,300	185,000
Net expenditure (income)	(40,627)	19,833	(18,316)	4,988

Human resources

Service description

Budget managers:	Corporate Head of Human Resources - K. Enver
Service function:	A control account for the monitoring of human resources costs. Recharges are made to services and other accounts on the basis of establishment posts.
Legal status:	Local Government Acts 1972 & 1988. Local Government and Housing Act 1989. Other miscellaneous Acts (especially Employment Legislation).
Policy Objective:	To have employment arrangements in place to meet statutory requirements and to recruit and retain high calibre staff to deliver council services. Local pay arrangements are in place. To achieve containment in employee costs consistent with service needs.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	340,221	399,800	406,800	428,100
Training and recruitment	23,583	11,900	39,200	21,400
Transport related expenditure				
Travelling and subsistence	-	50	50	50
Supplies and services				
Equipment, Furniture and Materials	-	20	20	20
Catering expenses	-	55	150	100
General office expenses	6,785	7,135	6,960	7,180
Communications and computing	10,434	53,084	39,884	41,680
Other professional services	1,628	0	0	0
Support services	90,000	90,000	90,000	108,990
Depreciation and impairment losses	-	1,983	0	0
Gross expenditure	472,651	564,027	583,064	607,520
Income				
Other grants, reimbursements and contributions	15,750	9,551	375	7,500
Other income and recharges				
- General fund services	401,600	401,600	411,600	521,200
- Housing Revenue Account	42,700	42,700	42,700	61,300
Gross income	460,050	453,851	454,675	590,000
Net expenditure (income)	12,601	110,176	128,389	17,520

Procurement services

Service description

Budget managers:	Head of Procurement - P. Tuite
Service function:	A control account for the monitoring of costs associated with Procurement. Recharges are made to services and other accounts on the basis of establishment costs.
Legal status:	Procurement - Public Contract Regulations 2015
Policy Objective:	To support the procurement of contracts to provide goods, services and works for the Council

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	363,133	195,500	195,500	213,400
Training and recruitment	6,642	3,980	4,105	4,100
Transport related expenditure				
Travelling and subsistence	45	100	100	100
Car allowances	100	0	0	0
Supplies and services				
General office expenses	2,000	2,120	1,020	1,120
Communications and computing	1,705	1,876	2,311	2,400
Services & Expenses	10,000	0	0	0
Support services	70,000	46,900	47,100	62,900
Depreciation and impairment losses	-	1,983	1,989	4,000
Gross expenditure	453,625	252,459	252,125	288,020
Income				
Other income and recharges				
- General fund services	334,100	180,000	180,000	231,700
- Housing Revenue Account	65,000	47,400	47,400	44,200
Gross income	399,100	227,400	227,400	275,900
Net expenditure (income)	54,525	25,059	24,725	12,120

Note: The 2022/23 Actual figures include the Projects Service, from 2023/24 the cost of the Projects Service has been removed and is included on the Corporate Management page.

Customer services

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	617,423	659,200	667,000	704,300
Training and recruitment	1,774	2,260	2,380	2,400
Premises related expenditure				
Rents, rates and insurance	12,221	0	0	0
Transport related expenditure				
Travelling and subsistence	79	50	50	50
Supplies and services				
Equipment, furniture and materials	-	1,300	500	1,300
Catering Expenses	8,000	0	0	0
General office expenses	3,490	900	900	900
Communications and computing	40,374	55,036	56,866	57,366
Services and expenses	1,367	1,000	1,000	1,000
Grants and subscriptions	205,600	0	0	0
Miscellaneous	500	0	0	0
Support services	222,600	222,600	222,600	255,300
Depreciation and impairment losses	-	31,925	0	0
Gross expenditure	1,113,428	974,271	951,296	1,022,616
Income				
Other Grants and Contributions	321,082	0	0	10,500
Other income and recharges				
- General fund services	674,899	664,900	654,900	694,100
- Housing Revenue Account	265,200	265,200	265,200	285,900
Gross income	1,261,181	930,100	920,100	990,500
Net expenditure (income)	(147,753)	44,171	31,196	32,116

Law and governance services

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	992,479	1,112,700	1,041,700	1,192,600
Training and recruitment	14,953	17,540	15,290	15,500
Transport related expenditure				
Travelling and subsistence	39	300	225	230
Car allowances	2,500	4,500	4,500	4,500
Supplies and services				
Equipment, furniture and materials	-	50	50	50
Catering expenses	34	110	110	110
General office expenses	35,441	51,468	61,356	65,920
Communications and computing	25,784	27,986	30,059	30,957
Services and expenses	8,131	62,000	161,850	65,650
Miscellaneous expenses	-	8,600	0	0
Support services	168,999	185,800	169,000	194,837
Depreciation and impairment losses	5,562	5,000	5,562	5,562
Gross expenditure	1,253,922	1,476,054	1,489,702	1,575,916
Income				
Other grants, reimbursements and contributions	74,469	20,000	143,960	50,000
Sales, fees and charges	-	300	486	300
Other income and recharges				
- General fund services	1,235,099	1,244,800	1,235,100	1,346,500
- Housing Revenue Account	121,700	121,700	121,700	112,300
Gross income	1,431,268	1,386,800	1,501,246	1,509,100
Net expenditure (income)	(177,346)	89,254	(11,544)	66,816

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 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	98,000	100,600	100,600	106,700
Training and recruitment	447	900	900	910
Supplies and services				
General office expenses	-	750	250	266
Communications and computing	10,193	10,124	11,218	11,573
Services and expenses - fees and consultancy	159	100	200	300
Support services	51,200	51,200	51,200	62,547
Gross expenditure	159,999	163,674	164,368	182,296
Income				
Government grants	-	-	2,146	0
Other income and recharges				
- General fund services	161,400	161,400	161,400	179,100
- Housing Revenue Account	2,400	2,400	2,400	2,600
Gross income	163,800	163,800	165,946	181,700
Net expenditure (income)	(3,801)	(126)	(1,578)	596

Runnymede direct services

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	92,057	94,400	96,200	103,700
Training and recruitment	564	770	770	770
Premises related expenditure				
Depot accommodation	16,700	16,700	16,700	21,800
Grounds maintenance	(45)	2,500	2,500	2,500
Transport related expenditure				
Transport recharges	40,575	47,330	29,030	36,580
Transport insurance	-	150	0	0
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials	5,590	4,200	4,200	4,200
Clothes, uniform and laundry	989	900	900	1,000
Communications and computing	1,822	1,000	1,200	925
Public liability insurance	903	723	1,224	1,280
Support services	19,400	19,500	19,500	15,400
Depreciation and impairment losses	1,214	1,214	475	475
Gross expenditure	179,869	189,487	172,799	188,730
Income				
Other income and recharges				
- General fund services	168,700	168,700	168,700	166,300
- Housing Revenue Account	24,600	24,600	24,600	24,600
Gross income	193,300	193,300	193,300	190,900
Net expenditure (income)	(13,431)	(3,813)	(20,501)	(2,170)

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 2025

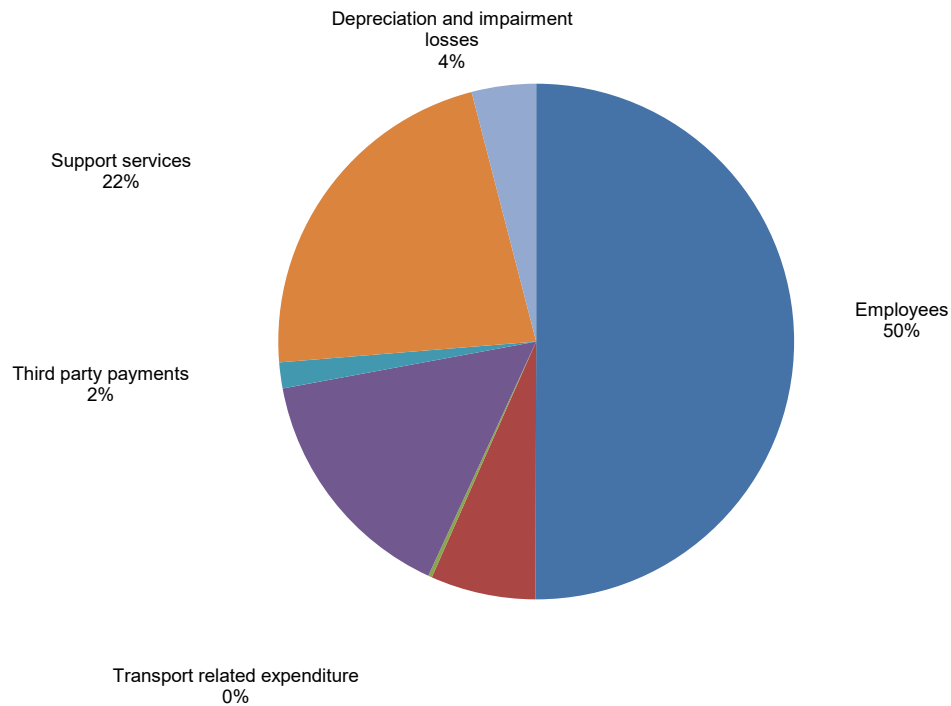
	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	84,000	89,500	89,500	94,900
Training and recruitment	1,207	2,500	1,500	2,500
Premises related expenditure				
Depot recharge	26,400	26,400	26,400	34,700
Grounds maintenance	-	500	100	500
Transport related expenditure				
Garaging recharge	59,248	59,540	57,800	75,700
Vehicle recharge				
Car allowances	400	500	500	500
Supplies and services				
Equipment, furniture and materials	150	900	200	600
General office expenses	3,945	2,240	2,240	2,240
Communications and computing	132	180	180	180
Support services	33,100	33,100	33,100	17,500
Gross expenditure	208,582	215,360	211,520	229,320
Income				
Other income and recharges - recharged to vehicles	202,100	202,100	211,500	211,900
Gross income	202,100	202,100	211,500	211,900
Net expenditure (income)	6,482	13,260	20	17,420

Corporate Management Committee

Subjective analysis

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees	7,510,790	10,837,493	9,000,874	9,337,809
Premises related expenditure	1,796,916	1,444,222	1,379,137	1,229,526
Transport related expenditure	(53,684)	(29,920)	(64,006)	(44,787)
Supplies and services	2,504,059	2,461,061	3,051,625	2,839,084
Third party payments	379,148	292,085	300,285	303,017
Support services	4,017,380	3,976,080	3,932,480	4,153,109
Depreciation and impairment losses	537,302	719,909	640,544	752,534
Gross expenditure	16,691,911	19,700,930	18,240,939	18,570,292
<u>Income</u>				
Government grants	487,070	187,000	236,366	227,480
Costs and penalties recovered - includes other grants & contribu	855,875	372,601	512,950	594,750
Other fees and charges	106,588	38,100	4,924	4,600
Rents and leases	1,343,629	913,019	923,218	904,227
Land charges search fees	214,842	254,600	174,000	198,800
Recharges to other services	8,660,299	8,804,700	8,793,200	9,534,500
Gross income	11,668,303	10,570,020	10,644,658	11,464,357
Net expenditure	5,023,608	9,130,910	7,596,281	7,105,935

Expenditure Analysis 2024/2025



Investment Property Portfolio

Budget for the year ending 31 March 2025

Budget manager:	Corporate Head of Assets & Regeneration - A. Williams
Service function:	Estates Management of investment sites including management of service charges Property Management of investment buildings and tenant relations Asset Management of the investment assets and the portfolio as a whole The monitoring and reporting on performance of the portfolio and individual assets
Legal status:	Localism Act 2011, Town and Country Planning Act 1959,1971 and 1990. Local Government Planning and Land Act 1980. Local Government 1972 & 2003. Landlord and tenant Act 1954. Law of Property act 1925. Housing Act 2004. Health & Safety at Work Act 1974. Leasehold Reform Act 1967. Data Protection Act 2018.
Policy objectives:	To protect and optimise the value of investments assets To seek commercially advantageous terms in all agreements and variations To re-purpose assets, regear leases, refurbish assets To encourage economic activity in the Borough. To challenge the continued holding of assets

Budget for the year ending 31 March 2025

	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Premises related expenditure				
Building maintenance	211,421	173,250	153,170	185,850
Energy costs	119,469	58,750	107,602	76,200
Water services	3,052	7,800	6,963	6,136
Rent, rates and insurance	1,058,790	1,339,400	1,679,183	1,134,417
Cleaning and domestic supplies	1,250	0	0	0
Grounds maintenance	9,707	11,450	17,900	14,400
Service charge expenditure	588,122	500,000	540,000	542,560
Supplies and services				
Equipment, furniture and materials	6,343	2,750	690	0
General office expenses	(15,483)	32,000	16,399	16,000
Communications and computing	1,383	2,500	251	0
Services and expenses	179,126	535,300	369,011	729,534
Service charge expenditure	36,182	200,000	200,000	200,000
Miscellaneous expenses	950	80,250	50,000	50,000
Support services	0	400	0	9,300
Depreciation and impairment losses	0	59,311	59,311	59,311
Gross expenditure	2,200,312	3,003,161	3,200,480	3,023,708
Income				
Rents and leases	27,794,770	27,819,813	27,701,028	27,442,298
Rents and leases - Additional bad debt provision	(159,017)	(1,669,189)	(1,385,051)	(1,372,115)
Costs recovered - Service charges	697,505	700,000	740,000	742,560
Costs recovered - Other	16,150	0	11,365	3,600
Gross income	28,349,408	26,850,624	27,067,342	26,816,343
Net expenditure (income)	(26,149,096)	(23,847,463)	(23,866,862)	(23,792,635)

Housing Revenue Account

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
General management	2,259,127	3,396,179	3,336,330	3,894,168
Special services management	747,099	984,318	975,017	1,155,890
Supporting people for Council tenants	130,102	177,700	177,700	191,800
Mobile home site (Net)	(142,726)	(186,100)	(186,101)	(175,001)
Housing repairs	9,688,510	15,193,780	12,287,780	16,555,821
Less funded from major repairs reserve	(5,329,913)	(10,565,000)	(7,784,000)	(10,956,000)
Sale of Council houses administration	100	0	0	0
Other HRA Expenditure	551,260	555,600	555,600	594,400
Debt charges	3,379,000	3,379,000	3,379,000	3,379,000
Depreciation charges	2,228,015	1,963,241	2,533,635	2,773,309
Additional Revenue contribution to Major Repairs reserve	0	3,918,040	4,348,839	8,182,691
Additional Growth requests to be agreed	0	250,000	45,000	0
Total expenditure	13,510,573	19,066,758	19,668,800	25,596,078
<u>Income</u>				
Rent from dwellings	17,357,839	18,616,948	18,616,948	20,050,453
Non-dwelling rents and income	219,079	216,300	216,300	232,955
Interest on balances	661,221	1,239,000	1,734,000	1,220,000
Total income	18,238,139	20,072,248	20,567,248	21,503,408
Surplus (deficit) in the year	4,727,566	1,005,491	898,448	(4,092,670)

HRA Reserves

Housing revenue account working balance

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Balance brought forward	32,632,179	29,432,133	36,763,920	35,651,858
Add surplus (less deficit) in the year	4,727,566	1,005,491	898,448	(4,092,670)
Transfer (to)/from Planned Underspends reserve	(19,200)	0	19,200	0
Capital expenditure				
- new purchases	0	(780,000)	(1,751,374)	(780,000)
- new build programme	(45,315)	(5,294,202)	0	(7,110,000)
- further potential schemes	0	(750,000)	0	0
- IT Schemes	(160,461)	0	(78,336)	(50,000)
- Green Homes	(370,849)	0	0	0
- Estate Paths Improvements	0	0	(200,000)	0
Balance carried forward	36,763,920	23,613,422	35,651,858	23,619,188

Major Repairs Reserve (MRR)

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Balance brought forward	4,003,424	4,683,719	901,526	(0)
Contributions to reserve:				
Depreciation	2,228,015	1,963,241	2,533,635	2,773,309
HRA working balance	0	3,918,040	4,348,839	8,182,691
Capital expenditure funded from reserve	(5,329,913)	(10,565,000)	(7,784,000)	(10,956,000)
Balance at year end	901,526	0	(0)	(0)

Total HRA Reserves

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Housing revenue account working balance	36,763,920	23,613,422	35,651,858	23,619,188
Major Repairs Reserve balance	901,526	0	(0)	(0)
Planned Underspend earmarked reserve	19,200	0	(19,200)	0
Total balances	37,684,645	23,613,422	35,632,657	23,619,187

General management

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	941,408	975,900	1,110,900	1,180,700
Training and recruitment	36,291	47,300	47,300	40,000
<u>Premises related expenses</u>				
Council tax - empty dwellings	79,792	18,040	18,540	19,040
<u>Transport related expenditure</u>				
Travelling and subsistence	11,300	14,800	14,800	12,500
<u>Supplies and services</u>				
General office expenses	56,037	49,347	49,347	57,697
Communications and computing	155,320	101,416	101,416	101,416
Payment of rent - collection fees	3,800	4,400	4,400	4,400
Legal and other expenses	14,775	71,639	121,639	76,139
Insurance	286,870	317,767	317,767	317,767
Removal and disturbance expenses	40,483	75,000	75,000	75,000
DHP top-up	69,315	50,000	50,000	50,000
<u>New Housing project</u>				
Pre-development expenditure	8,843	1,025,000	767,500	1,272,500
<u>Support services</u>				
	671,900	665,080	665,580	692,019
<u>Capital Charges</u>				
	33,897	39,915	51,566	54,415
Gross expenditure	2,410,032	3,455,604	3,395,755	3,953,593
<u>Income</u>				
Grants & contributions	86,687	3,800	3,800	3,800
Legal expenses recovered	945	2,000	2,000	2,000
Other Costs Recovered	11,377	1,000	1,000	1,000
Insurance premiums recharged	14,495	15,225	15,225	15,225
Recharge to General Fund	37,400	37,400	37,400	37,400
Gross income	150,904	59,425	59,425	59,425
Net expenditure	2,259,127	3,396,179	3,336,330	3,894,168

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 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Managerial and administrative staff	94,800	101,700	102,900	155,100
Scheme managers	33,800	40,600	39,400	41,500
Caretaking and cleaning	129,762	146,750	151,850	146,750
<u>Premises related expenses</u>				
Building maintenance (tenants initiatives)	46,474	200,700	200,700	200,700
Energy and utility costs	222,265	199,085	199,085	199,085
Rent, rates and insurance	5,359	10,080	11,016	11,016
Cleaning and domestic supplies	14,110	17,435	17,750	17,998
Grounds maintenance	108,357	100,890	100,800	165,100
Furniture & Equipment	4,555	3,200	2,805	7,805
<u>Transport related expenditure</u>				
Use of vehicles	(848)	7,900	2,890	2,920
Car allowances	2,000	2,500	2,500	2,000
<u>Supplies and services</u>				
General expenses - TV Licences	3,002	1,720	1,720	1,720
General expenses (tenants participation)	14,812	33,890	32,250	32,250
Communications and computing	8,996	12,050	13,795	13,795
Community First Initiative	19,800	25,000	25,000	25,000
<u>Support services</u>	80,880	100,370	88,700	168,703
<u>Capital Charges</u>	1,408	1,408	2,816	1,408
Gross expenditure	789,530	1,005,278	995,977	1,192,850
<u>Income</u>				
Grants & Contributions	25,251	1,800	1,800	17,800
Sales, fees and charges	16,408	18,660	18,660	18,660
Rents and leases	772	500	500	500
Gross income	42,431	20,960	20,960	36,960
Net expenditure	747,099	984,318	975,017	1,155,890

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 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	167,300	188,700	188,700	197,800
<u>Transport related expenditure</u>				
Staff travelling and subsistence	2,200	2,700	2,700	1,200
<u>Supplies and services</u>				
Furnishing - renewals	10,978	16,500	16,500	16,500
Community alarm system recharge	121,359	120,500	120,500	120,500
<u>Support services</u>	23,700	19,800	19,800	26,300
Gross expenditure	325,537	348,200	348,200	362,300
<u>Income</u>				
Sheltered dwellings tenants charges	195,435	170,500	170,500	170,500
Gross income	195,435	170,500	170,500	170,500
Net expenditure	130,102	177,700	177,700	191,800

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 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	11,200	12,900	12,900	16,300
Wages	0	700	700	700
<u>Premises related expenses</u>				
Maintenance of vans and site	2,631	3,100	3,100	3,100
Fuel, light, cleaning and water	24,605	33,850	31,050	31,050
Rates, insurance and telephone	12,075	1,500	1,500	1,500
Ground maintenance	0	0	2,800	2,900
<u>Transport related expenditure</u>				
Car Allowances	100	100	100	100
<u>Support services</u>				
	8,100	8,100	8,100	15,700
Gross expenditure	58,711	60,250	60,250	71,350
<u>Income</u>				
<u>Fees and charges</u>				
Sale of mobile homes - commission	30,500	30,000	30,000	30,000
Site rents (net of voids)	120,798	138,030	138,030	138,030
Rent of mobile homes (net)	27,965	51,681	51,681	51,681
Water charges	21,724	26,190	26,190	26,190
Miscellaneous	450	450	450	450
Gross income	201,437	246,351	246,351	246,351
Net expenditure	(142,726)	(186,101)	(186,101)	(175,001)

Housing repairs - maintenance

Service description

Budget manager:	Head of Housing Technical Services - Mr S. Allen
Service function:	To maintain and enhance the condition of the Council's Housing stock.
Legal status:	Section 11 of the Landlord and Tenants Act 1985
Policy objectives:	To provide a customer focussed repairs service which maintains and improves the condition of our stock.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Planned maintenance</u>				
Cyclic works - external decorations	9,668	0	0	0
Cyclic works - communal decorations	0	27,000	27,000	27,000
Annual maintenance and inspection (net)	601,918	616,500	616,500	617,900
Rolling repairs programme	0	8,000	8,000	8,000
Total planned maintenance	611,586	651,500	651,500	652,900
<u>Special works</u>				
Major works - Revenue	39,661	1,115,000	770,000	1,773,000
Major works - Capital	1,825,845	3,605,000	3,339,000	3,396,000
Sheltered scheme works	17,230	0	0	0
Total special works	1,882,736	4,720,000	4,109,000	5,169,000
<u>Demand maintenance</u>				
Houses, flats and communal areas	906,797	708,900	708,900	723,200
Temporary Accomodation units	18,256	26,000	26,000	27,000
Sheltered housing	112,336	62,000	62,000	62,000
Total demand maintenance	1,037,389	796,900	796,900	812,200
<u>Major improvement schemes</u>				
Central heating	1,337,993	1,160,000	1,695,000	1,695,000
Kitchen and bathroom upgrades	2,146,845	1,700,000	2,000,000	2,000,000
Roof replacement works	0	3,350,000	0	3,015,000
Window & Door replacements	0	750,000	750,000	850,000
Total major improvement schemes	3,484,838	6,960,000	4,445,000	7,560,000
<u>Other maintenance</u>				
Void repairs and decoration allowances	1,156,281	551,500	751,500	751,500
Disabled conversions (net)	212,330	200,000	200,000	200,000
Total other maintenance	1,368,611	751,500	951,500	951,500
Gross Expenditure	8,385,160	13,879,900	10,953,900	15,145,600
Total maintenance budget	8,385,160	13,879,900	10,953,900	15,145,600

See next page for supervision costs

Housing repairs - supervision

Service description

Budget manager:	Head of Housing Technical Services - Mr S. Allen
Service function:	The cost of supervising the maintenance of the Council's Housing Stock
Legal status:	Section 11 of the Landlord and Tenants Act 1985
Policy objectives:	To improve maintenance of the housing stock. To maintain high levels of tenant satisfaction. To achieve and maintain the decent homes standard.

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Salaries	791,322	823,700	843,700	928,400
Training costs	6,959	2,000	2,000	2,000
Car allowances	10,300	15,000	15,000	11,500
Supplies and services	89,689	64,200	58,250	58,250
Rent, Rates & Insurance	0	0	5,950	5,950
Support services	408,700	412,880	412,880	408,021
<u>Income</u>				
Recharges	(3,900)	(3,900)	(3,900)	(3,900)
Total net supervision costs	1,303,070	1,313,880	1,333,880	1,410,221
Total maintenance costs (previous page)	8,385,160	13,879,900	10,953,900	15,145,600
Gross housing repairs expenditure	9,688,230	15,193,780	12,287,780	16,555,821

Improvement works counting as capital expenditure

(For information only)

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
Special major works	1,825,845	3,605,000	3,339,000	3,396,000
Central heating programme	1,337,993	1,160,000	1,695,000	1,695,000
Kitchen and bathroom upgrade works	2,146,845	1,700,000	2,000,000	2,000,000
Roof replacement works	0	3,350,000	0	3,015,000
Window & Door replacements	0	750,000	750,000	850,000
Total capital repairs to be met from Major Repairs Reserve	5,327,913	10,565,000	7,784,000	10,956,000

Sale of Council houses

Service description

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

Budget for the year ending 31 March 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	10,300	11,100	11,100	13,000
<u>Transport related expenditure</u>				
Car allowances	200	200	200	100
<u>Supplies and services</u>				
Valuation and other fees	19,182	12,200	12,200	12,200
<u>Support services</u>	19,400	19,100	19,100	36,800
Gross expenditure	49,082	42,600	42,600	62,100
<u>Income</u>				
Charged to capital receipts	48,982	42,600	42,600	62,100
Gross income	48,982	42,600	42,600	62,100
Net expenditure	100	0	0	0

Other HRA expenditure

Service description

Budget managers: Interim Corporate 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 2025

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
HRA pension backfunding	103,000	103,000	103,000	103,000
<u>Central costs</u>				
Civic Centre Notional charge	43,000	43,000	43,000	43,000
Contribution to corporate expenses	296,300	319,600	319,600	358,400
<u>Financing charges</u>				
Provision for uncollectable rents	102,178	90,000	90,000	90,000
Gross expenditure	551,260	555,600	555,600	594,400
 <u>Debt charges</u>				
Interest on borrowings	3,379,000	3,379,000	3,379,000	3,379,000
Gross expenditure	3,379,000	3,379,000	3,379,000	3,379,000
 <u>Depreciation transferred to major repairs reserve</u>				
Depreciation	2,228,015	1,963,241	2,533,635	2,773,309
Gross expenditure	2,228,015	1,963,241	2,533,635	2,773,309

Dwelling rents and service charges income

Service description

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

Budget for the year ending 31 March 2025

Rents from dwellings

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Income</u>				
<u>Rent debit</u>				
General stock dwellings	17,330,337	18,519,560	18,519,560	19,945,566
Tenants service charges	194,835	209,506	209,506	225,638
Rents of shared ownership properties	211,913	228,552	228,552	246,151
Heating charges	34,025	43,740	43,740	47,108
Gross rent for dwellings	17,771,110	19,001,358	19,001,358	20,464,463
<u>Less voids (rent loss on empty dwellings)</u>				
General stock dwellings	413,271	378,780	378,780	407,946
Tenant service charges	0	4,280	4,280	4,610
Heating charges	0	1,350	1,350	1,454
Total voids on dwellings	413,271	384,410	384,410	414,010
Net rent for dwellings	17,357,839	18,616,948	18,616,948	20,050,453

Non-dwelling rents and income

Service description

Budget managers:	Interim Corporate Head of Housing - Ms M Ward Senior Accountant (Technical & Commercial) - Ms E Lyons
Service function	The collection of other HRA. rents and income
Legal status	The primary legislation relating to the collection of HRA income are contained in The Housing Act 1985, and the Local Government and Housing Act 1989.

Budget for the year ending 31 March 2025

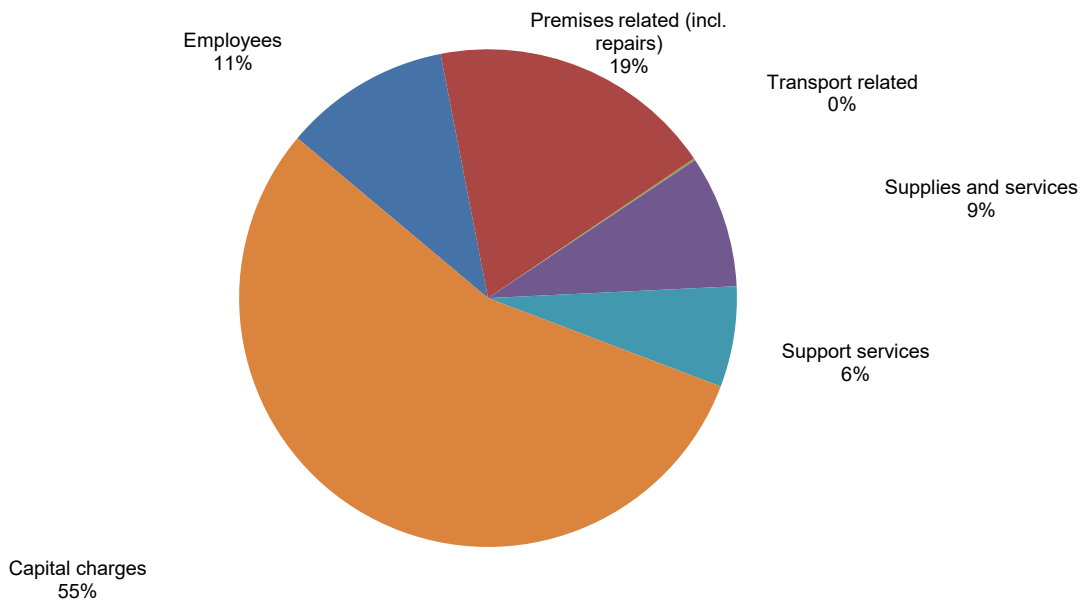
	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Non-dwelling rents and income</u>				
Rents of other properties	62,931	62,200	62,200	66,989
Leasehold service charges	110,975	121,000	121,000	130,317
Mead Court service charges	29,138	28,600	28,600	30,802
Miscellaneous receipts (e.g. small land sales)	16,036	4,500	4,500	4,847
Sub total - other rents and income	219,079	216,300	216,300	232,955
<u>Investment and mortgage income</u>				
Interest on balances	661,221	1,239,000	1,734,000	1,220,000
Sub total - interest	661,221	1,239,000	1,734,000	1,220,000
Total non-dwelling rents and income	880,300	1,455,300	1,950,300	1,452,955

Housing revenue account

Subjective analysis

	<u>2022/23</u> Actual £	<u>2023/24</u> Estimate £	<u>2023/24</u> Probable £	<u>2024/25</u> Estimate £
<u>Expenditure</u>				
Employees	2,332,042	2,454,350	2,614,450	2,825,250
Premises related (incl. repairs)	3,605,448	3,899,580	3,762,191	4,847,039
Transport related	25,252	43,200	38,190	30,320
Supplies and services	927,815	1,983,829	1,770,089	2,242,939
Support services	1,508,979	1,544,930	1,533,760	1,705,943
Capital charges	5,685,320	9,344,604	10,358,856	14,433,823
Planned Underspend reserve	0	250,000	45,000	0
Gross expenditure	14,084,857	19,520,493	20,122,536	26,085,314
<u>Income</u>				
Net rents	17,433,330	18,736,469	18,736,469	20,171,499
Grants and Contributions	159,805	20,825	20,825	36,825
Fees and charges	516,767	488,390	488,390	523,020
Interest	661,221	1,239,000	1,734,000	1,220,000
Recharges to General Fund	41,300	41,300	41,300	41,300
Gross income	18,812,423	20,525,984	21,020,984	21,992,644
Net expenditure	(4,727,566)	(1,005,492)	(898,448)	4,092,670

Expenditure Analysis 2024/25



Fees and charges

Housing Revenue Account

	From April 2024 £	VAT treatment
<u>Average council house rents (per week)</u>		
Bedsit	82.19	Outside scope
1 bed dwelling	113.00	Outside scope
2 bed dwelling	135.45	Outside scope
3 bed dwelling	147.97	Outside scope
4 bed dwelling	161.73	Outside scope
5 or more bed dwelling	182.63	Outside scope
(Unless specifically reported elsewhere the rents for Corporate Properties and the Leisure Services properties, managed by Housing will be increased by an inflationary increase)		
<u>Tenants service charges (per week)</u>		
Torin Court	1.42	Outside scope
Hampshire Court	7.35	Outside scope
Middlesex Court	7.35	Outside scope
Surrey Towers	7.35	Outside scope
Sussex Court	7.13	Outside scope
Audley & Southam House	1.69	Outside scope
Fairoaks Court	1.29	Outside scope
Oaklands Court	1.42	Outside scope
Beomonds	21.33	Outside scope
Darley Dene	15.27	Outside scope
Floral House	13.25	Outside scope
Grove Court	12.07	Outside scope
Heatherfields	11.24	Outside scope
Shared Houses	10.48	Outside scope
<u>Independent Retirement Living (IRL)</u>		
Use of Guest Bedrooms by relatives and friends of tenants in sheltered housing - charge per night per person	(Incl VAT) 13.00	Standard
Disabled persons Buggy store - Battery Charging, per week	(Incl VAT) 2.20	Standard
Hairdresser per hour	(Incl VAT) 6.10	Standard
Chiropodist per day	21.00	Exempt
<u>Heathervale Way mobile home site - New Haw</u>		
Net site rent per pitch per week	40.20	Exempt
Rent of council mobile homes	64.84	Exempt
Rent of new larger council mobile homes	97.36	Exempt

Fees and charges

Housing Revenue Account

	From April 2024 £	VAT treatment
<u>Heating and hot water charges - Independent Retirement Living</u>		
Charge per week		
- Beomonds and Floral House	9.70	Outside scope
- Heatherfields	5.28	Outside scope
<u>Tenants fee for denying access to premises (includes VAT)</u>		
Where a tenant breaks an agreement to make available, access to housing staff and contractors (The Director of Housing and Community Services is authorised to vary this charge as appropriate).	(Incl VAT) 50.00	Standard
<u>Independent Retirement Living - Management & Administration charge</u>		
- Weekly Management & Administration charge	17.00	Outside scope

Fees and charges

Housing General Fund Services

	From April 2024 £	VAT treatment
<u>Houses in multiple occupation (HMO) licensing costs</u>		
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
HMO licence register: PDF copy of the register (without licence conditions)	50.00	Outside scope
HMO licence register: individual entry which includes licence conditions	6.00	Outside scope
<u>Homeless persons accommodation</u>		
Bed and breakfast accommodation - flat rate room charge per week	195.62	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 2024 £	VAT treatment
<u>Meals at Home and Day centre</u>			
Monday - Friday	Cost per two course meal	5.00	Outside scope
	Cost per three course meal	0.00	Outside scope
Saturday and Sunday	Cost per two course meal	5.75	Outside scope
	Cost per three course meal	0.00	Outside scope
	Afternoon Tea	3.25	Outside scope
	Additional course (soup/dessert)	1.25	
<u>Community transport</u>			
	Fare for return transport to day centres (Monday - Friday)	5.00	Zero Rated
	Journey within one zone (minimum fare)	4.00	Zero Rated
	Journey to each subsequent zone	3.15	Zero Rated

Fees and charges

Careline system

		From April 2024 £	VAT treatment
	Full weekly charge (price to include a free smoke alarm on take up of contract)	5.15	Standard
	Full weekly charge (price to include a free smoke alarm on take up of contract) - Registered disabled	5.15	Zero Rated

Fees and charges

Centre lettings

		From April 2024 £	VAT treatment
<u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u>			
Monday to Friday	5pm to 11pm	27.54	Exempt
Saturday	9am to 5pm	34.56	Exempt
Saturday	5pm to 11pm	48.60	Exempt
<u>Community use per hour - Wellbeing Centre Manor Farm 15 auditorium</u>			
Monday to Friday	9am – 6pm	7.56	Exempt
Monday to Friday	6pm – 11pm	12.96	Exempt
Weekends	9am – 5pm	12.96	Exempt
Weekends	5pm – 11pm	16.20	Exempt
<u>Commercial hire/trade shows (per hour)</u>			
Saturdays only	9am to 11pm	59.40	Exempt
<u>Commercial use per hour - Wellbeing Centre Manor Farm 15 auditorium</u>			
Saturday - Sunday	9am to 11pm	18.36	Exempt
<u>Catering facilities</u>			
Full use of kitchen		75.60	Exempt
Full use of tea bar		N/A	Exempt
Use of public address system		N/A	Exempt
<u>Registered charities</u>			
A 20% reduction is available per booking upon application to the Day Centre Manager.			
It is proposed that there will be no additional charge for the use of the tea bar or public address system when a booking is taken.			

Fees and charges

Centre rental charges

		From April 2024 £	VAT treatment
<u>Hairdressing salons - hourly rates</u>			
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			
<u>Chiropodist fees (full day)</u>		30.00	Exempt

Fees and charges

Chertsey Museum

	From Sept 2024 £	VAT treatment
<u>School's membership scheme</u>		
<u>Annual membership fee</u>		
Schools with 0 - 150 pupils	33.00	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 2024 £	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)	60.00	Outside Scope
School Assemblies - schools outside Runnymede (max. 30 mins)	70.00	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	45.00	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	60.00	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) 0.63	Standard
A3 Copies	(plus VAT) 0.84	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 2024 £	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

Community Halls

			From April 2024 £	VAT treatment
<u>Chertsey Hall</u>				
<u>Community Package Monday to Friday 8.30 to 17:00 hrs</u>				
Main Hall	(per hour)	(plus VAT)	25.92	Standard
Meeting Room A	(per hour)	(plus VAT)	11.02	Standard
Meeting Room C	(per hour)	(plus VAT)	7.02	Standard
Meeting Room D	(per hour)	(plus VAT)	9.02	Standard
<u>Community Package - Monday to Friday 17:00 to 23:00 hrs</u>				
Main Hall	(per hour)	(plus VAT)	34.56	Standard
Meeting Room A	(per hour)	(plus VAT)	15.71	Standard
Meeting Room C	(per hour)	(plus VAT)	10.58	Standard
Meeting Room D	(per hour)	(plus VAT)	13.82	Standard
<u>Community Package - Weekends 8.30 to 17:00 hrs</u>				
Main Hall	(per hour)	(plus VAT)	35.42	Standard
Meeting Room A	(per hour)	(plus VAT)	15.98	Standard
Meeting Room C	(per hour)	(plus VAT)	11.12	Standard
Meeting Room D	(per hour)	(plus VAT)	14.31	Standard
<u>Community Package - weekends 17:00 to 23.00</u>				
Main Hall	(per hour)	(plus VAT)	46.98	Standard
Meeting Room A	(per hour)	(plus VAT)	21.60	Standard
Meeting Room C	(per hour)	(plus VAT)	14.74	Standard
Meeting Room D	(per hour)	(plus VAT)	19.01	Standard
<u>Business Package Monday - Friday 08:30 to 17:00 hrs</u>				
Main Hall	(per hour)	(plus VAT)	68.04	Standard
Meeting Room A	(per hour)	(plus VAT)	29.16	Standard
Meeting Room C	(per hour)	(plus VAT)	24.30	Standard
Meeting Room D	(per hour)	(plus VAT)	24.30	Standard
<u>Business Package Monday - Friday 17:00 to 23:00 hrs</u>				
Main Hall	(per hour)	(plus VAT)	68.04	Standard
Meeting Room A	(per hour)	(plus VAT)	29.16	Standard
Meeting Room C	(per hour)	(plus VAT)	24.30	Standard
Meeting Room D	(per hour)	(plus VAT)	24.30	Standard
<u>Business Package Weekends 08:00 to 23:00 hrs</u>				
Main Hall	(per hour)	(plus VAT)	68.04	Standard
Meeting Room A	(per hour)	(plus VAT)	29.16	Standard
Meeting Room C	(per hour)	(plus VAT)	24.30	Standard
Meeting Room D	(per hour)	(plus VAT)	24.30	Standard
<u>Community with benefits - Monday to Friday 08:30 to 17:00 hrs</u>				
Main Hall			33.70	Standard
Small Hall			14.32	Standard
Room 1			9.13	Standard
Room 2/ Bar Lounge			11.72	Standard
<u>Community with benefits - Monday to Friday 17:00 to 23:00 hrs</u>				
Main Hall			44.93	Standard
Small Hall			20.43	Standard
Room 1			13.76	Standard
Room 2/ Bar Lounge			17.97	Standard
<u>Community with benefits - Weekends 08:30 to 17:00 hrs</u>				
Main Hall			46.05	Standard
Small Hall			20.78	Standard
Room 1			14.46	Standard
Room 2/ Bar Lounge			18.60	Standard
<u>Community with benefits - Weekends 17:00 to 23:00 hrs</u>				
Main Hall			61.07	Standard
Small Hall			28.08	Standard
Room 1			19.16	Standard
Room 2/ Bar Lounge			24.71	Standard
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages				
<u>Use of kitchen</u>				
Up to 100 people		(plus VAT)	48.60	Standard
100+ people		(plus VAT)	97.20	Standard

Fees and charges

Community Halls

		From April 2024 £	VAT treatment
<u>The Hythe Centre</u>			
<u>Community package- Monday to Friday 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 25.92	Standard
Small Hall	(per hour)	(plus VAT) 12.31	Standard
Room 1	(per hour)	(plus VAT) 7.56	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 9.02	Standard
<u>Community package - Monday to Friday 17:00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 34.56	Standard
Small Hall	(per hour)	(plus VAT) 16.97	Standard
Room 1	(per hour)	(plus VAT) 10.58	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 13.82	Standard
<u>Community use - Weekends 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 34.56	Standard
Small Hall	(per hour)	(plus VAT) 15.98	Standard
Room 1	(per hour)	(plus VAT) 10.58	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 13.82	Standard
<u>Community use - Weekends 17.00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 46.98	Standard
Small Hall	(per hour)	(plus VAT) 23.11	Standard
Room 1	(per hour)	(plus VAT) 14.71	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 19.01	Standard
<u>Business package</u>			
Main Hall	(per hour)	(plus VAT) 68.04	Standard
Small Hall	(per hour)	(plus VAT) 34.02	Standard
Room 1	(per hour)	(plus VAT) 24.30	Standard
Room 2 /Bar Lounge	(per hour)	(plus VAT) 24.30	Standard
<u>Community with benefits - Monday to Friday 08:30 to 17:00 hrs</u>			
Main Hall		33.70	Standard
Small Hall		16.01	Standard
Room 1		9.83	Standard
Room 2/ Bar Lounge		11.72	Standard
<u>Community with benefits - Monday to Friday 17:00 to 23:00 hrs</u>			
Main Hall		44.93	Standard
Small Hall		22.06	Standard
Room 1		13.76	Standard
Room 2/ Bar Lounge		17.97	Standard
<u>Community with benefits - Weekends 08:30 to 17:00 hrs</u>			
Main Hall		44.93	Standard
Small Hall		20.78	Standard
Room 1		13.76	Standard
Room 2/ Bar Lounge		17.97	Standard
<u>Community with benefits - Weekends 17:00 to 23:00 hrs</u>			
Main Hall		61.07	Standard
Small Hall		30.05	Standard
Room 1		19.12	Standard
Room 2/ Bar Lounge		24.71	Standard

Business packages includes room hire, projector, screen, flip chart, kitchen for beverages

Fees and charges

Community Halls

		From April 2024 £	VAT treatment
<u>Third Party Use</u>			
<u>Use of kitchen</u>			
Up to 100 people	(plus VAT)	48.60	Standard
100+ people	(plus VAT)	97.20	Standard

Notes for Community Halls

- Hiring's to registered Charities are by law exempt from VAT and therefore no VAT will be added to the above charges
- All small rooms only available to hire when booking package
- Deposit required for all hires
- All Hires minimum of 2 hours except Childrens Parties minimum of 3 hours
- Prices are subject to variation from time to time to reflect any amendments approved by the Council.
- All above charges for Audio, Visual Aid and Additiional Equipment are per booking unless otherwise stated
- Hires are charged on an Hourly basis
- All times booked must include set up and clear down time
- The Head of Community Development has the delegated authority to make reductions and develop marketing packages to promote usage
- Cancellations - all cancellations will be subject to an administrative fee of 10% of total cost excluding VAT

Fees and charges

Tennis Charges

	From April 2024 £	VAT treatment
<u>Tennis Court Fees</u>		
Annual Pass	36.00	Outside scope
Pay and Play	5.00	Outside scope
Coaching Provider charges	POA	Outside scope

Fees and charges

Crime and disorder

	From April 2024 £	VAT treatment
<u>Safer Runnymede (Includes VAT)</u>		
CCTV System - supply of copy DVDs	176.00	Standard
CCTV System - supply of copy photograph	28.51	Standard
CCTV System - viewing DVD footage (per hour or part thereof)	77.00	Standard

Fees and charges

Allotments

	From April 2024 £	VAT treatment
Charge per 25m ² (rod) per annum:		
- Payment by annual direct debit	18.30	Outside Scope
- Payment by other means	21.00	Outside Scope

There is a 50% abatement where social prescribing is applicable.

(Due to statute the fees and charges for allotments are set one year in advance)

	From April 2025 £	
Charge per 25m ² (rod) per annum:		
- Payment by annual direct debit	19.30	Outside Scope
- Payment by other means	22.00	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

Fees and charges

Parks and open spaces

	From April 2024 £	VAT treatment	
<u>Bowls (includes VAT)</u>			
Green fees per person			
Per hour	8.55	Standard	
Per hour (senior citizens/juniors/registered disabled)	4.55	Standard	
Per match	14.10	Standard	
Per match (senior citizens/juniors/registered disabled)	7.04	Standard	
Per season	135.00	Standard	
Per season (senior citizens/juniors/registered disabled)	67.20	Standard	
<u>Football pitches with changing - per match (includes VAT)</u>			
Full size pitches			
Senior clubs	125.00	Standard	
Junior clubs	63.00	Standard	
Small pitches up to 1hour 30 mins	61.00	Standard	
<u>Football pitches without changing - per match (includes VAT)</u>			
Full size pitches	55.00	Standard	
Small pitches up to 1hour 30 mins	46.00	Standard	
<u>Croquet (includes VAT)</u>			
Adults per Person per Hour	8.00	Standard	
Juniors/Senior Citizens/Registered Disabled per Person per Hour	4.00	Standard	
<u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u>			
Court fees (team games) per hour per court	40.00	Standard	
Court fees (junior games) per hour per court	34.00	Standard	
Floodlighting per hour per court	20.00	Standard	
<u>Cricket (includes VAT)</u>			
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields			
Games commencing Before 5.00 p.m.	130.00	Standard	
Games commencing After 5.00 p.m.	81.00	Standard	
Junior Games	65.00	Standard	
<u>Other:</u>			
Fitness classes	Price per annum for 1 hour class pe	100.00	Standard
Team use of park for training	Price per annum	150.00	Standard

Fees and charges

Parks and open spaces

	From April 2024 £	VAT treatment
<u>Additional and miscellaneous charges (includes VAT)</u>		
For Football, Hockey and Cricket Clubs, the majority of whose members live outside the Runnymede District	84.00	Standard
As above without pavilions	30.00	Exempt
Hire of rooms in pavilions - per hour (min 2 hours)	27.00	Exempt
Team use of park for training - per hour	35.30	Standard
Team use of park for training - per year (40 mximum)	170.00	
Team use of park for training (junior teams) - per hour		Standard
<u>Events (includes VAT)</u>		
Community and charity events	184.00	
Firework displays		
Less then 15 minutes	286.00	Standard
More then 15 minutes	POA	Standard
Fairgrounds		
Operational days	960.00	Standard
Non operational days	600.00	Standard
Circuses		
Operational days	1,000.00	Standard
Non operational days	500.00	Standard
Special interest and club events		
Operational days	550.00	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		
<u>GROUNDS MAINTENANCE FEES & CHARGES FOR EVENTS</u>		
Hay cut (if not part of scheduled maintenance)	50% quoted cost to cut	POA
Strimming/brushcutting		POA
Shrub pruning		POA
Tree works		POA
<u>Homewood Park car park (includes VAT) introduced from December 2014</u>		
<u>(Monday to Saturday)</u>		
No return within 90 minutes	Disabled Person	No Charge
	Fee up to 3 hours	No Charge
	All Day Fee	0.00
	90-3 Hours	2.70
	3+ Hours	5.00

Fees and charges

Cemeteries

	From April 2024 £	VAT treatment	
<u>Exclusive Right of Burial</u>			
<u>Standard grave space 2.44m x 1.22m (8' x 4') for coffin burial</u>			
Exclusive burial rights	100 years - for immediate use	1,937.00	Outside Scope
	100 years - for future use	2,885.00	Outside Scope
Extended burial rights	25 years	303.00	Outside Scope
<u>"Classic traditional" grave space for coffin burial (to accommodate a brick built vault)</u>			
Exclusive burial rights	100 years - for immediate use	3,323.00	Outside Scope
	100 years - for future use	4,795.00	Outside Scope
Extended burial rights	25 years	1,131.00	Outside Scope
<u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u>			
Exclusive burial rights	100 years - for immediate use	903.00	Outside Scope
	100 years - for future use	1,367.00	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	667.00	Outside Scope
	100 years - for future use	1,007.00	Outside Scope
Extended burial rights	25 years	255.50	Outside Scope
<u>Vault</u>			
The right to construct a walled grave or vault		2,727.00	Outside Scope
Reopening of a standard bricked vault		700.00	Outside Scope
<u>Interment fees (private and public grave)</u>			
Adult coffin		1,500.00	Outside Scope
Casket burial or oversized coffin		1,576.00	Outside Scope
Cremated remains		327.00	Outside Scope
Muslim section Englefield Green - weekdays (normal hours)		1,500.00	Outside Scope
Muslim section Englefield Green - outside normal hours and weekends			Outside Scope
<u>Memorial fees</u>			
* Right to place a headstone no higher than 986mm (3' 3")		267.80	Outside Scope
* Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")		267.50	Outside Scope
* Right to place a Book or tablet memorial		200.00	Outside Scope
* Right to place memorial on Classic grave space		1,052.00	Outside Scope
Additional inscription		124.00	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 2024 £	VAT treatment
<u>Genealogy search fees</u>		
Search fees per interment	25.00	Outside Scope
<u>Exhumation</u>		
For supervision only removal of coffin		Outside Scope
For supervision only removal of cremated remains		Outside Scope
<u>Garden of Remembrance (Addlestone)</u>		
Interment	327.00	Outside Scope
Provision and installation of plaque by the Council	147.00	Outside Scope
<u>Administration and other fees</u>		
Registration of transfer of exclusive right of burial (will or probate provided)	123.00	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	134.00	Outside Scope
Copy of exclusive right of burial	123.00	Outside Scope
Postponement or cancellation of burial after notice has been given	452.00	Outside Scope
Charge for chapel (Per hour - minimum charge)	138.00	Outside Scope
Selection fee - for Cemeteries Registrar to attend	191.00	Outside Scope
Completion of Exhumation Applications	124.00	Outside Scope

Fees and charges

Refuse collection

	From April 2024 £	VAT treatment
<u>Trade refuse</u>		
Sack collection		
- Sack purchase charge	31.39	Outside Scope
- Collection charge	74.00	Outside Scope
	105.39	Outside Scope
- Disposal charge	78.40	Outside Scope
Sack collection	183.79	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	106.58	Outside Scope
120 litre wheeled bins	311.58	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	240.79	Outside Scope
240 litre wheeled bins	508.79	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	336.57	Outside Scope
360 litre wheeled bins	630.57	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	434.11	Outside Scope
660 litre wheeled bins	806.11	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	576.99	Outside Scope
1100 litre bulk containers	1,069.99	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	576.99	Outside Scope
1100 litre bulk containers - lockable	1,101.99	Outside Scope

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

Fees and charges

Refuse collection

	From April 2024 £	VAT treatment
<u>Domestic refuse</u>		
Purchase of wheeled containers (includes purchase, delivery and administration costs) (only one bin collected/emptied per household)		
New bins		
- 140 litre bin	62.54	Outside Scope
- 180 litre bin	73.81	Outside Scope
- 660 litre bin (communal facilities)	278.82	Outside Scope
-1100 litre bin (communal facilities)	431.89	Outside Scope
-1100 litre bin - lockable (communal facilities)	467.90	Outside Scope
Second hand / refurbished (when available)		
- 140 litre bin	32.61	Outside Scope
- 180 litre bin	41.60	Outside Scope
Upgrade from		
- 140 litre bin to 180 litre bin	74.88	Outside Scope
- 180 litre bin to 360 litre bin	96.10	Outside Scope
	Families of 6 or more with a child under annual rental charge	
<u>One off payments</u>		
Charge for contaminated bins and additional collections		
- 240 litre bin	70.10	Outside Scope
- 360 litre bin	103.76	Outside Scope
- 660 litre bin	151.71	Outside Scope
-1100 litre bin	232.92	Outside Scope
<u>Bulky waste collections</u>		
Up to 3 items	34.34	Outside Scope
Per additional item	7.93	Outside Scope
	maximum of 6 items	

Fees and charges

Refuse collection

	From April 2024 £	VAT treatment
<u>Schools, churches etc. - fortnightly refuse collection</u>		
Service cost including hire, administration and collection		
120 litre wheeled bins		
- Administration and Container hire charge	57.68	Outside Scope
- Collection charge	88.45	Outside Scope
	<u>146.13</u>	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	93.73	Outside Scope
- Collection charge	134.99	Outside Scope
	<u>228.72</u>	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	116.39	Outside Scope
- Collection charge	146.64	Outside Scope
	<u>263.03</u>	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	119.48	Outside Scope
- Collection charge	193.19	Outside Scope
	<u>312.67</u>	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	142.14	Outside Scope
- Collection charge	218.79	Outside Scope
	<u>360.93</u>	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	158.62	Outside Scope
- Collection charge	218.79	Outside Scope
	<u>377.41</u>	Outside Scope

Fees and charges

Recycling and Green Waste

	From April 2024 £	VAT treatment
<u>Recycling initiatives</u>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
New bins		
- 120 litre bin	24.99	Outside Scope
- 240 litre bin	35.91	Outside Scope
- 360 litre bin (Families of 6 or more only)	43.78	Outside Scope
- 660 litre bin	248.10	Outside Scope
- 1100 litre bin (communal facilities)	384.31	Outside Scope
- 1100 litre bin - lockable (communal facilities)	428.45	Outside Scope
Second hand / refurbished (when available)		
- 120 litre bin	17.16	Outside Scope
- 240 litre bin	22.36	Outside Scope
- 360 litre bin (Families of 6 or more only)	32.24	Outside Scope
Upgrade from		
-120 litre bin to 240 litre bin	17.16	Outside Scope
-240 litre bin to 360 litre bin	22.36	Outside Scope
<u>Recycling for schools and businesses - fortnightly collection</u>		
Service cost including hire, administration and collection		
120 litre wheeled bins		
- Administration and Container hire charge	56.00	Outside Scope
- Collection charge	39.14	Outside Scope
	95.14	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	91.00	Outside Scope
- Collection charge	59.74	Outside Scope
	150.74	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	113.00	Outside Scope
- Collection charge	63.86	Outside Scope
	176.86	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	116.00	Outside Scope
- Collection charge	86.52	Outside Scope
	202.52	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	138.00	Outside Scope
- Collection charge	96.82	Outside Scope
	234.82	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	154.00	Outside Scope
- Collection charge	96.82	Outside Scope
	250.82	Outside Scope
Food waste	No charge	Outside Scope

Fees and charges

Recycling and Green Waste

	From April 2024 £	VAT treatment
<u>Green garden waste scheme</u>		
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	37.80	Outside Scope
Each additional wheeled bin 240 litre bin	37.80	Outside Scope
Each additional wheeled bin	59.85	Outside Scope
Each additional wheeled bin	59.85	Outside Scope

Fees and charges

Car parking charges

Pay and display parking (including pay by phone)

Town Centre (higher scale) car parks

Medium Stay parking (includes VAT)

(Monday to Sunday)

Egham (Hummer Road); Chertsey (Beomonds)

	From Jan 2024 £	VAT treatment
Disabled Person	No charge	Standard
Fee up to 1 hour	1.50	Standard
Fee 1 to 2 hours	2.70	Standard
Fee 2 to 3 hours	3.70	Standard
Fee 3 to 4 hours	4.20	Standard
Fee 4 to 5 hours	4.70	Standard
Fee 5 to 6 hours	5.70	Standard

Long stay parking (includes VAT)

(Monday to Sunday)

Egham (Wasp Farm); Chertsey (Library);

Virginia Water (Memorial Gardens);

Chertsey (Woodlands) Monday to Sunday

Disabled Person	No charge	Standard
Fee up to 1 hour	1.50	Standard
Fee 1 to 2 hours	2.70	Standard
Fee 2 to 3 hours	3.70	Standard
Fee 3 to 4 hours	4.20	Standard
Fee 4 to 5 hours	4.70	Standard
All Day Fee	7.50	Standard

Fees and charges

Car parking charges

	From Jan 2024 £	VAT treatment
<u>Pay and display parking</u>		
<u>Out of Town (Lower Scale) car parks (includes VAT)</u>		
<u>(Monday to Sunday)</u>		
St Judes Road, Victoria Street, Pooley Green and Gogmore Farm		
Disabled Person	No charge	Standard
Fee up to 1 hour	0.70	Standard
Fee 1 to 2 hours	1.30	Standard
Fee 2 to 3 hours	2.10	Standard
Fee 3 to 4 hours	3.10	Standard
Fee 4 to 5 hours	3.60	Standard
All Day Fee (Not Gogmore Farm)	6.00	Standard
<u>Penalty charge notice</u>		
Parking in excess of hours to which a full charge is applicable Unless payment of £25.00 is made within 14 days of issue	50.00	Outside Scope
Parking in a disabled persons parking place without displaying a badge Unless payment of £35.00 is made within 14 days of issue	70.00	Outside Scope
<u>Season/permit parking (includes VAT)</u>		
<u>Season Ticket (Monday to Saturday)</u>		
Covering Chertsey Library and Waspe Farm car parks	Non-resident (per annum) 775.00 Non-resident (per quarter) 275.00 Resident (per annum) 330.00 Resident (per quarter) 110.00	Standard Standard Standard Standard
<u>Car park permits (Monday to Saturday)</u>		
Beomonds, -Hummer Road, Memorial Gardens, Woodlands	Non-resident (per annum) 775.00 Non-resident (per quarter) 275.00 Resident (per annum) 330.00 Resident (per quarter) 110.00	Standard Standard Standard Standard
<u>Car park permits (Monday to Saturday)</u>		
Gogmore Farm	(per annum) 575.00	Standard
<u>Car park permits (Monday to Saturday)</u>		
Victoria Street, St Judes Road and Pooley Green	(per annum) 130.00 (per quarter) 60.00	Standard Standard
<u>Contract car parking</u>		
Chertsey (Beomonds Row, White Hart Row)	Non-resident (per annum) 850.00 Non-resident (per quarter) 250.00 Resident (per annum) 275.00 Resident (per quarter) 85.00	Standard Standard Standard Standard
Contract Parking Key Deposit (Refundable on return of the key)	50.00	Outside Scope

Fees and charges

Other environment and sustainability charges

	From April 2024 £	VAT treatment
<u>Food hygiene and Health and Safety Courses</u>		
All courses (including those in a foreign language) will be chargeable per person. All fees will be set at the discretion of the Corporate Head of Environmental Services to cover costs.	POA	Standard
Food Export Certificate	278.00	Outside Scope
Food Export Certificate (per additional certificate within 12 months of initial certificate)	171.00	Outside Scope
Re-inspections requested by food businesses	185.00	Outside Scope
<u>Environmental offences</u>		
<u>Penalty fines:</u>		
Noise Act domestic offence (reduced to £64 if paid within 10 days)	Set locally to statute maximum 80.00	Outside Scope
Noise Act commercial/licenses offence	500.00	Outside Scope
Failure to produce waste transfer notice (reduced to £240 if paid within 10 days)	300.00	Outside Scope
Failure to produce waste carrier papers (reduced to £240 if paid within 10 days)	300.00	Outside Scope
Failure to provide waste receptacles (reduced to £80 if paid within 10 days)	Set locally to statute maximum 100.00	Outside Scope
<u>Smoke free enforcement</u>		
<u>Penalty fines:</u>		
Smoking in a smoke free place (reduced to £30 if paid within 15 days)	50.00	Outside Scope
Failing to display no-smoking signage (reduced to £150 if paid within 15 days)	200.00	Outside Scope
<u>Abandoned vehicles</u>		
Fixed penalty notice fee (reduced to £160 if paid within 10 days)	Set locally to statute maximum 200.00	Outside Scope
<u>Littering and dog fouling/control fixed penalty fines</u>		
Littering (reduced to £80 if paid within 10 days)	100.00	Outside Scope
Dog fouling/control (reduced to £80 if paid within 14 days)	100.00	Outside Scope
Fly tipping Upper level (if paid within 14 days) (reduced to £320 if paid within 10 days)	400.00	Outside Scope
Lower level (if paid within 14 days) (reduced to £120 if paid within 10 days)	150.00	Outside Scope

Fees and charges

Other environment and sustainability charges

	From April 2024 £	VAT treatment
<u>Water sampling charges</u>		
Risk assessment (each assessment)	500.00	Outside Scope
Sampling (each visit)	100.00	Outside Scope
Investigation (each investigation)	100.00	Outside Scope
Granting and authorisation (each authorisation)	100.00	Outside Scope
Analysing a sample:		
taken under regulation 10	25.00	Outside Scope
taken during check monitoring	100.00	Outside Scope
taken during audit monitoring	500.00	Outside Scope

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

Air Pollution fees

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

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

Outside Scope

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

Register of authorised processes

Individual entry	85.00	Outside Scope
Additional entries	65.00	Outside Scope

Contaminated Land

Basic contaminated land enquiry	107.00	Outside Scope
Contaminated land enquiry for one property	238.00	Outside Scope
Contaminated land enquiry for more than one property	450.00	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 2024 £	VAT treatment
<u>Highway and engineering charges</u>		
<u>Copies of plans etc. (includes VAT)</u>		
A4 Size	14.40	Standard
A3 Size	15.75	Standard
Larger than A3 size	32.80	Standard
A minimum fee for replying to technical questions	187.00	Standard
The Chief Executive has the authority to increase the charge made where substantially more work than usual is required.		
<u>Ordinary watercourses and ditches</u>		
Consent applications	150.00	Outside Scope
<u>Rechargeable works (includes VAT)</u>		
At cost of works plus 20%		Standard
<u>Street naming and numbering</u>		
<u>Existing properties</u>		
Individual property naming or renaming including notification	150.00	Outside Scope
Amendment to newly approved naming and numbering scheme (per plot)	20.00	Outside Scope
Renaming a street : requested by residents including notification		Outside Scope
<u>New addresses</u>		
New development of first plot	150.00	Outside Scope
New development for plots 2 -5 (per plot)	80.00	Outside Scope
New development for plots 6 - 10 (per plot)	60.00	Outside Scope
New development for plots 11 - 20 (per plot)	40.00	Outside Scope
New development for plots 21 and greater (per plot)	20.00	Outside Scope
Additional charge, where this includes naming of a street (per street)	150.00	Outside Scope
Additional charge, where this includes the naming of a building (e.g. block of flats) (per bloc	150.00	Outside Scope
Guidance to change or allocate a new address to your property can be accessed by following this link: http://www.runnymede.gov.uk/article/14492/Fees-street-naming-and-numbering		

Fees and charges

Other environment and sustainability charges

	From April 2024 £	VAT treatment
<u>Miscellaneous fees and charges</u>		
<u>Graffiti removal (includes VAT)</u>		
Removal of extensive graffiti from private property (per hour)	176.77	Standard
<u>Street trading consents</u>		
Basic fee	1,100.00	Outside Scope
Additional annual charge for each day of the week a trader operates	253.00	Outside Scope
<u>Sale of technical documents</u>		
Fee at the discretion of the Corporate Head of Environmental Services	POA	Standard
<u>Annual animal licence fees</u>		
Higher Tier activities (exc. Home board and day care dogs) New application	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
<u>Vet fees</u>		
If Veterinary Inspections are necessary in order to grant above licences		Outside Scope

Fees and charges

Other environment and sustainability charges

	From April 2024 £	VAT treatment
<u>Miscellaneous fees and charges cont.</u>		
<u>Support for a range of events across the borough</u>		
See Parks and Open Spaces for event fees and charges		
<u>Hire of RBC Refuse Bins per bin</u> (price excluding VAT)		
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
<u>Hire of RBC Recycling Bins per bin</u> (price excluding VAT)		
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
<u>Provision of Labour (Pre / During and Post) for Event - minimum charge 4 Hours</u>		
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
<u>Provision of Grass Cutting Team - minimum 1 day Charge</u>		
- Day charge	505.00	Standard
<u>Provision of Tree Works Team - minimum 1 day Charge</u>		
- Day charge	928.00	Standard

Fees and charges

Premises and alcohol related licences

From April 2024 £	VAT treatment
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Licensing Act 2003

Main application fee

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

Non City / Town Centre

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

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

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

Annual charge

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

Non City / Town Centre

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

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

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

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

89.00 Outside Scope

Fees and charges

Premises and alcohol related licences

	From April 2024 £	VAT treatment
<u>Exceptionally large capacity sites</u>		
This is an additional charge for large events based on the number of attendees as follows:		
<u>New licence</u>		
5,000 to 9,999	1,000.00	Outside Scope
10,000 to 14,999	2,000.00	Outside Scope
15,000 to 19,999	4,000.00	Outside Scope
20,000 to 29,999	8,000.00	Outside Scope
30,000 to 39,999	16,000.00	Outside Scope
40,000 to 49,000	24,000.00	Outside Scope
50,000 to 59,999	32,000.00	Outside Scope
60,000 to 69,999	40,000.00	Outside Scope
70,000 to 79,999	48,000.00	Outside Scope
80,000 to 89,999	56,000.00	Outside Scope
90,000 and over	64,000.00	Outside Scope
<u>Annual fee</u>		
The Annual fee is half the above thereafter		
5,000 to 9,999	500.00	Outside Scope
10,000 to 14,999	1,000.00	Outside Scope
15,000 to 19,999	2,000.00	Outside Scope
20,000 to 29,999	4,000.00	Outside Scope
30,000 to 39,999	8,000.00	Outside Scope
40,000 to 49,000	12,000.00	Outside Scope
50,000 to 59,999	16,000.00	Outside Scope
60,000 to 69,999	20,000.00	Outside Scope
70,000 to 79,999	24,000.00	Outside Scope
80,000 to 89,999	28,000.00	Outside Scope
90,000 and over	32,000.00	Outside Scope
<u>Personal Licences</u>		
Application for a grant of personal licence	37.00	Outside Scope
<u>Temporary events</u>		
Temporary event notice	21.00	Outside Scope

Fees and charges

Premises and alcohol related licences

	From April 2024 £	VAT treatment
<u>Other licences</u>		
Theft, loss, etc. of premises licences or summary	10.50	Outside Scope
Application for a provisional statement where premises being built etc.	315.00	Outside Scope
Pre Application fees - Application Checking Service	28.00	Outside Scope
Pre Application fees - Application Advice Service	72.00	Outside Scope
Pre Application fees - Full Pre Application Service	275.00	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 2024 £	VAT treatment
<u>Gambling Act 2005 licences and permits</u>		
Registration of a society to promote a lottery		
- Initial application fee	40.00	Outside Scope
- Annual	20.00	Outside Scope
<u>Gaming machine permits</u>		
Clubs with 3 or more machines	Annual fee	100.00
		Outside Scope
Licensed premises gaming machine permit		
Conversion of existing permit	100.00	Outside Scope
New Permit	150.00	Outside Scope
First annual fee	50.00	Outside Scope
Annual fee	50.00	Outside Scope
Fee to vary permit	100.00	Outside Scope
Fee for transfer	25.00	Outside Scope
Fee for copy of permit	15.00	Outside Scope
Club gaming permit		
Conversion of existing permit	100.00	Outside Scope
New Permit	200.00	Outside Scope
New (fast-track) clubs only	100.00	Outside Scope
First annual fee	50.00	Outside Scope
Annual fee	50.00	Outside Scope
Fee to vary permit	100.00	Outside Scope
Fee to renew	200.00	Outside Scope
Fee for copy of permit	15.00	Outside Scope
Club machine permit		
Conversion of existing permit	100.00	Outside Scope
New Permit	200.00	Outside Scope
New (fast-track) clubs only	100.00	Outside Scope
First annual fee	50.00	Outside Scope
Annual fee	50.00	Outside Scope
Fee to vary permit	100.00	Outside Scope
Fee to renew	200.00	Outside Scope
Fee for copy of permit	15.00	Outside Scope

Fees and charges

Gambling licences

	From April 2024 £	VAT treatment
<u>Gaming machine permits</u>		
Prize gaming permit		
Conversion of existing permit	100.00	Outside Scope
New Permit	300.00	Outside Scope
Fee to renew	300.00	Outside Scope
Fee to change name	25.00	Outside Scope
Fee for copy of permit	15.00	Outside Scope
Unlicensed family entertainment centre permit		
Conversion of existing permit	100.00	Outside Scope
New Permit	300.00	Outside Scope
Fee to renew	300.00	Outside Scope
Fee to change name	25.00	Outside Scope
Fee for copy of permit	15.00	Outside Scope
<u>Regional Casino premises licence</u>		
Initial fee	15,000.00	Outside Scope
Annual fee	15,000.00	Outside Scope
<u>Large Casino premises licence</u>		
Initial fee	10,000.00	Outside Scope
Annual fee	10,000.00	Outside Scope
<u>Small Casino premises licence</u>		
Initial fee	8,000.00	Outside Scope
Annual fee	5,000.00	Outside Scope
Converted Casino premises licence	3,000.00	Outside Scope
Annual fee		
<u>Bingo premises licence</u>		
Initial fee	3,500.00	Outside Scope
Annual fee	1,000.00	Outside Scope
<u>Adult gaming centre premises licence</u>		
Initial fee	2,000.00	Outside Scope
Annual fee	1,000.00	Outside Scope
<u>Betting premises (track) licence</u>		
Initial fee	2,500.00	Outside Scope
Annual fee	1,000.00	Outside Scope
<u>Betting shop premises licences</u>		
Initial fee	3,000.00	Outside Scope
Annual fee	600.00	Outside Scope
Variation to a betting (other) premises licence	1,200.00	Outside Scope
<u>Family entertainment centre licences</u>		
Initial fee	2,000.00	Outside Scope
Annual fee	750.00	Outside Scope

Fees and charges

Taxi licences

	From April 2024 £	VAT treatment
<u>Taxi and Hackney Carriage licensing fees (outside scope of VAT)</u>		
<u>Vehicle applications</u>		
Hackney Carriage licence	356.00	Outside Scope
Private hire vehicle licence	209.00	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	96.00	Outside Scope
<u>Changes to licence</u>		
Change of vehicle during the licensing period (i.e. transfer to replacement vehicle for balance of licence period - existing plate must be returned)	70.00	Outside Scope
Change of vehicle licence type during the licensing period (e.g. from Hackney Carriage to private hire)	70.00	Outside Scope
Change of drivers licence during the licensing period (e.g. From private hire to Hackney Carriage drivers licence)	36.00	Outside Scope
<u>Drivers licence new applications</u>		
Combined Hackney Carriage and private hire drivers licence - one year	249.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	482.00	Outside Scope
Private hire drivers licence - one year	249.00	Outside Scope
Private hire drivers licence - three year	482.00	Outside Scope
<u>Drivers licence renewals</u>		
Combined Hackney Carriage and private hire drivers licence - one year	186.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	421.00	Outside Scope
Private hire drivers licence - one year	186.00	Outside Scope
Private hire drivers licence - three year	421.00	Outside Scope
<u>Private hire operators licence (valid for 1 year)</u>		
1 vehicle owner/driver	210.00	Outside Scope
2 - 5 vehicles	216.00	Outside Scope
6 - 20 vehicles	243.00	Outside Scope
21 - 40 vehicles	280.00	Outside Scope
41 - 60 vehicles	317.00	Outside Scope
61 - 80 vehicles	354.00	Outside Scope
81 - 100 vehicles	391.00	Outside Scope
<u>Private hire operators licence (valid for 5 years)</u>		
1 vehicle owner/driver	662.00	Outside Scope
2 - 5 vehicles	667.00	Outside Scope
6 - 20 vehicles	695.00	Outside Scope
21 - 40 vehicles	732.00	Outside Scope
41 - 60 vehicles	769.00	Outside Scope
61 - 80 vehicles	806.00	Outside Scope
81 - 100 vehicles	842.00	Outside Scope

Fees and charges

Taxi licences

	From April 2024 £	VAT treatment
<u>Pre application and other charges</u>		
Failure to keep appointment / comply with renewal procedures	57.00	Outside Scope
Knowledge test including re-takes for Hackney Carriage Drivers	57.00	Outside Scope
Knowledge test to go from being a Private Hire Driver to a Hackney Carriage Driver	57.00	Outside Scope
Knowledge test including re-takes for Private Hire Drivers and Private Hire Operators	57.00	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.	66.00	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 2024 £	VAT treatment
<u>Registration fees</u>		
Ear piercing, electrolysis, tattooing and acupuncture		
- Practitioners	165.00	Outside Scope
- Premises	258.00	Outside Scope
Sex establishments	Initial fee	Outside Scope
Sex establishments	Annual fee	Outside Scope
	1,120.00	
	1,120.00	
<u>Mobile homes site licences</u>		
Application for new site licence for single unit site	621.00	Outside Scope
plus charge for each additional unit	9.77	Outside Scope
Site inspection	50.00	Outside Scope
Application for fit and proper person licence	405.00	Outside Scope
Additional FPPT application for same relevant person and site owner	118.00	Outside Scope
Application to transfer or amend a site licence	370.00	Outside Scope
Application for amendment to a site licence (up to 2 conditions)	171.00	Outside Scope
Additional conditions (with amendment application)	29.50	Outside Scope
Application for a replacement copy of a site licence	37.00	Outside Scope
Annual licence fee for a single unit site	55.00	Outside Scope
plus an additional £6.00 for each additional unit up to 101 units	6.00	Outside Scope
plus an additional £5.00 for each additional unit up to 201 units	5.00	Outside Scope
plus an additional £4.00 for each additional unit over 201	4.00	Outside Scope
Fee for the deposit of site rules	171.00	Outside Scope
<u>Other licences and permits</u>		
Scrap metal dealers site licence (3 year licence)	420.00	Outside Scope
Scrap metal collectors licence (3 year licence)	270.00	Outside Scope
Charity collection permits:		
House to house collections	Free	Outside Scope
Street collections	Free	Outside Scope
<u>Certificate of suitability</u>		
Film certification	436.12	Outside Scope
<u>Pavement Licence</u>		
Application for new temporary pavement licence (until 1st October 24)	100.00	Outside Scope
Application for new pavement licence (From the 1st October 24)	500.00	Outside Scope
Application for the renewal of the pavement licence (From the 1st October 24)	350.00	Outside Scope

Fees and charges

Planning and Building Control Services

	From April 2024 £	VAT treatment
<u>Local Plan and Policies map</u>		
Cost of printing the Runnymede 2030 Local Plan Policies Map including p&p	97.30	Outside Scope
Cost of printing the Runnymede 2030 Local Plan plus p&p.	38.70	Outside Scope
<u>Planning fees</u>		
Planning application fees - Set by Statute		Outside Scope
Pre-Application advice service fees - Set by the Planning Committee on 23 October 2019		Standard
High hedges complaint fee - Charge for processing and resolving dispute	788.00	Outside Scope
<u>Building control fees</u>		
Set by the Planning Committee with guidance issued by Local Authority Building Control	Increased by 50% from 01 April 2024	Standard
Set by the Planning Committee with guidance issued by Local Authority Building Control	Increased by 50% from 01 April 2024	Outside Scope

Fees and charges

Planning and Building Control Services

	From April 2024 £	VAT treatment
<u>Supply of Planning and Building Control histories, technical enquiries, background information and for checking compliance with planning Consents and conditions.</u>		
A minimum fee in respect of enquiries involving site inspections for the purpose of checking compliance with planning conditions	290.00	Outside Scope
A minimum fee for general enquiries for the supply of planning and building control histories and background information on sites	110.00	Outside Scope
Building Safety Regulator - Hourly Rate Vat Inclusive	108.00	Standard
Building Control completion letter	50.00	Outside Scope
<u>Search and copying fees, paper/electronic (micro-fiche) (includes VAT)</u>		
Search and copying fees - planning decision notices	41.00	Standard
Copies of 106 Agreements and appeal decisions	41.00	Standard
Background papers / miscellaneous documents	4.20	Standard
A4 print from website	0.30	Standard

Fees and charges

Corporate and Business Services

	From April 2024 £	VAT treatment
<u>Register of Electors</u>		
Sale of Register of Electors - published full registers - charges set by legislation		
Data format	20.00	Outside Scope
plus for every 1,000 entries or part thereof	1.50	Outside Scope
Printed paper format	10.00	Outside Scope
plus for every 1,000 entries or part thereof	5.00	Outside Scope
Sale of Overseas register of Electors - published full registers - charges set by legislation		
Data format	20.00	Outside Scope
plus for every 100 entries or part thereof	1.50	Outside Scope
Printed paper format	10.00	Outside Scope
plus for every 100 entries or part thereof	5.00	Outside Scope
Sale of Register of Electors - marked registers - charges set by legislation		
Data format	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 2024 £	VAT treatment
<u>Local land charges search fees</u>		
Personal search - charge set by the Lord Chancellor	Nil	Outside Scope
Each extra taxable assessment - charge set by the Lord Chancellor	Nil	Outside Scope
LLC 1 Search form:- (to be transferred to HMLR from 2024)		
Commercial	55.00	Outside Scope
Residential	55.00	Outside Scope
Each extra taxable assessment	11.00	Outside Scope
Search any one part of the register	13.00	Outside Scope
CON 29 enquiry form:-		
Commercial	300.00	Standard
Residential	270.00	Standard
Each extra taxable assessment	36.00	Standard
Optional part II enquiry	27.00	Standard
Additional enquiry	45.00	Standard
General:-		
Copy Search	15.00	Standard
Copy of legal agreement (including plans)	42.00	Standard
<u>Council Tax</u>		
Court costs	105.00	Outside Scope
<u>Business Rates</u>		
Court costs	150.00	Outside Scope
<u>Other charges (VAT charged where applicable)</u>		
Freedom of information/Environmental Information regulations - staff time per hour	25.00	Standard
Data Protection Subject Access Request - per request - charges set by legislation		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 2024 £	VAT treatment
<u>Corporate Properties</u>		
Garage rentals (per week)		
If included with house	14.35	Outside Scope
Private rental	17.20	Standard
Sale of property enquiries - refundable if sale proceeds	1,134.00	Standard
Completion of Leasehold Property Enquiries	525.00	Standard
Disposal of Council Land (at 3rd party's request) (whether sale completes or not)	1,050.00	Standard
Grant of Consent to Alter/Sub let or other consent under a lease	790.00	Standard
Grant of Licence (<3 months/low risk/not for sales activity)	158.00	Standard
Grant of Licence (3-12 months/low risk/not for sales activity)	315.00	Standard
Grant of Licence (Any duration/high risk/sales)	790.00	Standard
Grant of Easement or Wayleave to statutory undertaker	315.00	Standard
Grant of Easement other than to statutory undertaker (whether completes or not)	525.00	Standard
Preparation of Schedule of Dilapidations	1,050.00	Standard
Grant of Deed of Surrender (not including surrender premium)	1,050.00	Standard
Grant of Alteration/Release from Covenant (whether granted or not)	1,050.00	Standard
* Concessionary rate applies to registered charities and community groups in the local community (25% discount).		
<u>Civic Centre accommodation charges</u>		
Council Chamber		
Community use per hour	45.35	Standard
Semi commercial use per hour	90.70	Standard
Commercial use per hour	136.10	Standard
Committee Room		
Community use per hour	22.70	Standard
Semi commercial use per hour	45.40	Standard
Commercial use per hour	68.00	Standard
Foyer/Meeting Rooms/Members Room		
Community use per hour	11.30	Standard
Semi commercial use per hour	22.70	Standard
Commercial use per hour	34.00	Standard
Out of hours reception cover	per hour	45.40
Standard		
<u>Sale of agendas and civic publications</u>		
Sale of copy agendas per annum		
Residents groups etc. - All Committees	258.40	Outside Scope
Residents groups etc. - individual main Committee only (except Planning)	72.20	Outside Scope
Residents groups etc. - Planning Committee only	214.70	Outside Scope
Commercial organisations - All Committees	1024.10	Outside Scope
Commercial organisations - Individual Main Committee only (except Planning)	226.10	Outside Scope
Commercial organisations - Planning Committee only	665.00	Outside Scope
Sale of copy agendas - Individual copies	7.22	Outside Scope
Sale of copy minute book		
Residents groups etc. - per annum	107.73	Outside Scope
Residents groups etc. - per individual copy	19.38	Outside Scope
Commercial organisations - per annum	369.36	Outside Scope
Commercial organisations - per individual copy	94.43	Outside Scope

General Fund Capital Programme 2023/24 to 2033/34

Scheme Details	Budget Manager	Approval Date	Total Budget	Actual to 31 Mar 23	Revised 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31	Budget 2031/32	Budget 2032/33	Budget 2033/34	Comments
			£	£	£	£	£	£	£	£	£	£	£	£	£	
Civic Offices Replacement Fire System	Alex Williams	CMC - Nov 2023	85,000		85,000											
Civic Centre replacement of falling components	Alex Williams	Provision	1,100,000		100,000	1,000,000										Scheme subject to future committee report
Climate change initiatives for operational buildings	Alex Williams	Provision	500,000			100,000										Scheme subject to future committee report
Addlestone ONE Lifts replacement	Alex Williams	Provision	700,000				100,000	100,000	100,000	100,000						Scheme subject to future committee report
Addlestone ONE Heat Network Replacement	Alex Williams	Provision	350,000										350,000			Scheme subject to future committee report
Regeneration Schemes																
Addlestone ONE Project	Alex Williams	CMC - Sept 2014	80,000,000	77,851,969	2,148,031											
Addlestone One refurbishment	Alex Williams	CMC - July 2021	4,520,000	1,827,681	2,692,319											
Egham Gateway West (Magna Square) Regeneration	Alex Williams	Council - Nov 2016	90,000,000	84,653,066	5,346,934											
ICT Schemes																
ICT Hardware Replacement (Incl Members)	Linda Norman	-	1,450,000		100,000	50,000	200,000	200,000	100,000	200,000	200,000	100,000	100,000	100,000	100,000	Annual provision available to draw down. Laptops and Docks to be replaced every 5 years / Monitors every 7 years. Mobile phones every 4 years, Members every 4 years with annual provision for new intake
- SAN Replacement	Linda Norman	-	50,000			50,000										
ICT Upgrades & Developments	Linda Norman	-	400,000		50,000	50,000	100,000	100,000	100,000							Annual provision available to draw down
- Sharepoint	Linda Norman	-	50,000		50,000											Scheme subject to future committee report
- UCS Replacement	Linda Norman	-	50,000			50,000										
Digital Transformation Strategy																
Retendering Systems - Provision	Linda Norman	CMC - Feb 2019														
- Financial Management System	Linda Norman	CMC - Dec 2023	710,000			375,000	275,000	20,000	20,000	20,000						
- Combined HR & Payroll system	Linda Norman	CMC - Oct 2022	235,000		235,000											
- Telephony system	Linda Norman	CMC - May 2020	307,225	82,225	5,000	20,000			200,000							
- Parking Services system	Linda Norman	CMC - Sept 2021	25,000		25,000											
- Welfare support and corporate debt software	Linda Norman	CMC - Dec 2023	20,000		20,000											
- Local Land and Property Gazeater Software	Linda Norman	CMC - Dec 2023	60,000			60,000										
- Environmental Services (Waste Collection) system	Linda Norman	CMC - Dec 2023	50,000		50,000											
- Environmental Health system	Linda Norman	Provision	300,000				300,000									Scheme subject to future committee report
- E-Procurement System	Linda Norman	Provision	20,000				20,000									Scheme subject to future committee report
- GDPR Data Recovery	Linda Norman	Provision	15,000			15,000										Scheme subject to future committee report
- Income Management System	Linda Norman	Provision	200,000			200,000										Scheme subject to future committee report
- Council Tax, Business Rates & Benefits system	Linda Norman	Provision	350,000				350,000									Scheme subject to future committee report
- Planning, Building Control and Land Charges system	Linda Norman	Provision	130,000				130,000									Scheme subject to future committee report
- Document Management system	Linda Norman	Provision	130,000				130,000									Scheme subject to future committee report
- Website, Forms and Customer Relationship Management System	Linda Norman	Provision	290,000						290,000							Scheme subject to future committee report
- Website Template Review - accessibility and customer improvements	Linda Norman	Provision	10,000			10,000										Scheme subject to future committee report
- Tree Management Software	Linda Norman	Provision	25,000			12,500				12,500						Scheme subject to future committee report
- Legal Case Management System	Linda Norman	Provision	40,000				40,000									Scheme subject to future committee report
- Service desk software	Linda Norman	Provision	15,000				15,000									Scheme subject to future committee report
- CIL Software	Linda Norman	Provision	25,000				25,000									Scheme subject to future committee report
- Elections Software	Linda Norman	Provision	50,000				50,000									Scheme subject to future committee report
- Environmental Services (Waste Collection) system	Linda Norman	Provision	200,000						200,000							Scheme subject to future committee report
- Network Firewall Hardware	Linda Norman	Provision	15,000				15,000									Scheme subject to future committee report
- Network Switches Hardware	Linda Norman	Provision	60,000				60,000									Scheme subject to future committee report
- Disaster Recovery Hardware	Linda Norman	Provision	70,000					70,000								Scheme subject to future committee report
- Pitch & Hire booking system	Linda Norman	Provision	25,000			25,000										Scheme subject to future committee report
Sub-totals			196,365,163	164,414,941	11,395,222	3,362,500	4,210,000	1,490,000	7,210,000	832,500	700,000	600,000	950,000	600,000	600,000	
Summary																
Housing Revenue Account			121,500,134	218,046	11,249,088	28,548,500	18,912,500	13,642,000	15,705,000	11,875,000	11,172,000	11,478,000	11,792,000	12,115,000	12,447,000	
Housing Services			7,166,577		651,507	651,507	651,507	651,507	651,507	651,507	651,507	651,507	651,507	651,507	651,507	
Community Services			6,078,697		811,697	1,625,000	731,200	520,000	297,800	350,600	245,000	245,000	509,000	245,000	498,400	
Environment & Sustainability			12,747,992	347,160	2,392,732	777,700	2,000,000	2,099,500	1,048,800	3,256,600		109,300	555,600	160,600		
Corporate and Business Services			196,365,163	164,414,941	11,395,222	3,362,500	4,210,000	1,490,000	7,210,000	832,500	700,000	600,000	950,000	600,000	600,000	
Total			343,858,563	164,980,147	26,500,246	34,965,207	26,505,207	18,403,007	24,913,107	16,966,207	12,768,507	13,083,807	14,458,107	13,772,107	14,196,907	
Financed by																
Housing Revenue Account Reserves					2,098,712	7,985,000	9,307,500	3,562,500	5,170,000	50,000	50,000	50,000	50,000	50,000	50,000	
Housing Major Repairs Reserve					7,784,000	10,956,000	9,355,000	9,612,000	10,535,000	11,825,000	11,122,000	11,428,000	11,742,000	12,065,000	12,397,000	
General Fund Reserves					97,200	107,000										Assumes revenue funding when Capital Receipts run out
Earmarked General Fund Reserves					1,603,229	3,347,700	3,236,200	1,724,500	2,876,600	4,387,200	925,000	934,300	1,994,600	985,600	1,078,400	
Other Grants & Contributions:					2,427,821	11,037,007	1,026,507	1,244,007	651,507	651,507	651,507	651,507	651,507	651,507	651,507	
Capital Receipts					12,489,284	1,532,500	3,580,000	2,260,000	5,680,000	52,500	20,000	20,000	20,000	20,000	20,000	
Borrowing																
					26,500,246	34,965,207	26,505,207	18,403,007	24,913,107	16,966,207	12,768,507	13,083,807	14,458,107	13,772,107	14,196,907	