

RUNNYMEDE BOROUGH COUNCIL

BUDGET INFORMATION 2025 - 26

ITEM

Budget and Council Tax report
Medium Term Financial Strategy

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Introduction

The following pages contain a summary of the budget for 2025/26 and the Medium-Term Financial Strategy (MTFS) 2025/26 to 2029/30 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tax setting reports agreed by full Council on 6 February 2025 for ease of reference and some of the Appendices have been replaced by the detailed budget pages that follow.

Synopsis of report:

To present budget estimates for the Council's General Fund Revenue Account 2025/26 and updated Capital Programme, for consideration and recommendation to Full Council for approval.

This year, the Revenue and Capital estimates have been brought together in a single report, due to the considerable impact of capital financing on the Revenue Budget. It is however important to consider the capital estimates in line with the Capital and Investment Strategy presented earlier on the agenda.

The Revenue budget sets out the spending plans for the Council for its day-to-day activities and the provision of services to the public for 2025/26 alongside an updated budget for the current financial year, 2024/25, a revised Medium-Term Financial Forecast and a review of the General Fund Reserve or "working balance", culminating in a recommendation on the level of Council Tax to be levied for Runnymede Borough Council's element of the total Council Tax charge for 2025/26.

Also included in the revenue estimates, is an amount for the anticipated pay award for 2025/26 and the remodelling of the Council's pay grades to encompass changes to the National Living Wage. These changes are subject to the outcome of pay negotiations. If the final figures differ from those contained in the report, the difference will be met by a transfer to or from the General Fund Reserve as appropriate (subject to any necessary further financial approvals).

Key lines of central government funding are based on allocations within the Provisional Local Government Finance Settlement. If the final Settlement figures, due in early February, vary materially to these figures, the Revenue budget will be updated to reflect the revised allocations, with any consequential adjustments to the General Fund Reserve.

The Capital Programme sets out the Council's spending plans on the acquisition or enhancement of fixed assets with long-term value to the Council, such as land, buildings, and major items of plant, equipment or vehicles alongside consideration of the sources of funding for the programme.

In setting its annual budget, the Council is required to give due regard to a statement from its Chief Financial Officer as to the adequacy of reserves and the robustness of the budget estimates.

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1. Context and background of report

- 1.1 This report deals with the General Fund Revenue and Capital budgets for the Council, setting out spending plans and anticipated income for the coming year. It does not include revenue budget estimates for the Housing Revenue Account (HRA), which are subject to a separate report to the Housing Committee, for onward recommendation to Council in February. The General Fund budget report should be considered as part of a comprehensive suite of financial reporting which includes the Capital and Investment Strategy and Treasury Management Strategy, both of which are reported alongside this report to Committee and subsequently to Full 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) approved by Full Council in October 2024. As set out in the October MTFS, the fundamental aim of the Council's financial strategy is to provide a framework for the effective and efficient use of Council resources whilst taking appropriate action to mitigate risk. The report also identified the following key objectives underpinning the strategy formulation:
- To deliver financial solvency and resilience, to protect and improve core services
 - To drive efficiency and focus on strategic priorities, reduce the range of what we do to avoid duplication and minimise resource challenges
 - To address issues dynamically with clarity and seek beneficial resolution
 - To approach complex issues such as the delivery of Climate Change targets by maintaining an open-minded approach to all options.
- 1.3 The Medium-Term Financial Forecast (MTFF) and detailed 2025/26 budget proposals have been updated to reflect the actions set out in the MTFS in October, publication of the Provisional Local Government Finance Settlement (LGFS) and final amendments to detailed service budgets. The latter reflects the inclusion of delivered, or relatively certain to be delivered, savings and income generation initiatives alongside the outcome of the consideration of fees and charges for the forthcoming year at the respective service committees.
- 1.4 This revised forecast also includes updated borrowing costs (interest and provision for repayment of debt) reflecting recent asset sales, repayment of debt and other Treasury Management practices and is in line with the draft Capital and Investment and Treasury Management Strategies.
- 1.5 A summary of these movements is set out in the body of this report.
- 1.6 It is not intended to repeat all of the contextual information that was set out in the MTFS in October, but to focus on the 2025/26 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 set out in the Statement of the Chief Financial officer which follows.

2 Building the Revenue Budget

Adjustments to base budgets

- 2.1 The starting point for preparation of the revised forecast and 2025/26 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

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between budget headings. In 2024/25, supplementary estimates have only been considered where essential for the running of services or in support of Council priorities, in keeping with the current approved MTFs. Wherever possible, funding has been found to cover additional spending requests from external sources, use of earmarked reserves and provisions, or through the reprioritisation of budgets (virement process). Where funding has been unable to be identified, a limited number of supplementary estimates have been met from the General Fund balance. These have stemmed from unavoidable costs such as the pursuit of legal advice or in response to necessary repairs and maintenance of Council assets.

- 2.2 Known changes to the budgets are also built in from decisions taken by other bodies, such as central government, where those decisions directly impact the costs or income of the Council (e.g., national planning fee uplift) as are unavoidable changes such as increases in the costs of external audit, for example.
- 2.3 A number of significant savings have been included with the adjustments such as additional income following a rent review for a leisure provider, increased income due to take up of discretionary services such as garden waste, reductions in salary costs following the establishment review undertaken early in 2024/25, growth in fuel costs after switching main Depot fleet to HVO being less than anticipated, and the receipt of a lump sum following the successful outcome of an historic VAT claim.
- 2.4 These amendments are included in the budget adjustments line in the updated MTF attached at Appendix A.
- 2.5 Appendix A also shows amendments to base budgets in respect of growth bids that were approved during the budget process in prior years but not yet utilised. Note that Appendix A also includes changes to net Investment property income which are shown under the Treasury and Financing section of the MTF.

Proposed revenue growth for 2025/26

- 2.6 Following a rigorous challenge process, a limited number of growth items were put forward to Corporate Management Committee (CMC) as part of the MTFs, and subsequently approved by Full Council in October, for inclusion in the budget proposals. The MTFs 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 Subsequently, more detailed reports have come forward to CMC and Full Council on several of these items, providing additional information as to the timing of projects, and/or detailed costings, allowing greater scrutiny to be given to these areas. The tables below summarise the updated position for both revenue and capital growth.

Revenue growth: Service expend	Revenue					
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Growth item:	£000	£000	£000	£000	£000	£000
Local Plan Review		186	81	70	-	-
Housing Benefit Assurance Process		20	20	20	20	20
Corporate Debt and Financial Inclusion Service (subject to successful pilot)		60	60	60	60	60
Telephony Development		10	10	10	10	10

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Essential works arising from condition surveys of operational assets	250	251	167	412	580	1,745
Cost savings following Depot Refurbishment works			-20	-20	-20	-20
Web streaming and hardware upgrade		25	25	25	25	25
	250	552	343	577	675	1,840

	Revenue - other					
Revenue growth: Other	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Growth item:	£000	£000	£000	£000	£000	£000
Effect of changes to Council Tax Support Scheme		4	4	4	4	4
Adjusted in Council Tax Base		4	4	4	4	4

	Capital					
Capital growth	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Growth item:	£000	£000	£000	£000	£000	£000
Telephony Development		-90				
Essential works arising from condition surveys of operational assets		-	-	TBC	TBC	TBC
Essential works arising from condition surveys of Civic Centre			1,000			
Depot Refurbishment works – additional budget		244	436			
Web streaming and hardware upgrade		45				
		199	1,436			

2.8 The first seven items relate to revenue growth as shown in the “New Growth” line in the General Fund summary. As approved in the MTFs in October, the growth in respect of support required to review the Local Plan, is to be met from the Local Plan Reserve set aside specifically for this purpose. Year 1 of the increased costs of auditing the Council’s Housing Benefit Subsidy claim can be met from the reserve set aside to meet outstanding external audit costs. All other revenue growth in this first table will be met from a call on General Fund Reserves. The release of funding for the on-going costs of the corporate debt and financial and inclusion service will be subject to a report to Committee on the outcome of the pilot scheme currently in operation. This work sits alongside a package of measures designed to support the most vulnerable of the Council’s residents, such as the Runnymede Support Scheme approved in 2024/25, the Council Tax Hardship Fund and administration of the Council’s allocation of Household Support Fund. Lines for Telephony Development and Web streaming are the on-going revenue elements relating to new capital schemes shown in the final growth table. The most significant of the revenue growth items is the growth required following assessment of the condition surveys undertaken on all of the Council’s operational buildings, the detail of which was set out in a report considered by CMC and Full Council in December and covered an allowance for the current year projected overspend in addition to future anticipated growth.

2.9 In December 2024, Full Council agreed the local Council Tax Support Scheme (CTSS) to be in operation for 2025/26. The option chosen was less costly than that estimated in the MTFs in October, reducing the cost to Runnymede Borough Council from £44k to £3.5k. The effect of the Scheme is included in the calculation of the

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Council Tax base for the year ahead which is shown separately to the “New Growth” line in the summary. The updated effect of the changes to the Scheme is shown in the second table.

- 2.10 The final table shows the capital growth included in the draft capital programme in section 5. The telephony development costs are lower than the existing provision, hence showing a saving against the current programme which can support the provision of other projects such as the web streaming of Council meetings. The web streaming project was approved by Full Council in December, allowing for the procurement to commence in order to progress the project ahead of the new municipal year. Costs are shown in 2025/26 in the expectation that the project will be completed in quarter 1. As mentioned in paragraph 2.8, Full Council considered the costs arising from the condition surveys for operational buildings in December, and revenue consequences of planned, reactive and cyclical maintenance have already been included in Table 1. However, Full Council agreed that more work was required before inclusion of any further capital works in the capital programme, as the Council needs to consider its future asset holdings, its decarbonisation plans, and how it delivers its services, before committing to what could be major capital expenditure. It is important that the risk of further capital works is understood, as the Council has limited means by which to fund these works, and this may have an effect on the revenue budget if revenue contributions are required to meet costs. It is however too uncertain at this point to include any provision for these unknowns.
- 2.11 Full Council also agreed an uplift to the provision for works to the Civic Centre at its December meeting, adding £1m to the existing £1.1m project. Similarly, an additional budget was approved for works at the Council’s waste, recycling and grounds maintenance depot, adding to the £300k already provided for in the capital programme. As noted in table 1, these works are anticipated to reduce operating costs at the site by approximately £20,000 per annum. The Civic Centre works may also lead to reductions in repair and maintenance costs and utility costs once completed, and these will be built into future budgets once they are more certain.
- 2.12 The updated MTFs continues to include a moratorium on growth until significant inroads are made into balancing the Council’s medium-term financial position. While this year’s annual growth bids have been kept to a relatively modest number, there are some significant items, mainly due to the revenue and capital consequences of maintaining the Council’s assets. In addition, around £200,000 of supplementary estimates have been approved so far during 2024/25 (albeit largely due to essential legal work). Moving forward, the updated MTF shown at Appendix A reflects this continued moratorium on growth and does not include any further in-year or annual budget growth throughout the forecast period. Endeavours will continue to contain growth within existing resources, or to secure external funding to support any future growth needs. However, with significant potential for capital spend on Council assets, this is unlikely to be sustainable in the longer-term without curtailment of the future capital programme and delivery of challenging revenue budget reductions in order to support increased capital contributions. This is explored more in section 5, and within the Capital and Investment Strategy elsewhere on the agenda.

Savings and Efficiencies

- 2.13 In line with the Council’s prudent approach to the inclusion of savings, efficiencies and income generation within the budget, only those net reductions that are reasonably certain of delivery are included, rather than applying targets which may be undeliverable. This provides a clearer picture of the budget gap still to be found and maintains focus on the challenges ahead.

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- 2.14 The savings included within the adjusted base budgets consist of two elements; those arising from the second budget challenge exercise with services and those arising from the delivery of savings and efficiency initiatives.
- 2.15 The budget challenge exercise resulted in £828,000 being realised from 2025/26 budgets after careful, line-by-line review with Corporate Heads of Service, using the past three year's actual expenditure and income to inform the challenge process. Over 400 budget lines were adjusted, with no anticipated detrimental impact on service delivery, ranging from the removal of multiple small budgets (e.g., for stationery, printing, travel expenses and publications) to updating both income and expenditure budgets to reflect current contractual positions.
- 2.16 Savings and efficiencies initiatives now considered certain enough for inclusion in the 2025/26 budget total £623,000 and are set out in more detail in the following tables.

	Budget Challenge Exercise					
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£000	£000	£000	£000	£000	£000
Budget challenge exercises	697	828	828	828	828	828
	697	828	828	828	828	828

	Savings and Efficiencies					
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£000	£000	£000	£000	£000	£000
Use of Homelessness Prevention Grant b/fwd from previous years to support temporary accommodation	100	100	100	-	-	-
Realignment of Better Care funding (Disabled Facilities Grant) in respect of admin costs	143	143	143	143	143	143
Community Alarms – approved use of Better Care Fund to support digitisation (CS Cttee - June 2024)	25	25	25	25	25	25
Community Transport Review (CS Cttee - June 2024)	125	125	125	125	125	125
Non-Emergency Patient Transport (CMC – April 2024)	25	25	25	25	25	25
Cease Local Government Information Unit (LGIU) rolling subscription	1	3	3	3	3	3
Corporate initiatives – release of unused non-ring-fenced grant funding	33	-	-	-	-	-
Local Land & Property Gazetteer (LLPG) and Street Naming & Numbering (SNN) Partnership (CMC April 2024)	8	37	37	37	37	37
Microsoft Enterprise Licensing Contract (CMC Dec 2023)	10	7	7	7	7	7
Cancellation of Corporate CIPFA Networks subscription (Finance, Revenues & Procurement)	4	4	4	4	4	4
Implement e-signatures for contract execution*	-	-0.7	-0.4	-0.4	-0.4	-0.4

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Pop up shops short-term rentals in town centres	-	15	15	15	15	15
Letting at market rates of properties held in the General Fund	-	21	21	21	21	21
Bus shelter advertising income	11	11	11	11	11	11
LLPG and SNN Partnership additional savings for one-off projects	-	5	5	-	-	-
Centralising Learning & Development Budgets	25	25	50	50	50	50
Reduce number of MFD printers in the civic centre**	-	-	-	-	-	-
Review noticeboard refresh	1	1	1	1	1	1
Review of youth development budget (retaining £150k)		65	65	65	65	65
	511	623	648	543	543	543

Total Savings and efficiencies

1,208	1,451	1,476	1,371	1,371	1,371
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* The implementation of e-signatures for contract execution is an efficiency measure which comes with a small direct cost after inclusion of postal savings but will also release officer time and speed up the execution of contracts.

** The reduction in the number of multi-functional devices in the Civic Centre has not produced the anticipated level of savings following the procurement exercise but has resulted in cost avoidance (as costs would have increased if replaced on a like-for-like basis) and potential future energy savings.

- 2.17 The savings recorded in the tables are in addition to those that were included in the 2024/25 budget. Full reporting of the cumulative amount achieved under the savings and efficiencies programme is made to the Overview and Scrutiny Select Committee and was last reported in October 2024. The figures in this report are greater than those reported in October due to additional savings being recorded against the budget challenge process and some amendments to anticipated savings from the savings and efficiencies programme which have now been confirmed.

Inflation

- 2.18 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 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.
- 2.19 Included in the inflation allowance, is a provision for the annual staff pay award for 2025/26 including adjustments to meet the National Living Wage (NLW) requirement which is set to increase from £11.44 p/hr to £12.21p/hr from 1st April 2025. The 2025/26 budget includes a provision of 2.25% to encompass both the NLW uplift and the part-year effect of the cost-of-living increase which is applied from 1st July. Both the application of the NLW requirement in April and the July pay award are subject to consultation with trade union representatives and this report requests that CMC

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provide authority 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.

- 2.20 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. 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.
- 2.21 It should be noted that successive above inflation increases to the NLW, causing pressure at the lower end of the Council's pay structure, is part of the reason for the Council undertaking a Pay and Grading Review which was approved by CMC in September 2024. This review may result in wider cost pressures across the whole grading system which are as yet unknown, and although estimated to be potentially £500k the inability to accurately forecast the outcome ahead of the review being completed has meant this has not been included in any growth in the estimates or updated MTFF. The outcome of the review will be reported to CMC once completed alongside any financial implications.
- 2.22 The changes referred to in paragraphs 2.1 to 2.21 above form the "**Adjusted base budget**" line in the revised MTFF. This line is further adjusted by stripping out depreciation charges which have no effect on the council tax requirement, removal of capital charges to the HRA, and revenue contributions to capital expenditure. Of note in this section is the unwinding of the discount achieved on the early repayment of a loan with the Public Works Loan Board (PWLb). The Council has committed to repay debt when it sells an asset that was originally financed by borrowing. In December 2024, the Council repaid £12m of a £20m loan, taken out at a rate of 1.88% for a 50-year period. Due to prevailing higher interest rates, the discount on redemption of this £12m, was £5.7m. The £6.3m net redemption figure was generated from regeneration scheme property sales received so far this year. The saving generated from the application of the discount is required to be spread over 10 years, hence the release of £570,000 per annum to the General Fund over the next 10 years.

Transfers to and from earmarked reserves

- 2.23 The Council continues to hold a number of earmarked reserves for specific purposes such as:
- smoothing the effects of the operation of the Business Rates Retention scheme to prevent large swings of income from having an impact on the on-going provision of core services;
 - ensuring provision is made for repair and replacement of necessary equipment such as CCTV cameras
 - 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); to hold funds for

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the payment of audit fees once the audit backlog is resolved; to carry forward agreed underspends into the following year

These reserves are regularly reviewed to monitor their sufficiency.

- 2.24 As noted in paragraph 2.8, the setting aside of funds in a new Local Plan Reserve was approved within the MTFs in October and transfers to and from this reserve are recorded in this section of the General Fund Summary.
- 2.25 A further reserve is now proposed to hold back a proportion of the income to be received in 2025/26 under the Extended Producer Responsibility (EPR) for packaging scheme, designed to ensure those responsible for the production of packaging waste contribute towards its collection and disposal, in order to incentivise waste reduction. Until such time as the full impact of the changes of this and other measures introduced under the Environmental Act 2021 are known, it is prudent to set aside some of this year 1 funding to allow for loss of other recycling income streams or additional costs of collection that may not be met under the New Burdens funding regime. Release of the any funds from the Reserve will be subject to approval by the Corporate Management Committee in line with the Council's financial regulations. It is proposed to transfer £250,000 of the £748,000 confirmed 2025/26 allocation of EPR funding to this new reserve.
- 2.26 During 2024/25, use of the Service Transformation Reserve was made to support invest-to-save initiatives, service transformation and continuous improvement, including funds specifically set aside to support the Council's response to the non-statutory Best Value Notice (NS BVN) received in December 2023. In December 2024, on the 12-month anniversary of the notice, the Council received notification that the Notice would not be renewed, as ministers were reassured following constructive engagement throughout the year, as to Runnymede Borough Council's capacity to comply with its Best Value Duty under the Local Government Act 1999. The remainder of the funding set aside for this purpose will be utilised to support the actions plans which came out of the Best Value Notice response programme and to support continuous improvement.
- 2.27 Also in December, the government released its [English Devolution White Paper](#), setting out proposals for major reform of the structure, functions and powers of local government in England, to be implemented through an English Devolution Bill. The Council needs to be ready to respond to the White Paper and ensure it has available resources to support exploration of future local structures and internal organisational change support for the workforce. This may include the joint commissioning of works across Surrey authorities to inform future proposals, the procurement of specialist financial or legal advice, and backfilling of key staff who will support work on devolution and reorganisation. The budget proposals therefore include a sum of £250,000 to be taken from the existing Service Transformation Reserve to support this work, with a recommendation to delegate authority for drawing down on this sum to the Chief Executive, in consultation with the Chair and Vice-Chair of the Corporate Management Committee. This will enable swift action to be taken when needed, ensuring that the Council is able to play its part in shaping the future direction for local government reorganisation in Surrey.

Treasury and Financing

- 2.28 This section is explained in more detail in the Capital and Investment Strategy, and the Treasury Management Strategy.

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- 2.29 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 or MRP).
- 2.30 More commentary on the Council's debt position and its commercial property portfolio is included in the Statement of the Chief Financial officer which follows, but it is important to recognise the contribution that 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.
- 2.31 In 2023/24, the investment property portfolio returned a net yield, after direct costs, of 7.21%. This figure includes returns from commercial property forming part of the Council's regeneration schemes in Addlestone and Egham in addition to investment property purchased directly as part of the Council's previous property investment strategy. Once provisions for bad debts and borrowing costs are included, the net yield was 2.9%, providing over £10m 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 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 tenant incentives such as rent-free periods.
- 2.32 Although it has not purchased any investment assets since 2019/20, other than those acquired as part of town centre regeneration schemes, the Council formalised its intent not to purchase additional investment property within its last Capital and Investment Strategy; placing a moratorium on new debt-funded asset investments, i.e. assets purchased primarily for yield, and concentrating instead on managing its existing portfolio, maximising returns and considering options for divestment in appropriate circumstance. The Council has also committed to seeking to reduce its overall borrowing requirement, and as noted earlier in the report, when the sale of any debt-funded asset is agreed, the related capital receipt will be 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 asset holding costs.
 - The Council's provision for repayment of debt will be reduced and potentially if loans are repaid early, while interest rates remain high, 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 is imperative 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. The Council has considered a number of such detailed reports during 2024/25 in relation to significant investment assets and their potential future.

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- 2.33 As noted in paragraph 2.22, debt-backed asset sales completed during 2024/25 have enabled the Council to use receipts of £6.3m to benefit from a discount of £5.7m and reduce its borrowing by £12m. The unwinding of this discount into the General Fund has provided an additional £570,000 per annum for the next 10 years, in addition to interest payment savings of some £220,000 and reduced MRP due to lower level of debt.
- 2.34 It is further proposed to set aside the £570,000 per annum as an additional voluntary revenue provision (VRP) against outstanding borrowing, which will further reduce the Council's Capital Financing Requirement (CFR) and is in keeping with the Council's non-statutory Best Value Notice response programme. While the Notice has not been renewed at this time, the government have confirmed their expectation for the Council to continue its improvement journey and take steps to reduce and manage its overall debt.
- 2.35 Interest receivable on the Council's cash investments is set to remain relatively static. While reserves are expected to fall over the medium-term, cash balances are currently depressed due to internal borrowing (utilising cash reserves rather than external borrowing) which eventually will need to be crystallised. Interest rates are projected to fall gradually over the period.
- 2.36 Existing borrowing is protected from interest rate risk over the life of the loans, as all of the Council's borrowing is at long-term fixed rates. The Council's debt portfolio is in a good position with the average interest rate for General Fund borrowing standing at approximately 2.4% (as at December 2024) while prevailing rates on 09 January 2025 were between 6.12% for 25yr loan and 5.88% for 50yr loans. As shown previously, appropriate capital receipts have enabled the Council to take advantage of an early repayment discount and further opportunities will be explored should they arise. The downside is that current internal borrowing will likely require conversion to external borrowing as cash balances are consumed, at higher rates than the Council's current borrowing. This will also apply to any loan maturities that require replacement in the medium-term.
- 2.37 The Council currently receives over £2m in interest from loans to its wholly owned company (RBCI) in the form of development loans, which enabled the company to purchase the residential assets it manages, and working capital loans to support its costs of operating until it becomes self-sustaining. The Council is currently exploring the future funding requirements of RBCI and potential ways to reduce the loan liability of the company, which may affect the level of interest income received by the Council. A future report will be made to the Council on these options.
- 2.38 When considering the Revenue Budget proposals and the MTF, 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. Furthermore, new borrowing would be at odds with the Council's commitment to seek a reduction in its overall borrowing, in line with its on-going engagement with government.
- 2.39 The intention to avoid new borrowing, coupled with limited availability of capital receipts, (and with those generated from sale of debt-funded assets being earmarked to repay borrowing) means that the capital programme becomes increasingly reliant

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on external funding (such as grants or contributions from developers towards infrastructure requirements) and on its own contributions from revenue sources. As noted earlier in the report, there will be future pressures to provide for capital works on the Council's operational estate for example, which may well require additional contributions from the revenue account which are not yet factored into the MTFF.

Local Government Finance Settlement

- 2.40 The Provisional Local Government Settlement, providing detailed funding allocations on a council-by-council basis, was released on 18th December 2024 and the figures are included in the draft budget and updated medium-term forecast. The four-week consultation period ran to 15th January and the final Settlement figures will be confirmed in early February. Any material changes received ahead of the Full Council budget setting meeting will be reflected in the budget with a compensating change to the transfers to or from the General Fund Working Balance.
- 2.41 In accordance with its previous policy statement on the future of local government finance, the provisional Settlement confirmed a proposed real-terms increase in Core Spending Power (CSP) of around 3.2% in 2025/26 across local government. Unlike the previous year however, there is no minimum level of increase guaranteed on an individual council basis, and the previous Minimum Funding Guarantee line in the CSP has been replaced in 2025/26 by a Funding Floor. For some, this may mean a flat funding level under CSP rather than any increase.
- 2.42 The constituents of CSP will vary by type of authority (County / Unitary / District) and other individual characteristics such as rurality and deprivation. CSP for Runnymede for 2025/26 consists of the following items:
- Settlement Funding Assessment (which consists of Revenue Support Grant, and the baseline funding level from business rates)
 - Income from council tax assuming that the tax base grows by the average of the past four years, and that councils increase council tax by the maximum permissible under council tax referendum principles
 - Compensation for under-indexing the business rates multiplier
 - New Homes Bonus
 - Grants that were previously provided separately but which are now rolled into the CSP calculation
 - A Funding Floor

Runnymede - Change in core spending power	2024/25	2025/26
	£m	£m
Settlement Funding Assessment	2.115	2.177
Compensation for under-indexing the business rates multiplier	0.367	0.381
Estimated Council Tax	6.760	7.033
New Homes Bonus	0.664	0.775
Rolled in Grants	0.074	0.040
Services Grant	0.013	0.000
Minimum Funding Guarantee	0.692	-
Funding Floor	-	0.279
Core Spending Power	10.685	10.685

General Fund Revenue and Capital Budget 2025/26

Increase (including assumed increase in Council Tax rate)		0.005%
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- 2.43 Total CSP for Runnymede is provisionally set to increase from £10,685,033 to £10,685,570.
- 2.44 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.
- 2.45 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.
- 2.46 As part of promised reforms to the local government funding mechanism, and ahead of more fundamental changes, 2025/26 sees the introduction of a new Recovery Grant, worth £600m in total, which targets resource to areas with greatest need and demand for services and with less ability to raise income locally. Deprivation indices have been used as a proxy for distribution of this grant and there is no provisional allocation for Runnymede.
- 2.47 The Chancellor's Autumn Budget included plans to increase the level of National Insurance contributions payable by employers from April 2025, by both amending the threshold at which contributions become payable (from £9,000 to £5,000) and by increasing the contribution rate from 13.8% to 15%. The provisional Settlement set out how councils are to be compensated for this increase in costs, by distributing the available funding in proportion to their net current expenditure, as reported within statutory statistical returns (Revenue Outturn 2023/24). The estimated cost to the Council of the combined changes is in the region of £527,000. The anticipated grant will potentially provide for the uplift in percentage contribution of circa £220,000, leaving the cost of the threshold change of £307,000 to be borne by the Council. Full details of the allocations are expected to be available alongside the final Settlement figures.
- 2.48 The final element of grant funding is as referred to under the earlier section of transfers to reserves and is the Council's allocation of income under the first year of the Extended Producer Responsibility for packaging scheme. Initial allocations have been guaranteed and Runnymede's allocation is £748,000. It has already been noted that a prudent approach is being taken to ring fence some of this income to support any necessary expenditure to implement required changes or to counteract the potential for reduction in other recycling income. Future income will be based on data to be supplied once the scheme is operational and therefore could vary from the initial allocation. Funding for future years has not been included in the MTFF, until it is more certain, and until any on-going costs or other income changes are better established. This will have no effect on the 2025/26 budget proposed for approval but may improve the overall General Fund position in the future, contributing towards closing the estimated budget gap from 2026/27 onwards.

Business Rates

General Fund Revenue and Capital Budget 2025/26

- 2.49 Business Rates Pools continue for 2025/26, and the Council has entered into a revised pooling arrangement for the year ahead with estimated pooling gains of over £900,000. As pooling gains are susceptible to the impact of successful business rates appeals, and the total business rates collected across the pool, the budget figures include a projected £500,000 gain to allow for some movement against the original estimate.
- 2.50 The government have confirmed an intention to reset the business rates baselines alongside other funding reforms, implementation to commence through the multi-year settlement to be provided in 2026/27. The MTFF assumes a reset in 2026/27, and the suspension of pooling arrangements thereafter. The reductions shown in the MTFF may be lessened by transition arrangements and/or the retention of some element of growth depending on the level at which the new baseline is set. Future iterations of the MTFF will contain a revised forecast once greater detail is known about how these funding changes will be implemented.
- 2.51 The Council is required to return an estimate of its business rates income to government by 31 January 2025 (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

- 2.52 The estimated tax base growth, approved by CMC in December, provides additional income in 2025/26 of £60,680 in respect of the growth in the equivalent number of Band D chargeable properties in the area, net of any discounts, premiums and operation of the Council Tax Support Scheme (CTSS).
- 2.53 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 £5.69 for the average Band D property, before any discounts or exemptions are applied. This provides around £203,780 of additional income to the Council in 2025/26. The MTFF assumes a similar increase in Council Tax level in future years.
- 2.54 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 CTSS which provides support to those who qualify for help to pay their Council Tax alongside the provision of a Hardship Fund to support those in most need.
- 2.55 As previously reported to the Committee, a small surplus of £77,505 was realised against the original estimated collection of Runnymede's share of the total council tax for 2024/25, which is released back to the General Fund during 2025/26.

3 Revenue Budget Summary

General Fund Revenue and Capital Budget 2025/26

- 3.1 All of the above factors culminate in the production of the updated MTFE at Appendix A and the detailed budget proposals set out in the Budget Book itself.
- 3.2 The updated MTFE shows a more favourable position for all years across the forecast period when compared to that reported in October. This is due to a number of factors including;
- The estimates have been updated to include recent supplementary estimates e.g. for legal work, approved by CMC and reports on growth items taken through Full Council;
 - Changes have been made to reflect final amendments to budget returns from budget holders and updated figures on savings and efficiencies and establishment changes;
 - Effects of the fee increases approved by Members during the November cycle of committees have been incorporated;
 - Updated interest rate forecasts,
 - Updated property income forecasts and assumptions about divestment of assets following approval provided at CMC
 - Changes to funding estimates following publication of the provisional settlement
 - The receipt of EPR funding and the setting aside of a proportion for future costs
 - Employers' National Insurance increases and associated grant, and
 - Effect of early loan repayment and setting aside of VRP
- 3.3 The following table sets out these changes.

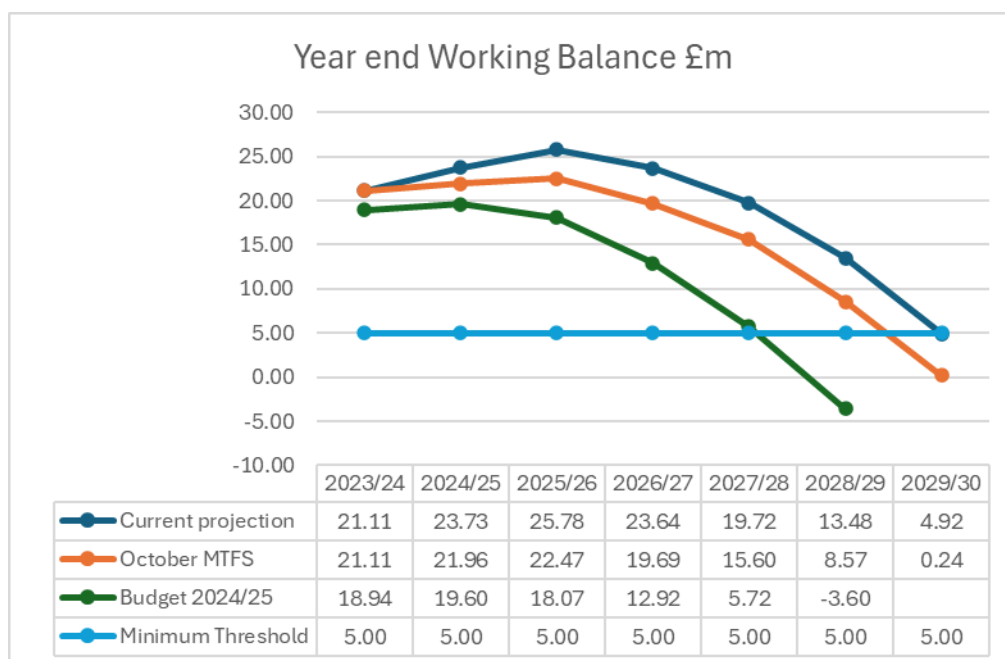
General Fund Revenue and Capital Budget 2025/26

	Probable 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28
	£'000	£'000	£'000	£'000
Use of / (contribution to) Working Balance as reported in October	(851)	(511)	2,779	4,093
Expenditure on Services:				
Final budget returns / inclusion of fees and charges	(341)	(83)	(51)	(59)
Updated growth following reports approved in December	250	207	123	368
Reduction in growth carried forward from prior years	(128)	(28)	(78)	(78)
Additional savings and efficiencies confirmed	(192)	(246)	(246)	(241)
Accounting adjustments:				
Unwinding of discount on early redemption of loan	(570)	(570)	(570)	(570)
Transfers to and from Reserves:				
Drawdown from Business Rates Reserve	(1,500)			
Set aside of proportion of EPR funding for potential costs		250		
Additional use of Service Transformation Reserve	(280)			
Other transfers	50	20	20	20
Treasury and Financing:				
Updated property income - asset sale and rent forecasts	(75)	10	1,039	1,001
Updated property income - reduced bad debt provision	(500)			
Investment income - revised rate forecast and cash balances	100	(300)	(300)	(200)
Borrowing costs - revised rate forecast / asset sales / debt repayment	(486)	(653)	(551)	(511)
Updated MRP following sale of assets and repayment of debt	(99)	(140)	(254)	(265)
Provision of VRP	570	570	570	570
Other	30	60	83	116
Funding:				
EPR grant		(748)		
NI grant		(220)		
Changes to funding assumptions	(100)	30	(101)	3
Updated business rates forecast	1,500	400	(300)	(300)
Council tax surplus and updated tax base		(100)	(24)	(25)
Updated use of / (contribution to) Working Balance	(2,622)	(2,052)	2,141	3,923

- 3.4 The revised forecast sees the Council improve its outturn position for 2024/25 by nearly £1.8, making a significant contribution to the working balance of £2.6m. Similarly, the anticipated contribution to balances in 2025/26 has risen by £1.5m to £2m while the budget gaps previously indicated for 2026/27 and 2027/28 are both reduced, resulting in a reduction to the anticipated drawdown of balances in both those years. The budget gap for 2026/27 is now forecast at £2.1m (down from £2.8m), while the budget gap by the end of 2027/28 is forecast to be approximately £3.9m (down from £4.1m). 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 MTF shows a reduced rate of decline in the General Fund working balance over the medium term, reducing from £21.1m at the start of 2024/25 to £19.7m by the close of 2027/28, which is almost four times the recommended minimum threshold.

General Fund Revenue and Capital Budget 2025/26

- 3.6 In considering whether this is an appropriate level of reserves to hold, the Council must take account of the underlying budget gap, and the future consequences if further corrective action is not taken. The addition of forecasts for 2028/29 and 2029/30 demonstrate that should the use of resources continue on the same trajectory, and using current assumptions about inflation, interest rates and funding levels, that balances would fall to around the £5m minimum level by the end of 2029/30 and would likely be eroded completely in the following year.
- 3.7 The Council has, through the delivery of savings, efficiencies and income generation, put itself in a good position, more than balancing its revenue budget for the next financial year, after which it will be reliant on reserves to maintain a balanced budget without the delivery of further net budget reductions (savings). While it is appropriate to use reserves to meet some of the challenges facing the Council, reliance on reserves can never be a long-term solution as they will eventually be consumed, leaving the Council with no flexibility to respond to further changes in its finances.
- 3.8 The Council intends to continue its drive for continuous improvement, and to deliver further savings and efficiencies during 2025/26 to reduce the budget gap forecast for 2026/27 and onwards. Only when it can demonstrate that the use of reserves is not needed on an on-going basis to support the revenue budget will it be able to consider release of these funds.
- 3.9 The following table shows the forecast level of the Working Balance over the period to 2029/30. The table provides a comparison against the approved minimum level of reserves and to the positions forecast in the 2024/25 budget report (February 2024) and the MTFS (October 2024).



- 3.10 In line with the Council's standard approach, savings and efficiencies are only included in the forecasts when they are reasonably assured of being delivered. This is a prudent approach to avoid the inclusion of stretch targets which may not prove achievable. As noted earlier in the report, further savings and efficiencies will be included in budget monitoring and future forecasting as the next tranche of savings is progressed during 2025/26. This should see the future budget gap, and draw on

General Fund Revenue and Capital Budget 2025/26

balances, reduce as these savings are incorporated. However, there are also a raft of potential additional costs that may need to be absorbed by the Council, such as the outcome of the pay and grading review, future capital spending requirements which may impact the revenue account, and potential reduction in income due to the sale of commercial assets. All of these will have to be considered as the Council moves forward over the next few years, while at the same time managing the effects of changes to government funding, devolution of decision-making from central government to local areas, and proposals for the reorganisation of local government in England.

- 3.11 The budget recommended for 2025/26 has been prepared within this context and provides a budget that has delivered savings, efficiencies and increased income; provides a larger contribution to reserves to offset risk; and allows time to continue with the measures set out in the MTFs and its response to the non-statutory Best Value Notice in the 12 months to December 2024.

4 Minimum Threshold for the Working Balance

- 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 October 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 2024/25, and are set to increase further in 2025/26, these gains are to fall away in subsequent years as a result of inflation and demand pressures, and changes in funding expectations, and take a toll on the Council's financial sustainability. By projecting further forward, the balances are seen to be reduced down to the minimum threshold by the close of 2029/30 if the underlying, on-going, budget gap is not addressed, 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 updated its risk appetite statements, in which it expresses a cautious appetite to financial risk, which is reflected in this report. Its maturing risk management framework and dynamic Risk Registers capture key risks which have been fed into the budget preparation as appropriate. Given uncertainty over the future landscape of local government, including the outcome of the funding review which will likely see a redistributive effect away from Runnymede, it is not advised to reduce the minimum threshold 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 four 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.
- 4.4 In addition to the General Fund Working Balance, the Council holds various earmarked reserves which are set aside for specific purposes, as referred to in paragraph 2.23 - Transfers to and from earmarked reserves.
- 4.5 Effects on the General Fund Revenue Budget are included in the General Fund Summary and detailed budget pages as appropriate. Some of these major reserves

General Fund Revenue and Capital Budget 2025/26

also support capital expenditure and are therefore intrinsically linked to the Capital Programme set out in section 5 of the report. The estimated net use of these reserves over the life of the forecast is as follows:

FORECAST REVENUE RESERVES

	Balance at 31 March 2024	Movement in 2024/25	Balance at 31 March 2025	Movement in 2025/26	Balance at 31 March 2026	Movement in 2026/27	Balance at 31 March 2027	Movement in 2027/28	Balance at 31 March 2028	Movement in 2028/29	Balance at 31 March 2029	Movement in 2029/30	Balance at 31 March 2030
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
General Fund Working Balance	21,107	2,622	23,729	2,052	25,781	(2,141)	23,640	(3,923)	19,718	(6,239)	13,479	(8,561)	4,918
Business Rates (NNDR) Equalisation Reserve	12,896	(1,500)	11,396		11,396		11,396		11,396		11,396		11,396
Car Parks Reserve	390	(386)	4	70	74	70	144	70	214	70	284	70	354
Englefield Green Maintenance	239		239		239		239		239		239		239
Environmental Act Reserve				250	250		250		250		250		250
Equipment Repairs and Renewals Reserve	2,671	(41)	2,630	(1,393)	1,236	73	1,309	(42)	1,267	(1,219)	48	278	326
External Audit Fee Reserve	252	(232)	20	(20)									
Infrastructure Feasibility Reserve	202		202		202				202		202		202
Insurance Reserve	106		106		106		106		106		106		106
Investment Property Income Equalisation Reserve	7,700	750	8,450	750	9,200	750	9,950	750	10,700	413	11,113	(2,197)	8,915
Local Plan	100	337	437	(186)	251	(81)	170	(70)	100		100		100
Maintenance of graves in perpetuity	2		2		2		2		2		2		2
Museum Purchase and Conservation Fund	40		40		40		40		40		40		40
Planned Underspend	197	(197)											
Property Repairs and Renewals Reserve	6,495	165	6,660	(1,638)	5,022	(1,826)	3,196	(3,030)	166	150	316	250	566
Section 106 and Other Contributions Reserve	9,918	(2,480)	7,439	(1,860)	5,579	(1,395)	4,184	(1,046)	3,138	(785)	2,354	(588)	1,765
Service Transformation Reserve	1,000	(475)	525		525		525		525		525		525
Tennis Court Replacement Reserve	62	14	76	14	90	14	104	14	118		14	132	146
Total	63,377	(1,423)	61,954	(1,961)	59,993	(4,536)	55,458	(7,277)	48,181	(7,596)	40,585	(10,734)	29,851

- 4.6 Particular note should be made of the forecast balances in the Property Income Equalisation Reserve which is intended to build up funds to provide short term support for reductions in revenue income due to known lease break points; the Property Repairs and Maintenance Reserve which supports both operational and investment property assets and is used in both the Revenue and Capital budgets; and the Equipment Repairs and Renewals Reserve which again is used to support both revenue and capital spending. It will be essential moving forward to ensure the levels of these reserves are maintained at an appropriate level to support the Council in the delivery of its aims.

5 Capital Programme

- 5.1 The MTFS action plan stipulates that no new capital projects are to be included in the capital programme without the necessary resources to meet the full capital costs, and any associated revenue implications, being in place. Business cases should reflect all financial implications and risks and be reported alongside the request for inclusion in the Programme. If it is too early in the process to provide this level of detail, a provision may be made within the budget but will be subject to reporting of the full business case to the appropriate Committee before proceeding with the project.
- 5.2 Due to the low level of capital receipts available to fund the capital programme, and the need for the General Fund working balance to top up earmarked reserves when they are depleted, the Capital & Investment Strategy report set out elsewhere on this agenda highlights the need to rank each proposed new scheme in accordance with the existing prioritisation evaluation criteria set out in the Strategy.
- 5.3 It should be noted that the figures in this section of the report differ from those set out in the Treasury Management Strategy report shown elsewhere on this agenda which, includes the consequences of the addition of existing and potential leased assets resulting from the implementation of International Financial Reporting Standard 16: Leases (IFRS16). The tables in this report focus purely on traditional capital expenditure to make it clear that no additional borrowing is anticipated to fund the programme.

Capital Expenditure

General Fund Revenue and Capital Budget 2025/26

- 5.4 The updated Capital Programme is set out in the Budget Book. This covers a ten-year period and includes a mix of proposed and approved schemes and has been split into separate HRA and General Fund programmes to aid transparency. This is very much an aspirational programme and relies on the assumed funding streams being available.
- 5.5 Approved schemes are where a business case has been provided with a specific detailed budget (or estimate) that has already been approved. Proposed schemes are those which Members have agreed to in principle but require a further, more detailed, report and business case to turn this into an approved scheme - these are entered in the Capital Programme as provisions subject to a future committee report. Provisions and estimates are equally important in financial forecasting terms as they are all built into the budget to ensure that when all added together (on the assumption that they will eventually be approved) they are affordable.
- 5.6 Whilst the Capital Programme covers a ten-year period, due to current uncertainties in government funding, uncertainties surrounding the government White Paper on English Devolution and associated implications for the reorganisation of local government, and future capital receipt generation, the focus of this report is very much on the short term and covers the next four years.
- 5.7 The changes to the Programme since its approval in February 2024 stem from phasing adjustments between financial years due to delays and/or future resourcing issues and the addition of the business-critical new schemes approved for inclusion during the submission of growth bids as set out in paragraph 2.7.
- 5.8 Taking these changes into account, the total Capital Programme costs over the next four years are estimated to be as follows:

	Revised 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
	£	£	£	£	£
Housing Revenue Account	15,122,815	22,762,800	12,278,500	12,727,500	11,825,000
Community Services	1,935,975	1,751,675	1,380,475	1,258,275	1,311,075
Environment & Sustainability	656,585	2,590,592	2,075,500	1,048,800	3,256,600
Corporate and Business Services	4,010,270	3,644,500	3,303,000	7,115,000	782,000
	21,725,645	30,749,567	19,037,475	22,149,575	17,174,675

These figures include assumptions on vehicle and ICT replacement at 'end of life' amounting to £4.8m & £3.8m, respectively. Contract extensions or minor upgrades should reduce this cost.

Sources of finance

- 5.9 The Capital Programme is funded in a number of ways. The proposed method for financing the programme over the next four years is set out in the table below.

General Fund Revenue and Capital Budget 2025/26

	Revised 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
	£	£	£	£	£
Housing Revenue Account Reserves	2,126,015	5,130,200	2,666,500	1,983,500	0
Housing Major Repairs Reserve	10,935,800	11,861,007	9,612,000	10,535,000	11,825,000
General Fund Reserves	142,000	0	0	0	0
Earmarked General Fund Reserves	2,092,295	4,781,292	3,503,500	4,821,600	2,819,200
Other Grants & Contributions:	2,532,998	6,307,068	1,235,475	1,269,475	1,060,475
Capital Receipts	3,896,537	2,670,000	2,020,000	3,540,000	1,470,000
Borrowing	0	0	0	0	0
	21,725,645	30,749,567	19,037,475	22,149,575	17,174,675

- 5.10 In the General Fund, capital receipts from the sale of assets have traditionally funded much of the Programme. As well as capital receipts, the Programme is now funded by external grants, developer contributions from Section 106 agreements and the Community Infrastructure Levy and also from earmarked reserves for equipment replacement and property repairs and renewals. These two earmarked reserves fund a major part of the General Fund Capital Programme, but these reserves are topped up by annual contributions from the General Fund Revenue reserves and are therefore directly linked to the financial sustainability of the Council's revenue budget, as set out in the MTFs, as reported to this Committee in October.
- 5.11 In the Housing Revenue Account (HRA), tenant's rents fund the works to the Council's housing stock and, when a dwelling is sold, part of the sale proceeds are used to develop new homes.

Capital receipts

- 5.12 As part of the drive to reduce the Council's debt levels as required by MHCLG, the Council has stated as part of its Minimum Revenue Provision (MRP) Policy that:
- "Capital receipts generated from the sale of investment properties funded by borrowing will be used to reduce the Council's overall CFR by the outstanding borrowed amounts against each property sold."
- This has had the effect of reducing the available "usable" capital receipts to finance future capital schemes.
- 5.13 Capital receipts generated from sales of Council dwellings are subject to special rules. Earlier this year the government amended these rules so that councils retain all of the receipts they generate but they must be set aside for debt repayment (i.e. the debt associated with that property) and for like for like (1-4-1) replacement. This latter amount is fed back into the capital programme to finance the purchase of HRA properties.
- 5.14 The current forecast for capital receipts, both general and set aside, is shown in the following table and is based on existing plans for property sales as agreed by the Corporate Management Committee:

General Fund Revenue and Capital Budget 2025/26

Scheme Details	2024/25	2025/26	2026/27	2027/28	2028/29
	£	£	£	£	£
General Usable Receipts					
Receipts at 1 April 2024	7,207,840	5,503,518	3,803,733	2,103,948	1,224,163
Add new receipts in the year	592,215	320,215	320,215	2,660,215	320,215
Less Applied during the year	(2,296,537)	(2,020,000)	(2,020,000)	(3,540,000)	(1,470,000)
Anticipated year end balance	5,503,518	3,803,733	2,103,948	1,224,163	74,378
Comparison to £2m Minimum Balance	3,503,518	1,803,733	103,948	(775,837)	(1,925,622)
General Fund Set Aside for Debt repayments					
Receipts at 1 April 2024	0	0	0	0	0
Add new receipts in the year	6,583,512	4,500,000	13,140,000	0	0
Less Applied during the year	(6,583,512)	(4,500,000)	(13,140,000)	0	0
Anticipated year end balance	0	0	0	0	0
HRA Set Aside for HRA Debt repayments					
Receipts at 1 April 2024	2,136,532	2,251,532	2,366,532	0	115,000
Add new receipts in the year	115,000	115,000	115,000	115,000	115,000
Less Applied during the year	0	0	(2,481,532)	0	0
Anticipated year end balance	2,251,532	2,366,532	0	115,000	230,000
HRA Set Aside for 1-4-1 Replacements					
Receipts at 1 April 2024	3,953,424	2,733,224	2,463,024	2,842,824	3,222,624
Add new receipts in the year	379,800	379,800	379,800	379,800	379,800
Less Applied during the year	(1,600,000)	(650,000)	0	0	0
Anticipated year end balance	2,733,224	2,463,024	2,842,824	3,222,624	3,602,424
TOTAL CAPITAL RECEIPTS	10,488,274	8,633,289	4,946,772	4,561,787	3,906,802

- 5.15 As seen in the above table, the Council falls below its approved minimum level of capital receipts of £2m to (to be maintained for emergencies) in 2027/28. This means that to finance future schemes alternative sources of finance will be needed unless additional receipts can be generated through disposals of assets not funded by debt. These alternative sources could include external grant funding, future application of Community Infrastructure Levy (subject to approval under agreed governance arrangements) or additional contributions from either the Revenue Account or earmarked revenue reserves, balances allowing. Whilst the Corporate Management Committee has had several such reports over the last twelve months relating to potential asset sales, the Asset and Regeneration team will continue to consider other possible property sales within the commercial and operational portfolio to either replenish capital receipts or reduce borrowing levels depending on the requirements at the time. Should the anticipated new receipts be delayed, or if no new properties are identified for future sale, (and in the absence of alternative funding sources) it will be necessary to reprioritise the Capital Programme and delay or remove schemes.

6 Statement of the Chief Financial Officer

- 6.1 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

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budget. The Act requires the Council to have regard to this statement in making its decisions at its budget and council tax-setting meetings.

7 Policy framework implications

- 7.1 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.

8 Resource implications/Value for Money

- 8.1 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.
- 8.2 Sound financial planning is essential to the ongoing 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." Continuing to build on the principles adopted during the Council's engagement with MHCLG under the Non-Statutory Best Value Notice will stand the Council in good stead for its ongoing conversations, its drive for continuous improvement and the delivery of its Best Value duty.

9 Legal implications

- 9.1 S.151 Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs while s.25 Local Government Act 2003 requires the Council to have due regard to a statement on the adequacy of reserves and the robustness of the budget, produced by the Chief Financial Officer, when making its budget decisions.
- 9.2 The Council is required to set a balanced budget, and the Chief Financial Officer must report under s.114 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.

10 Equality implications

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

11 Environment/Sustainability/Biodiversity implications

- 11.1 The budget proposals include specific, time-limited, revenue and capital budgets to support climate change initiatives. Other environmental, sustainability and bio-diversity actions are included in service area plans and are anticipated to be met from existing budgets, grant funding, or through growth budgets such as inclusion in work related to the review of the Council's Local Plan. The Climate Change team are currently working on a costed action plan which will feed into future budget-setting to support achievement of the Council's net zero target by 2030.

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12 Risk implications

- 12.1 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.
- 12.2 This approach is in line with the Council's approved Risk Appetite statements. The overarching risk appetite statement reviewed and approved by Full Council in November 2024 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."

- 12.3 Full Council has agreed its financial risk appetite as "cautious" meaning that it seeks to protect itself from loss while remaining open to upside opportunities.
- 12.4 The statement of the Chief Financial Officer which follows, 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.

13 Human Resources and Organisational Development implications

- 13.1 The budget estimates for 2025/26 include the 3 key Human Resource and Organisational Development areas that can create significant budget pressures in year; Pay & Grading, Recruitment and Retention and the potential cost of change management to deliver devolution. These have all been addressed in sections, 2.19 - 2.21, and 2.27 respectively. The additional areas of risk, outlined in the corporate risk register lie in the ability of the Council to successfully resolve any employee relations disputes that could arise.

14 Timetable for implementation

- 14.1 The Committee's recommendations on the General Fund Revenue Budget and Council Tax level for 2025/26 will be considered by Full Council on the 6th February 2025. The final approved budget and Council Tax will apply from 1st April 2025.

15 Conclusions

- 15.1 The budget estimates proposed for 2025/26 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.

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- 15.2 The proposals provide a budget that is intended to deliver on strategic priorities, approved within the Corporate Business Plan, and contributes to the General Fund balance, which remains significantly above the minimum recommended threshold.
- 15.3 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. Further savings and efficiencies must be implemented to avoid the future anticipated drain on revenue balances. 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 the Statement of the Chief Financial officer which follows. There are upside risks too, in the form of future EPR funding for example, which may offset some of the potential downside risks identified in the revenue budget. However, the pragmatic and prudent approach taken to date has enabled a positive budget to be prepared while the on-going Service Review Programme and Savings and Efficiencies work stream will continue during 2025/26, to ensure further net budget reductions are made to offset anticipated future pressures.

Recommendations approved:

- 1) Authorise the Head of Paid Service (Chief Executive) to enter into pay negotiations with staff and Union representatives within the total provision set out in this report, and**
- 2) The approval of:**
 - a. the Revised Budget for 2024/25 and Revenue Budget Estimates for 2025/26, as set out in the report;**
 - b. an increase to the Band D Council Tax level of 2.99% (£5.69) from £190.45 to £196.14;**
 - c. Maintenance of the minimum threshold for the General Fund Working Balance at £5m;**
 - d. The creation of, and transfers to and from Reserves as set out in the report including:**
 - (i) Use of up to £250,000 from the Service Transformation Fund to support the Council's response to the devolution White paper and proposals for Local Government Reorganisation, to be delegated to the Chief Executive, in consultation with the Chair and Vice Chair of the Corporate Management Committee**
 - (ii) Use of £570,000 per annum over 10 years as Voluntary Revenue Provision for the repayment of debt; and**
 - (iii) Transfer of £250,000 for the creation of a new reserve to support changes to service delivery required as a result of the implementation of national waste and recycling measures**
 - e. The Capital Programme.**

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Statement of the Chief Financial Officer

Amanda Fahey - Assistant Chief Executive & s151 Officer

1. Introduction

- 1.1 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
- 1.2 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).
- 1.3 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.

2 Financial Management Arrangements

- 2.1 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.
- 2.2 The Council demonstrates a commitment to ongoing review and continuous improvement in its financial arrangements, as exemplified by its response to the non-statutory Best Value Notice received in December 2023. At the 12-month review date, MHCLG chose not to renew the Notice as it recognised the Council's work to deliver against the six key recommendations from CIPFA's capital review, (undertaken in July 2023) including formalising a moratorium on new commercial investment, developing its approach to risk and investment reporting, and improving officer capacity and capability. The Council also used the process as an opportunity to self-reflect and invite external scrutiny and challenge, assessing organisational culture and adherence to the Best Value Duty, commissioning an external review of the Council's companies, and undertaking a Corporate Peer Challenge (CPC) with the Local Government Association in October 2024.
- 2.3 While the Notice was not renewed at this time, the Council is expected to continue its improvement journey, taking steps to reduce and manage its overall debt, and maintaining its open engagement with the department. The budget proposals reflect this through measures such as the sale of surplus assets, repayment of debt and the setting aside of voluntary revenue provision towards future loan repayment.
- 2.4 The programmatic approach to the NS BVN will be continued in order to monitor continuous improvement, including oversight of the actions arising out of the NS-BVN, CPC and best value self-assessment, and the related-workstreams under the Service Review and Savings and Efficiencies programmes.

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- 2.5 The Council's internal audit service provides assurance over the main financial system and processes, which consistently achieve a "reasonable" or "substantial" rating, and contribute 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. Other related audits in the 2024/25 plan include an audit of the governance arrangement for the NS BVN programme ("substantial" outcome) and saving realisation (in progress). The overall opinion for 2024/25 is due to be considered by the Standards and Audit Committee in May 2025.
- 2.6 The budget has been prepared within the terms of the Medium-Term Financial Strategy and in consideration of the key financial risks identified therein. This includes giving due consideration to the effects of the prevailing economic conditions and the impacts of changing interest rates, service demand levels and the need to support vulnerable residents. 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.
- 2.7 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. Two biennial training sessions on Treasury Management, one delivered by in-house staff and one by external advisers, were held in October. Given the importance of property investment income to the Council's finances, an additional session was added to this suite of training in November, to focus specifically on this major income stream. The session included a presentation from external advisers covering industry and market performance alongside benchmarking data for Runnymede's investment property holdings. These specific financial training sessions, set within the wider programme of Member training, provide a platform to enhance understanding of the Council's financial management arrangements and support informed decision-making.
- 2.8 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. These are supplemented by the Asset Management Strategy which sets out the processes for managing both operational and investment assets.
- 2.9 Performance against these strategies is supplied through the budget monitoring process; the quarterly scrutiny of Treasury Management and Property Investment at both Corporate Management Committee and the Overview and Scrutiny Select Committee (O&S) ; the reporting of key performance indicators; and detailed reporting on the progress against savings delivery to O&S. In addition, the Standards and Audit Committee receive reports from both the external and internal auditors throughout the year, including reporting on the progress of recommendations made. The Standards and Audit Committee are also tracking the progress of the Council's self-assessment against the government's Best Value guidance and activity arising under workstreams within the NS BVN response programme and the Corporate Peer Review.

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- 2.10 The Council has due regard to both statutory and non-statutory guidance including the Prudential Code for Capital Finance in Local Authorities, and related Investment Guidance and seeks to understand the effects of potential changes in legislation resulting from new Acts of Parliament, which may impact the way it manages its finances, such as the Levelling up and Regeneration Act 2023.
- 2.11 A factor which may create a perceived weakness in the Council's financial arrangements, is the severe delays in local authority external auditing. The government and the wider audit system, have introduced measures intended to address the audit backlog, including statutory "backstop" dates by which prior year audits must be completed, or a disclaimer is issued setting out why the audit has not been completed.
- 2.12 At the time of writing this statement, the Council's audits for the years 2019/20 to 2022/23 remain outstanding, beyond the relevant backstop date of 13th December 2024. The Council's auditors for this period (BDO) are currently anticipating completing their work on the 2019/20 audit during February 2025, at which point they will issue the opinion for that year, and disclaimed opinions for the subsequent audits. This delay has been due to a variety of factors, including lack of audit resource, and the complexity and additional requirements of the updated National Audit Code.
- 2.13 The Council has been working closely with its new external auditor, Grant Thornton, to prepare for the audit of the 2023/24 Statement of Accounts. Unfortunately, the Council has missed the deadline for publication of its unaudited statements for this year, and as a consequence the auditor will be unable to meet the next backstop date of 28th February 2025, to provide the audit opinion. The delay has been caused by a number of factors, in part due to the Council's own resources and the delayed receipt of some external data on which to close the accounts. Most significant however, was a system error in the Council's Asset Manager software, which meant that key disclosures within the accounts could not be completed until the issues were rectified by the system supplier. This has now been accomplished but left too little time to complete the final notes and publish the accounts by the required date of 16th January, to allow for the period of public inspection ahead of the provision of an audit opinion by the backstop date. A disclaimed opinion is intended to be issued as soon as is practical, with the focus then being on planning for the 2024/25 audit.
- 2.14 While there remains an underlying risk until such time as the system-wide backlog is cleared and a system of timely financial reporting is restored, the risk to local financial management is mitigated by the requirement for the Chief Financial Officer to sign off 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.
- 2.15 I consider the financial management arrangements of the Council to be sufficiently robust to maintain adequate and effective control of the budget for 2025/26.

3 Financial and Economic Environment, Risks and Assumptions.

- 3.1 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

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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.

- 3.2 A series of budget challenge exercises have been undertaken in order to test the reasonableness and robustness of the estimates within each service area. This exercise used actual spend and income data for each of the past three years in order to inform the estimates, while also taking account of the expertise of budget managers, and their awareness of the future landscape for their own services.
- 3.3 The budget includes a provision for a cost-of-living pay award in July 2025 alongside remodelling of the pay scales to encompass the increase to the National Living Wage from 1 April 2025. 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. An extensive pay and grading review is currently underway which may see further pressure on overall employee costs. As the outcome of this work is not yet known, no provision for this has been made in the budget but sufficient reserves are held in the short term to address any immediate pressures arising from this work. The cost to the Council of additional Employers' National Insurance contributions has been met in part by new government funding.
- 3.4 Under the Provisional Local Government Finance Settlement the Council's core spending power has remained stable, with additional income being provided in the shape of new funding under the Extended Producer Responsibility for Packaging Scheme. Future funding levels under this scheme are not yet determined and so have not been included in the medium-term forecast. New Homes Bonus has been confirmed for a further year and the government are consulting on NHB beyond 2025/26 as part of the consultation on the principles and objectives of funding reform which was launched in December.
- 3.5 The new Recovery Grant has set the scene for future funding reform with funds redirected to areas of deprivation and less ability to raise funding locally. Runnymede has not been allocated any of this funding. A prudent approach has been taken in future years in respect of further reform and the reset of business rates baselines, assuming a modest level of transition that may ultimately prove to be more generous.
- 3.6 The Council uses a range of sources to support its financial modelling and budgetary assumptions, in order to plan its use of resources and make prudent estimates in its budget. It has also adopted an approach whereby savings are not included in the estimates until they are reasonably assured of delivery, thus avoiding the masking of budget pressures with potential savings that may later prove undeliverable.
- 3.7 Necessary growth has been included in both the revenue and capital budgets, largely relating to essential repairs and maintenance on operational assets. These works will enable the Council to maintain its assets, ensuring they are compliant with regulatory requirements and are fit for purpose, enabling the delivery of council services. All growth proposals have been carefully considered and only recommended where they are deemed business critical or support priorities such as the review of the Local Plan. Future expenditure (subject to review of the pilot phase) on the Councils' Corporate Debt and Financial Inclusion service will see directed support to residents

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- to help them to meet their payment obligations and to access benefit entitlement and other available support, avoiding escalation of debt.
- 3.8 A moratorium on future growth has been included in the MTFs and where growth is unavoidable, the assumption will be that wherever possible, funding will be met from external resource or via internal transfers rather than from working balances.
- 3.9 The Council reviewed its risk management processes last year and has been embedding its approach throughout 2024/25 including reviewing the Council's risk appetite statements, rolling review of the Corporate Risk Register with senior management, and regular risk reporting to the Standards and Audit Committee including deep dive into cross-cutting risk area such as emergency planning and climate change. Risk management is an essential thread throughout the budget-building process as it allows reasonable estimates to be formed on the basis of knowledge and evidence, the level of risk relating to each activity and the mitigation undertaken to lessen that risk.
- 3.10 The local government sector has seen risk management (including good governance and financial decision-making) come sharply into focus in recent years 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. As noted earlier in the statement, the Council has been responsive to this environment and the budget demonstrates the effectiveness of its approach to financial sustainability through the delivery of saving and efficiencies and maintenance of reserves above as minimum risk-related threshold beyond the medium-term forecast.
- 3.11 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, its Asset Management Strategy, and earmarked 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.
- 3.12 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.
- 3.13 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 and additional voluntary repayments) as well as for interest charges, and all borrowing has been at fixed rate to avoid interest rate risk. The differential between current borrowing rates and those pertaining to existing loans has enabled significant £5.7m discount to be obtained on the early repayment of £12m of borrowing. However, the Council does have internal borrowing that will need to be replaced by external borrowing at a future time, at higher rates than previously obtained.

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- 3.14 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 while 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.
- 3.15 In December 2024, the government announced plans for future devolution and local government reorganisation in its [English Devolution White Paper](#). The 2025/26 budget has been prepared under an “as is” basis in the absence of certainty at this point in time, as to future local governance arrangements. The budget does however include a proposal to ring fence £250,000 of the existing Service Transformation Reserve to support any necessary work in preparation for future reorganisation, including consultancy or additional staff resource. This will allow the Council to respond when needed and provide relevant data to inform future conversations.
- 3.16 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.

4 Level of Reserves and overall Financial Standing

- 4.1 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.
- 4.2 The Council has demonstrated its financial probity through its interaction with MHCLG during the NS BVN period, providing ministers with the required assurance as to the Council’s capacity to comply with its Best Value Duty. It has been open and transparent about the process with all key documents made available on the Council’s website.
- 4.3 The Council has also published the [final report](#) from its recent peer review under the LGA’s CPC programme. Section 5.4 of this report, covering financial planning and management, makes reference to the Council having adopted a strategic and measured approach to reducing its level of borrowing. It goes on to say that “The council can approach the revenue budget challenge confidently and in a measured and planned way as a result of its traditionally good financial position. Indeed, it has already successfully secured significant savings without negatively impacting upon service delivery or actual staffing levels.” And notes the “important and prudent principle” of the Medium-Term Financial Strategy to only reflect forecast savings with an extremely high degree of certainty of delivery and how the Council’s business planning process has established a clear requirement for an organisational focus on savings and efficiencies, “placing this requirement at the heart of Service Area Plans and emphasising to managers the importance of them”.
- 4.4 Another tool to assist in gauging the financial soundness of the Council is Cipfa’s Financial Resilience Index. 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.

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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.

- 4.5 The latest data in the Resilience Index is obtained from the Revenue Expenditure and Financing England Outturn Report 2022-23 ('RO Forms') and reflects figures submitted by Local Authorities to DLUHC as at 31 March 2023, with comparative data for each year back to 2017/18. The Resilience Index shows Council reserves fell overall in 2022/23, while Runnymede was able to increase its reserves. As the narrative to the Index states, local authorities use reserves as a working balance to help cushion the impact of uneven cash flows or as a contingency to mitigate the impact of unexpected events or emergencies. Balancing the annual budget by drawing on general reserves may be viewed as a legitimate short-term option. However, it is not normally prudent for reserves to be used to finance recurrent expenditure. CIPFA has commented that councils should be particularly wary about using one-off reserves to deal with shortfalls in current funding. This means that those who are reliant on reserves to balance their budgets over a sustained period, will be vulnerable to financial instability if they have a weak reserves position.
- 4.6 Runnymede scores in the low-risk area on this index in all of the measures relating to reserves but unsurprisingly shows higher risk indicators for those measures referencing level of debt and borrowing costs. When considering financial sustainability, large debt becomes an issue when the means to payback that debt fail. Strong governance and good financial management surrounding the debt portfolio are essential to maintain resilience. This has been tested extensively under the Cipfa review and the NS BVN response and is evident in the budget proposals which show sufficient resource to cover borrowing costs and statutory provisions for debt repayment, and indeed go further in proposing to set aside additional voluntary contributions.
- 4.7 The Council holds both earmarked reserves for specific purposes, and a General Fund "Working Balance" to support the Revenue Account. The balance at the start of the current financial year was £21.1m, rising to £25.8m by the close of 2025/26, then commencing a gradual decline over the next few years due to cost pressures within the budget and assumptions about future funding changes. Without corrective action the working balance is forecast to fall to £19.7m by the end of the forecast period (2027/28) which remains almost four times the minimum threshold of £5m. This is a strong position to be in with the levels of uncertainty and financial challenge referred to in the budget report.
- 4.8 Projecting the forecast for a further two years however would see balances decline to the around the minimum level if no further corrective action is taken. This position will be exacerbated by potential future sales of investment property to support debt repayment, as the loss of rental income from these assets is likely to outweigh the benefit of any reduction in borrowing costs once the capital receipt has been used to repay debt. Careful consideration of these factors has been included in the estimates, and the initial increase in reserves means the Council has additional time in which to implement its next tranche of savings initiatives. These savings initiatives may require review once the next steps for local reorganisation are known, to ensure they will still provide best value for the Council and its residents, and that work will not be abortive once a new structure is formed.
- 4.9 The Council has committed to further financial modelling of the level of funds appropriate to hold in specific reserves to support its property investment asset. This work will need to be done alongside the consideration of options for key investment

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properties, an understanding of the future size of the operational estate, decarbonisation ambitions to meet climate change targets, and full assessment of future capital spending requirements. This work is on-going, and risks have been flagged within the body of the report. Significantly in relation to capital programme is the forecast reduction in capital receipts in the near term, to below the Council's agreed minimum threshold of £2m. Careful management of the programme will be required to ensure essential capital projects can be progressed.

- 4.10 Taking all of these matters into account, I consider the level of reserves presented in the budget estimates to be adequate to support the on-going financial sustainability of the Council.

5 Conclusions

- 5.1 The Council continues to respond well to the challenging financial landscape in which it operates. The budget presented in this report provides a significant contribution to general fund reserves in both 2024/25 and 2025/26 and while the forecast for future years shows anticipated use of these reserves to support the budget, this is before any further savings measures are included. The successful track record for the delivery of savings over the past two years should provide confidence in the Council's approach to financial sustainability, which has contributed to this healthy position and facilitates some growth in the budget proposals.
- 5.2 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. One key pressure will be the delivery of capital schemes for which resources are limited. This may lead to additional pressure being put on the Revenue budget to directly support new capital spending. This is one of several reasons to support the maintenance of reserves at the levels in the forecast, rather than allowing them to be depleted in the short term.
- 5.3 In conclusion, the Council has proven its ability to manage its finances through good governance, prudent use of reserves and a successful programme of savings delivery, delivering a budget that maintains its general fund balance above its stated minimum threshold throughout the medium-term forecast. 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 2025/26

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 2025.

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 12th December 2024, calculated the Council Tax Base 2025/26 for the Council as 35,814.4 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 2025/26 in accordance with Sections 31 to 36 of the Act:
 - (a) £102,558,853.42 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) £95,534,217.00 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) £7,024,636.42 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) £196.14 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) £196.14 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 2025/26 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	130.76	152.56	174.35	196.14	239.73	283.31	326.90	392.28

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

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3. To note for the year 2025/26 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	1,230.90	1,436.05	1,641.20	1,846.35	2,256.65	2,666.95	3,077.25	3,692.70
Police & Crime Commissioner	225.05	262.55	300.06	337.57	412.58	487.60	562.62	675.14

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 2025/26 for each of the categories of dwellings:

Valuation Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Total Council Tax due	1,586.71	1,851.16	2,115.61	2,380.06	2,908.96	3,437.86	3,966.77	4,760.12

5. The Council has determined that its relevant basic amount of Council Tax for 2025/26 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 2025/26 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 2025 to 1 January 2026.

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)	£102,558,853.42	This represents the gross expenditure of the Council
2(b)	£95,534,217.00	This represents the total income to the Council, including Government support and share of any Council Tax surplus from prior years
2(c)	£7,024,636.42	This represents the balance to be raised by Council Tax (including any Parish precepts)
2(d)	£196.14	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)	£196.14	This represents the average Band D Council Tax excluding the amounts covered by special expenses or Parish precepts. As there are no such charges in Runnymede, the Band D amount remains the same as in 2(d)

General Fund Revenue and Capital Budget 2025/26

Medium-Term Financial Forecast 2024/25 to 2029/30 - General Fund Summary

	Estimate 2024/25	Probable 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Forecast 2029/30
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2024/25 Base budget	22,620	22,620	22,620	22,620	22,620	22,620	22,620
Budget adjustments	0	(675)	(1,037)	(988)	(911)	(887)	(883)
Growth bids from prior years	477	70	170	120	120	120	120
New Growth bids	0	250	552	343	577	675	1,840
Savings & Efficiencies	0	(1,208)	(1,451)	(1,476)	(1,371)	(1,371)	(1,441)
Inflation	0	0	694	1,422	2,092	2,779	3,480
Adjusted base budget A	23,097	21,057	21,548	22,040	23,126	23,936	25,735
Accounting adjustments:							
- Reversal of depreciation charges	(2,233)	(2,233)	(2,233)	(2,233)	(2,233)	(2,233)	(2,233)
- Capital charge to HRA	(43)	(43)	(43)	(43)	(43)	(43)	(43)
- RCCO - Revenue Contributions to Capital Outlay	107	142	0	0	0	0	0
- Transfer from Financial Instruments Reserve	0	(570)	(570)	(570)	(570)	(570)	(570)
Transfers to/(from) reserves:							
- Business rates equalisation reserve	0	(1,500)	0	0	0	0	0
- Car parks reserve	50	60	70	70	70	70	70
- Environment Act Initiatives	0	0	250	0	0	0	0
- Equipment repairs and renewals reserve	1,000	1,000	1,000	1,000	1,000	1,000	1,000
- External Audit Fee reserve	0	(232)	(20)	0	0	0	0
- Investment property income equalisation reserve	670	750	750	750	750	413	(2,197)
- Local Plan	0	337	(186)	(81)	(70)	0	0
- Planned underspend reserve	0	(197)	0	0	0	0	0
- Property repairs and renewals reserve	750	750	750	750	750	750	750
- Service transformation reserve	(50)	(455)	0	0	0	0	0
- Tennis court replacement reserve	14	14	14	14	14	14	14
Treasury and Financing:							
- Investment property income (net)	(23,793)	(24,549)	(25,106)	(24,188)	(24,321)	(23,426)	(20,751)
- Investment & dividend Income	(3,700)	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)	(1,800)
- Interest on loans to RBC companies (Development loans)	(1,839)	(1,824)	(1,824)	(1,824)	(1,824)	(1,824)	(1,824)
- Interest on loans to RBC companies (Working Capital)	(278)	(278)	(278)	(278)	(278)	(278)	(278)
- Capital financing costs	12,909	12,291	12,603	13,215	13,744	14,378	14,795
- Minimum Revenue Provision (MRP)	5,103	5,004	5,167	5,265	5,475	5,694	5,922
- Voluntary Revenue Provision (VRP)	0	570	570	570	570	570	570
Government Grants (Non-Service Specific)							
- New Homes Bonus	(664)	(664)	(775)	0	0	0	0
- Minimum Funding Guarantee/Funding Floor	(593)	(692)	(280)	(730)	(390)	(190)	0
- Services Grant	(12)	(13)	0	0	0	0	0
- NI increase offset	0	0	(220)	(220)	(220)	(220)	(220)
- Extended Producer Responsibility Grant (EPR)	0	0	(748)	0	0	0	0
- Revenue Support Grant (RSG)	(88)	(88)	(90)	(91)	(93)	0	0
Budget requirement B	10,407	6,937	8,650	11,716	13,757	16,341	18,941
Funded by:							
- Business rates retention scheme	(3,500)	(2,000)	(3,100)	(2,300)	(2,300)	(2,300)	(2,300)
- Share of Business Rates (surplus)/deficit for prior years	0	0	0	0	0	0	0
- Share of Council Tax (surplus)/deficit for prior years	(35)	(35)	(77)	0	0	0	0
- Share of Business Rate Enterprise Zone receipts	170	170	0	0	0	0	0
- Share of Business Rate Pooling Fund gain	(934)	(934)	(500)	0	0	0	0
Sub total of government funding C	(4,299)	(2,799)	(3,677)	(2,300)	(2,300)	(2,300)	(2,300)
Net demand (B less C)	6,108	4,138	4,973	9,416	11,457	14,041	16,641
Tax base - Band D equivalent numbers							
Band D tax per year	35,495.8	35,495.8	35,814.4	36,014.4	36,214.4	36,414	36,614
Council tax income D	(6,760)	(6,760)	(7,025)	(7,275)	(7,534)	(7,802)	(8,080)
Use of / (contribution to) Working Balance	(652)	(2,622)	(2,052)	2,141	3,923	6,239	8,561
General Fund Working Balance							
Working Balance at start of year	18,944	21,107	23,729	25,781	23,640	19,718	13,479
Use of working balance	652	2,622	2,052	(2,141)	(3,923)	(6,239)	(8,561)
Working balance at end of year	19,596	23,729	25,781	23,640	19,718	13,479	4,918
Over / (Under) minimum balance level of £5m	14,596	18,729	20,781	18,640	14,718	8,479	(82)

Adjustments to the 2024/25 base budget

Probable 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Forecast 2029/30	Comments
£'000	£'000	£'000	£'000	£'000	£'000	

Housing Committee

Base Budget as per 2024/25 Budget Book	2,323	2,323	2,323	2,323	2,323	2,323	
NEW Changes							
Housing Enforcement (Standards) - Private Sector Stock Condition Survey			35				35 Undertaken every 3 years - next due 2026/27
Homelessness - Reduction Grant funding of staff				200	200		200 Grant dropping out in 2027/28 onwards
Housing Advice - Use of Homelessness Reduction Grant	(20)	(20)					Use of Homelessness Reduction Grant for Housing Advice
Housing Register - Use of Homelessness Reduction Grant	(9)	(9)					Use of Homelessness Reduction Grant for Housing Register
Magna Carta Lettings - Use of Homelessness Reduction Grant	(133)	(133)					Use of Homelessness Reduction Grant for Magna Carta Lettings
Magna Carta Lettings - Housing Rent	(10)	(15)	(15)	(15)	(15)	(15)	Reduced expend in Magna Carta Lettings
Housing Temporary Accommodation - Reactive Strategic Maintenance		(14)	(14)	(14)	(14)	(14)	Reduced expend from 2025/26
Homelessness - Temporary Accommodation - Bed and Breakfast Charges	(70)	(30)					Increase in income from Bed and Breakfast Charges
	2,081	2,102	2,329	2,494	2,494	2,529	

Community Services Committee

Base Budget as per 2024/25 Budget Book	4,031	4,031	4,031	4,031	4,031	4,031	
Community Meals - Income		(25)	(25)	(25)	(25)	(25)	Increase in fees and charges above inflation
Leisure Development - Youth Development	41						Budget carried forward from 2023/24
Leisure Development - Youth Development		47	47	47	47	47	Reinstatement of budget following removal of Capital Contribution
Leisure Development - Parks Development	14						Budget carried forward from 2023/24
Leisure Development - Rental income	(200)	(200)	(200)	(200)	(200)	(200)	
Community Halls - Income	(25)	(25)	(25)	(25)	(25)	(25)	Increase in income over original budget
	3,861	3,828	3,828	3,828	3,828	3,828	

Environment and Sustainability Committee

Base Budget as per 2024/25 Budget Book	7,030	7,030	7,030	7,030	7,030	7,030	
NEW Changes							
Green Spaces - Borough wide tree survey	(100)	0	(100)	(100)	(100)	(100)	One off provision dropping out (£150k in total - £50k from HRA) - ES Cttee - Sept 23
Green Spaces - Grants and contributions		20	20	20	20	20	Reduced requirement in 2024/25 base budget
Green Spaces - Tree works	-	45	-	-	-	-	Growth item - CMC Nov 2023 - to cover period up to results of survey
Green Waste - income	(47)	(108)	(108)	(108)	(108)	(108)	Subscription fee income higher than estimated
Trade Waste - income	(30)	(54)	(54)	(54)	(54)	(54)	Price per tonne and tonnage collected lower than estimated offset by reduced income
Waste & Recycling software improvements (Digital Services)	10	10	10	10	10	10	2024/25 Growth Bid - Waste & recycling hardware and software improvements
Parking Services - Stock condition survey	10						Carried over from 2022/23 - funded from Car Parks reserve
Parking Services - Electric Charging Point Survey	30						E&S Cttee June 2024 - funded from Car Parks reserve
Parking Services - PCN income	(30)						Historic PCN income
Parking Services - P&D income	(67)	(67)	(67)	(67)	(67)	(67)	P&D additional income due to Sunday enforcement/and season ticket fee increases
Parking Services - Electricity Supply for ANPR X 4 sites	0	24	24	24	24	24	Electricity supply to 4 ANPR car park sites ongoing cost
Parks - St Ann's Hill - Rents & Leases	16	16	(6)	(6)	(6)	(6)	CMC June 2024
Cemeteries - Englefield Green reduction of income		73	73	73	73	73	Declining capacity, leading to reduction in income
	6,822	6,989	6,822	6,822	6,822	6,822	

Adjustments to the 2024/25 base budget

	Probable 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Forecast 2029/30	Comments
	£'000	£'000	£'000	£'000	£'000	£'000	
Licensing Committee							
Base Budget as per 2024/25 Budget Book	27	27	27	27	27	27	
No Changes							
	27	27	27	27	27	27	
Regulatory Committee							
Base Budget as per 2024/25 Budget Book	127	127	127	127	127	127	
Taxi Licensing - Rent of Parking spaces	2	(5)					Reflected in fees and charges after 2025/26
	129	122	127	127	127	127	
Planning Committee							
Base Budget as per 2024/25 Budget Book	1,976	1,976	1,976	1,976	1,976	1,976	
NEW Changes							
Planning Policy - Partial Review of CIL	(22)	(22)	(22)	(12)	3		(25) One off cost in base for 2024/25. £10k consultancy for next review 2027/28. £15k examination costs in 2028/29
Planning Policy - Digitisation of the planning system	(25)	(20)	(25)	(25)	(25)		(25) Measures to help achieve central governments digital ambitions.
Development management - Legal proceedings	50						Supplementary estimate agreed in September for 2024/25 only
Development management - Planning Application fees	67	67	67	67	67		67 Reduced income budgets to match activity
Development management - sale of plans and consents	4	(3)					
Development management - Advice to the public	(68)	0	0	0	0		0 Anticipated fall in income due to reduction in resources and Local Plan review
Development management - S106 contributions	(18)	0	0	0	0		0
Building control Fee - Regularisation fees	(14)	(10)	(10)	(10)	(10)		(10) Increased market share leading to additional income
Building control Fee - other Application fees	57	12					Reduction due to market pressures and uncertainty in the domestic market
	2,007	2,000	1,986	1,996	2,011	1,983	
Corporate Management Committee							
Base Budget as per 2024/25 Budget Book	7,106	7,106	7,106	7,106	7,106	7,106	
Corporate Management - Economic development strategy	(3)	(19)	(20)	(20)	(20)		(20) One off provision for Development of clusters of tech and business innovation falling out of budget
Corporate Management - Local Enterprise Partnership Funding		11	11	11	11		11 LEP contribution not required in 24/25. Reinstated in budget thereafter
Corporate Management - Growth bid - Economic Development		10	10	10	10		10 Town centre events (Sept 23 CMC) - Provision topped up to £30k budget from 2025/26
Corporate Management - Corporate Fraud	3	0	3	0	3		0 NFI National Exercise
Corporate Management - External Audit Fees	252						Carried over from prior years - funded from External Audit reserve (Offset on Summary sheet)
Corporate Management - External Audit Fees	12	13	13	13	13		13 PSAA annual fee greater than estimated
Corporate Management - NS-BVN Response	125						CMC Dec 2023 - funded from Service Transformation reserve (Offset on Summary sheet)
Corporate Management - Devolution budget	250						Transfer from Service Transformation Reserve
Corporate Management - Runway to net zero	(7)	(2)					Government grant received over 15 months
Council Tax - Costs recovered and penalties	(35)	(43)	(43)	(43)	(43)		(43) Income higher than estimated

Adjustments to the 2024/25 base budget

	Probable 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Forecast 2029/30	Comments
	£'000	£'000	£'000	£'000	£'000	£'000	
Business Rates - grant income	(5)	(5)	(5)	(5)	(5)	(5)	Income higher than estimated
Elections - costs recovered and government grant received		74	74	74	74	74	2024/25 base budget includes costs recovered for PCC 2024/25 election falling away in 2025/26.
Elections - costs recovered	20						PCC & PARO elections 2021 - settlement figures lower than expected
Elections - costs recovered		(90)					County election only in 2025/26
Local Land Charges - loss of income in 2024/25	(16)						Transfer of fees to HMLR (CMC - Sept 23).
Local Land Charges - new burdens grant	10	0	10	10	10	10	One off grant in 2024/25 (to be paid 3 months after transfer to HMLR is completed) Now expected in 2025/26
Local Land Charges - increase in income		(62)	(62)	(62)	(62)	(62)	Fee increase above inflationary provision
Corp Properties - changes in Non Investment Property income	0	4	(5)	(6)	6	6	
Corp Properties - Asset management software contract	32	28	28	28	28	28	Growth item approved at CMC in Nov 2023.
Corp Properties - Egham Precinct	250						23/24 growth item approved at CMC in May 2024.
Corp Properties - Asset Reviews	150						23/24 growth item approved at CMC in May 2024.
Corp Properties - Assets & Regeneration staffing	100						23/24 growth item approved at CMC in May 2024. - 1st year only pending further report
Corp Properties - Mechanical & Electrical Survey of Operational Sites	60						23/24 growth item approved at CMC in April 2024.
Corp Properties - Legal Fees / Council Owned Property	150						Supplementary estimate agreed at CMC in November 2024
Corp Properties - additional wayleave income not budgeted	(15)						One off deed granted
Corp Properties - Laser House - Legal/solicitors fees - leases	17						Budget carried forward from 2023/24
Corporate Properties - Consultancy costs	15	15	15	15	15	15	2024/25 Growth Bid - Valuation of property portfolio
Corporate Properties - Consultancy costs	26	26	26	26	26	26	2024/25 Growth Bid - MSCI Real Estate Analytics
Civic Centre - Fire Door Replacement	60						Budget carried forward from 2023/24
Civic Centre - Income	(10)	(10)	(10)	(10)	(10)	(10)	Additional rental income
Chertsey Depot - Fuel tank	7						Budget carried forward from 2023/24
Salaries - Apprenticeships - Planned underspend		(58)	(58)	(58)	(58)	(58)	One off 23/24 Planned underspend built into base budget in 2024/25. Removed thereafter
Salaries - Establishment Review savings	(774)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	Original savings target taken out of 2023/24 budget only
Employers costs - Pension Back funding reduction	(195)	(195)	(195)	(195)	(195)	(195)	
Employers costs - Pension overprovision of past service costs	(61)	(61)	(61)	(61)	(61)	(61)	
Employers costs - Increase in NI		527	527	527	527	527	Based on 1.2% increase (£220,000) plus lowering of baseline from £9,000 to £5000 (£307,000)
Car Allowances - Overhaul of Essential Car User Allowance	(35)	(42)	(42)	(42)	(42)	(42)	Remainder of £50k saving not already in the base budget (CMC Nov 2021)
Financial Services - Salaries	30						Budget carried forward from 2023/24
Financial Services - Internal Audit	12						Budget carried forward from 2023/24
Financial Services - Insurance - Provision for retendering				5			Budget for every 3 years
Financial Services - Costs of new FMS system	56	56	56	56	56	56	Critical / Unavoidable Growth item approved at CMC in Nov 2023.
Financial Services - Increased costs of existing FMS system		57					Exiting supplier has increased charges for remaining period until migration to new system
Financial Services - Historical VAT claim	(668)						
Human Resources - Support for Pay & Grading Review	30						Funded from Transformation earmarked reserve (CMC - Sept 24)
Digital Services - SIEM Upgrade	15	15	15	15	15	15	Critical / Unavoidable Growth item approved at CMC in Nov 2023.
Digital Services - WAN Replacement of Unicorn line	4	(1)	(1)	(1)	(1)	(1)	Critical / Unavoidable Growth item approved at CMC in Nov 2023.
Digital Services - VOIP for remote workers	5						Critical / Unavoidable Growth item approved at CMC in Nov 2023.
Digital Services - UCS replacement	5	5	5	5	5	5	Critical / Unavoidable Growth item approved at CMC in Nov 2023.
Digital Services - SAN Replacement	3	3	3	3	3	3	Critical / Unavoidable Growth item approved at CMC in Nov 2023.
Digital Services - Gazetteer software replacement	6	6	6	6	6	6	Critical / Unavoidable Growth item approved at CMC in Nov 2023.
Digital Services - Cyber security training	5	5	5	5	5	5	2024/25 Growth Bid - Cyber Security Training
Digital Services - Meeting rooms	2	2	2	2	2	2	2024/25 Growth Bid - Meeting Rooms Video Conferencing
	6,994	6,375	6,413	6,415	6,424	6,421	

Adjustments to the 2024/25 base budget

Probable 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Forecast 2029/30	Comments
£'000	£'000	£'000	£'000	£'000	£'000	

General						
Base Budget as per 2024/25 Budget Book	0	0	0	0	0	0
Growth bid - Switch to HVO fuel (Environmental Services Cttee - March 2024)	100	100	100	100	100	100 Cost implications of switch to HVO fuel
HVO fuel	(100)	(100)	(100)	(100)	(100)	(100) Cost less than estimated.
Vehicles - expenditure less than estimated	(56)					Cost less than estimated.
Climate Change pump prime funding	65	100	100	0	0	0 Growth item approved at CMC in Nov 2023. (£100k in 24/25 reduced by £35k
Roundings	15	40				
	24	140	100	0	0	0

TOTAL BUDGET ADJUSTMENTS TO GO TO SUMMARY PAGE	(675)	(1,037)	(988)	(911)	(887)	(883)
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Investment Properties						
Base Budget as per 2024/25 Budget Book	(23,793)	(23,793)	(23,793)	(23,793)	(23,793)	(23,793)
Inflation on base budget expenditure		58	119	182	246	311
Works required to re-let commercial properties		(120)	(120)	(120)	(120)	(120) Multiple properties requiring works to bring them into lettable condition - budgetary provision dropping out
Void costs - Pine Trees	235	110	110	110	110	110 Amended assumptions about length of void period
Void costs - Addlestone One	(20)	(60)	(60)	(60)	(60)	(60) Amended assumptions about length of void period
Void costs - Magna Square	10	(16)	(16)	(16)	(16)	(16) Amended assumptions about length of void period
Void costs - Other properties	40	(260)	(260)	(260)	(260)	(260) Amended assumptions about length of void period
Parish Hall - landlord liabilities	140	130	130	130	130	130 Contract uplift and additional costs not previously budgeted
Historical service charge credits due back to tenant	40					
Income - Change in income	(1,015)	(1,155)	(298)	(494)	337	2,947
Income - Change in income - additional	(27)					
Dilapidations income for end of tenancy	(159)					One-off receipt
	(24,549)	(25,106)	(24,188)	(24,321)	(23,426)	(20,751)

General Fund Summary Revenue Account

Council Budget for the Year Ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure on Services</u>				
Housing Committee	1,631,620	2,124,061	1,625,751	1,616,010
Community Services Committee	3,541,742	4,031,214	3,551,202	3,561,550
Environmental and Sustainability Committee	5,934,539	7,228,393	6,907,680	6,702,235
Licensing Committee	23,467	27,388	24,391	31,435
Regulatory Committee	107,587	126,631	133,291	124,568
Planning Committee	1,509,931	1,976,370	1,948,157	2,010,449
Corporate Management Committee	6,261,873	7,105,935	6,366,937	6,577,343
Previous Growth Bids to be agreed	0	477,200	70,000	170,000
New Growth Bids to be agreed	0	0	250,000	552,000
Net Expenditure on Services	19,010,760	23,097,192	20,877,409	21,345,590
<u>Transfers and Financing Adjustments</u>				
Accounting and Other Adjustments:				
Reversal of Depreciation Charge	(2,030,324)	(2,232,974)	(1,990,907)	(1,990,907)
Cost of Capital Charge to HRA	(43,000)	(43,000)	(43,000)	(43,000)
Transfer from Financial Instruments Reserve	0	0	(570,000)	(570,000)
Revenue Contributions to Capital	48,274	107,000	142,000	0
Other accounting adjustments	(1,824)	0	0	0
Transfer to/(from) Reserves:				
Business Rates Equalisation Reserve	4,256,840	0	(1,500,000)	0
Car Park reserve	40,000	50,000	60,000	70,000
Environment Act Initiatives	0	0	0	250,000
Equipment repairs and renewals reserve	950,000	1,000,000	1,000,000	1,000,000
External Audit Fees reserve	252,200	0	(232,000)	(20,000)
Investment Property income equalisation reserve	1,750,000	670,000	750,000	750,000
Local Plan Reserve	100,000	0	337,000	(186,000)
Planned Underspend reserve	(622,021)	0	(197,000)	0
Property repairs and renewals reserve	1,750,000	750,000	750,000	750,000
Service Transformation reserve	0	(50,000)	(455,000)	0
Tennis Court Replacement reserve	14,400	14,400	14,400	14,400
Financing and Investment Income:				
Investment property income (net)	(25,574,870)	(25,164,750)	(25,510,225)	(26,579,510)
Investment property provision for bad debts	(762,894)	1,372,115	899,203	1,432,894
Treasury Management Investment Income	(1,788,149)	(3,700,000)	(1,700,000)	(1,700,000)
Interest on development loans to RBC companies	(1,824,580)	(1,839,367)	(1,824,367)	(1,824,367)
Interest on working capital loans to RBC companies	(242,452)	(277,633)	(277,633)	(277,633)
Capital financing costs	12,763,246	12,909,000	12,291,000	12,603,000
Minimum Revenue Provision	4,906,503	5,103,000	5,004,000	5,167,000
Voluntary Revenue Provision	1,000,000	0	570,000	570,000
Taxation and Non-Specific Grant Income:				
Council Tax income	(6,447,162)	(6,760,175)	(6,760,175)	(7,024,636)
Council Tax surplus/deficit	(241,715)	(35,000)	(35,000)	(77,000)
Business Rates Retention (net)	(6,807,144)	(4,264,000)	(2,764,000)	(3,600,000)
New Homes Bonus	(609,806)	(663,841)	(663,841)	(774,587)
Minimum Funding Guarantee	(506,389)	(593,581)	(692,120)	(279,850)
Services Grant	(72,000)	(11,796)	(12,940)	0
Revenue Support Grant	(82,668)	(88,144)	(88,144)	(89,666)
Extended Producer Responsibility (EPR)	0	0	0	(748,000)
NI Increase offset	0	0	0	(220,000)
Other Grants	(8,103)	0	0	0
Use of / (Contribution to) Working Balance	(822,878)	(651,554)	(2,621,340)	(2,052,272)

Council Tax Income Calculation

Council Tax Base (note 1)	34,864.6	35,495.8	35,495.8	35,814.4
Basic Amount of Council Tax (note 2)	£184.92	£190.45	£190.45	£196.14

Notes

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

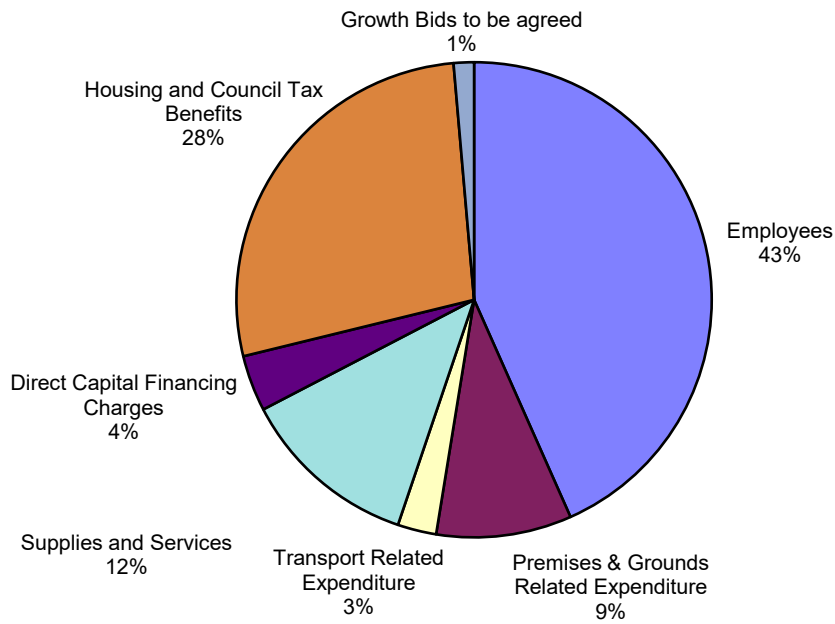
GENERAL FUND SUBJECTIVE ANALYSIS

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>EXPENDITURE</u>				
Employees	20,696,988	22,792,433	21,848,730	22,645,362
Premises & Grounds Related Expenditure	4,766,828	4,696,341	4,896,191	4,809,501
Transport Related Expenditure	1,128,654	1,513,977	1,320,773	1,377,150
Supplies and Services	5,953,913	6,641,027	7,941,686	6,359,345
Direct Capital Financing Charges	1,977,760	2,232,353	1,991,190	1,991,236
Housing and Council Tax Benefits	12,897,784	14,335,000	14,333,000	14,333,000
Growth Bids to be agreed	-	477,200	320,000	722,000
Gross Expenditure	47,421,926	52,688,331	52,651,570	52,237,594
<u>INCOME</u>				
Housing Benefits Subsidy	12,981,357	14,373,800	14,373,800	14,373,800
Government Grants	619,393	468,880	526,100	424,400
Grants, Contributions, Donations and Sponsorship	3,900,901	2,261,358	3,774,447	2,697,271
Fees and Charges	6,800,856	7,501,646	7,929,296	8,091,278
Rents and Leases	1,510,504	1,598,082	1,780,826	1,805,805
Recycling Scheme	130,129	93,140	92,300	92,400
Recharges to Other Services	2,416,726	3,242,933	3,246,092	3,355,750
Other Income	51,300	51,300	51,300	51,300
Gross Income	28,411,166	29,591,139	31,774,161	30,892,004
Net Expenditure on Services	19,010,760	23,097,192	20,877,409	21,345,590

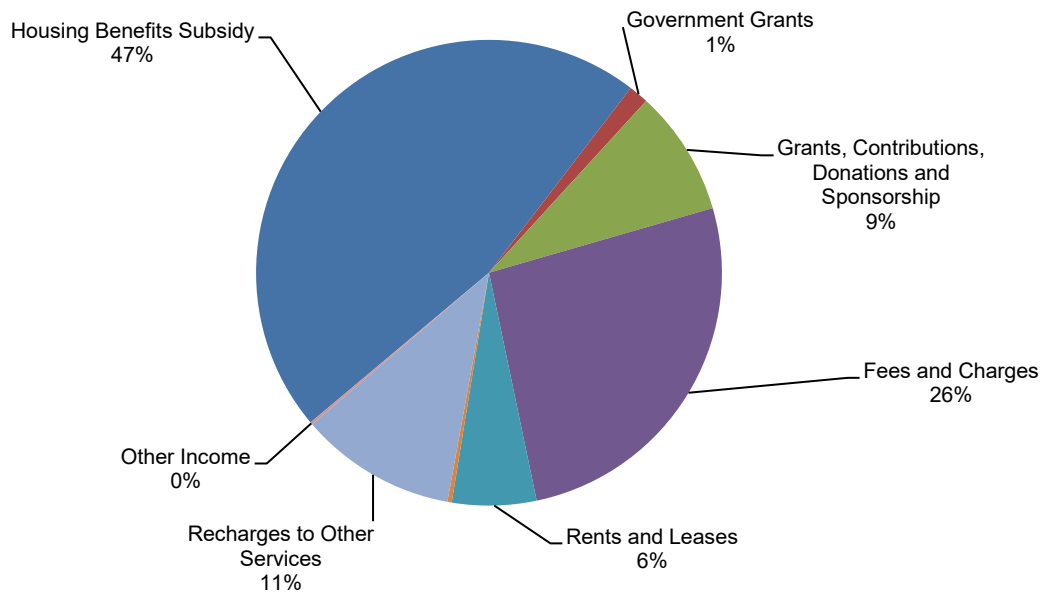
Movement in General Fund Working Balance				
	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Movement in reserves (above)	19,010,760	23,097,192	20,877,409	21,345,590
Accounting and Other Adjustments	(2,026,874)	(2,168,974)	(2,461,907)	(2,603,907)
Transfer to/(from) earmarked reserves	8,491,419	2,434,400	527,400	2,628,400
Financing and Investment Income	(11,523,196)	(11,597,635)	(10,548,022)	(10,608,616)
Taxation and Non-Specific Grant Income	(14,774,987)	(12,416,537)	(11,016,220)	(12,813,739)
Use of / (Contribution to) General Fund Working Balance	(822,878)	(651,554)	(2,621,340)	(2,052,272)

GENERAL FUND SUBJECTIVE ANALYSIS

Gross Expenditure 2025/26



Gross Income 2025/26



Housing Committee

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Summary</u>				
<u>Runnymede renewal</u>				
Private sector renewal assistance	25,956	29,300	29,300	29,700
Care and repair service	74,162	134,509	(23,560)	(44,700)
<u>Homes first</u>				
Housing strategy and enabling	114,871	54,360	52,390	42,300
Housing advice and register	383,951	511,020	482,750	507,560
Property leases, working with partners	29,929	40,655	38,290	31,600
Homelessness	226,246	256,935	102,920	131,900
Magna Carta Lettings	47,608	286,920	139,470	66,800
<u>Benefits service</u>				
Housing and Council Tax benefits	728,897	810,362	804,191	850,850
Net expenditure	<u>1,631,620</u>	<u>2,124,061</u>	<u>1,625,751</u>	<u>1,616,010</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).
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	12,400	15,700	15,700	15,200
Training and recruitment	56	300	300	300
Transport related expenditure				
Travelling and subsistence	200	0	0	0
Sub total	12,656	16,000	16,000	15,500
Support services	13,300	13,300	13,300	14,200
Net expenditure	25,956	29,300	29,300	29,700

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).
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	161,315	175,500	175,500	152,300
Training and recruitment	986	300	300	300
Transport related expenditure				
Travelling and subsistence	631	700	700	700
Supplies and services				
General office expenses	105	4,800	200	100
Computer maintenance	215	400	300	400
Sub total	163,252	181,700	177,000	153,800
Support services	29,080	32,440	32,440	34,500
Gross expenditure	192,332	214,140	209,440	188,300
<u>Income</u>				
Grants and Contributions	56,390	25,000	168,000	168,000
Surrey County Council Supporting People grant:				
- Core Grant	46,335	26,519	36,900	36,900
- Handyman Services	15,445	28,112	28,100	28,100
Gross income	118,170	79,631	233,000	233,000
Net expenditure	74,162	134,509	-23,560	-44,700

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>
Service basis:	Mixed (Statutory & Discretionary)
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 2026				
	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Housing enabling role</u>				
Salaries & Agency staff costs	6,800	7,600	7,600	2,000
Staff training	0	220	0	0
Car allowances	100	100	100	0
Sub total	6,900	7,920	7,700	2,000
Support services	12,300	12,500	12,500	12,600
Total - Housing enabling service	19,200	20,420	20,200	14,600
<u>Housing strategy</u>				
Salaries	29,400	26,800	26,800	21,600
Car allowances	100	100	100	100
Sub total	29,500	26,900	26,900	21,700
Support services	4,600	4,890	4,890	5,600
Total - Housing strategy service	34,100	31,790	31,790	27,300
<u>Other related budgets</u>				
Supplies and services	400	400	400	400
Housing redevelopment resource	0	1,750	0	0
Counsel & Barristers Fees	61,171	0	0	0
Total - Supplies and services	61,571	2,150	400	400
Net expenditure	114,871	54,360	52,390	42,300

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.
Service basis:	Mixed (Statutory & Discretionary)
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 2026				
	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Housing advice</u>				
Salaries	188,090	222,200	222,200	219,800
Training and recruitment	(996)	470	470	470
Travelling and subsistence	1,800	1,900	1,800	800
Sub total	188,894	224,570	224,470	221,070
Support services	49,501	56,220	55,900	56,000
Total - Housing advice service	238,395	280,790	280,370	277,070
<u>Housing register</u>				
Salaries	126,200	185,000	185,000	212,200
Training and recruitment	883	280	300	300
Car allowances	2,400	2,400	2,400	2,000
Sub total	129,483	187,680	187,700	214,500
Support services	41,900	50,190	50,190	51,500
Total - Housing register service	171,383	237,870	237,890	266,000
<u>Other related budgets</u>				
Printing, stationery, booklet etc.,	1,415	1,290	1,490	1,490
Systems Upgrades & annual support	9,000	12,600	14,000	14,000
Clients medical expenses	1,970	1,500	1,500	1,500
Housing applicant checks	1,814	470	0	0
Agency Payments Surrey CC	11,417	0	0	0
Total - Supplies and services	25,616	15,860	16,990	16,990
<u>Income</u>				
Grants & Contributions	51,443	23,500	52,500	52,500
Net expenditure	383,951	511,020	482,750	507,560

Property Leases

Service description

Budget manager:	Business Development and Policy Officer - Mrs A Horsey
Service function:	Enabling the provision of temporary accommodation, by working with partners, to meet statutory homelessness obligations.
Service basis:	Mixed (Statutory & Discretionary)
Legal status:	Housing Act 1985 (s. 17 Housing purposes)
Policy objectives:	Through the refurbishment of dilapidated 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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	3,100	3,800	3,800	9,300
Premises related expenses				
Building maintenance - Ongoing maintenance	9,192	34,650	33,000	20,000
Void costs - utilities & C. Tax payments due	3,059	2,025	1,400	1,200
Rental payments to Landlords	110,613	119,500	119,500	119,500
Sub total	125,964	159,975	157,700	150,000
Support services	11,400	11,990	11,990	13,100
Gross expenditure	137,364	171,965	169,690	163,100
<u>Income</u>				
Rents received	74,627	94,160	94,400	94,500
Rusham Road Lease	32,808	28,000	28,000	28,000
Grants & Contributions	0	9,150	9,000	9,000
Gross income	107,435	131,310	131,400	131,500
Net expenditure	29,929	40,655	38,290	31,600

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.
Service basis:	Statutory
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
Employees				
Salaries	348,840	411,200	411,200	401,200
Training and recruitment	785	2,500	2,500	2,500
Transport related expenditure				
Travelling and subsistence	3,424	4,100	4,100	1,500
Premises related expenses				
Building maintenance	29,452	7,500	7,500	7,500
Bed and breakfast accommodation	161,562	77,000	250,000	150,000
Supplies and services				
General expenses	88,894	125,570	125,600	120,600
Sub total	632,957	627,870	800,900	683,300
Support services	71,360	99,920	99,920	101,500
Depreciation & Impairment Losses	745	745	700	700
Gross expenditure	705,062	728,535	901,520	785,500
<u>Income</u>				
Rents (includes bed and breakfast rents)	41,514	46,000	100,000	60,000
Grants applied	437,302	425,600	698,600	593,600
Gross income	478,816	471,600	798,600	653,600
Net expenditure	226,246	256,935	102,920	131,900

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. The service will also provide advice and assistance to tenants to ensure they are able to sustain tenancies.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
Employees				
Salaries	97,400	143,400	143,400	77,900
Training and recruitment	728	3,300	2,300	2,300
Transport related expenditure				
Travelling and subsistence	2,916	2,850	2,800	1,500
Premises related expenses				
Building maintenance	4,708	25,000	25,000	25,000
Property Rents	693,372	720,000	720,000	720,000
Other property costs	2,000	15,000	5,000	0
Supplies and services				
General expenses	2,687	9,700	6,300	6,300
Rental deposits and guarantees (unrecoverable)	43,305	37,000	37,000	37,000
Sub total	847,116	956,250	941,800	870,000
Support services	49,580	53,670	53,670	52,800
Gross expenditure	896,696	1,009,920	995,470	922,800
<u>Income</u>				
Rental income	697,746	720,000	720,000	720,000
Grants applied	151,342	3,000	136,000	136,000
Gross income	849,088	723,000	856,000	856,000
Net expenditure	47,608	286,920	139,470	66,800

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)
Service basis:	Statutory
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Administrative expenses and subsidies				
<u>Expenditure</u>				
Employees				
Salaries	531,000	558,200	558,200	577,900
Training and recruitment	3,917	5,600	4,150	4,250
Transport related expenditure				
Travelling and subsistence	73	90	100	100
Supplies and services				
General office expenses	26,515	29,780	28,100	28,900
Computer Licences	11,596	0	0	0
Computer maintenance	61,554	64,000	64,000	64,000
External audit fees - grant claims	22,000	22,000	22,000	42,000
Sub total	656,655	679,670	676,550	717,150
Support services	365,620	400,341	400,341	406,400
Depreciation & Impairment Losses	20	1,151	100	100
Sub total - Administrative costs	1,022,295	1,081,162	1,076,991	1,123,650
<u>Government subsidies (administration)</u>				
General administration subsidy	209,825	232,000	232,000	232,000
Sub total - Government subsidies	209,825	232,000	232,000	232,000
Net expenditure on administration	812,470	849,162	844,991	891,650

Benefits granted and Government subsidy**Benefits granted**

Local housing allowances	7,994,239	8,800,000	8,800,000	8,800,000
Local housing allowances - local scheme	0	5,000	3,000	3,000
Rent rebates (Incl. non - HRA rebates)	4,903,545	5,530,000	5,530,000	5,530,000

Sub total - Benefits granted **12,897,784** **14,335,000** **14,333,000** **14,333,000**

Government subsidies (benefits)

Local housing allowances subsidy	7,980,026	8,800,000	8,920,000	8,920,000
Rent rebates subsidy (incl. non - HRA)	4,998,577	5,520,000	5,450,000	5,450,000
Local scheme subsidy	852	3,800	3,800	3,800
Incentive areas subsidy	1,902	50,000	0	0

Sub total - subsidy and other items **12,981,357** **14,373,800** **14,373,800** **14,373,800**

Net expenditure on benefits granted **(83,573)** **(38,800)** **(40,800)** **(40,800)**

Net expenditure on benefits service **728,897** **810,362** **804,191** **850,850**

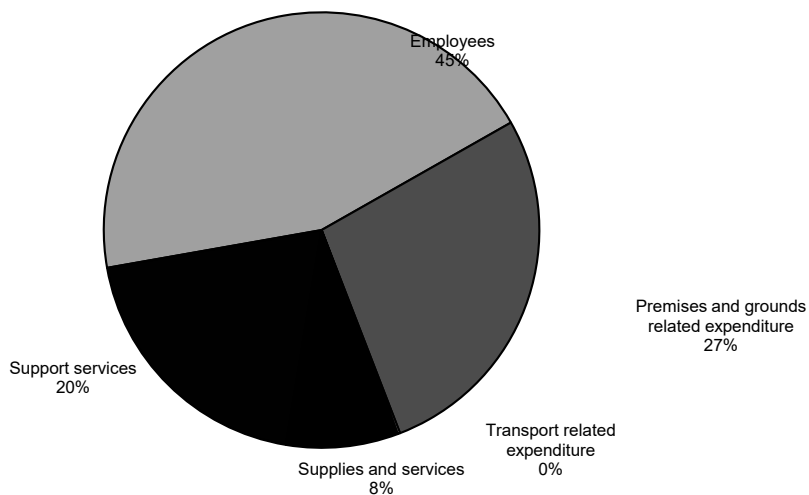
Housing Committee

Subjective analysis

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees	1,510,904	1,762,370	1,759,720	1,699,820
Premises and grounds related expenditure	1,013,958	1,000,675	1,161,400	1,043,200
Transport related expenditure	11,644	12,240	12,100	6,700
Supplies and services	344,058	311,260	300,890	316,690
Support services	648,641	735,461	735,141	748,200
Depreciation & Impairment losses	765	1,896	800	800
Revenue expenditure	3,529,970	3,823,902	3,970,051	3,815,410
Housing benefits granted	12,897,784	14,335,000	14,333,000	14,333,000
Total expenditure	16,427,754	18,158,902	18,303,051	18,148,410
<u>Income</u>				
Housing benefits subsidy	12,981,357	14,373,800	14,373,800	14,373,800
Government grants	209,825	241,150	241,000	241,000
Grants and contribution to costs	701,867	506,731	952,100	847,100
Fees and charges	903,085	913,160	1,110,400	1,070,500
Gross income	14,796,134	16,034,841	16,677,300	16,532,400
Net expenditure	1,631,620	2,124,061	1,625,751	1,616,010

Expenditure Analysis 2025/26

(excluding Housing Benefits granted)



Community Services Committee

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Summary</u>				
Older people services				
Older people services administration	(101,026)	(187,175)	(180,750)	(198,050)
Centres for older people	863,858	981,748	894,800	987,900
Community meals service	297,459	250,543	258,200	182,600
Community alarm (Careline)	26,899	(24,805)	(49,800)	(89,900)
Community transport services				
Runnymede community transport	299,999	478,003	304,850	371,300
Community Safety				
Safer Runnymede	447,935	561,199	545,450	589,750
Community Safety Partnership	191,529	188,568	186,000	188,250
Assistance to voluntary organisations				
Grant aid	361,837	390,847	383,500	378,800
Cultural and related services				
Leisure and sports development	562,156	686,790	526,852	470,050
Chertsey Museum service	214,731	268,028	266,800	281,800
Community halls	376,366	437,468	415,300	399,050
Net expenditure	<u>3,541,742</u>	<u>4,031,214</u>	<u>3,551,202</u>	<u>3,561,550</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.
Service Basis:	Discretionary

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	339,830	375,800	375,800	364,100
Training & Recruitment	8,640	22,592	22,100	22,600
Premises Related Expenditure				
Building Maintenance	500	500	500	500
Grounds Maintenance	3,000	3,100	3,100	3,200
Transport Related Expenditure				
Transport Recharges	0	500	500	0
Car Allowances	900	548	2,000	800
Travelling Expenses	253	4,000	600	500
Supplies and Services				
Equipment, Furniture and Materials	32	0	0	0
General Office Expenses	8,790	15,103	11,250	11,250
Communications and Computing	2,466	1,805	1,700	2,500
Services and Expenses	951	112	100	100
Homesafe Awarded in Year	244,581	0	0	0
Miscellaneous Expenses - Third Party Insurance	11,591	11,574	11,600	11,600
Sub Total	621,533	435,634	429,250	417,150
Support Services	163,320	203,710	203,700	198,500
Gross Expenditure	784,853	639,344	632,950	615,650
Income				
Grants and Contributions	135,829	173,020	164,000	164,000
Homesafe Drawdown in Year	244,561	0	0	0
Surrey County Council Income Towards Community Partnership	505,489	653,499	649,700	649,700
Gross Income	885,879	826,519	813,700	813,700
Net Expenditure	(101,026)	(187,175)	(180,750)	(198,050)

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.
Service Basis:	Discretionary

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	620,843	689,494	690,200	770,900
Training & Recruitment	642	716	700	700
Premises Related Expenditure				
Building Maintenance	83,099	80,969	82,600	82,700
Energy Costs	83,537	82,709	79,800	85,200
Water Services	2,367	6,978	5,200	5,500
Rent, Rates & Insurance	43,392	35,944	30,400	31,300
Cleaning and Domestic Supplies	36,454	38,916	37,800	37,700
Grounds Maintenance	3,316	3,551	3,600	4,000
Transport Related Expenditure				
Car Allowances	900	900	900	1,200
Travelling Expenses	0	500	500	0
Supplies and Services				
Equipment, Furniture and Materials	44,806	42,864	35,000	40,300
Catering Expenses	85,797	96,604	93,200	96,600
Clothes, Uniform and Laundry	101	611	450	450
General Office Expenses	1,713	301	100	0
Communications and Computing	5,670	6,270	6,400	6,300
Services & Expenses	21,459	8,799	7,800	7,100
Sub Total	1,034,097	1,096,126	1,074,650	1,169,950
Support Services	50,950	56,858	56,800	67,400
Depreciation and Impairment Losses	114,512	114,512	114,500	114,500
Gross Expenditure	1,199,559	1,267,496	1,245,950	1,351,850
Income				
Grants and Contributions	118,874	108,750	113,500	113,500
Sales, Fees and Charges	216,828	176,998	237,650	250,450
Gross Income	335,701	285,748	351,150	363,950
Net Expenditure	863,858	981,748	894,800	987,900

Centres for Older People

Notes

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Net direct Expenditure of Centres				
Eileen Tozer Centre	123,997	199,434	201,850	234,850
Manor Farm Centre	267,605	232,965	220,200	252,700
Woodham and New Haw Centre	246,746	270,054	195,550	207,750
Windle Valley - SHBC	88,990	139,060	138,400	156,500
Windle Valley - SHBC Saturday Club	4,800	11,264	11,300	4,900
Other Costs (Depreciation etc.)	131,721	128,971	127,500	131,200
863,859	981,748	894,800	987,900	

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.
Service Basis:	Discretionary
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct Employee Expenses	353,610	340,835	340,800	323,900
Training & Recruitment	0	567	0	0
Premises Related Expenditure				
Depot Recharge	4,700	5,700	5,700	5,700
Cleaning and Domestic Supplies	159	378	600	600
Transport Related Expenditure				
Direct Transport Costs	63,764	92,257	69,600	71,600
Car Allowances	1,900	1,900	1,900	1,500
Supplies and Services				
Equipment, Furniture and Materials	2,436	6,818	5,300	5,300
Catering Expenses	189,471	180,713	200,700	204,700
Clothes, Uniform and Laundry	947	1,491	1,400	1,400
General Office Expenses	0	182	100	100
Communications and Computing	1,626	1,286	1,300	1,300
Sub Total	618,614	632,127	627,400	616,100
Support Services	28,200	36,300	36,300	38,000
Gross Expenditure	646,814	668,427	663,700	654,100
<u>Income</u>				
Grants and contributions - SCC Care Contribution	10,123	9,354	10,000	10,000
Surrey Heath Partnership - Contribution	164,343	208,039	200,500	231,200
Runnymede working - Sales, Fees and Charges	174,889	200,491	195,000	230,300
Gross Income	349,355	417,884	405,500	471,500
Net Expenditure	297,459	250,543	258,200	182,600

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.
Service Basis:	Discretionary
Policy Objective:	To provide vulnerable people with a means of communication and support.

Budget for the year ending 31 March 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
Employees				
Direct Employee Expenses	366,700	369,400	369,400	374,700
Training & Recruitment	0	104	0	0
Transport related expenditure				
Car Allowances	12,800	12,800	12,800	10,900
Supplies and services				
Equipment, Furniture and Materials	123,970	78,135	78,100	78,100
General Office Expenses	1,552	1,708	1,700	1,700
Communications and Computing	1,624	1,521	1,600	1,600
Sub Total	506,646	463,668	463,600	467,000
Support services	125,760	158,148	158,200	167,200
Gross Expenditure	632,406	621,816	621,800	634,200
<u>Income</u>				
Government Grants	0	0	25,000	25,000
Rents and Leases:				
Surrey Heath Partnership - Contribution	231,476	254,203	254,200	279,600
Runnymede - Contribution	252,958	271,408	271,400	298,500
Runnymede - Sales, Fees and Charges	573	510	500	500
Recharges to HRA Services	120,500	120,500	120,500	120,500
Gross Income	605,508	646,621	671,600	724,100
Net Expenditure	26,899	(24,805)	(49,800)	(89,900)

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.
Service Basis:	Discretionary
Policy Objectives:	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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	513,756	580,428	526,350	574,100
Training & Recruitment	2,262	1,813	0	0
Premises Related Expenditure				
Building Maintenance	0	194	0	0
Depot recharge	10,400	13,600	13,600	13,600
Cleaning and Domestic Supplies	110	422	250	250
Transport Related Expenditure				
Direct Transport Costs	0	127	100	100
Transport Recharges	172,726	275,760	214,800	198,150
Car Allowances	0	4,200	4,200	5,400
Supplies and Services				
Equipment, Furniture and Materials	458	4,723	4,100	4,100
Clothes, Uniform and Laundry	35	2,516	1,600	1,600
General Office Expenses	400	1,053	1,100	1,100
Communications and Computing	11,575	12,061	12,100	12,100
Sub Total	711,723	896,897	778,200	810,500
Support Services	57,040	58,085	58,150	59,800
Depreciation and Impairment Losses	34,954	53,299	35,000	35,000
Gross Expenditure	803,717	1,008,281	871,350	905,300
Income				
Grants and Contributions				
Surrey County Council partnership work towards community Transport	239,972	263,026	299,900	257,400
Surrey County Council grant support: towards community transport:				
- Social Services	105,291	96,501	95,800	95,800
- Transport Unit	68,587	68,317	68,300	68,300
Sales, Fees and Charges	86,868	99,434	99,500	109,500
Recharge to Services	3,000	3,000	3,000	3,000
Gross Income	503,718	530,278	566,500	534,000
Net Expenditure	299,999	478,003	304,850	371,300

Notes

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Net expenditure includes the following:				
Community Transport - Runnymede Borough Council	(280,150)	327,058	157,100	182,350
Community Transport - Surrey Heath	(19,849)	150,945	147,750	188,950
	<u>(299,999)</u>	<u>478,003</u>	<u>304,850</u>	<u>371,300</u>

Safer Runnymede

Service Description

Budget Manager:	Business Centre Manager - Corporate Head of Community Services - Mr D Williams
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
Service Basis:	Discretionary
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	762,600	805,000	805,000	851,300
Training & Recruitment	3,556	2,574	2,300	2,600
Premises Related Expenditure				
Energy Costs	4,727	4,477	4,200	4,500
Rent, Rates & Insurance	3,436	4,452	4,400	4,400
Grounds Maintenance	817	1,000	1,000	500
Transport Related Expenditure				
Travelling Expenses	0	211	100	100
Car Allowances	1,200	1,300	1,300	1,000
Supplies and Services				
Equipment, Furniture and Materials	13,115	39,127	32,600	29,000
Camera Maintenance Agreements	131,073	185,000	185,000	185,000
Catering Expenses	0	96	100	100
Clothes, Uniform and Laundry	609	556	600	600
General Office Expenses	2,040	3,083	2,700	2,700
Communications and Computing	83,763	49,295	49,400	49,400
Communications Equipment - Maintenance Agreement	0	47,940	47,900	47,900
Services & Expenses	758	2,190	2,200	2,200
Miscellaneous Expenses	773	182	600	600
Sub Total	1,008,466	1,146,483	1,139,400	1,181,900
Support Services	140,100	187,688	188,500	195,200
Depreciation and Impairment Losses	102,271	111,845	102,300	102,300
Gross Expenditure	1,250,837	1,446,016	1,430,200	1,479,400
Income				
Costs recovered from third parties (for services)	541,042	542,139	542,100	542,100
Other Grants and Contributions	56,250	56,250	56,250	56,250
Sales, Fees and Charges	24,811	35,101	35,100	35,100
Recharges to Services	180,800	251,327	251,300	256,200
Gross Income	802,902	884,817	884,750	889,650
Net Expenditure	447,935	561,199	545,450	589,750

Community Safety Partnership

Service Description

Budget Manager:	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
Service Basis:	Statutory
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
Employees				
Direct Employee Expenses	144,100	162,000	162,000	158,000
Training & Recruitment	544	1,053	1,100	1,100
Premises Related Expenditure				
Grounds Maintenance	400	400	400	400
Transport Related Expenditure				
Car Allowances	200	400	400	400
Supplies and Services				
Equipment, Furniture and Materials	140	0	0	0
Catering Expenses	27	0	0	0
Communications and Computing	278	256	300	300
Grants and Subscriptions	4,985	5,000	5,000	5,000
Miscellaneous Expenses:				
- Joint Action Group (JAG)	2,639	3,394	3,400	3,400
- New Projects	6,009	556	600	600
- ECINS	2,909	2,909	2,900	3,450
- Domestic Homicide Review	5,000	5,000	5,000	7,500
- Domestic Abuse	76,247	39,836	39,800	39,800
Sub Total	243,477	220,804	220,900	219,950
Support Services	7,100	12,600	12,600	13,100
Gross Expenditure	250,577	233,404	233,500	233,050
<u>Income</u>				
Other Grants and Contributions	59,049	44,836	47,500	44,800
Gross Income	59,049	44,836	47,500	44,800
Net Expenditure	191,529	188,568	186,000	188,250

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
Service Basis:	Discretionary
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
Expenditure	Actual	Estimate	Probable	Estimate
	£	£	£	£
Employees				
Direct Employee Expenses	9,100	9,600	9,600	10,700
Supplies and Services				
Corporate Grants				
General	500	500	500	500
Christmas Decorations	11,313	17,200	17,200	17,200
Magna Carta Trust Contributions	0	0	800	800
Runnymede Access Liaison group	1,650	1,650	1,650	1,650
Community related grants				
Addlestone Community Assoc.	2,900	3,190	3,200	3,200
Arts	0	720	700	700
Basingstoke Canal Contribution	8,000	8,000	8,000	8,000
Citizens Advice Bureau	114,070	114,070	114,100	114,100
Community First Initiative	28,175	24,000	24,000	24,000
Englefield Green Funding	17,000	17,000	17,000	17,000
General Provision	2,745	4,004	4,000	4,000
Grants for Community Events	5,760	14,320	14,300	14,300
Partnership Officer Grants	0	7,683	7,700	7,700
Period Poverty	2,497	5,000	5,000	5,000
Runnymede Association of Voluntary Services	37,070	37,070	37,100	37,100
Property Related Grants				
Rent Abatement Grants	87,658	89,640	89,850	89,850
Sub Total	328,437	353,647	354,700	355,800
Support Services	33,400	37,200	28,800	23,000
Gross Expenditure	361,837	390,847	383,500	378,800
Net Expenditure	361,837	390,847	383,500	378,800

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.
Service Basis:	Discretionary

Budget for the year ending 31 March 2026

	<u>2023/24</u> <u>Actual</u>	<u>2024/25</u> <u>Estimate</u>	<u>2024/25</u> <u>Probable</u>	<u>2025/26</u> <u>Estimate</u>
	£	£	£	£
Expenditure				
Employees				
Direct Employee Expenses	213,132	211,614	202,700	205,000
Training and Recruitment	2,227	1,137	700	700
Premises Related Expenditure				
Grounds Maintenance	0	3,060	7,900	3,100
Rent, Rates and Insurance	22,110	24,701	19,200	22,000
Building Maintenance	4,285	0	0	0
Transport Related Expenditure				
Travelling Expenses	45	1,349	150	150
Transport Insurance	0	264	0	0
Car allowances	1,800	1,800	1,800	1,500
Supplies and Services				
Equipment, Furniture and Materials	678	8,104	2,900	4,150
Clothes, Uniform and Laundry	1,343	2,107	875	1,500
General Office Expenses	13,798	18,904	15,500	15,300
Communications and Computing	2,757	3,867	3,900	3,900
Services and Expenses	321	5,812	5,800	5,800
Family Support Program	0	62,000	62,000	62,000
Miscellaneous Expenses	35,135	15,215	39,500	32,000
Grants and Subscriptions	960	6,850	6,850	0
Public Liability Insurance	0	1,232	1,000	1,200
Youth Leisure Development Provision	94,734	163,000	207,277	155,750
Sub Total	393,325	531,016	578,052	514,050
Support Services	49,940	51,908	51,700	51,400
Depreciation and Impairment Losses	438,278	438,278	438,300	438,300
Gross Expenditure	881,543	1,021,202	1,068,052	1,003,750
Income				
Government Grants	1,107	0	0	0
Grants and Contributions	48,601	39,737	46,500	39,000
Sales, Fees and Charges	19,679	44,675	44,700	44,700
Rent and Leases	250,000	250,000	450,000	450,000
Gross Income	319,387	334,412	541,200	533,700
Net Expenditure	562,156	686,790	526,852	470,050

Notes

	<u>2023/24</u> <u>Actual</u>	<u>2024/25</u> <u>Estimate</u>	<u>2024/25</u> <u>Probable</u>	<u>2025/26</u> <u>Estimate</u>
	£	£	£	£
Net expenditure includes the following:				
Arts Development	25,500	24,600	24,600	24,400
Sports Development	47,369	49,781	50,600	48,600
Tennis Development	(4,070)	(16,151)	(12,100)	(16,900)
Surrey Youth Games	48,606	36,915	34,725	32,600
Youth Development	94,734	148,000	188,877	150,000
BOCCIA Club	(1,108)	0	0	0
Holiday Activities	5,640	0	0	0
Family Support Program	0	62,000	62,000	62,000
General Expenditure	345,484	381,645	178,150	169,350
	562,156	686,790	526,852	470,050

Chertsey Museum Service

Service Description

Budget Manager:	Business Centre Manager - Museum Curator Emma Warren
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.
Service Basis:	Discretionary

Budget for the year ending 31 March 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
Employees				
Direct Employee Expenses	222,439	205,989	206,000	212,500
Training and Recruitment	989	504	500	500
Premises Related Expenses				
Building Maintenance	11,644	13,891	13,900	14,200
Energy and Utility Costs	9,624	10,672	10,600	10,900
Rent, Rates and Insurance	29,239	29,404	29,200	29,300
Cleaning and Domestic Supplies	1,288	1,457	1,400	1,400
Grounds Maintenance	537	550	600	600
Transport Related Expenditure				
Travelling Expenses	160	95	100	100
Car Allowances	800	1,400	1,400	1,500
Supplies and Services				
Equipment, Furniture and Materials	2,037	10,268	9,500	10,300
Catering Expenses	79	50	50	50
General Office Expenses	9,930	8,187	7,950	8,350
Communication and Computing	4,743	7,050	7,000	7,000
Service and Expenses	2,733	2,482	2,300	2,300
Miscellaneous Expenses:				
- Exhibits and Exhibitions	10,293	7,593	7,600	7,600
- Museum Projects	7,233	11,222	11,200	11,200
Sub Total	313,767	310,814	309,300	317,800
Support Services	47,800	69,790	69,800	76,300
Depreciation and Impairment Losses	268	0	300	300
Gross Expenditure	361,835	380,604	379,400	394,400
<u>Income</u>				
Grants and Contributions:				
- Olive Matthews Collection Trust	88,798	72,001	72,000	72,000
- Museum Projects	10,443	8,000	8,000	8,000
- Other Grants	0	2,225	2,200	2,200
Sales, Fees and Charges	47,863	30,350	30,400	30,400
Gross Income	147,104	112,576	112,600	112,600
Net Expenditure	214,731	268,028	266,800	281,800

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.
Service Basis:	Discretionary

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee Expenses	114,421	152,703	145,500	129,000
Training and Recruitment	0	558	400	600
Premises Related Expenses				
Building Maintenance	32,433	23,389	25,800	23,800
Energy and Utility Costs	76,633	57,337	57,600	58,200
Rent, Rates and Insurance	26,503	30,731	27,800	28,500
Cleaning and Domestic Supplies	9,079	11,068	10,700	11,100
Grounds Maintenance	3,553	6,846	6,800	8,200
Transport Related Expenditure				
Car Allowances	1,300	1,300	1,300	500
Supplies and Services				
Equipment, Furniture and Materials	820	4,891	4,300	4,800
Clothes, Uniform and Laundry	65	487	400	400
General Office Expenses	671	799	500	450
Communications and Computing	3,567	3,615	3,700	3,700
Services and Expenses	2,024	1,851	2,100	2,100
Miscellaneous Expenses	857	0	0	0
Sub Total	271,926	295,575	286,900	271,350
Support Services	128,120	149,651	149,700	155,900
Depreciation and Impairment Losses	66,811	65,958	66,800	66,800
Gross Expenditure	466,857	511,184	503,400	494,050
Income				
Other Grants and Contributions	6,539	0	0	0
Sales, Fees and Charges	66,202	55,966	70,350	77,250
Rents and Leases	17,750	17,750	17,750	17,750
Gross Income	90,491	73,716	88,100	95,000
Net Expenditure	376,366	437,468	415,300	399,050

Notes

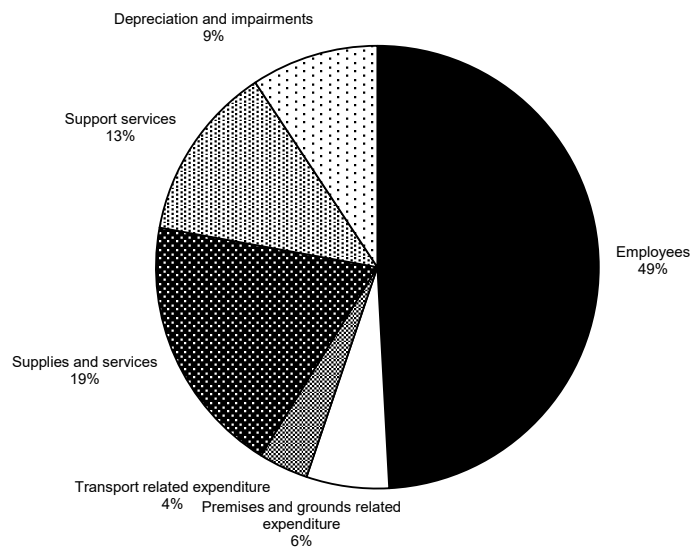
	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Net direct expenditure of halls				
General Expenditure	201,002	243,900	244,400	248,050
Chertsey Hall	122,316	120,055	116,600	94,600
The Hythe Centre	54,869	74,534	54,650	57,550
Thorpe Village Hall	(1,822)	(1,021)	(350)	(1,150)
	376,366	437,468	415,300	399,050

Community Services Committee

Subjective Analysis

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees	3,679,391	3,934,481	3,861,150	4,003,000
Premises and grounds related expenditure	507,340	496,396	484,650	491,350
Transport related expenditure	258,748	401,611	314,450	295,400
Supplies and services	1,606,533	1,550,303	1,602,102	1,551,800
Support services	831,731	1,021,938	1,014,250	1,045,800
Depreciation and impairments	757,094	783,892	757,200	757,200
Gross Expenditure	7,640,837	8,188,621	8,033,802	8,144,550
Income				
Government grants	1,107	0	25,000	25,000
Grants, donations and sponsorship	1,192,917	942,017	983,950	931,250
Sales, fees and charges	1,848,586	2,318,610	2,376,900	2,499,700
Rents and leases	752,184	521,953	721,950	747,350
Recharges to other services	304,300	374,827	374,800	379,700
Other income	0			
Gross Income	4,099,094	4,157,407	4,482,600	4,583,000
Net Expenditure	3,541,742	4,031,214	3,551,202	3,561,550

Expenditure Analysis 2025/2026



Environment and Sustainability Committee

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Summary				
Environmental and regulatory services				
Environmental administration	(15,837)	80	(1,420)	(1,320)
Environmental enforcement	302	70	(80)	20
Pollution control	283,985	282,642	281,792	277,755
Local air pollution	36,104	74,025	74,025	52,925
Occupational health, safety and welfare	126,400	133,695	135,770	114,470
Food safety and hygiene	182,413	220,222	217,742	244,402
Pest control and dog warden service	27,173	34,298	32,798	41,150
Animal welfare licensing	7,962	11,300	9,800	11,100
Housing Enforcement (Housing Standards)	134,712	198,840	198,540	150,860
Recycling and environmental initiatives	1,479,296	1,625,095	1,630,511	1,655,065
Green waste collection	(231,919)	(191,897)	(243,956)	(318,157)
Refuse collection - domestic	991,935	1,040,279	1,040,215	1,037,145
Refuse collection - trade waste	(142,421)	(75,781)	(109,380)	(110,440)
Street cleansing	1,009,196	1,191,310	1,153,175	999,025
Public conveniences	22,104	22,814	14,776	13,856
Flood mitigation	173,410	246,792	200,962	200,324
Energy management and climate change	96,371	111,824	196,975	191,985
Green Spaces				
Grounds Maintenance	506,254	263,484	252,832	28,678
Allotments	4,486	41,605	8,419	13,376
Parks and open spaces	1,395,274	1,881,277	1,801,614	2,052,670
Cemeteries and closed churchyards	(176,548)	(41,960)	(61,034)	51,132
Highways and transport services				
Car parks & On street parking enforcement	(69,739)	(9,730)	(84,755)	(137,427)
Environmental maintenance	52,293	93,750	93,960	70,310
Borough highways functions	33,310	64,187	54,627	53,649
Markets and street trading	10,600	10,000	9,600	10,100
Engineering services	(2,578)	172	172	(418)
Net expenditure	5,934,539	7,228,393	6,907,680	6,702,235

Environmental administration

Service description

Budget manager: Environmental Health Manager - D. Bradding

Service function: To administer the environmental flare computer system

Service Basis: Statutory

Budget for the year ending 31 March 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	8,100	6,400	6,400	10,800
Training and recruitment	-	400	0	0
Transport related expenditure				
Travelling and subsistence	16	100	100	100
Car allowances	200	200	200	200
Supplies and services				
General office expenses	-	180	180	180
Communications and computing	19,447	21,900	21,900	21,900
Sub Total	27,763	29,180	28,780	33,180
Support services	6,200	4,300	4,300	4,100
Gross expenditure	33,963	33,480	33,080	37,280
Income				
Other income and recharges	49,800	33,400	34,500	38,600
Gross income	49,800	33,400	34,500	38,600
Net expenditure (income)	(15,837)	80	(1,420)	(1,320)

Environmental enforcement

Service description

Budget manager:	Environmental Health Manager - D. Bradding
Service function:	Investigation of fly-tips on public land. Enforcement of waste duty of care legislation and domestic waste issues.
Service Basis:	Statutory
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	43,800	45,500	45,500	48,700
Training and recruitment	-	50	0	0
Premises related expenses				
Grounds maintenance	-	750	750	750
Transport related expenditure				
Car allowances	2,500	4,000	4,000	3,500
Travelling and subsistence	-	50	0	0
Supplies and services				
Equipment, furniture and materials	500	1,500	1,500	1,500
Protective clothing	-	50	0	0
General office expenses	-	1,000	1,000	1,000
Communications and computing	202	120	120	120
Sub Total	47,002	53,020	52,870	55,570
Support services	9,800	11,200	11,200	11,500
Gross expenditure	56,802	64,220	64,070	67,070
Income				
Other grants and contributions	500	3,250	3,250	3,250
Other income and recharges	56,000	60,900	60,900	63,800
Gross income	56,500	64,150	64,150	67,050
Net expenditure	302	70	(80)	20

Pollution control

Service description

Budget manager:	Environmental Health Manager - D. Bradding
Service function:	Monitoring of pollution levels; responding to complaints; service of notices; emergency response.
Service Basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	190,000	183,000	183,000	183,700
Training and recruitment	6,503	11,450	11,450	11,450
Premises related expenses				
Grounds maintenance	-	500	0	0
Transport related expenditure				
Travelling and subsistence	470	125	125	125
Car allowances	5,900	5,900	5,900	1,200
Supplies and services				
Equipment, furniture and materials	5,429	2,072	2,072	2,060
Catering Expenses	-	200	200	200
General office expenses	43	445	245	245
Communication and computing	2,232	1,650	1,650	1,650
Services and expenses:	-			
- Contaminated land	-	10,050	10,050	10,050
- Other expenses	9,355	8,825	8,675	8,675
Sub Total	219,932	224,217	223,367	219,355
Support services	66,300	61,825	61,825	61,800
Gross expenditure	286,232	286,042	285,192	281,155
Income				
Sales, fees and charges	2,247	3,400	3,400	3,400
Gross income	2,247	3,400	3,400	3,400
Net expenditure	283,985	282,642	281,792	277,755

Notes

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Net expenditure includes:				
General pollution control	238,850	231,492	230,842	235,105
Contaminated land	45,135	51,150	50,950	42,650
	283,985	282,642	281,792	277,755

Local air pollution

Service description

Budget manager:	Environmental Health Manager - D. Bradding
Service function:	Control of pollution to air from environmental permitted facilities
Service Basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	21,300	54,800	54,800	35,500
Transport related expenditure				
Car allowances	650	625	625	125
Supplies and services				
Services and expenses	3,217	5,000	5,000	3,000
Sub Total	25,167	60,425	60,425	38,625
Support services	13,099	15,600	15,600	16,300
Gross expenditure	38,266	76,025	76,025	54,925
Income				
Sales, fees, charges (air pollution authorisation)	2,162	2,000	2,000	2,000
Gross income	2,162	2,000	2,000	2,000
Net expenditure	36,104	74,025	74,025	52,925

Occupational health, safety and welfare

Service description

Budget manager:	Environmental Health Manager - D. Bradding
Service function:	Registration and inspection of premises in accordance with priority planning; service of notices when appropriate
Service Basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	97,600	104,300	104,300	83,700
Training and recruitment	25	150	150	150
Transport related expenditure				
Travelling and subsistence	-	25	0	0
Car allowances	2,000	2,000	2,000	200
Supplies and services				
Equipment, furniture and materials	-	50	0	0
General office expenses	-	250	0	0
Communication and computing	75	120	120	120
Sub Total	99,700	106,895	106,570	84,170
Support services	26,700	26,800	29,200	30,300
Gross expenditure	126,400	133,695	135,770	114,470

Food safety and hygiene

Service description

Budget manager:	Environmental Health Manager - D. Bradding
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.
Service Basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	139,100	165,200	165,200	191,700
Training and recruitment	2,940	3,707	3,707	3,707
Transport related expenditure				
Travelling and subsistence	-	60	0	0
Car allowances	4,200	4,500	4,500	1,900
Supplies and services				
Equipment, furniture and materials	60	750	750	750
General office expenses	74	180	80	80
Communication and computing	661	1,285	765	765
Services and expenses	-	200	200	200
Miscellaneous expenses	-	1,250	0	0
Sub Total	147,035	177,132	175,202	199,102
Support services	39,100	44,690	44,890	46,900
Gross expenditure	186,135	221,822	220,092	246,002
Income				
Other grants and contributions (costs recovered)	2,422	1,250	1,250	1,250
Sales, fees, charges	1,300	350	1,100	350
Gross income	3,722	1,600	2,350	1,600
Net expenditure	182,413	220,222	217,742	244,402

Pest control and dog warden service

Service description

Budget manager:	Environmental Health Manager - D. Bradding
Service function:	Control and disinfestations of rodents and insects. Provision of dog warden service to collect stray dogs only.
Service Basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	5,200	5,000	5,000	11,500
Transport related expenditure				
Car allowances	200	200	200	0
Supplies and services				
General office expenses	33	50	50	50
Communications and computing	100	100	100	100
Services and expenses:				
- Rodent treatment	0			
- Stray dogs, kennelling and vets fees etc.	11,420	12,400	10,900	12,400
- Stray dogs retainer fee	5,000	6,000	6,000	6,000
Sub Total	21,953	23,750	22,250	30,050
Support services	7,500	13,648	13,648	14,200
Gross expenditure	29,453	37,398	35,898	44,250
Income				
Sales, fees and charges(dog control charges)	2,280	3,100	3,100	3,100
Gross income	2,280	3,100	3,100	3,100
Net expenditure	27,173	34,298	32,798	41,150

Animal welfare licensing

Service description

Budget manager:	Environmental Health Manager - D. Bradding
Service function:	Animal welfare licensing
Service Basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	13,100	13,000	13,000	13,800
Training and recruitment	-	200	200	0
Transport related expenditure				
Car allowances	200	200	200	0
Supplies and services				
Services and expenses	590	1,800	1,800	1,800
Sub Total	13,890	15,200	15,200	15,600
Support services	4,199	4,400	4,400	5,300
Gross expenditure	18,089	19,600	19,600	20,900
<u>Income</u>				
Sales, fees and charges	10,127	8,300	9,800	9,800
Gross income	10,127	8,300	9,800	9,800
Net expenditure	7,962	11,300	9,800	11,100

Housing Enforcement (Housing Standards)

Service description	
Budget manager:	Private Sector Housing Manager - 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.
Service basis:	Statutory
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)

Budget for the year ending 31 March 2026				
	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	116,370	207,200	207,200	167,100
Training and recruitment	1,055	840	840	910
Transport related expenditure				
Travelling and subsistence	2,600	4,600	4,500	1,400
Supplies and services				
General office expenses	304	200	0	0
Communications	3,581	3,200	3,200	3,750
Legal fees	5,635	2,500	2,500	2,500
Sub Total	129,545	218,540	218,240	175,660
Support services	22,000	30,300	30,300	27,200
Gross expenditure	151,545	248,840	248,540	202,860
<u>Income</u>				
Fees and charges				
HMO Licensing fee income	6,833	50,000	50,000	52,000
Civil Penalty - HMO's	10,000	0	0	0
Gross income	16,833	50,000	50,000	52,000
Net expenditure	134,712	198,840	198,540	150,860

Recycling and environmental initiatives

Service description

Budget manager:	Head of Operations - M. Scott
Service function:	Implement statutory recycling plan; maintain existing sites in good condition; monitor cost effectiveness of schemes
Service Basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	951,229	1,017,300	1,017,300	1,017,600
Training and recruitment	805	3,910	3,910	3,910
Premises related expenses				
Depot recharge	38,800	54,000	54,000	54,000
Grounds maintenance	3,300	3,300	3,300	3,000
Transport related expenditure				
Transport recharges	292,824	325,149	314,606	344,650
Car allowances	200	200	200	100
Supplies and services				
Equipment, furniture including bins	42,487	37,500	37,500	37,500
Protective clothing	7,909	7,600	7,600	7,700
General office expenses	7	100	0	0
Communications and computing	12,956	14,600	18,200	18,600
Recycling initiatives	2,286	0	0	0
Public liability insurance	11,080	11,600	8,400	8,700
Sub Total	1,363,883	1,475,259	1,465,016	1,495,760
Support services	79,400	93,590	93,590	90,500
Depreciation and impairment losses	198,005	187,086	198,005	198,005
Gross expenditure	1,641,288	1,755,935	1,756,611	1,784,265
Income				
Other grants and contributions (costs recovered)	3,549	-	-	-
Sales, fees and charges	27,914	37,300	33,400	36,400
Recycling credits	(644)	1,200	400	500
Recycling scheme - Surrey County Council	130,773	91,940	91,900	91,900
Recharge to services	400	400	400	400
Gross income	161,992	130,840	126,100	129,200
Net expenditure	1,479,296	1,625,095	1,630,511	1,655,065

Green waste collection

Service description

Budget managers:	Head of Operations - M. Scott
Service function:	To provide a fortnightly, cost effective green garden waste service to residents
Service Basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	197,669	228,200	228,200	233,700
Training and recruitment	150	690	690	690
Premises related expenses				
Depot Recharge	9,900	13,000	13,000	13,000
Grounds Maintenance	3,400	3,400	3,400	3,100
Transport related expenditure				
Transport recharges	62,291	71,645	68,210	75,390
Supplies and services				
Equipment, furniture and materials including bins	31,191	26,100	26,000	26,000
Protective clothing	1,400	1,300	1,300	1,400
General office expenses	1,176	3,300	3,300	3,300
Communications and computing	2,990	3,100	4,700	4,800
Public liability insurance	2,274	2,400	1,800	1,800
Sub Total	312,441	353,135	350,600	363,180
Support services	37,100	43,430	43,430	44,700
Depreciation and impairment losses	24,613	27,137	24,613	24,613
Gross expenditure	374,153	423,702	418,643	432,493
Income				
Sales, fees and charges	605,502	615,000	662,000	750,000
Recharge to services	570	599	599	650
Gross income	606,072	615,599	662,599	750,650
Net income	(231,919)	(191,897)	(243,956)	(318,157)

Refuse collection - domestic

Service description

Budget manager:	Head of Operations - M. Scott
Service function:	Collection of domestic waste; provision of a service for the collection of special bulky items and collection of clinical waste.
Service Basis:	Statutory - Bulk Non Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	619,190	620,800	620,800	612,700
Training and recruitment	1,092	2,615	2,615	2,615
Premises related expenses				
Depot recharges	25,400	33,300	33,300	33,300
Grounds maintenance	3,300	3,300	3,300	3,000
Transport related expenditure				
Transport recharges	198,076	221,009	205,040	215,860
Car allowances	200	200	200	200
Supplies and services				
Equipment, furniture and materials including bins	28,925	40,600	52,300	53,900
Protective clothing	4,740	4,500	4,500	4,600
General office expenses	508	600	600	600
Communication and computing	7,872	8,370	12,470	12,670
Public liability insurance	7,957	8,300	6,100	6,200
Refuse Collection (Services & expenses)	36			
Sub Total	897,296	943,594	941,225	945,645
Support services	84,600	100,190	100,190	95,500
Depreciation and impairment losses	140,200	124,494	140,200	140,200
Gross expenditure	1,122,096	1,168,278	1,181,615	1,181,345
Income				
Other grants and contributions	96,483	95,000	98,400	100,500
Sales, fees and charges	33,678	32,999	43,000	43,700
Gross income	130,161	127,999	141,400	144,200
Net expenditure	991,935	1,040,279	1,040,215	1,037,145

Refuse collection - trade waste

Service description

Budget manager:	Head of Operations - M. Scott
Service function:	Collection of trade waste; provision of a competitive service for trade customers.
Service Basis:	Discretionary
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	93,334	108,100	108,100	129,600
Training and recruitment	70	350	350	350
Premises related expenses				
Depot recharges	4,500	5,900	5,900	5,900
Transport related expenditure				
Transport recharges	43,703	42,110	37,480	42,710
Supplies and services				
Equipment, furniture and materials including bins	312	4,000	4,000	4,000
Protective clothing	740	700	700	700
General office expenses	2,097	2,200	4,000	2,200
Communication and computing	1,130	1,250	2,150	2,150
Services and expenses (Disposal of trade waste)	243,946	327,000	267,000	273,000
Public liability insurance	1,287	1,345	1,000	1,100
Sub Total	391,119	492,955	430,680	461,710
Support services	46,300	46,490	46,490	46,700
Depreciation and impairment losses	550	1,874	550	550
Gross expenditure	437,969	541,319	477,720	508,960
Income				
Sales, fees and charges	516,278	560,000	530,000	561,000
Recharge to services	64,112	57,100	57,100	58,400
Gross income	580,390	617,100	587,100	619,400
Net income	(142,421)	(75,781)	(109,380)	(110,440)

Street cleansing

Service description

Budget managers:	Head of Operations - M. Scott (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.
Service Basis:	Statutory
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 particularly in 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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	783,274	867,000	867,000	701,200
Training and recruitment	1,210	1,700	1,700	1,800
Premises related expenses				
Depot recharge	22,200	22,800	22,800	22,800
Cleaning and domestic supplies	-	100	100	100
Grounds maintenance	34,085	48,300	48,450	45,500
Transport related expenditure				
Transport recharges	136,352	169,630	152,150	173,130
Car allowances	500	500	500	200
Supplies and services				
Equipment, furniture and materials	17,431	22,500	22,500	22,300
Clothes, uniform and laundry	7,720	7,400	7,400	7,600
General office expenses	5,411	2,705	2,705	2,625
Communications and computing	9,714	8,526	8,526	8,426
Services and expenses (other)	144	130	130	130
Public liability insurance	6,446	6,770	5,000	5,100
Sub Total	1,024,487	1,158,061	1,138,961	990,911
Support services	112,000	127,400	127,400	124,800
Depreciation and impairment losses	59,714	78,749	59,714	59,714
Gross expenditure	1,196,201	1,364,210	1,326,075	1,175,425
Income				
Other grants and contributions (costs recovered)	-	100	100	100
Sales, fees and charges	445	200	200	200
Recharge to services	186,560	172,600	172,600	176,100
Gross income	187,005	172,900	172,900	176,400
Net expenditure	1,009,196	1,191,310	1,153,175	999,025

Street cleansing

Notes

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Net expenditure includes:				
Street cleansing	955,137	1,142,190	1,104,055	949,015
Anti-graffiti and street care team	10,328	12,139	11,989	11,629
Abandoned vehicle collection	33,632	36,981	37,131	38,381 (1)
Litter and dog fouling	10,099	0	0	0 (1)
	<u>1,009,196</u>	<u>1,191,310</u>	<u>1,153,175</u>	<u>999,025</u>

Public conveniences

Service description	
Budget manager:	Head of Operations - M. Scott (1) - Corporate Head of Assets and Regeneration - A. Williams
Service function:	Provision and maintenance of public conveniences
Service Basis:	Discretionary
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 2026				
	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	33,023	34,200	34,200	30,000
Training and recruitment	70	150	150	150
Premises related expenses				
Building maintenance	7,348	2,058	2,058	2,058 (1)
Utilities, rates and insurance	1,972	1,294	1,294	1,294
Depot recharge	-	2,000	2,000	2,000
Cleaning materials	1,722	2,000	2,000	2,000
Transport related expenditure				
Transport recharges	3,086	980	320	340
Supplies and services				
Clothes, uniform and laundry	700	700	700	700
Communications and computing	30	100	100	100
Sub Total	47,951	43,482	42,822	38,642
Support services	15,739	25,040	25,040	22,500
Depreciation and impairment losses	5,414	1,292	5,414	5,414
Gross expenditure	69,104	69,814	73,276	66,556
Income				
Other grants and contributions	2,000	2,000	0	0
Recharge to services	45,000	45,000	58,500	52,700
Gross income	47,000	47,000	58,500	52,700
Net expenditure	22,104	22,814	14,776	13,856

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.
Service Basis:	Statutory
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	56,700	107,500	68,500	67,500
Premises related expenses				
Depot recharge	5,200	6,800	6,800	6,800
Grounds maintenance	81,782	99,506	95,706	93,506
Transport related expenditure				
Car allowances	300	300	300	100
Supplies and services				
Equipment insurance	82	100	100	100
Protective clothing	46	0	0	0
General office expenses	2,232	500	500	500
Communication and computing	6,047	6,000	6,520	6,520
Sub Total	152,389	220,706	178,426	175,026
Support services	47,700	52,838	52,838	51,600
Gross expenditure	200,089	273,544	231,264	226,626
Income				
Other grants and contributions (costs recovered)	26,677	26,000	30,000	26,000
Sales, fees and charges	2	752	302	302
Gross income	26,679	26,752	30,302	26,302
Net expenditure	173,410	246,792	200,962	200,324

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.
Service Basis:	Discretionary
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	104,600	135,800	156,800	158,700
Training and recruitment	1,070	970	970	1,370
Transport related expenditure				
Travelling and subsistence	29	140	140	140
Car allowances	100	100	100	0
Supplies and services				
Equipment, furniture and materials	105	550	275	275
Catering expenses	4	110	0	0
General office expenses	3,823	3,616	3,764	3,900
Communications and computing	93	100	100	100
Services and expenses	9,577	200	200	200
Grants & Subscriptions	251	-	-	-
Miscellaneous expenses - promotion of events	3,364	1,500	2,388	1,500
Miscellaneous exp - Pump Prime Fund Provision	-	-	65,000	62,000
Sub Total	123,016	143,086	229,737	228,185
Support services	22,200	27,990	27,990	28,800
Gross expenditure	145,216	171,076	257,727	256,985
Income				
Other grants and contributions	10,645	2,252	3,752	-
Recharge to housing revenue account	38,200	57,000	57,000	65,000
Gross income	48,845	59,252	60,752	65,000
Net expenditure	96,371	111,824	196,975	191,985

Grounds maintenance

Service description

Budget manager:	Business Centre Manager - J. Lawless
Service function:	To deliver grounds maintenance across the borough including parks, open spaces, sports facilities and housing department land
Service Basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Direct employee expenses	606,626	723,964	723,964	655,700
Training and recruitment	2,972	0	0	0
Premises related expenses				
Grounds maintenance	3,685	6,508	4,000	4,000
Transport related expenditure				
Transport recharges	107,112	194,870	172,090	199,700
Supplies and services				
Equipment, furniture and materials	60,054	61,366	61,366	61,366
Protective clothing	4,671	1,969	1,969	1,969
General Office Expenses	-	179	179	179
Communications and Computing	501	8,183	1,900	1,900
Miscellaneous - Public Liability Insurance	-	-	8,600	8,800
Sub Total	785,621	997,039	974,068	933,614
Support services	-	44,000	46,100	47,500
Depreciation and impairment losses	71,864	61,645	71,864	71,864
Gross expenditure	857,485	1,102,684	1,092,032	1,052,978
Income				
Other income and recharges:				
Recharges to the Housing Revenue Account	33,400	64,100	64,100	135,200
Recharges to General Fund Services	310,717	761,700	761,700	870,800
Recharges to other organisations	7,114	13,400	13,400	18,300
Gross income	351,231	839,200	839,200	1,024,300
Net expenditure	506,254	263,484	252,832	28,678

Allotments

Service Description

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

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	200	25,288	600	8,800
Premises related expenses				
Building maintenance	3,305	491	491	500
Energy and utility costs	4,922	4,997	3,500	3,500
Rents, rates and insurance	65	68	56	56
Grounds maintenance	10,146	15,240	14,740	13,640
Transport related expenditure				
Use of vehicles	1,311	2,560	2,130	2,330
Supplies and services				
Communications and computing	288	275	275	275
Sub Total	20,235	48,919	21,792	29,101
Support services	19,801	29,545	23,845	24,900
Gross expenditure	40,036	78,464	45,637	54,001
<u>Income</u>				
Rents and leases:				
Rents and leases:				
- Rents and Leases	7,077	7,025	7,025	7,025
- Rent of plots to private individuals	25,406	27,093	27,093	30,000
- Rent from self management schemes	3,067	2,741	3,100	3,600
Gross Income	35,550	36,859	37,218	40,625
Net expenditure	4,486	41,605	8,419	13,376

Parks and Open Spaces

Service Description

Budget managers:	Business Centre Manager - J. Sander
Service function:	To carry out the management and administration of all parks, open spaces and countryside areas in an efficient, economic and effective manner.
Service Basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	346,881	280,708	401,600	442,300
Training and recruitment	3,295	9,099	4,277	4,277
Premises related expenses				
Building maintenance	150,894	91,170	102,095	98,150
Energy and utility costs	58,954	86,045	72,167	72,080
Rent, rates and insurance	48,049	45,759	46,875	47,562
Cleaning and domestic supplies	24,052	34,751	25,618	26,018
Grounds maintenance	550,409	930,647	976,656	1,059,236
Transport related expenditure				
Use of vehicles	19,438	22,430	19,170	19,490
Travelling expenses	-	119	119	0
Car allowances	5,900	7,000	7,000	3,100
Supplies and services				
Equipment, furniture and materials	76,327	72,684	83,247	68,937
Clothes, uniform and laundry	21	743	117	117
General office expenses	308	1,101	296	296
Communications and computing	10,166	16,101	16,001	16,001
Services and expenses	70,352	74,042	64,094	64,094
Miscellaneous expenses -Tree Audit	-	100,000	0	100,000
Miscellaneous expenses - Other	23,670	25,739	10,651	10,083
Sub Total	1,388,716	1,798,138	1,829,983	2,031,741
Support services	179,900	170,198	170,198	174,300
Depreciation and impairment losses	90,413	166,296	90,413	90,413
Gross expenditure	1,659,029	2,134,632	2,090,594	2,296,454
<u>Income</u>				
Government Grants	12,138	9,000	9,000	9,000
Grants and contributions				
- Investments / commuted payments	3,318	6,750	6,750	6,750
- Other	104,900	30,000	85,620	30,000
Sales, fees and charges	54,429	73,253	80,853	91,277
Rents and leases	82,723	134,352	106,757	106,757
Recharge to services	6,247	0	0	0
Gross income	263,755	253,355	288,980	243,784
Net expenditure	1,395,274	1,881,277	1,801,614	2,052,670

Cemeteries and Closed Churchyards

Service Description

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

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct Employee Expenses	69,100	87,369	76,800	82,300
Training & Recruitment	1,626	1,170	1,170	0
Premises related expenses				
Building maintenance	33,452	19,870	23,370	21,910
Energy and Utility Costs	3,893	4,511	4,180	4,190
Rent, Rates & Insurance	13,956	12,585	13,384	13,706
Cleaning and Domestic Supplies	980	1,179	1,179	1,197
Grounds maintenance	106,595	179,422	174,382	214,282
Transport related expenditure				
Travelling and Subsistence	700	700	700	200
Supplies and services				
Equipment, furniture and materials	12	1,059	50	50
Communications and computing	2,293	2,446	2,446	2,446
General Office Expenses	455	613	465	484
Sub Total	233,061	310,924	298,126	340,765
Support Services	44,480	57,365	56,665	55,400
Depreciation and Impairment Losses	4,995	4,995	4,995	4,995
Gross expenditure	282,536	373,284	359,786	401,160
<u>Income</u>				
Sales, fees and charges	458,313	414,547	420,123	349,331
Rents and Leases	762	691	691	691
Other income	10	6	6	6
Gross income	459,084	415,244	420,820	350,028
Net expenditure	(176,548)	(41,960)	(61,034)	51,132

Notes

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Net direct expenditure includes:</u>				
Cemeteries	(194,493)	(83,298)	(95,234)	26,732
Closed churchyards	17,945	41,338	34,200	24,400
	(176,548)	(41,960)	(61,034)	51,132

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.
Service Basis:	Statutory
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	140,300	177,300	177,300	131,400
Training and recruitment	-	2,371	2,371	2,371
Premises related expenses				
Depot, rents, rates and utilities	98,496	94,424	102,600	128,530
Grounds maintenance	36,308	43,052	58,600	63,300
Transport related expenditure				
Transport recharges	22,301	24,620	22,740	19,570
Car allowances	1,365	1,366	1,366	66
Supplies and services				
Equipment, furniture and materials	17,136	25,948	25,948	25,502
Clothes, uniform and laundry	-	1,100	400	400
General office expenses	4,934	5,600	4,840	4,840
Communications and computing	22,227	48,213	47,585	47,785
Services and expenses	19,175	18,000	59,570	17,570
Public liability insurance	10,230	9,856	7,225	7,400
Sub Total	372,472	451,850	510,545	448,734
Support services	118,460	111,661	111,661	111,000
Depreciation and impairment losses	843	37,738	843	843
Gross expenditure	491,775	601,249	623,049	560,577
Income				
Other grants and contributions (costs recovered)	1,600	0	0	0
Sales fees and charges:				
- Rents, concessions, etc.	304	379	304	4
- Pay and display income & pay by phone income	457,459	474,200	533,000	561,200
- Penalty charge notices	45,424	70,000	100,000	70,000
- Season tickets and permits	44,927	54,600	62,700	66,800
Other income and recharges	11,800	11,800	11,800	0
Gross income	561,514	610,979	707,804	698,004
Net income	(69,739)	(9,730)	(84,755)	(137,427)

Car parks

Notes

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Net direct expenditure includes:				
Car parks	(95,180)	(9,730)	(84,755)	(137,427)
On street car parking enforcement	25,441	0	0	0
	<u>(69,739)</u>	<u>(9,730)</u>	<u>(84,755)</u>	<u>(137,427)</u>

Environmental maintenance

Service description

Budget manager:	Head of Operations - M. Scott (1) Parks & Green Spaces Manager - Justin Sanders
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.
Service Basis:	Discretionary
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	19,300	9,900	9,900	10,200
Premises related expenses				
Depot recharge	900	0	0	0
Grounds maintenance:	40,472	75,000	75,500	51,200 (1)
- Runnymede in Bloom - general costs	-	570	570	570
Transport related expenditure				
Transport recharges	420	580	290	340
Sub Total	61,092	86,050	86,260	62,310
Support services	12,300	7,700	7,700	8,000
Gross expenditure	73,392	93,750	93,960	70,310
Income				
Other grants and contributions:				
- Costs recovered from Surrey County Council	21,099	0	0	0
Gross income	21,099	0	0	0
Net expenditure	52,293	93,750	93,960	70,310

Notes

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Net expenditure includes:				
Environmental maintenance - RBC	27,593	93,750	93,960	70,310
Environmental maintenance - SCC	24,700	0	0	0
	52,293	93,750	93,960	70,310

Borough highways functions

Service description

Budget manager:	Principal Engineer - P. Frank
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.
Service Basis:	Statutory
Legal status:	Highways Act 1980. The Public Health Act 1925 sections 17 - 19
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 To maintain existing street namesplates and numbering.

Budget for the year ending 31 March 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	15,800	25,600	25,600	25,300
Premises related expenses				
Building maintenance (war memorials)	7,144	3,308	3,308	3,380
Rent, water and insurance	122	116	116	116
Grounds maintenance	8,679	11,218	11,218	10,518
Transport related expenditure				
Car allowances	100	100	100	0
Supplies and services				
Equipment, furniture and materials	10,650	19,135	18,985	18,535
General office expenses	2,000	2,700	2,700	2,700
Sub Total	44,495	62,177	62,027	60,549
Support services	20,700	22,100	22,100	23,600
Gross expenditure	65,195	84,277	84,127	84,149
Income				
Sales, fees and charges	31,885	20,090	29,500	30,500
Gross income	31,885	20,090	29,500	30,500
Net expenditure	33,310	64,187	54,627	53,649

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.	
Service Basis:	Discretionary	
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Supplies and services				
General office expenses	-	400	0	0 (1)
Sub Total	0	400	0	0
Support services	10,600	9,600	9,600	10,100
Gross expenditure	10,600	10,000	9,600	10,100
Gross income	0	0	0	0
Net expenditure	10,600	10,000	9,600	10,100

Engineering services overheads

Service description

Budget manager: Principal Engineer - P. Frank

Service function: To administer the engineering services overheads

Service Basis: Mixed (Statutory & Discretionary)

Budget for the year ending 31 March 2026

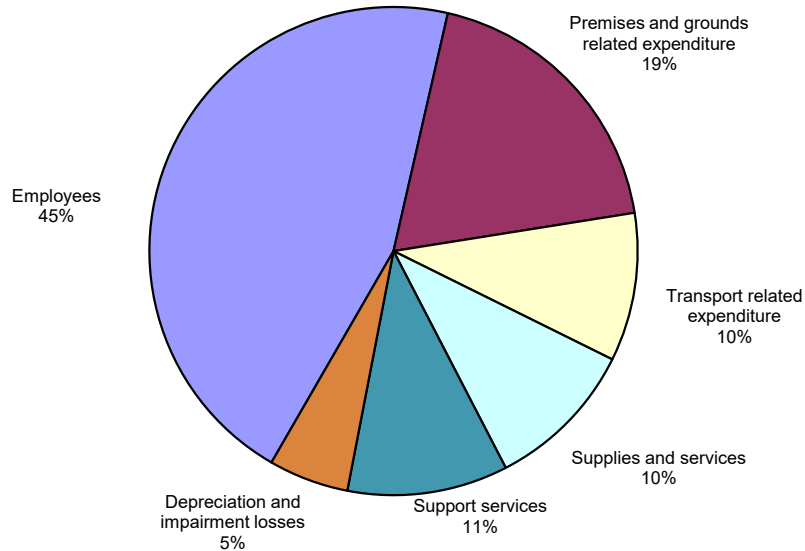
	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	2,200	4,400	4,400	4,500
Training and recruitment	2,546	2,282	2,282	2,282
Transport related expenditure				
Travelling and subsistence	-	100	100	100
Supplies and services				
Communications and computing	476	1,100	1,100	1,100
Sub Total	5,222	7,882	7,882	7,982
Support services	16,300	19,890	19,890	20,200
Gross expenditure	21,522	27,772	27,772	28,182
Income				
Other income and recharges to services	24,100	27,600	27,600	28,600
Gross income	24,100	27,600	27,600	28,600
Net expenditure (income)	(2,578)	172	172	(418)

Environment and Sustainability Committee

Subjective analysis

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees	4,699,424	5,279,933	5,342,296	5,094,032
Premises and grounds related expenditure	1,448,386	1,963,239	2,012,763	2,129,749
Transport related expenditure	915,244	1,108,993	1,027,401	1,106,466
Supplies and services	892,431	1,149,851	1,088,594	1,134,920
Support services	1,062,478	1,201,790	1,200,090	1,197,700
Depreciation and impairment losses	596,611	691,306	596,611	596,611
Gross expenditure	<u>9,614,573</u>	<u>11,395,112</u>	<u>11,267,755</u>	<u>11,259,478</u>
<u>Income</u>				
Government grants	12,138	9,000	9,000	9,000
Other grants and contributions	273,193	166,602	229,122	167,850
Sales, fees and charges	2,311,519	2,420,476	2,564,788	2,631,370
Rents and Leases	119,035	171,902	144,666	148,073
Recycling credits	(644)	1,200	400	500
Recycling scheme	130,773	91,940	91,900	91,900
Recharges to services	834,020	1,305,599	1,320,199	1,508,550
Gross income	<u>3,680,034</u>	<u>4,166,719</u>	<u>4,360,075</u>	<u>4,557,243</u>
Net expenditure	<u>5,934,539</u>	<u>7,228,393</u>	<u>6,907,680</u>	<u>6,702,235</u>

Expenditure Analysis 2025/26



Licensing Committee

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Summary</u>				
Alcohol and related licensing	23,467	27,388	24,391	31,435
Net expenditure	23,467	27,388	24,391	31,435

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.
Service Basis	Mixed (Statutory and Discretionary)
Legal status:	Licensing Act 2003
Policy objectives:	To meet statutory responsibilities in a cost effective manner.

Budget for the year ending 31 March 2026

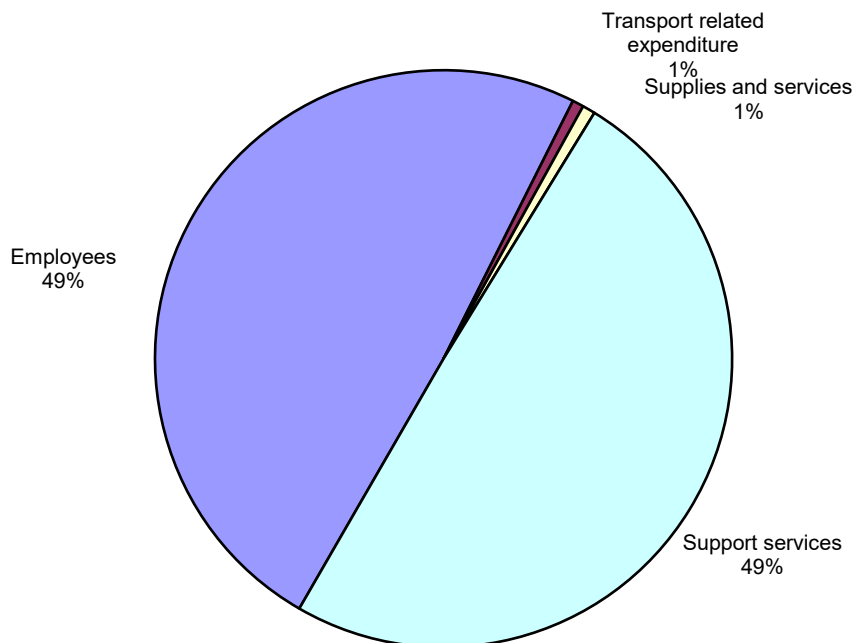
	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	49,500	41,800	41,800	47,900
Training and recruitment	-	200	470	500
Transport related expenditure				
Car allowances	700	730	725	625
Supplies and services				
Equipment, furniture and materials	-	246	200	200
General office expenses	155	187	280	280
Communication and computing	226	250	226	230
Services and Expenses	0	585	0	0
Sub Total	50,582	43,998	43,701	49,735
Support services	40,900	48,190	47,890	48,900
Gross expenditure	91,482	92,188	91,591	98,635
<u>Income</u>				
Sales, fees and charges:				
Application fees	4,038	2,300	3,200	3,200
Annual fees	54,100	53,500	54,000	54,000
Other fees and charges	9,877	9,000	10,000	10,000
Gross income	68,014	64,800	67,200	67,200
Net expenditure	23,467	27,388	24,391	31,435

Licensing Committee

Subjective analysis

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees	49,500	42,000	42,270	48,400
Transport related expenditure	700	730	725	625
Supplies and services	381	1,268	706	710
Support services	40,900	48,190	47,890	48,900
Gross expenditure	91,482	92,188	91,591	98,635
<u>Income</u>				
Fees and charges	68,014	64,800	67,200	67,200
Gross income	68,014	64,800	67,200	67,200
Net expenditure	23,467	27,388	24,391	31,435

Expenditure Analysis 2025/26



Regulatory Committee

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Summary</u>				
Gambling	11,100	12,856	13,039	13,965
Taxi licensing	83,415	97,121	101,042	90,724
Other licences	13,072	16,654	19,210	19,879
Net expenditure	<u>107,587</u>	<u>126,631</u>	<u>133,291</u>	<u>124,568</u>

Gambling

Service description

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

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Direct employee expenses	11,400	11,300	11,300	12,100
Training and recruitment	-	0	184	0
Transport related expenditure				
Car allowances	100	116	115	115
Support services	8,100	9,990	9,990	10,300
Gross expenditure	19,600	21,406	21,589	22,515
<u>Income</u>				
Sales, fees and charges				
Gaming, lotteries and amusement permits	1,750	1,800	1,800	1,800
Betting premises licences	6,000	6,000	6,000	6,000
Family entertainment centre licences	750	750	750	750
Gross income	8,500	8,550	8,550	8,550
Net expenditure	11,100	12,856	13,039	13,965

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.
Service Basis	Discretionary
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	81,400	93,400	93,400	92,300
Training and recruitment	184	300	300	300
Premises related expenses				
Rent, rates and insurance (taxi bay rentals)	5,106	5,105	6,600	0
Transport related expenditure				
Travelling and Subsistence	1,400	1,427	1,425	1,225
Supplies and services				
Equipment, furniture and materials	1,265	1,358	1,300	1,300
Clothes, uniform and laundry	0	0	0	0
General office expenses	1,603	490	655	655
Communication and computing	226	234	227	234
Services and expenses	167	2,760	2,710	2,710
Grants and Subscriptions	0	0	625	0
Support services	36,400	40,790	40,790	42,400
Gross expenditure	127,751	145,864	148,032	141,124
<u>Income</u>				
Government grants	0	0	0	0
Costs recovered (DBS checks)	2,504	3,000	2,500	2,500
Sales, fees and charges	41,833	45,743	44,490	47,900
Gross income	44,336	48,743	46,990	50,400
Net expenditure (income)	83,415	97,121	101,042	90,724

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
Service Basis	Mixed (Statutory and Discretionary)
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 2026

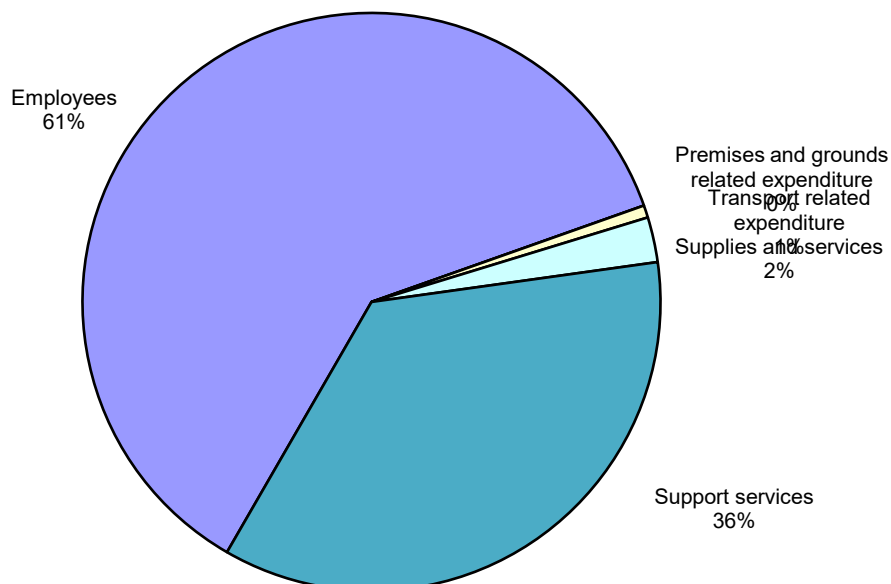
	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees				
Salaries	13,500	14,800	14,800	14,400
Training and recruitment	-	74	0	0
Transport related expenditure				
Car allowances	200	200	200	0
Supplies and services				
Land Registry Fees	18	0	0	0
Support services	12,900	15,345	15,345	16,400
Gross expenditure	26,618	30,419	30,345	30,800
<u>Income</u>				
Government Grants	3,017	0	0	0
Sales, fees and charges	10,529	13,765	11,135	10,921
Gross income	13,546	13,765	11,135	10,921
Net expenditure	13,072	16,654	19,210	19,879

Regulatory Committee

Subjective analysis

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees	106,484	119,874	119,984	119,100
Premises and grounds related expenditure	5,106	5,105	6,600	0
Transport related expenditure	1,700	1,743	1,740	1,340
Supplies and services	3,279	4,842	5,517	4,899
Support services	57,400	66,125	66,125	69,100
Gross expenditure	173,969	197,689	199,966	194,439
<u>Income</u>				
Government grants	3,017	0	0	0
Costs recovered	2,504	3,000	2,500	2,500
Sales, fees and charges	60,862	68,058	64,175	67,371
Gross income	66,382	71,058	66,675	69,871
Net expenditure	107,587	126,631	133,291	124,568

Expenditure Analysis 2025/26



Planning Committee

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Summary				
Planning Policy and Strategy	602,635	747,365	699,103	695,240
Development Management	653,610	1,041,838	1,021,275	1,033,810
Building Control:				
Non Fee Related	194,784	188,219	186,750	248,271
Fee Related	58,902	(1,052)	41,029	33,128
Net Expenditure	1,509,931	1,976,370	1,948,157	2,010,449

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.
Service Basis	Mixed (Statutory and Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	433,800	425,200	425,200	414,500
Training and Recruitment	4,044	4,108	3,090	3,609
 Premises Related expenditure				
Hire of facilities	90	100	100	102
 Transport Related Expenditure				
Travelling and Subsistence	1,589	1,950	1,800	2,800
 Supplies and Services				
General Office Expenses	669	659	600	603
Communication and Computing	1,154	1,167	1,132	1,167
Services and Expenses:				
- Urban Design Advice	9,706	8,512	8,512	8,000
- Other Professional Fees	4,750	0	0	0
- Land Registry and Courier Fees	0	59	59	59
- Miscellaneous Expenses	0	47,000	0	5,000
 Local Plan				
- Counsel Fees	0	5,000	5,000	5,000
- Other fees	0	1,300	1,300	1,300
- Planning and Development Advice	22,891	100,000	100,000	100,000
 Englefield Green Neighbourhood Forum	9,601	0	0	0
Sub total	488,294	595,055	546,793	542,140
 Support Services	136,120	152,310	152,310	153,100
Gross Expenditure	624,414	747,365	699,103	695,240
 Income				
Grants received	5,412	0	0	0
Other Grants and Contributions	16,367	0	0	0
Gross Income	21,779	0	0	0
Net Expenditure	602,635	747,365	699,103	695,240

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
Service Basis	Mixed (Statutory and Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	1,323,795	1,517,750	1,501,500	1,482,400
Training and Recruitment	8,291	18,818	12,140	12,337
Premises Related Expenditure				
Direct Services Team recharge - Enforcement	1,300	1,300	1,300	1,200
Transport Related Expenditure				
Travelling and Subsistence	13,139	18,980	18,500	14,900
Supplies and Services				
Equipment, Furniture and Materials	395	2,711	1,570	1,577
General Office Expenses	23,884	25,431	26,618	26,636
Communication and Computing	36,252	46,694	27,740	28,743
Services and Expenses:				
- Appeals and Court Cases	102,303	100,000	150,000	100,000
- Planning Application Consultants	-	32,200	32,200	32,200
- Longcross Garden Village	7,485	11,000	-	-
- Other Fees and Consultancy	104,303	54,766	78,500	59,700
Public Liability Insurance	3,410	2,223	2,700	2,800
Sub total	1,624,557	1,831,873	1,852,768	1,762,493
Support Services	383,600	488,890	473,490	497,800
Depreciation & Impairment Losses	2,725	2,725	2,725	2,725
Gross Expenditure	2,010,881	2,323,488	2,328,983	2,263,018
Income				
Grant Received	7,484	16,250	-	-
Contributions / Costs Recovered	9,975	10,200	10,200	10,200
- Community Infrastructure Levy (CIL)	70,000	70,000	98,000	98,000
- 106 Agreement Contributions ("O")	13,657	0	17,500	0
- Other Grants ("O")	94,211	0	0	0
Sales, Fees and Charges:				
- Planning Application Fees	986,708	1,053,900	986,708	986,708
- Advice to Public Fees	109,435	74,000	142,000	74,000
- Plans, Consents & Prints	14,501	6,000	2,000	9,000
Recharge to Services	51,300	51,300	51,300	51,300
Gross Income	1,357,271	1,281,650	1,307,708	1,229,208
Net Expenditure	653,610	1,041,838	1,021,275	1,033,810

Building Control - Non Fee Related

Service Description

Budget Manager:	Interim Building Control Manager - Mr D Edwards
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.
Service Basis	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	125,142	120,800	120,800	180,200
Training and Recruitment	4,291	5,190	4,200	4,264
Transport Related Expenditure				
Travelling and Subsistence	3,639	3,817	3,817	3,519
Supplies and Services				
General Office Expenses	2,012	6,390	6,859	6,726
Communication and Computing	3,763	4,710	3,878	3,942
Services & Miscellaneous Expenses	1,137	1,022	906	920
Sub total	139,984	141,929	140,460	199,571
Support Services	54,800	46,290	46,290	48,700
Gross Expenditure	194,784	188,219	186,750	248,271

Building Control - Fee Related

Service Description

Budget Manager:	Interim Building Control Manager - Mr D Edwards
Service Function:	To ensure buildings and works comply with Building Act 1984 / Building Regulation 2010.
Service Basis	Mixed (Statutory and Discretionary)
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 2026

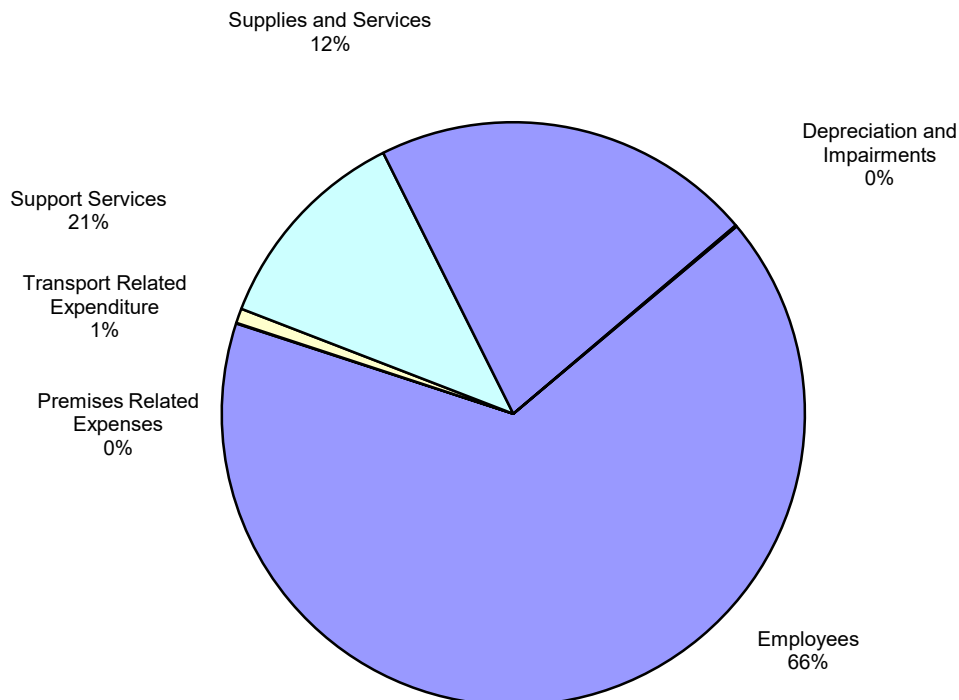
	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct Employee Expenses	182,525	240,300	240,300	273,500
Transport Related Expenditure				
Travelling and Subsistence	8,100	8,700	8,700	7,900
Supplies and Services				
General Office Expenses	336	9,671	9,671	9,400
Communication and Computing	4,998	6,163	5,650	5,828
Services and Expenses	15,856	20,778	20,778	19,900
Public Liability Insurance	3,410	2,746	2,640	2,700
Sub total	215,225	288,358	287,739	319,228
Support Services	64,100	57,890	57,890	59,500
Gross Expenditure	279,325	346,248	345,629	378,728
Income				
Sales, Fees and Charges				
Sales	1,315	1,500	1,500	1,500
Fees and Charges - Application/ Inspection Fees	219,108	345,800	303,100	344,100
Gross Income	220,423	347,300	304,600	345,600
Net Expenditure (Income)	58,902	(1,052)	41,029	33,128

Planning Committee

Subjective Analysis

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees	2,081,888	2,332,166	2,307,230	2,370,810
Premises Related Expenses	1,390	1,400	1,400	1,302
Transport Related Expenditure	26,467	33,447	32,817	29,119
Supplies and Services	358,315	490,202	486,313	422,201
Support Services	638,620	745,380	729,980	759,100
Depreciation and Impairments	2,725	2,725	2,725	2,725
Gross Expenditure	3,109,405	3,605,320	3,560,465	3,585,257
<u>Income</u>				
Government grants	12,896	16,250	0	0
Other Grants and Contributions	110,578	0	0	0
Contributions / Costs Recovered	9,975	10,200	10,200	10,200
Sales, Fees and Charges	1,414,724	1,551,200	1,550,808	1,513,308
Other income and recharges	51,300	51,300	51,300	51,300
Gross Income	1,599,474	1,628,950	1,612,308	1,574,808
Net Expenditure	1,509,931	1,976,370	1,948,157	2,010,449

Expenditure Analysis 2025/26



Corporate Management Committee

Budget for the year ending 31 March 2026

Summary	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Corporate and democratic services				
Corporate management	1,163,224	1,257,594	1,804,435	1,244,000
Democratic representation and management	1,001,419	1,109,858	1,092,960	1,119,400
Central services to the public				
Council tax collection	598,243	770,044	725,490	741,700
National non domestic rate	12,049	104,177	91,485	101,800
Registration of electors	180,668	215,605	208,990	203,400
Elections	227,174	228,190	220,270	209,900
Communications service	224,715	233,864	225,045	171,300
Local land charges	76,874	75,857	(17,460)	(10,300)
Contingencies planning	197,350	213,170	217,834	219,900
Business services				
Corporate land and property holdings - current portfolio	1,473,785	1,767,198	2,220,630	1,407,459
Control and establishment budgets				
Civic Centre	55,686	34,468	10,041	(22,600)
Chertsey Depot	78,820	5,290	3,665	(2,641)
Staff costs	(21,898)	144,100	(557,100)	45,900
Employers costs	759,965	698,000	415,750	928,900
Car allowances	(1,056)	0	0	0
Financial services	(16,102)	37,366	(506,588)	94,400
Digital Services	295,346	85,280	57,247	(7,200)
Corporate document management system	(51,264)	(27,288)	(31,653)	(20,200)
Post room management services	(5,547)	3,756	3,700	3,700
Runnymede web	(36,214)	4,988	(6,253)	4,800
Human resources	156,223	17,520	22,640	17,500
Procurement services	(37,373)	12,120	7,100	0
Customer services	(30,554)	32,116	52,600	32,200
Law and governance services	(13,844)	66,816	70,862	65,325
Geographical information service	(5,696)	596	37,147	13,200
Runnymede direct services	(18,627)	(2,170)	(4,500)	900
Transport overheads	(1,493)	17,420	2,600	14,600
Net expenditure (income)	6,261,873	7,105,935	6,366,937	6,577,343

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

Service basis: Mixed (Statutory & Discretionary)

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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	778,700	907,900	892,100	852,200
Training and recruitment	40,896	12,352	11,500	11,600
Premises Related Expenditure				
Rent, Rates and Insurance	1,080	600	600	600
Transport related expenditure				
Travelling and subsistence	253	260	600	300
Car allowances	1,100	1,100	1,100	300
Supplies and services				
Equipment, furniture and materials	101	0	0	0
Catering expenses	66	500	400	400
General office expenses	54,530	52,720	36,300	56,100
Communications and computing	18,321	25,960	21,400	21,700
Services and expenses:-				
- Bank charges	41,540	52,000	41,800	64,800
- Corporate fraud - fees	36	400	400	400
- Economic development strategy - fees	17,973	10,200	7,100	100
- Treasury management	13,425	13,050	13,100	13,400
- UK SPF Funding	55,098	119,000	388,000	0
- External audit fees	130,263	187,500	451,500	218,400
- Best value programme	-	-	125,000	0
- Devolution provision	-	-	250,000	0
Grants and subscriptions	19,400	13,300	13,300	3,300
Miscellaneous expenses:-				
- Corporate management - civic awards	5,686	5,000	5,500	5,500
- Economic development strategy - events	25,395	11,000	11,000	22,300
- Public accountability community engagement	4,000	0	0	0
- Citizens Panel	-	25,000	25,000	15,000
- Corporate business plan	-	-	-	2,300
Third party payments - Fraud service	136,584	139,317	139,300	142,100
Sub total	1,344,447	1,577,159	2,435,000	1,430,800
Support services	400,500	415,535	415,335	451,800
Depreciation & Impairment	471	0	500	500
Gross expenditure	1,745,418	1,992,694	2,850,835	1,883,100
Income				
Government Grants	31,832	0	40,100	1,800
Other grants and contributions - sponsorship	8,729	9,000	12,200	10,500
Other grants and contributions - UK SPF	70,941	119,000	388,000	0
Sales, fees and charges	1,142	1,000	0	0
Recharges to other general fund services	206,250	282,400	282,400	305,200
Recharges to the Housing Revenue Account				
- Corporate projects	-	32,600	32,600	32,600
- Corporate fraud	112,700	115,100	115,100	117,700
- External audit	28,100	28,100	28,100	29,900
- Corporate costs	122,500	147,900	147,900	141,400
Gross income	582,194	735,100	1,046,400	639,100
Net expenditure	1,163,224	1,257,594	1,804,435	1,244,000

Corporate and democratic core

Democratic representation and management

Service description

Budget manager:	Corporate Head of Law and Governance - M. Leo
Service function:	Services to members. Mayoral and members' allowances and expenses Council Chamber, Committee Room, Mayor's Room and meeting rooms. Meetings of the Council and policy making committees Members' involvement in representing local interests
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	86,083	114,500	109,800	108,900
Other employee costs	399,792	435,614	428,300	427,400
Training and recruitment	1,765	3,700	2,500	2,500
Premises related expenditure				
Rents, rates and insurance	700	1,115	1,000	1,000
Ground maintenance	290	500	300	300
Transport related expenditure				
Travelling expenses	3,751	4,700	4,700	4,700
Travelling allowance	38	2,500	2,500	2,500
Supplies and services				
Equipment, furniture and materials	3,866	1,563	500	500
Catering expenses	1,945	2,178	1,400	2,300
General office expenses	3,839	4,930	5,800	4,200
Communications and computing	1,150	1,406	1,200	1,200
Services and expenses	-	2,000	0	5,000
Sub total	503,219	574,706	558,000	560,500
Support services	598,600	642,752	642,560	666,100
Gross expenditure	1,101,819	1,217,458	1,200,560	1,226,600
Income				
Recharged to the Housing Revenue Account				
Committee servicing	35,500	33,000	33,000	34,300
Members allowances	64,900	74,600	74,600	72,900
Net expenditure	1,001,419	1,109,858	1,092,960	1,119,400

Corporate and democratic core

Democratic representation and management

Service statistics

	<u>2022/23</u>	<u>2023/24</u>	<u>2025/26</u>
	Actual	Actual	Estimate
	£	£	£
Allowance payable (per Councillor)			
Mayor's allowance	5,184	5,340	5,569
Deputy Mayor's allowance	1,396	1,438	1,500
Basic allowance (41 members)	4,143	5,665	5,908
Leader of the Council	11,000	11,330	-
Co-leaders of the Council (4 Members)	-	-	4,431
Deputy Leader of the Council	5,500	5,665	-
Political Group Leaders (other than Leader of the Council) allowance per member	425	438	457
Members of Planning Committee (other than Chairman & Vice-Chairman)	3,012	3,102	3,235
Members of Corp. Man. not in receipt of other Special Allowance	1,296	1,335	1,392
Co-opted Members of the Standards Committee	477	477	-
Chair of Corporate Management Committee	-	-	11,817
Chair of Englefield Green Committee	1,296	1,335	1,392
Chair of Licensing Committee	5,184	5,340	5,569
Chair of Planning Committee	9,048	9,319	9,719
Chair of Regulatory Committee	2,592	2,670	2,785
Chair of Standards and Audit Committee	5,184	5,340	5,569
Chair of Other Policy Committees	5,184	5,340	5,569
Chair of Overview and Scrutiny Committee	5,184	5,340	5,569
Deputy Chair of Corporate Management Committee	-	-	5,908
Vice-Chair of Planning Committee	6,024	6,205	6,472
Vice-Chair of Licensing Committee	2,592	2,670	2,785
Vice-Chair of Regulatory Committee	1,296	1,335	1,392
Vice-Chair of Standards and Audit Committee	2,592	2,670	2,785
Vice-Chair of Other Policy Committees	2,592	2,670	2,785
Vice-Chair of Overview and Scrutiny Committee	2,592	2,670	2,785
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.
Service basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	57,400	68,000	68,000	62,700
Training and recruitment	7,124	8,050	5,100	8,100
Premises related expenditure				
Rents, rates, utilities and insurance	16,183	16,765	14,300	16,800
Grounds maintenance	-	2,000	2,000	2,000
Cleaning and domestic supplies	-	75	100	100
Transport related expenditure				
Travelling expenses	71	900	100	900
Supplies and services				
Equipment, furniture and materials	78	510	3,900	500
Catering expenses	47	350	100	400
General office expenses	25,410	26,730	20,700	27,000
Communications and computing	63,494	59,900	59,300	60,200
Services and expenses	53,457	57,250	51,500	57,300
Miscellaneous expenses	562	590	1,600	600
Sub total	223,826	241,120	226,700	236,600
Support services	48,300	61,270	61,270	63,300
Gross expenditure	272,126	302,390	287,970	299,900
Income				
Government Grants	43,750	0	13,900	0
Other Grants and contributions	1,202	74,200	53,800	90,000
Gross income	44,952	74,200	67,700	90,000
Net expenditure	227,174	228,190	220,270	209,900

Communications Service

Service description

Budget managers:	Communications and Marketing Manager - P. Le Riche
Service function:	<p>The promotion of the Council as a whole and the work of individual service areas to mass audiences across the borough.</p> <p>To manage the Council's relations with journalists, social media and newsletter audiences.</p> <p>To provide a design and print service operating within the Council's Style Rules.</p> <p>To support emergency or situational responses by providing professional advice and actions.</p> <p>To provide an internal communications service via newsletters, posters and an intranet.</p>
Service basis:	Discretionary
Legal status:	Local Government Act 1972 and 1986
Policy objectives:	<p>To build on the existing excellent reputation of Runnymede Borough Council within its community and with its stakeholders.</p> <p>To develop effective and consistent communication with the residents and businesses across and ne a number of channels including the media, social media, printed publications</p> <p>To create content and key messages which are appropriate to the Council's audiences and delivered in a manner they can engage with.</p> <p>To encourage, embed and remind colleagues, with support and advice, that communication exists everywhere in the Council and it is the responsibility of all staff members to communicate promptly, precisely and appropriately with their audiences.</p>

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	195,548	189,700	192,400	144,000
Training and recruitment	2,153	4,000	4,000	4,000
Transport related expenditure				
Travelling expenses	147	425	500	500
Car allowances	400	400	400	300
Supplies and services				
Equipment, furniture and materials	1,146	1,213	1,500	500
Catering	74	105	0	0
General office expenses	7,265	14,124	9,800	2,300
Communications and computing	5,515	6,556	5,800	1,100
Services and expenses	450	1,596	1,000	1,000
Grants and subscriptions	117	300	200	200
Sub total	212,815	218,419	215,600	153,900
Support services	38,900	44,345	44,345	44,600
Gross expenditure	251,715	262,764	259,945	198,500
Income				
Sales, fees and charges	-	-	6,000	6,000
Other income and recharges - Housing Revenue Account	27,000	28,900	28,900	21,200
Gross income	27,000	28,900	34,900	27,200
Net expenditure	224,715	233,864	225,045	171,300

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.
Service basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	302,700	295,100	295,100	299,500
Training and recruitment	6,687	2,800	4,400	4,400
Transport related expenditure				
Travelling expenses	-	300	200	200
Car allowances	100	100	100	400
Supplies and services				
General office expenses	3,454	6,370	3,100	3,100
Communications and computing	24,127	29,840	23,600	24,000
Services and expenses	102,497	112,590	111,600	131,200
Sub total	439,565	447,100	438,100	462,800
Support services	435,600	487,390	487,390	486,900
Depreciation and impairment	9	554	0	0
Gross expenditure	875,174	935,044	925,490	949,700
Income				
Government grants	79,433	0	0	0
Other grants and contributions:				
- Costs and penalties recovered	197,498	165,000	200,000	208,000
Gross income	276,931	165,000	200,000	208,000
Net expenditure	598,243	770,044	725,490	741,700

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
Service basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	122,400	136,300	136,300	141,100
Training and recruitment	549	1,175	1,000	1,000
Transport related expenditure				
Car allowances	100	100	100	600
Supplies and services				
General office expenses	55	90	0	0
Communications and computing	15,834	19,826	16,000	16,300
Services and expenses	3,012	8,050	4,900	5,500
Sub total	141,950	165,541	158,300	164,500
Support services	68,240	74,285	74,285	78,400
Depreciation and impairment	7	351	0	0
Gross expenditure	210,197	240,177	232,585	242,900
Income				
Government grants:				
- Cost of collection allowance	142,406	132,000	137,100	137,100
- Other government grants	34,820	0	0	0
Other grants and contributions - costs recovered	20,922	4,000	4,000	4,000
Gross income	198,148	136,000	141,100	141,100
Net expenditure	12,049	104,177	91,485	101,800

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.
Service basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	80,312	96,500	96,500	88,200
Training and recruitment	-	1,150	1,200	1,200
Transport related expenditure				
Travelling expenses	13	200	100	100
Car allowances	1,200	1,200	1,200	1,300
Supplies and services				
General office expenses	7,809	12,355	9,200	9,200
Communications and computing	37,134	42,610	39,400	40,700
Services and expenses	4,933	9,700	9,500	9,500
Sub total	131,401	163,715	157,100	150,200
Support services	51,140	53,390	53,390	54,700
Gross expenditure	182,541	217,105	210,490	204,900
Income				
Sales, fees and charges- sales of registers	1,873	1,500	1,500	1,500
Gross income	1,873	1,500	1,500	1,500
Net expenditure	180,668	215,605	208,990	203,400

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.
Service basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	108,990	109,200	108,300	109,100
Transport related expenditure				
Car allowances	100	100	100	400
Supplies and services				
General office expenses	130	138	150	200
Communications and computing	3,957	4,393	4,000	4,100
Services and expenses	28,741	44,000	36,800	39,700
Transitional expenses provision	1,100	60,000	0	0 (a)
Sub total	143,018	217,831	149,350	153,500
Support services	92,300	107,690	108,090	111,600
Depreciation and impairment	358	19,916	400	400
Gross expenditure	235,676	345,437	257,840	265,500
Income				
Government grants	-	70,480	60,000	10,500
Sales, fees and charges:				
- Sales	363	300	300	300
- Search fees	158,439	198,800	215,000	265,000
Gross income	158,802	269,580	275,300	275,800
Net expenditure (income)	76,874	75,857	(17,460)	(10,300)

(a) Transitional expenses provision - no longer required, costs kept within existing budgets

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.
Service basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	63,658	58,700	58,700	59,900
Training and recruitment	1,673	0	0	0
Premises related expenditure				
Rent, rates and insurance - depot recharge	9,800	12,800	12,800	12,800
Grounds maintenance	14,200	14,200	14,200	11,400
Transport related expenditure				
Transport recharges	14,514	18,900	18,800	19,900
Supplies and services				
Equipment, furniture and materials	190	600	600	600
General office expenses	7,021	4,570	6,900	6,900
Communications and computing	3,002	2,600	3,200	3,200
Services and expenses	42	0	0	0
Grants and subscriptions	9,000	0	0	0
Third party payments (Applied Resilience)	62,522	63,700	65,000	67,100
Sub total	185,622	176,070	180,200	181,800
Support services	26,600	37,100	37,634	38,100
Net expenditure	212,222	213,170	217,834	219,900
Income				
Government grants	9,070	0	0	0
Other Grants and contributions	5,802	0	0	0
Gross income	14,872	0	0	0
Net expenditure (income)	197,350	213,170	217,834	219,900

Corporate land and property

Budget for the year ending 31 March 2026

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>
Service basis:	Discretionary
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:	<p>To complete and fulfil the Medium Term Financial Plan transfers for income generation through major acquisition, town centre developments and where required disposals.</p> <p>To encourage economic activity and place shaping in the Borough.</p> <p>To manage and maintain the Councils strategic land acquisitions in an efficient and effective manner.</p> <p>We will maximise all commercial income producing opportunities including: redevelopment and regeneration seeking opportunities to add value to assets through commercial dealings, lease variations or asset disposals.</p> <p>We will provide an Asset Management Service that delivers a comprehensive and proactive "Corporate Landlord" approach to the commercial and operational property portfolio.</p> <p>To encourage economic activity in the Borough.</p> <p>To manage and maintain the Councils strategic land acquisitions in an efficient and effective manner.</p>

Corporate land and property holdings

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	994,614	1,172,180	1,238,880	1,110,900
Training and recruitment	5,084	28,700	28,500	28,500
Premises related expenditure				
Building maintenance	84,578	38,431	41,581	38,590
Energy costs	29,566	64,425	39,925	39,900
Water services	206	3,550	3,550	3,600
Rent, rates and insurance	164,603	144,918	98,238	96,600
Cleaning and domestic supplies	2,190	3,340	8,840	800
Grounds maintenance	8,594	13,350	69,400	12,100
Service charge expenditure	572,236	0	0	0
Transport related expenditure				
Travelling expenses	249	415	300	300
Car allowances	0	5,600	5,600	500
Supplies and services				
Equipment, furniture and materials	693	475	420	400
Catering expenses	0	285	185	200
Clothes, Uniform & Laundry	0	85	85	100
General office expenses	69,710	59,210	53,540	53,600
Communications and computing	17,574	31,300	62,550	58,600
Services and expenses	352,321	671,530	695,930	385,800
Services and expenses - Permitted Development	0	0	150,000	0
Services and expenses - Legal Fees	0	0	150,000	0
Miscellaneous expenses	20,654	16,717	31,331	19,800
Third Party Payments	5,240	25,000	25,000	25,000
Sub total	2,328,112	2,279,511	2,703,855	1,875,290
Support services	454,800	609,300	610,000	626,500
Depreciation and impairment losses	231,139	229,946	244,454	244,500
Gross expenditure	3,014,051	3,118,757	3,558,309	2,746,290
Income				
Rents and leases	489,015	763,759	763,759	759,931
Costs recovered - Service Charges	633,291	0	0	0
Other grants and contributions - costs recovered	9,456	800	800	800
Costs recovered - RBC Companies & Other	0	70,000	70,000	70,000
Sales, fees and charges	100	0	4,000	4,000
Other income & recharges - General Fund recharge	299,600	299,600	199,520	204,500
Other income & recharges - Capital recharge	108,804	217,400	299,600	299,600
Gross income	1,540,266	1,351,559	1,337,679	1,338,831
Net expenditure (income)	1,473,785	1,767,198	2,220,630	1,407,459

Civic Centre

Service description

Budget managers:	Facilities Contract Manager - J. Jones Corporate Head of Customer, Digital & Collection Services - L. Norman (Digital Services) 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
Service basis:	Statutory
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Premises related expenditure				
Building maintenance	158,390	133,276	193,300	135,900 (a)
Fuel, light and water	254,415	350,100	340,100	351,700
Rates and insurance	475,457	510,892	498,500	511,200
Cleaning and domestic supplies	160,290	156,862	127,600	131,300
Grounds maintenance	4,445	500	500	500
Supplies and services				
Equipment, furniture and materials	5,170	2,820	6,100	6,100
Catering expenses	3,534	3,500	4,100	3,500
General Office expenses	2,488	525	770	800
Communications and computing	28,851	38,963	40,300	40,800
Services and expenses	12,615	4,458	4,800	4,900
Sub total	1,105,655	1,201,896	1,216,070	1,186,700
Support services	215,000	169,171	165,171	161,900
Depreciation and impairment losses	187,330	211,918	187,300	187,300
Gross expenditure	1,507,985	1,582,985	1,568,541	1,535,900
Income				
Sales, fees and charges	281	0	0	0
Rents and Leases	149,818	140,017	150,000	150,000
Other income and recharges				
- General fund services	1,187,100	1,283,500	1,283,500	1,283,500
- Housing Revenue Account	115,100	125,000	125,000	125,000
Gross income	1,452,299	1,548,517	1,558,500	1,558,500
Net expenditure (income)	55,686	34,468	10,041	(22,600)

(a) Building maintenance 2024/25 probable budget includes £60,000 planned underspend for fire door replacement

Chertsey Depot

Service description

Budget manager:	Head of Operations - M. Scott Facilities Contract Manager - J. Jones (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.
Service basis:	Statutory
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	27,300	28,800	28,800	29,600
Training and recruitment	1,391	440	400	400
Premises related expenditure				
Strategic maintenance	26,374	18,444	19,244	18,810
Building maintenance	2,300	3,300	3,300	3,100
Fuel, light, and water	58,168	58,115	67,900	69,500
Rates and insurance	93,291	99,662	85,300	86,800
Grounds maintenance -yard	20,558	11,005	18,700	10,600
Cleaning and Domestic	13,329	15,900	13,500	13,800
Transport related expenditure				
Transport recharges	5,275	6,890	7,940	8,300
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials	2,321	959	900	1,000
Kitchen and vending	-	1,507	1,400	1,500
Clothes, uniform and laundry	2,237	2,400	2,400	2,400
General office expenses	2,058	1,675	2,600	1,800
Communications and computing	1,937	1,775	1,900	1,900
Services and expenses - rodent treatment	125	100	100	100
Services and expenses - depot feasibility study	16,400	0	0	0
Sub total	273,164	251,072	254,484	249,710
Support services	49,300	52,132	52,632	51,100
Depreciation and impairment losses	10,727	16,237	10,700	10,700
Gross expenditure	333,191	319,441	317,816	311,510
Income				
Other grants and contributions	1,320	0	0	0
Rents and leases	451	451	451	451
Other income and recharges - General Fund Services	252,600	313,700	313,700	313,700
Gross income	254,371	314,151	314,151	314,151
Net expenditure (income)	78,820	5,290	3,665	(2,641)

Salaries of staff (by department)

Service description

Budget manager:	All Corporate Heads
Service function:	A control account for the monitoring of staff salaries.
Service basis:	Statutory
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Department				
Chief executives	971,330	1,099,000	938,800	911,100
Human resources	329,045	352,600	352,600	360,200
Commercial services	401,153	837,600	937,600	821,700
Law and governance services	826,356	1,132,600	1,032,600	1,028,100
Finance	826,036	747,700	970,900	954,600
Customer, digital & collection services	1,960,393	2,226,800	2,230,000	2,257,800
Housing services	2,176,077	2,607,900	2,607,900	2,775,600
Community services	2,099,543	2,233,000	2,233,000	3,322,100
Environmental services	1,525,150	1,788,300	1,757,900	3,629,200
Planning development management	1,193,956	1,365,500	1,365,500	1,449,000
Planning policy & economic development	511,037	508,600	524,900	521,200
Chief Executives contingency	-	30,000	0	0
Savings from vacancies/turnover	-	(337,000)	(1,081,000)	(319,800)
Apprenticeship additional provision	-	140,000	140,000	180,700
Graduate additional provision	-	131,300	131,300	0
Transformation/restructuring	-	-	-	-
Pay awards	-	(28,300)	(28,300)	0
Adjustment for short term accumulated absences	(23,900)	0	0	0
Gross expenditure	12,796,176	14,835,600	14,113,700	17,891,500
Income				
Recharged to:				
General fund and trading services	11,133,634	12,777,700	12,757,000	15,768,600
Housing revenue account	1,686,740	1,964,300	1,964,300	2,131,800
Housing revenue account - accrued leave	(2,300)	0	0	0
Housing revenue account - salary savings	-	(50,500)	(50,500)	(54,800)
Gross income	12,818,074	14,691,500	14,670,800	17,845,600
Net expenditure (income)	(21,898)	144,100	(557,100)	45,900

In conjunction with the introduction of the new HR and Payroll system, the opportunity was taken to change the way we budget for salaries, by treating all posts (office and non office) the same, this is reflected in the 2025/26 estimate. The 2024/25 estimate and probable budgets do not include posts budgeted elsewhere, if these posts were included the original budget would have been £18,496,000.

Employer's costs

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employers contributions				
Pension contributions for early retirees - annual	66,052	62,000	66,000	68,000
Pension back-funding for previous years deficits	711,000	795,000	600,000	610,000
Pension unwinding of discount on local scheme	-	61,000	0	0
Pension contributions for current staff	2,166,401	2,414,300	2,414,300	2,884,000
Pensions sub-total	2,943,453	3,332,300	3,080,300	3,562,000
National insurance	1,410,099	1,553,750	1,551,750	2,419,600
Recruitment incentives etc.	89,261	84,050	109,500	80,000
In house training	38,739	54,500	44,500	44,500
Training Savings	-	-	(25,000)	(25,000)
First aid allowances	-	-	-	8,100
Employer's insurances	65,352	68,500	50,300	51,900
Financial services	8,400	8,000	8,000	8,800
Municipal safety service	43,107	52,800	52,300	53,500
Savings from vacancies/turnover	-	(96,000)	(96,000)	(91,100)
Insurance prepayment	(12,500)	0	0	0
Gross expenditure	4,585,911	5,057,900	4,775,650	6,112,300
Income				
Less recharges				
General fund services	3,231,386	3,699,800	3,699,800	4,504,500
Housing revenue account - services	480,560	546,100	546,100	596,900
Housing revenue account - back-funding	103,000	103,000	103,000	71,000
Housing revenue account - early retirees	11,000	11,000	11,000	11,000
Gross income	3,825,946	4,359,900	4,359,900	5,183,400
Net expenditure	759,965	698,000	415,750	928,900

In conjunction with the introduction of the new HR and Payroll system, the opportunity was taken to change the way we budget for employers costs, by treating all posts (office and non office) the same, this is reflected in the 2025/26 estimate. An increase in the employer national insurance contribution, introduced in the Autumn Budget, is also included in the 2025/26 budget at an estimated cost of £527,000.

Car allowances

Service description

Budget managers:	Corporate Head of Human Resources - K. Enver
Service function:	A control account for the monitoring of car allowance costs.
Service basis:	Statutory
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Car Allowances	93,553	116,600	81,600	75,000
Car Leasing	36,989	36,000	36,000	33,200
Gross expenditure	130,542	152,600	117,600	108,200
Income				
Less recharges				
Cost recovered	1,798	1,900	1,900	1,900
General fund services	105,400	124,600	95,600	89,400
Housing revenue account	24,400	26,100	20,100	16,900
Gross income	131,598	152,600	117,600	108,200
Net income	(1,056)	0	0	0

Financial services

Service description

Budget manager	Corporate Head of Finance - P. French Assistant Chief Executive - A. Fahey
Service function:	To ensure the Council carries out its financial affairs in a fair, proportionate, and professional manner, by providing clear financial and strategic advice to all stakeholders whilst adhering to statutory and professional regulations in the dealing and reporting of all financial transactions
Service basis:	Statutory
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	1,074,526	985,580	1,079,300	1,051,400
Training and recruitment	11,311	8,460	16,400	12,250
Premises related expenditure				
Building maintenance	127	500	200	200
Transport related expenditure				
Travelling expenses	134	300	100	100
Car allowances	4,500	4,500	4,500	4,500
Supplies and services				
Equipment, furniture and materials	410	0	0	0
General office expenses	17,291	15,400	12,850	11,850
Communications and computing	187,609	131,920	186,083	239,650 (a)
Services and expenses	107,177	118,500	126,145	129,750
Third Party Payments (Internal Audit contract)	58,864	75,000	87,400	75,000
Sub total	1,461,949	1,340,160	1,512,978	1,524,700
Support services	261,200	317,334	317,334	323,900
Depreciation and impairment losses	24,014	80,622	24,000	24,000
Gross expenditure	1,747,163	1,738,116	1,854,312	1,872,600
Income				
Other grants, reimbursements and contributions	78,482	84,750	77,000	77,000
Recovery of costs - VAT refund	-	-	668,200	0
Sales, fees and charges	386	500	200	200
Miscellaneous income	(36,706)	1,000	1,000	1,000
Other income and recharges				
- General Fund services	1,419,903	1,311,300	1,311,300	1,397,100
- Housing Revenue Account	301,200	303,200	303,200	302,900
Gross income	1,763,265	1,700,750	2,360,900	1,778,200
Net expenditure (income)	(16,102)	37,366	(506,588)	94,400

(a) A new financial management system is due to be introduced in 2025/26, whilst this happens there will be parallel running of the old and new systems which will incur additional costs

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.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	614,350	757,876	722,500	665,800
Training and recruitment	18,920	5,852	14,500	11,000
Premises Related Expenditure				
Insurance	1	1	0	0
Transport related expenditure				
Travelling expenses	207	213	200	200
Supplies and services				
Equipment, furniture and materials	2,224	2,447	3,100	3,100
General office expenses	13,042	10,790	10,400	14,300
Communications and computing	252,912	301,817	332,700	326,300
Sub total	901,656	1,078,996	1,083,400	1,020,700
Support services	147,000	166,647	166,647	164,900
Depreciation and impairment losses	128,366	160,837	128,400	128,400
Gross expenditure	1,177,022	1,406,480	1,378,447	1,314,000
Income				
Government grants	9,970	0	0	0
Other grants, reimbursements and contributions	1,806	0	0	0
Other income and recharges				
- General fund services	788,000	1,197,100	1,197,100	1,197,100
- Housing Revenue Account	81,900	124,100	124,100	124,100
Gross income	881,676	1,321,200	1,321,200	1,321,200
Net expenditure (income)	295,346	85,280	57,247	(7,200)

Corporate document management system

Service description

Budget managers:	Corporate Head of Customer, Collection and Digital Services - L. Norman
Service function:	The Corporate Electronic Document Management System (EDMS) is designed to centralise, organize, and secure critical corporate documents. This system provides a unified platform for efficient document storage, retrieval, and version control to enable staff to accurately process work in an efficient manner.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	66,300	64,000	64,000	74,200
Training and recruitment	-	500	500	500
Supplies and services				
General office expenses	2,070	3,600	100	100
Communications and computing	14,961	16,484	15,000	15,300
Sub total	83,331	84,584	79,600	90,100
Support services	68,800	92,147	92,147	93,100
Depreciation and impairment losses	14,405	13,781	14,400	14,400
Gross expenditure	166,536	190,512	186,147	197,600
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)	(51,264)	(27,288)	(31,653)	(20,200)

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

Service basis: Mixed (Statutory & Discretionary)

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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	18,400	17,200	17,200	21,100
Training and recruitment	-	100	100	100
Supplies and services				
General office expenses	3	366	400	400
Communications and computing	750	90	0	0
Sub total	19,153	17,756	17,700	21,600
Support services	30,900	35,000	35,000	35,100
Gross expenditure	50,053	52,756	52,700	56,700
Income				
Other income and recharges				
- General fund services	47,200	36,260	36,260	40,700
- Housing Revenue Account	8,400	12,740	12,740	12,300
Gross income	55,600	49,000	49,000	53,000
Net expenditure (income)	(5,547)	3,756	3,700	3,700

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.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	65,600	73,300	73,300	92,500
Training and recruitment	-	500	500	500
Transport related expenditure				
Travelling expenses	-	100	100	100
Supplies and services				
General office expenses	-	266	300	300
Communications and computing	26,267	37,340	25,400	26,700
Sub total	91,867	111,506	99,600	120,100
Support services	55,200	70,147	70,147	70,900
Depreciation and impairment losses	9,018	8,335	9,000	9,000
Gross expenditure	156,085	189,988	178,747	200,000
Income				
Other income and recharges				
- General fund services	167,599	161,300	161,300	172,200
- Housing Revenue Account	24,700	23,700	23,700	23,000
Gross income	192,299	185,000	185,000	195,200
Net expenditure (income)	(36,214)	4,988	(6,253)	4,800

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.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	437,614	428,100	428,100	441,000
Training and recruitment	29,101	21,400	10,400	10,400
Transport related expenditure				
Travelling and subsistence	-	50	50	50
Supplies and services				
Equipment, Furniture and Materials	-	20	0	0
Catering expenses	-	100	50	50
General office expenses	7,074	7,180	7,350	7,500
Communications and computing	40,318	41,680	39,900	35,400
Services and expenses - other	1,396	0	0	0
Sub total	515,503	498,530	485,850	494,400
Support services	81,300	108,990	108,990	108,500
Depreciation and impairment losses	8,345	0	8,300	8,300
Gross expenditure	605,148	607,520	603,140	611,200
Income				
Other grants, reimbursements and contributions	(375)	7,500	7,500	7,500
Other income and recharges				
- General fund services	406,600	521,200	511,700	528,700
- Housing Revenue Account	42,700	61,300	61,300	57,500
Gross income	448,925	590,000	580,500	593,700
Net expenditure (income)	156,223	17,520	22,640	17,500

Procurement services

Service description

Budget managers:	Head of Procurement - A. Gibson
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.
Service basis:	Mixed (Statutory & Discretionary)
Legal status:	Procurement - Public Contract Regulations 2015 / Procurement Act 2023 (from 24th February 2025)
Policy Objective:	To support the procurement of contracts to provide goods, services and works for the Council

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	147,400	213,400	213,400	196,500
Training and recruitment	447	4,100	4,100	4,100
Transport related expenditure				
Travelling and subsistence	70	100	100	100
Supplies and services				
General office expenses	999	1,120	0	0
Communications and computing	2,311	2,400	2,500	2,500
Sub total	151,227	221,120	220,100	203,200
Support services	38,800	62,900	62,900	63,900
Depreciation and impairment losses	-	4,000	0	0
Gross expenditure	190,027	288,020	283,000	267,100
Income				
Other income and recharges				
- General fund services	180,000	231,700	231,700	223,900
- Housing Revenue Account	47,400	44,200	44,200	43,200
Gross income	227,400	275,900	275,900	267,100
Net expenditure (income)	(37,373)	12,120	7,100	0

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.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	769,861	704,300	730,900	787,200
Training and recruitment	4,238	2,400	3,100	2,400
Premises related expenditure				
Rents, rates and insurance	20,769	0	0	0
Transport related expenditure				
Travelling and subsistence	-	50	0	600
Supplies and services				
Equipment, furniture and materials	18	1,300	300	300
Catering Expenses	12,000	0	0	0
General office expenses	316	900	400	900
Communications and computing	39,598	57,366	52,300	53,100
Services and expenses	1,912	1,000	500	500
Grants and subscriptions	287,600	0	0	0
Sub total	1,136,312	767,316	787,500	845,000
Support services	210,500	255,300	255,300	261,200
Depreciation and impairment losses	339	0	300	300
Gross expenditure	1,347,151	1,022,616	1,043,100	1,106,500
Income				
Government Grants	30,000	0	0	0
Other Grants and Contributions	502,406	10,500	10,500	148,500
Other income and recharges				
- General fund services	607,399	694,100	694,100	685,700
- Housing Revenue Account	237,900	285,900	285,900	240,100
Gross income	1,377,705	990,500	990,500	1,074,300
Net expenditure (income)	(30,554)	32,116	52,600	32,200

Notes

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Gross expenditure includes:				
Customer services administration/support	844,745	1,012,116	1,032,600	958,000
Homes for Ukraine	502,406	10,500	10,500	148,500
	<u>1,347,151</u>	<u>1,022,616</u>	<u>1,043,100</u>	<u>1,106,500</u>

Law and governance services

Service description

Budget managers:	Corporate Head of Law and Governance - M. Leo Legal Services Manager - L. Woodward 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.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	988,419	1,192,600	1,098,600	1,112,300
Training and recruitment	5,472	15,500	11,850	12,750
Transport related expenditure				
Travelling and subsistence	-	230	150	150
Car allowances	4,500	4,500	4,500	4,500
Supplies and services				
Equipment, furniture and materials	-	50	25	25
Catering expenses	21	110	0	0
General office expenses	39,507	65,920	55,300	57,100
Communications and computing	29,773	30,957	31,600	32,600
Services and expenses	34,961	65,650	168,700	168,700 (a)
Sub total	1,102,653	1,375,517	1,370,725	1,388,125
Support services	165,299	194,837	194,837	200,600
Depreciation and impairment losses	5,562	5,562	5,600	5,600
Gross expenditure	1,273,514	1,575,916	1,571,162	1,594,325
Income				
Other grants, reimbursements and contributions	14,509	20,000	12,500	17,500
Sales, fees and charges	129,050	30,300	30,300	30,300
Other income and recharges				
- General fund services	1,049,599	1,346,500	1,345,200	1,368,300
- Housing Revenue Account	94,200	112,300	112,300	112,900
Gross income	1,287,358	1,509,100	1,500,300	1,529,000
Net expenditure (income)	(13,844)	66,816	70,862	65,325

(a) Legal/solicitor contract work financed by salary savings

Geographical information service

Service description

Budget manager: LLPG & GIS Manager - Vacant

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.

Service basis: Mixed (Statutory & Discretionary)

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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Employees				
Direct employee expenses	102,651	106,700	145,700	154,800
Training and recruitment	750	910	11,000	1,000
Transport related expenditure				
Travelling and subsistence	31	0	0	0
Supplies and services				
General office expenses	-	266	300	300
Communications and computing	11,618	11,573	27,900	18,000
Services and expenses - fees and consultancy	-	300	200	200
Sub total	115,050	119,749	185,100	174,300
Support services	45,200	62,547	62,547	65,500
Gross expenditure	160,250	182,296	247,647	239,800
Income				
Government grants	2,146	0	0	0
Other Government grants - costs recovered	-	-	27,900	37,200
Sales, fees and Charges	-	-	900	900
Other income and recharges				
- General fund services	161,400	179,100	179,100	185,900
- Housing Revenue Account	2,400	2,600	2,600	2,600
Gross income	165,946	181,700	210,500	226,600
Net expenditure (income)	(5,696)	596	37,147	13,200

Runnymede direct services

Service description

Budget managers:	Head of Operations - M. Scott
Service function:	A management control account for the small residual group established from the former Highways DSO.
Service basis:	Discretionary
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	98,840	103,700	102,000	87,700
Training and recruitment	110	770	800	800
Premises related expenditure				
Depot accommodation	16,700	21,800	21,800	21,800
Grounds maintenance	(192)	2,500	2,500	2,500
Transport related expenditure				
Transport recharges	31,224	36,580	36,900	37,200
Car allowances	100	100	100	100
Supplies and services				
Equipment, furniture and materials	3,205	4,200	4,000	4,000
Clothes, uniform and laundry	1,050	1,000	1,000	1,000
Communications and computing	1,137	925	400	400
Public liability insurance	1,224	1,280	1,000	1,000
Sub total	153,398	172,855	170,500	156,500
Support services	19,300	15,400	15,400	15,300
Depreciation and impairment losses	475	475	500	500
Gross expenditure	173,173	188,730	186,400	172,300
Income				
Other income and recharges				
- General fund services	167,200	166,300	166,300	148,900
- Housing Revenue Account	24,600	24,600	24,600	22,500
Gross income	191,800	190,900	190,900	171,400
Net expenditure (income)	(18,627)	(2,170)	(4,500)	900

Transport Overheads

Service description

Budget manager: Head of Operations - M. Scott

Service basis: Statutory

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

Budget for the year ending 31 March 2026

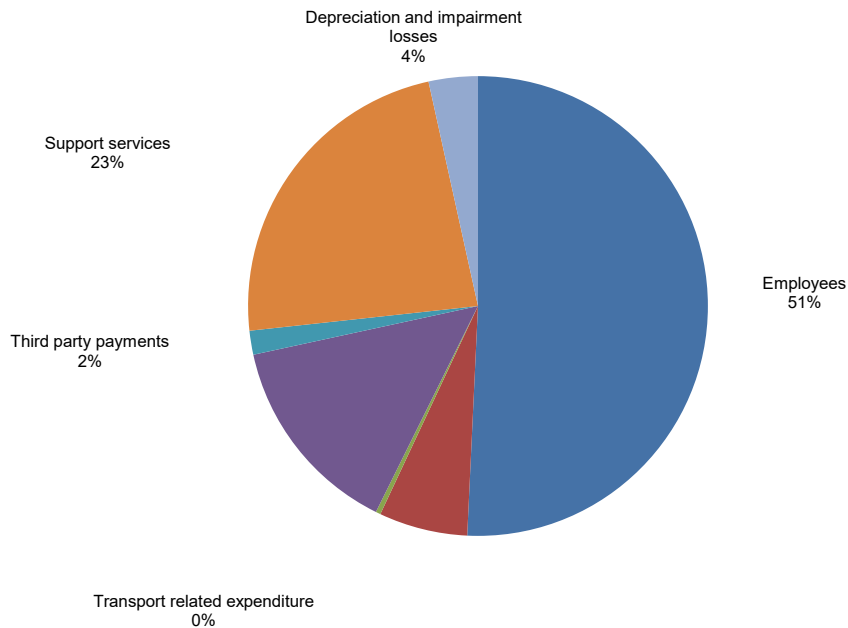
	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees				
Direct employee expenses	92,200	94,900	94,900	97,400
Training and recruitment	-	2,500	2,500	2,500
Premises related expenditure				
Depot recharge	26,400	34,700	34,700	34,700
Grounds maintenance	-	500	0	0
Transport related expenditure				
Garaging recharge	58,030	75,700	75,700	75,700
Car allowances	500	500	500	400
Supplies and services				
Equipment, furniture and materials	50	600	0	0
General office expenses	(231)	2,240	2,000	1,900
Communications and computing	158	180	200	200
Sub total	177,107	211,820	210,500	212,800
Support services	32,900	17,500	27,900	29,600
Gross expenditure	210,007	229,320	238,400	242,400
Income				
Other income and recharges - recharged to vehicles	211,500	211,900	235,800	227,800
Gross income	211,500	211,900	235,800	227,800
Net expenditure (income)	(1,493)	17,420	2,600	14,600

Corporate Management Committee

Subjective analysis

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Expenditure				
Employees	8,569,396	9,321,609	8,416,080	9,310,200
Premises related expenditure	1,790,648	1,229,526	1,229,378	1,143,900
Transport related expenditure	(85,849)	(44,787)	(68,460)	(62,500)
Supplies and services	2,485,706	2,830,284	4,140,864	2,618,925
Third party payments	263,210	303,017	316,700	309,200
Support services	3,635,679	4,153,109	4,161,251	4,267,500
Depreciation and impairment losses	620,565	752,534	633,854	633,900
Gross expenditure	17,279,355	18,545,292	18,829,667	18,221,125
Income				
Government grants	383,427	202,480	251,100	149,400
Costs and penalties recovered - includes other grants & contribu	1,545,989	564,750	1,532,400	671,000
Other fees and charges	96,489	34,600	44,200	44,200
Rents and leases	639,284	904,227	914,210	910,382
Land charges search fees	158,439	198,800	215,000	265,000
Recharges to other services	8,193,854	9,534,500	9,505,820	9,603,800
Gross income	11,017,482	11,439,357	12,462,730	11,643,782
Net expenditure	6,261,873	7,105,935	6,366,937	6,577,343

Expenditure Analysis 2025/2026



Investment Property Portfolio

Budget for the year ending 31 March 2026

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
Service basis:	Discretionary
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 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
Expenditure				
Premises related expenditure				
Building maintenance	119,123	185,850	163,250	163,300
Energy costs	159,277	76,200	40,100	30,100
Water services	14,736	6,136	8,011	8,000
Rent, rates and insurance	1,819,844	1,134,417	1,728,900	1,391,900
Cleaning and domestic supplies	740	0	0	0
Grounds maintenance	0	14,400	10,950	11,000
Service charge expenditure	688,592	542,560	582,560	542,600
Supplies and services				
Equipment, furniture and materials	440	0	0	0
General office expenses	2,449	16,000	16,000	16,000
Communications and computing	251	0	0	0
Services and expenses	473,586	729,534	623,619	443,100
Service charge expenditure	(54,136)	200,000	200,000	200,000
Miscellaneous expenses	5,250	50,000	0	0
Sub-total	3,230,151	2,955,097	3,373,390	2,806,000
Support services	0	9,300	9,300	9,300
Depreciation and impairment losses	0	59,311	59,311	59,300
Gross expenditure	3,230,151	3,023,708	3,442,001	2,874,600
Income				
Rents and leases	27,999,742	27,442,298	27,984,066	28,657,910
Costs recovered - Service charges	700,652	742,560	742,560	742,600
Interest income - commercial	4,565	3,600	0	0
Costs recovered - Other	100,061	0	225,600	53,600
Gross income	28,805,021	28,188,458	28,952,226	29,454,110
Net expenditure (income)	(25,574,870)	(25,164,750)	(25,510,225)	(26,579,510)

Housing Revenue Account

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
General management	2,935,867	3,894,168	3,980,786	3,336,102
Special services management	923,341	1,155,890	1,200,235	1,234,300
Supporting people for Council tenants	152,667	191,800	193,300	176,600
Mobile home site (Net)	(157,297)	(175,001)	(169,361)	(165,000)
Housing repairs	10,283,345	16,555,821	13,668,534	19,122,155
Less funded from major repairs reserve	(6,104,238)	(10,956,000)	(9,056,800)	(13,293,800)
Sale of Council houses administration	0	0	0	0
Other HRA Expenditure	471,912	594,400	594,400	551,300
Debt charges	3,379,000	3,379,000	3,379,000	3,379,000
Depreciation charges	2,401,954	2,773,309	2,773,309	2,402,300
Additional Revenue contribution to Major Repairs reserve	2,800,758	8,182,691	6,283,863	10,891,500
Additional Growth requests to be agreed	0	0	0	0
Total expenditure	17,087,309	25,596,078	22,847,266	27,634,457
<u>Income</u>				
Rent from dwellings	18,673,739	20,050,453	20,050,453	20,608,100
Non-dwelling rents and income	162,721	232,955	180,058	184,300
Interest on balances	1,827,820	1,220,000	1,670,000	1,088,000
Total income	20,664,280	21,503,408	21,900,511	21,880,400
Surplus (deficit) in the year	3,576,971	(4,092,670)	(946,755)	(5,754,057)
			3,719,692	8,156,357

HRA Reserves

Housing revenue account working balance

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Balance brought forward	36,763,920	35,651,858	39,456,021	36,383,251
Add surplus (less deficit) in the year	3,576,971	(4,092,670)	(946,755)	(5,754,057)
Prior Period adjustment	37,792	0	0	0
Transfer (to)/from Planned Underspends reserve	(31,000)	0	0	0
Capital expenditure				
- new purchases (incl LA Housing Fund)	(804,611)	(780,000)	(1,053,015)	(400,200)
- new build programme	0	(7,110,000)	(978,000)	(4,680,000)
- play area replacement	0	0	(45,000)	0
- IT Schemes	(87,051)	(50,000)	(50,000)	(50,000)
Balance carried forward	39,456,021	23,619,188	36,383,251	25,498,994

Major Repairs Reserve (MRR)

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Balance brought forward	901,526	0	0	372
Contributions to reserve:				
Depreciation	2,401,954	2,773,309	2,773,309	2,402,300
HRA working balance	2,800,758	8,182,691	6,283,863	10,891,500
Capital expenditure funded from reserve	(6,104,238)	(10,956,000)	(9,056,800)	(13,293,800)
Balance at year end	0	0	372	372

Total HRA Reserves

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Housing revenue account working balance	39,456,021	23,619,188	36,383,251	25,498,994
Major Repairs Reserve balance	0	0	372	372
Planned Underspend earmarked reserve	50,200	0	0	0
Total balances	39,506,221	23,619,188	36,383,623	25,499,366

General management

Service description

Budget manager:	Head of Housing Services & Business Planning - Ms M Ward
Service function:	General management of the Council's housing stock including - Policy and management - Tenancy applications and selection of tenants - Rent collection and accounting
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	1,043,344	1,180,700	1,180,700	1,226,700
Training and recruitment	51,368	40,000	40,000	40,000
<u>Premises related expenses</u>				
Council tax - empty dwellings	67,251	19,040	18,040	18,100
<u>Transport related expenditure</u>				
Travelling and subsistence	10,921	12,500	11,900	6,900
<u>Supplies and services</u>				
General office expenses	52,761	57,697	57,697	57,900
Communications and computing	6,815	101,416	96,646	96,700
Payment of rent - collection fees	3,214	4,400	4,400	4,400
Legal and other expenses	98,181	76,139	140,500	192,000
Insurance	315,064	317,767	332,695	334,502
Removal and disturbance expenses	29,133	75,000	75,000	75,000
Discretionary Housing Payment top-up	47,897	50,000	50,000	50,000
<u>New Housing projects</u>				
Pre-development expenditure	562,022	1,272,500	1,284,825	554,800
Sub total	2,287,971	3,207,159	3,292,403	2,657,002
<u>Support services</u>	627,080	692,019	692,019	683,300
<u>Depreciation & Impairment Losses</u>	52,564	54,415	52,564	52,600
Gross expenditure	2,967,615	3,953,593	4,036,986	3,392,902
<u>Income</u>				
Grants & contributions	6,098	3,800	3,800	3,800
Legal expenses recovered	376	2,000	2,000	2,000
Other Costs Recovered	1,000	1,000	1,000	1,000
Insurance premiums recharged	17,673	15,225	12,000	12,000
Recharge to General Fund	6,600	37,400	37,400	38,000
Gross income	31,747	59,425	56,200	56,800
Net expenditure	2,935,868	3,894,168	3,980,786	3,336,102

Special services management

Service description

Budget managers:	Head of Housing Technical Services - Mr S. Allen Head of Tenancy Services - Mr D Lloyd
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.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Managerial and administrative staff	91,800	155,100	155,100	160,400
Scheme managers	37,800	41,500	41,500	41,100
Caretaking and cleaning	139,925	146,750	146,750	182,800
<u>Premises related expenses</u>				
Building maintenance (tenants initiatives)	160,109	200,700	200,700	200,700
Energy and utility costs	284,756	199,085	257,810	262,900
Rent, rates and insurance	9,422	11,016	12,016	12,100
Cleaning and domestic supplies	14,704	17,998	16,898	17,000
Grounds maintenance	136,980	165,100	163,400	163,500
Furniture & Equipment	7,096	7,805	7,805	2,800
<u>Transport related expenditure</u>				
Use of vehicles	6,549	2,920	2,920	2,900
Car allowances	1,800	2,000	2,000	1,600
<u>Supplies and services</u>				
General expenses - TV Licences	885	1,720	1,580	1,600
General expenses (tenants participation)	27,054	32,250	29,750	29,800
Communications and computing	12,574	13,795	13,795	14,000
Community First Initiative	25,000	25,000	15,000	15,000
Sub total	956,454	1,022,739	1,067,024	1,108,200
<u>Support services</u>				
	83,680	168,703	168,703	161,600
<u>Depreciation & Impairment Losses</u>				
	0	1,408	1,408	1,400
Gross expenditure	1,040,134	1,192,850	1,237,135	1,271,200
<u>Income</u>				
Grants & Contributions	95,419	17,800	17,800	17,800
Sales, fees and charges	19,075	18,660	18,600	18,600
Rents and leases	2,299	500	500	500
Gross income	116,793	36,960	36,900	36,900
Net expenditure	923,341	1,155,890	1,200,235	1,234,300

Supporting people (for Council tenants)

Service description

Budget manager:	Head of Tenancy Services - Mr D Lloyd
Service function:	To provide support for housing tenants, primarily in our sheltered stock and those using the community alarm scheme.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	185,600	197,800	197,800	180,700
<u>Transport related expenditure</u>				
Staff travelling and subsistence	1,200	1,200	1,200	1,100
<u>Supplies and services</u>				
Furnishing - renewals	14,433	16,500	18,000	18,000
Community alarm system recharge	120,500	120,500	120,500	120,500
Sub total	321,733	336,000	337,500	320,300
<u>Support services</u>	22,900	26,300	26,300	26,800
Gross expenditure	344,633	362,300	363,800	347,100
<u>Income</u>				
Sheltered dwellings tenants charges	191,966	170,500	170,500	170,500
Gross income	191,966	170,500	170,500	170,500
Net expenditure	152,667	191,800	193,300	176,600

Mobile home site

Service description

Budget manager:	Head of Tenancy Services - Mr D Lloyd
Service function	Supervision, management and maintenance of the Councils mobile home site at Heathervale, providing both private pitches and accommodation for homeless families.
Service basis:	Mixed (Statutory & Discretionary)
Legal status	Section 24 of the Caravan Sites and Control of Development Act 1960

Budget for the year ending 31 March 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	12,900	16,300	16,300	20,100
Wages	0	700	700	700
<u>Premises related expenses</u>				
Maintenance of vans and site	4,028	3,100	3,100	3,100
Fuel, light, cleaning and water	25,967	31,050	32,700	32,700
Rates, insurance and telephone	3,375	1,500	1,500	1,600
Ground maintenance	2,800	2,900	2,900	2,900
<u>Transport related expenditure</u>				
Car Allowances	0	100	100	0
Sub total	49,070	55,650	57,300	61,100
<u>Support services</u>				
	8,000	15,700	15,700	16,300
Gross expenditure	57,070	71,350	73,000	77,400
<u>Income</u>				
<u>Fees and charges</u>				
Sale of mobile homes (commission)	0	30,000	30,000	30,000
Site rents (net of voids)	141,402	138,030	138,030	138,000
Rent of mobile homes (net)	47,089	51,681	51,681	51,700
Water charges	25,426	26,190	22,200	22,200
Miscellaneous	450	450	450	500
Gross income	214,367	246,351	242,361	242,400
Net expenditure	(157,297)	(175,001)	(169,361)	(165,000)

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.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Planned maintenance</u>				
Cyclic works - communal decorations	5,361	27,000	27,000	27,000
Annual maintenance and inspection (net)	621,306	617,900	694,163	722,900
Rolling repairs programme	0	8,000	8,000	8,000
Total planned maintenance	626,667	652,900	729,163	757,900
<u>Demand maintenance</u>				
Houses, flats and communal areas	1,031,033	723,200	723,300	722,900
Temporary Accomodation units	11,869	27,000	27,000	29,900
Sheltered housing	30,788	62,000	62,000	62,000
Total demand maintenance	1,073,690	812,200	812,300	814,800
<u>Major improvement schemes</u>				
<u>Revenue funded:</u>				
Surrey Towers Fire doors	12,245	450,000	450,000	737,755
Wall Finishes	0	1,083,000	0	900,000
Planned Wiring	274,232	240,000	240,000	240,000
<u>Capital funded:</u>				
Central heating	1,967,916	1,695,000	1,695,000	1,695,000
Kitchen and bathroom upgrades	2,276,467	2,000,000	2,000,000	1,700,000
Roof replacement works	23,928	3,015,000	750,000	3,015,000
Major Works - Special	1,831,509	3,396,000	3,396,000	4,936,000
Warm Homes (Social Housing Decarbonisatic	0	0	0	897,800
Window & Door replacements	193,792	850,000	1,215,800	1,050,000
Total major improvement schemes	6,580,089	12,729,000	9,746,800	15,171,555
<u>Other maintenance</u>				
Void repairs and decoration allowances	615,377	751,500	751,500	751,500
Disabled conversions (net)	151,652	200,000	200,000	200,000
Total other maintenance	767,029	951,500	951,500	951,500
Gross Expenditure	9,047,475	15,145,600	12,239,763	17,695,755
Total maintenance budget	9,047,475	15,145,600	12,239,763	17,695,755

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
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Salaries	799,382	928,400	928,400	949,900
Training costs	236	2,000	2,000	2,000
Car allowances	10,900	11,500	11,400	7,700
Supplies and services	33,656	58,250	57,900	51,800
Rent, Rates & Insurance	3,296	5,950	6,150	6,300
Sub total	847,470	1,006,100	1,005,850	1,017,700
Support services	388,400	408,021	426,821	412,700
<u>Income</u>				
Recharges	0	(3,900)	(3,900)	(4,000)
Total net supervision costs	1,235,870	1,410,221	1,428,771	1,426,400
Total maintenance costs (previous page)	9,047,475	15,145,600	12,239,763	17,695,755
Gross housing repairs expenditure	10,283,345	16,555,821	13,668,534	19,122,155

Improvement works counting as capital expenditure

(For information only)

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Special major works	1,831,509	3,396,000	3,396,000	4,936,000
Central heating programme	1,917,556	1,695,000	1,695,000	1,695,000
Kitchen and bathroom upgrade works	2,147,033	2,000,000	2,000,000	1,700,000
Roof replacement works	23,928	3,015,000	750,000	3,015,000
Window & Door replacements	184,212	850,000	1,215,800	1,050,000
Warm Homes (SHDF)	0	0	0	897,800
Total capital repairs to be met from Major Repairs Reserve	6,104,238	10,956,000	9,056,800	13,293,800

Sale of Council houses

Service description

Budget managers:	Housing Services Manager - Mr D Lloyd
Service function	To administer the Right to Buy scheme.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
<u>Employees</u>				
Salaries	11,200	13,000	13,000	11,600
<u>Transport related expenditure</u>				
Car allowances	100	100	100	100
<u>Supplies and services</u>				
Valuation and other fees	19,762	12,200	12,200	12,200
Sub total	31,062	25,300	25,300	23,900
<u>Support services</u>	16,400	36,800	36,800	37,200
Gross expenditure	47,462	62,100	62,100	61,100
<u>Income</u>				
Charged to capital receipts	47,462	62,100	62,100	61,100
Gross income	47,462	62,100	62,100	61,100
Net expenditure	0	0	0	0

Other HRA expenditure

Service description

Budget managers: Head of Housing Services & Business Planning - Ms M Ward
Senior Accountant (Technical & Commercial) - Ms E Lyons

Service function Miscellaneous accounting entries and corporate recharges

Service basis: Mixed (Statutory & Discretionary)

Budget for the year ending 31 March 2026

	<u>2023/24</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>
	Actual	Estimate	Probable	Estimate
	£	£	£	£
<u>Expenditure</u>				
<u>Employees</u>				
HRA pension backfunding	103,000	103,000	103,000	71,000
<u>Central costs</u>				
Civic Centre Notional charge	43,000	43,000	43,000	43,000
Contribution to corporate expenses	319,600	358,400	358,400	347,300
<u>Financing charges</u>				
Provision for uncollectable rents	6,312	90,000	90,000	90,000
Gross expenditure	471,912	594,400	594,400	551,300
 <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	2,401,954	2,773,309	2,773,309	2,402,300
Gross expenditure	2,401,954	2,773,309	2,773,309	2,402,300

Dwelling rents and service charges income

Service description

Budget manager:	Head of Housing Services & Business Planning - Ms M Ward
Service function	The collection of rent and heating charges on dwellings due on Council properties let to residents.
Service basis:	Mixed (Statutory & Discretionary)
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 2026

Rents from dwellings

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
Income				
<u>Rent debit</u>				
General stock dwellings	18,566,954	19,945,566	19,945,566	20,484,100
Tenants service charges	209,984	225,638	225,638	231,700
Rents of shared ownership properties	224,966	246,151	246,151	252,800
Heating charges	45,229	47,108	47,108	64,600
Gross rent for dwellings	19,047,133	20,464,463	20,464,463	21,033,200
<u>Less voids (rent loss on empty dwellings)</u>				
General stock dwellings	373,394	407,946	407,946	418,900
Tenant service charges	0	4,610	4,610	4,700
Heating charges	0	1,454	1,454	1,500
Total voids on dwellings	373,394	414,010	414,010	425,100
Net rent for dwellings	18,673,739	20,050,453	20,050,453	20,608,100

Non-dwelling rents and income

Service description

Budget managers:	Head of Housing Services & Business Planning - Ms M Ward Senior Accountant (Technical & Commercial) - Ms E Lyons
Service function	The collection of other HRA. rents and income
Service basis:	Mixed (Statutory & Discretionary)
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 2026

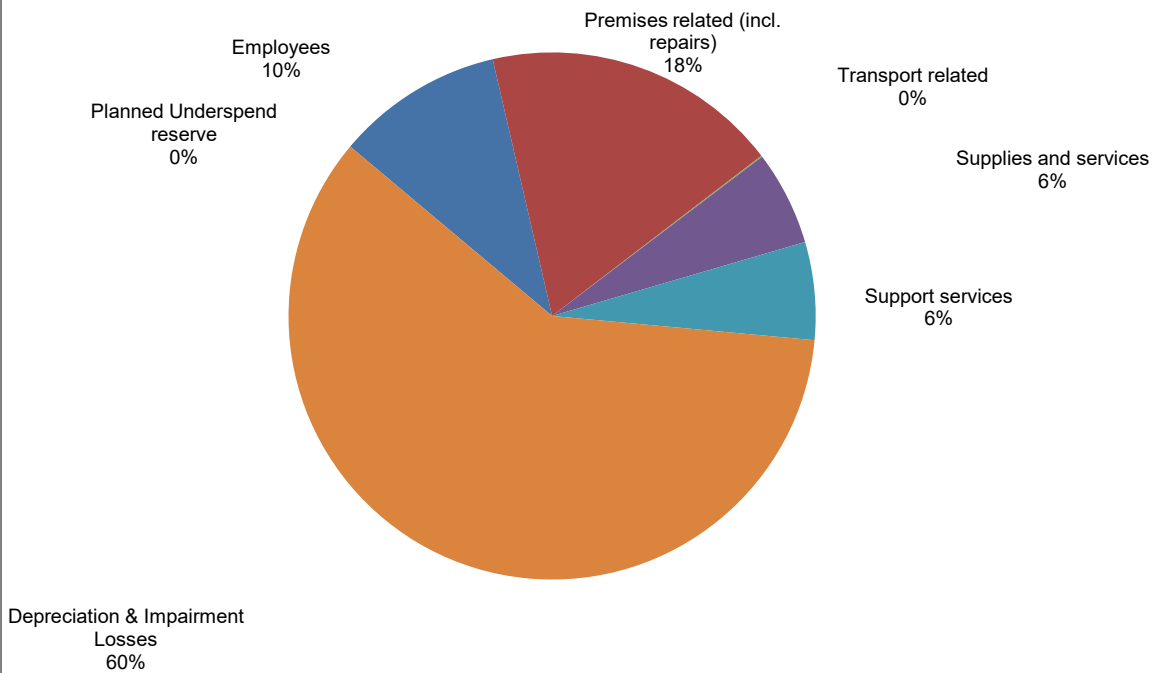
	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Non-dwelling rents and income</u>				
Rents of other properties	3,583	66,989	3,400	3,400
Leasehold service charges	128,929	130,317	130,317	133,800
Mead Court service charges	14,601	30,802	30,802	31,600
Miscellaneous receipts (e.g. small land sales)	15,608	4,847	15,539	15,500
Sub total - other rents and income	162,721	232,955	180,058	184,300
<u>Investment and mortgage income</u>				
Interest on balances	1,827,820	1,220,000	1,670,000	1,088,000
Sub total - interest	1,827,820	1,220,000	1,670,000	1,088,000
Total non-dwelling rents and income	1,990,541	1,452,955	1,850,058	1,272,300

Housing revenue account

Subjective analysis

	<u>2023/24</u> Actual £	<u>2024/25</u> Estimate £	<u>2024/25</u> Probable £	<u>2025/26</u> Estimate £
<u>Expenditure</u>				
Employees	2,476,555	2,825,250	2,825,250	2,887,000
Premises related (incl. repairs)	3,655,925	4,847,039	3,898,177	5,122,855
Transport related	31,470	30,320	29,620	20,300
Supplies and services	1,376,047	2,242,939	2,318,293	1,631,002
Support services	1,466,060	1,705,943	1,724,743	1,685,200
Depreciation & Impairment Losses	8,677,276	14,433,823	12,533,144	16,769,800
Planned Underspend reserve	0		0	0
Gross expenditure	17,683,333	26,085,314	23,329,227	28,116,157
<u>Income</u>				
Net rents	18,814,272	20,171,499	20,107,910	20,648,100
Grants and Contributions	119,190	36,825	33,600	33,600
Fees and charges	492,421	523,020	529,662	550,400
Interest	1,827,820	1,220,000	1,670,000	1,088,000
Recharges to General Fund	6,600	41,300	41,300	42,000
Gross income	21,260,303	21,992,644	22,382,472	22,362,100
Net expenditure	(3,576,970)	4,092,670	946,755	5,754,057

Expenditure Analysis 2025/26



Fees and charges

Housing Revenue Account

	From April 2025 £	VAT treatment
<u>Average council house rents (per week)</u>		
Bedsit	84.41	Outside scope
1 bed dwelling	116.05	Outside scope
2 bed dwelling	139.11	Outside scope
3 bed dwelling	151.97	Outside scope
4 bed dwelling	166.09	Outside scope
5 or more bed dwelling	187.56	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	1.46	Outside scope
Hampshire Court	7.55	Outside scope
Middlesex Court	7.55	Outside scope
Surrey Towers	7.55	Outside scope
Sussex Court	7.33	Outside scope
Audley & Southam House	1.74	Outside scope
Fairoaks Court	1.33	Outside scope
Oaklands Court	1.46	Outside scope
Beomonds	21.91	Outside scope
Darley Dene	15.68	Outside scope
Floral House	13.61	Outside scope
Grove Court	12.39	Outside scope
Heatherfields	11.54	Outside scope
Shared Houses	10.76	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	44.68	Exempt
Rent of council mobile homes	66.59	Exempt
Rent of new larger council mobile homes	99.99	Exempt

Fees and charges

Housing Revenue Account

	From April 2025 £	VAT treatment
<u>Heating and hot water charges - Independent Retirement Living</u>		
Charge per week		
- Beomonds and Floral House	14.20	Outside scope
- Heatherfields	4.95	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	20.40	Outside scope

Fees and charges

Housing - General Fund

Homeless persons accommodation

Bed and breakfast accommodation
- flat rate room charge per week

218.63 Outside scope

The maximum that can be charged for emergency accommodation is the Local Housing Allowance (LHA) rate for a one-bedroom property. This is currently £218.63 for most of Runnymede but LHA rates can increase in April so is subject to change.

Fees and charges

Meals and transport charges

		From April 2025 £	VAT treatment
<u>Meals at Home and Day centre</u>			
Monday - Friday - Day Centres	Cost per two course meal	5.50	Outside scope
Monday - Friday - Meals at Home	Cost per two course meal	6.00	Outside scope
Saturday and Sunday	Cost per two course meal	6.90	Outside scope
	Afternoon Tea	3.90	Outside scope
	Additional course (soup/dessert)	1.50	Outside scope
<u>Community transport</u>			
	Fare for return transport to day centres (Monday - Friday)	5.50	Zero Rated
	Journey within one zone (minimum fare)	4.85	Zero Rated
	Journey within two zones	7.85	Zero Rated
	Journey within three zones	11.25	
	Journey within four zones	14.75	

Fees and charges

Careline system

	From April 2025 £	VAT treatment
Full weekly charge (price to include a free smoke alarm on take up of contract)	5.65	Standard
Full weekly charge (price to include a free smoke alarm on take up of contract) - Registered disabled	5.65	Zero Rated

Fees and charges

Centre lettings

		From April 2025 £	VAT treatment
<u>Community use per hour - (Eileen Tozer, Manor Farm, Woodham and New Haw)</u>			
Monday to Friday	5pm to 11pm	30.25	Exempt
Saturday	9am to 5pm	38.00	Exempt
Saturday	5pm to 11pm	53.50	Exempt
<u>Community use per hour - Wellbeing Centre Manor Farm 15 auditorium</u>			
Monday to Friday	9am – 6pm	8.25	Exempt
Monday to Friday	6pm – 11pm	14.25	Exempt
Weekends	9am – 5pm	14.25	Exempt
Weekends	5pm – 11pm	17.75	Exempt
<u>Commercial hire/trade shows (per hour)</u>			
Saturdays only	9am to 11pm	65.00	Exempt
<u>Commercial use per hour - Wellbeing Centre Manor Farm 15 auditorium</u>			
Saturday - Sunday	9am to 11pm	20.25	Exempt
<u>Catering facilities</u>			
Full use of kitchen		83.00	Exempt
Full use of tea bar		N/A	Exempt
Use of public address system		N/A	Exempt

Registered charities

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 2025 £	VAT treatment
<u>Hairdressing salons - hourly rates</u>			
Eileen Tozer Day Centre	(Incl VAT)	8.75	Standard
Manor Farm Day Centre	(Incl VAT)	8.75	Standard
Woodham and New Haw Day Centre	(Incl VAT)	8.75	Standard
These rates are based upon the standard of facilities available			
<u>Chiropodist fees (full day)</u>		33.00	Exempt

Fees and charges

Chertsey Museum

	From April 2025 £	VAT treatment
<u>School's membership scheme</u>		
<u>Annual membership fee</u>		
Schools with 0 - 150 pupils	35.25	Outside Scope
Schools with 151 - 250 pupils	47.00	Outside Scope
Schools with 251+ pupils	58.75	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 April 2025 £	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)	64.25	Outside Scope
School Assemblies - schools outside Runnymede (max. 30 mins)	75.00	Outside Scope
School Assemblies - non member schools (max. 30 mins)	85.50	Outside Scope
<u>Talks to groups</u>		
At the Museum outside of opening hours - Borough Community Groups	48.00	Outside Scope
At the Museum outside of opening hours - Non Borough Community Groups	58.00	Outside Scope
Talks held outside the Museum - Borough Community Groups	48.00	Outside Scope
Talks held outside the Museum - Non Borough Community Groups	64.00	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) 0.70	Standard
A3 Copies	(plus VAT) 0.90	Standard
<u>Charge for late return of school loan boxes</u>	(plus VAT) 26.75	Standard
<u>Missing item from loan boxes (per day)</u>	(plus VAT) 10.75	Standard
*non members pay additional £10 booking		

Fees and charges

Chertsey Museum

		From April 2025 £	VAT treatment
<u>Photographic orders</u>			
101.6mm by 152.4mm (4" by 6")	(plus VAT)	3.75	Standard
127mm by 177.8mm (5" by 7")	(plus VAT)	4.25	Standard
152.4mm by 203.2mm (6" by 8")	(plus VAT)	4.75	Standard
203.2mm by 254mm (8" by 10")	(plus VAT)	6.50	Standard
304.8mm by 457.2mm (12" by 18")	(plus VAT)	11.25	Standard
Handling charge (1 per order)	(plus VAT)	2.75	Standard
Postage charge	(plus VAT)	2.25	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 2025 £	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) 28.50	Standard
Meeting Room A	(per hour)	(plus VAT) 12.00	Standard
Meeting Room C	(per hour)	(plus VAT) 7.75	Standard
Meeting Room D	(per hour)	(plus VAT) 10.00	Standard
<u>Community Package - Monday to Friday 17:00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 38.00	Standard
Meeting Room A	(per hour)	(plus VAT) 17.25	Standard
Meeting Room C	(per hour)	(plus VAT) 11.75	Standard
Meeting Room D	(per hour)	(plus VAT) 15.25	Standard
<u>Community Package - Weekends 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 39.00	Standard
Meeting Room A	(per hour)	(plus VAT) 17.50	Standard
Meeting Room C	(per hour)	(plus VAT) 12.25	Standard
Meeting Room D	(per hour)	(plus VAT) 15.75	Standard
<u>Community Package - weekends 17:00 to 23.00</u>			
Main Hall	(per hour)	(plus VAT) 51.50	Standard
Meeting Room A	(per hour)	(plus VAT) 23.75	Standard
Meeting Room C	(per hour)	(plus VAT) 16.25	Standard
Meeting Room D	(per hour)	(plus VAT) 21.00	Standard
<u>Business Package Monday - Friday 08:30 to 17:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 74.75	Standard
Meeting Room A	(per hour)	(plus VAT) 32.00	Standard
Meeting Room C	(per hour)	(plus VAT) 26.75	Standard
Meeting Room D	(per hour)	(plus VAT) 26.75	Standard
<u>Business Package Monday - Friday 17:00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 74.75	Standard
Meeting Room A	(per hour)	(plus VAT) 32.00	Standard
Meeting Room C	(per hour)	(plus VAT) 26.75	Standard
Meeting Room D	(per hour)	(plus VAT) 26.75	Standard
<u>Business Package Weekends 08:00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 74.75	Standard
Meeting Room A	(per hour)	(plus VAT) 32.00	Standard
Meeting Room C	(per hour)	(plus VAT) 26.75	Standard
Meeting Room D	(per hour)	(plus VAT) 26.75	Standard
<u>Community with benefits - Monday to Friday 08:30 to 17:00 hrs</u>			
Main Hall		37.00	Standard
Small Hall		15.75	Standard
Room 1		10.00	Standard
Room 2/ Bar Lounge		13.00	Standard
<u>Community with benefits - Monday to Friday 17:00 to 23:00 hrs</u>			
Main Hall		49.50	Standard
Small Hall		22.50	Standard
Room 1		15.25	Standard
Room 2/ Bar Lounge		19.75	Standard
<u>Community with benefits - Weekends 08:30 to 17:00 hrs</u>			
Main Hall		50.50	Standard
Small Hall		23.00	Standard
Room 1		16.00	Standard
Room 2/ Bar Lounge		20.50	Standard
<u>Community with benefits - Weekends 17:00 to 23:00 hrs</u>			
Main Hall		67.00	Standard
Small Hall		31.00	Standard
Room 1		21.00	Standard
Room 2/ Bar Lounge		27.00	Standard
Business packages includes room hire, projector, screen, flip chart, kitchen for beverages			
<u>Use of kitchen</u>			
Up to 100 people		(plus VAT) 53.50	Standard
100+ people		(plus VAT) 107.00	Standard

Fees and charges

Community Halls

		From April 2025 £	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) 28.50	Standard
Small Hall	(per hour)	(plus VAT) 13.50	Standard
Room 1	(per hour)	(plus VAT) 8.50	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 10.00	Standard
<u>Community package - Monday to Friday 17:00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 38.00	Standard
Small Hall	(per hour)	(plus VAT) 18.75	Standard
Room 1	(per hour)	(plus VAT) 11.65	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 15.25	Standard
<u>Community use - Weekends 8.30 to 17:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 38.00	Standard
Small Hall	(per hour)	(plus VAT) 17.50	Standard
Room 1	(per hour)	(plus VAT) 11.75	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 15.25	Standard
<u>Community use - Weekends 17.00 to 23:00 hrs</u>			
Main Hall	(per hour)	(plus VAT) 51.75	Standard
Small Hall	(per hour)	(plus VAT) 25.50	Standard
Room 1	(per hour)	(plus VAT) 16.00	Standard
Room 2/ Bar Lounge	(per hour)	(plus VAT) 21.00	Standard
<u>Business package</u>			
Main Hall	(per hour)	(plus VAT) 74.75	Standard
Small Hall	(per hour)	(plus VAT) 37.50	Standard
Room 1	(per hour)	(plus VAT) 26.75	Standard
Room 2 /Bar Lounge	(per hour)	(plus VAT) 26.75	Standard
<u>Community with benefits - Monday to Friday 08:30 to 17:00 hrs</u>			
Main Hall		37.00	Standard
Small Hall		17.50	Standard
Room 1		10.75	Standard
Room 2/ Bar Lounge		13.00	Standard
<u>Community with benefits - Monday to Friday 17:00 to 23:00 hrs</u>			
Main Hall		49.50	Standard
Small Hall		24.25	Standard
Room 1		15.25	Standard
Room 2/ Bar Lounge		19.75	Standard
<u>Community with benefits - Weekends 08:30 to 17:00 hrs</u>			
Main Hall		49.50	Standard
Small Hall		22.75	Standard
Room 1		15.25	Standard
Room 2/ Bar Lounge		19.75	Standard
<u>Community with benefits - Weekends 17:00 to 23:00 hrs</u>			
Main Hall		67.25	Standard
Small Hall		33.00	Standard
Room 1		21.00	Standard
Room 2/ Bar Lounge		27.00	Standard

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

Fees and charges

Community Halls

		From April 2025 £	VAT treatment
<u>Third Party Use</u>			
<u>Use of kitchen</u>			
Up to 100 people	(plus VAT)	53.50	Standard
100+ people	(plus VAT)	107.00	Standard
<u>Notes for Community Halls</u>			
<ul style="list-style-type: none"> ▪ Hiring's to registered Charities are by law exempt from VAT and therefore no VAT will be added to the above charges ▪ All small rooms only available to hire when booking package ▪ Deposit required for all hires ▪ All Hires minimum of 2 hours except Children's Parties minimum of 3 hours ▪ Prices are subject to variation from time to time to reflect any amendments approved by the Council. ▪ All above charges for Audio, Visual Aid and Additional Equipment are per booking unless otherwise stated ▪ Hires are charged on an Hourly basis ▪ All times booked must include set up and clear down time ▪ The Head of Community Development has the delegated authority to make reductions and develop marketing packages to promote usage ▪ Cancellations - all cancellations will be subject to an administrative fee of 10% of total cost excluding VAT 			

Fees and charges

Tennis Charges

		From April 2025 £	VAT treatment
<u>Tennis Court Fees</u>			
Annual Pass		38.00	Outside scope
Pay and Play		5.25	Outside scope
Coaching Provider charges	POA		Outside scope

Fees and charges

Crime and disorder

	From April 2025 £	VAT treatment
<u>Safer Runnymede (Includes VAT)</u>		
CCTV System - supply of copy DVDs	190.00	Standard
CCTV System - supply of copy photograph	30.75	Standard
CCTV System - viewing DVD footage (per hour or part thereof)	83.00	Standard

Fees and charges

Houses in Multiple Occupation (HMO) licensing costs

	From April 2025 £	VAT treatment
<u>Houses in multiple occupation (HMO) licensing costs</u>		
Basic fee	765.00	Outside scope
Assisted application or undeclared HMO	965.00	Outside scope
Reduction for multiple applications from same applicant	95.00	Outside scope
Reduction for renewal of fees	90.00	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

Fees and charges

Allotments

	From April 2025 £	VAT treatment
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 where social prescribing is applicable.

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

	From April 2026 £	
Charge per 25m ² (rod) per annum:		
- Previous annual direct debit payees	25.00	Outside Scope
- Previous other means payees	25.00	Outside Scope
- Annual transactional cost per plot holder paying by alternative means	3.00	

There is a 50% fee abatement for all allotment holders once they reach state retirement age. The abatement will reduce to 25% from April 2026.

Fees and charges

Parks and open spaces

	From April 2025 £	VAT treatment	
<u>Bowls (includes VAT)</u>			
Green fees per person			
Per match	16.00	Standard	
Per match (senior citizens/juniors/registered disabled)	12.00	Standard	
Per season	150.00	Standard	
Per season (senior citizens/juniors/registered disabled)	112.50	Standard	
The discount will reduce from 50% to 25% from April 2025			
<u>Football pitches with changing - per match (includes VAT)</u>			
Full size pitches			
Senior clubs	150.00	Standard	
Junior clubs	80.00	Standard	
Small pitches up to 1hour 30 mins	75.00	Standard	
<u>Football pitches without changing - per match (includes VAT)</u>			
Full size pitches	65.00	Standard	
Small pitches up to 1hour 30 mins	50.00	Standard	
<u>Croquet (includes VAT)</u>			
Adults per Person per Hour	16.00	Standard	
Juniors/Senior Citizens/Registered Disabled per Person per Hour	8.00	Standard	
<u>Chertsey Recreation Ground multi purpose courts (includes VAT)</u>			
Court fees (team games) per hour per court	45.00	Standard	
Court fees (junior games) per hour per court	39.00	Standard	
Floodlighting per hour per court	25.00	Standard	
<u>Cricket (includes VAT)</u>			
Chertsey, Victory Park, Heathervale, Ottershaw and Abbeyfields			
Games commencing Before 5.00 p.m.	170.00	Standard	
Games commencing After 5.00 p.m. and training games	115.00	Standard	
Junior Games	75.00	Standard	
<u>Other:</u>			
Fitness classes	Price per annum for 1 hour class pe	110.00	Standard
Team use of park for training	Price per annum	165.00	Standard

Fees and charges

Parks and open spaces

	From April 2025 £	VAT treatment
<u>Additional and miscellaneous charges (includes VAT)</u>		
Hire of rooms in pavilions - per hour (min 2 hours)	40.00	Exempt
Use of park for rounders		Standard
<u>Events (includes VAT)</u>		
Community and charity events	190.00	
Firework displays		Fireworks to cease due to enviromental and biodiversty impact
Less then 15 minutes	0.00	Standard
More then 15 minutes	0.00	Standard
Fairgrounds		
Operational days	960.00	Standard
Non operational days	960.00	Standard
Circuses - notional as presently no sites are available		
Operational days	1,000.00	Standard
Non operational days	1,000.00	Standard
<u>Running Events New Fees</u>		
Park run and free of charge events		
Paid for participation events per day	250.00	
Repairs deposit POA - fee will depend on scale and type of event. A refundable ground deposit ranging up 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)	100% quoted cost to cut	
Strimming/brushcutting		
Shrub pruning		
Tree works		
<u>Open Spaces Car Parks (includes VAT)</u>		
<u>(Monday to Sunday)</u>		
Chertsey Recreation, Crockford Open Space, Coopers Hill, Thorpe Green, Truss's Island Victory Park & Aviator Park		
Disabled Person	No Charge	Standard
Free up to 3 hours	Free	Standard
3+ hours	2.80	Standard
<u>Homewood Park car park (includes VAT)</u>		
<u>(Monday to Sunday)</u>		
Disabled Person	No Charge	Standard
Free up to 90 mins	Free	Standard
90 mins to 3 hours	2.80	Standard
Maximum stay 17 hours over 3 hours	5.10	Standard

Fees and charges

Cemeteries

	From April 2025 £	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	2,150.00	Outside Scope
	100 years - for future use	3,200.00	Outside Scope
Extended burial rights	25 years	340.00	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	3,700.00	Outside Scope
	100 years - for future use	5,350.00	Outside Scope
Extended burial rights	25 years	1,250.00	Outside Scope
<u>Cremated remains grave space 1.22m x 1.22m (4' x 4')</u>			
Exclusive burial rights	100 years - for immediate use	1,000.00	Outside Scope
	100 years - for future use	1,520.00	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	740.00	Outside Scope
	100 years - for future use	1,100.00	Outside Scope
Extended burial rights	25 years	280.00	Outside Scope
<u>Vault</u>			
The right to construct a walled grave or vault		3,050.00	Outside Scope
Reopening of a standard bricked vault		850.00	Outside Scope
<u>Interment fees (private and public grave)</u>			
Adult coffin		1,830.00	Outside Scope
Casket burial or oversized coffin		1,910.00	Outside Scope
Cremated remains		370.00	Outside Scope
Muslim section Englefield Green - weekdays (normal hours)		1,830.00	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")		295.00	Outside Scope
* Right to place a kerb set not to exceed 1982mm x 762mm (6' 6" x 2' 6")		295.00	Outside Scope
* Right to place a Book or tablet memorial		220.00	Outside Scope
* Right to place memorial on Classic grave space		1,160.00	Outside Scope
Additional inscription		140.00	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 2025 £	VAT treatment
<u>Genealogy search fees</u>		
Search fees per interment	30.00	Outside Scope
<u>Garden of Remembrance (Addlestone)</u>		
Interment	360.00	Outside Scope
Provision and installation of plaque by the Council	165.00	Outside Scope
<u>Administration and other fees</u>		
Registration of transfer of exclusive right of burial (will or probate provided)	140.00	Outside Scope
Registration of transfer of exclusive right of burial (No will or probate provided)	150.00	Outside Scope
Copy of exclusive right of burial	140.00	Outside Scope
Postponement or cancellation of burial after notice has been given	500.00	Outside Scope
Charge for chapel (Per hour - minimum charge)	155.00	Outside Scope
Selection fee - for Cemeteries Registrar to attend	210.00	Outside Scope
Completion of Exhumation Applications	135.00	Outside Scope

Fees and charges

Refuse collection

	From April 2025 £	VAT treatment
<u>Trade refuse</u>		
Sack collection	<u>191.00</u>	Outside Scope
140 litre wheeled bins	<u>323.00</u>	Outside Scope
240 litre wheeled bins	<u>527.00</u>	Outside Scope
360 litre wheeled bins	<u>654.00</u>	Outside Scope
660 litre wheeled bins	<u>834.00</u>	Outside Scope
1100 litre bulk containers	<u>1,104.00</u>	Outside Scope
1100 litre bulk containers - lockable	<u>1,137.00</u>	Outside Scope

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

Fees and charges

Refuse collection

	From April 2025 £	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	65.00	Outside Scope
- 180 litre bin	75.00	Outside Scope
- 660 litre bin (communal facilities)	295.00	Outside Scope
- 1100 litre bin (communal facilities)	450.00	Outside Scope
- 1100 litre bin - lockable (communal facilities)	490.00	Outside Scope
Second hand / refurbished (when available)		
- 140 litre bin	35.00	Outside Scope
- 180 litre bin	43.00	Outside Scope
Additional capacity requests within policy		
- 140 litre bin to 180 litre bin	75.00	Outside Scope
Additional 180L bin if circumstances within policy (*Families of 6 or more with a child under the age of 3 or two children in nappies)		
- 180 litre bin to 360 litre bin annual rental charge	100.00	Outside Scope
<u>One off payments</u>		
Charge for contaminated bins and additional collections		
- 240 litre bin	75.00	Outside Scope
- 360 litre bin	110.00	Outside Scope
- 660 litre bin	160.00	Outside Scope
- 1100 litre bin	240.00	Outside Scope

Fees and charges

Refuse collection - Trade Waste discounted collection

	From April 2025 £	VAT treatment
<u>Schools, churches etc. - fortnightly refuse collection</u>		
Service cost including hire, administration and collection		
140 litre wheeled bins		
- Administration and Container hire charge	60.00	Outside Scope
- Collection charge	92.00	Outside Scope
	152.00	Outside Scope
 240 litre wheeled bins		
- Administration and Container hire charge	97.00	Outside Scope
- Collection charge	140.00	Outside Scope
	237.00	Outside Scope
 360 litre wheeled bins		
- Administration and Container hire charge	120.00	Outside Scope
- Collection charge	152.00	Outside Scope
	272.00	Outside Scope
 660 litre wheeled bins		
- Administration and Container hire charge	123.00	Outside Scope
- Collection charge	200.00	Outside Scope
	323.00	Outside Scope
 1100 litre bulk containers		
- Administration and Container hire charge	148.00	Outside Scope
- Collection charge	226.00	Outside Scope
	374.00	Outside Scope
 1100 litre bulk containers - lockable		
- Administration and Container hire charge	164.00	Outside Scope
- Collection charge	226.00	Outside Scope
	390.00	Outside Scope

Fees and charges

Recycling and Green Waste

	From April 2025 £	VAT treatment
<u>Recycling initiatives</u>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
New bins		
- 140 litre bin	30.00	Outside Scope
- 240 litre bin	40.00	Outside Scope
- 360 litre bin (communal facilities)	60.00	Outside Scope
- 660 litre bin (communal facilities)	270.00	Outside Scope
- 1100 litre bin (communal facilities)	410.00	Outside Scope
- 1100 litre bin - lockable (communal facilities)	450.00	Outside Scope
Developers package per household new fee	150.00	
Second hand / refurbished (when available)		
- 140 litre bin	20.00	Outside Scope
- 240 litre bin	25.00	Outside Scope
Upgrade from		
-140 litre bin to 240 litre bin	40.00	Outside Scope
<u>Recycling for schools and businesses - fortnightly collection</u>		
Service cost including hire, administration and collection		
140 litre wheeled bins		
- Administration and Container hire charge	60.00	Outside Scope
- Collection charge	45.00	Outside Scope
	105.00	Outside Scope
240 litre wheeled bins		
- Administration and Container hire charge	100.00	Outside Scope
- Collection charge	65.00	Outside Scope
	165.00	Outside Scope
360 litre wheeled bins		
- Administration and Container hire charge	120.00	Outside Scope
- Collection charge	70.00	Outside Scope
	190.00	Outside Scope
660 litre wheeled bins		
- Administration and Container hire charge	140.00	Outside Scope
- Collection charge	90.00	Outside Scope
	230.00	Outside Scope
1100 litre bulk containers		
- Administration and Container hire charge	150.00	Outside Scope
- Collection charge	100.00	Outside Scope
	250.00	Outside Scope
1100 litre bulk containers - lockable		
- Administration and Container hire charge	160.00	Outside Scope
- Collection charge	100.00	Outside Scope
	260.00	Outside Scope
Food waste		Outside Scope

Fees and charges

Recycling and Green Waste

	From April 2025 £	VAT treatment
<u>Green garden waste scheme</u>		
Sale of wheeled containers (includes purchase, delivery and administration costs)		
140 litre bin Cost of bin added in first year	30.00	Outside Scope
240 litre bin Cost of bin added in first year	40.00	Outside Scope
Annual subscription charge:		
120 litre / 140 litre bin	45.00	Outside Scope
Each additional wheeled bin	45.00	Outside Scope
240 litre bin	65.00	Outside Scope
Each additional wheeled bin	65.00	Outside Scope

Fees and charges

Car parking charges

From April 2025 £	VAT treatment
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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)

Disabled Person	No charge	Standard
Fee up to 1 hour	1.60	Standard
Fee 1 to 2 hours	2.80	Standard
Fee 2 to 3 hours	3.80	Standard
Fee 3 to 4 hours	4.30	Standard
Fee 4 to 5 hours	4.80	Standard
Fee 5 to 6 hours	5.80	Standard
All Day Fee	7.60	Standard

Long stay parking (includes VAT)

(Monday to Sunday)

Egham (Waspe Farm); Chertsey (Library);

Virginia Water (Memorial Gardens);

Chertsey (Woodlands) Monday to Sunday

Disabled Person	No charge	Standard
Fee up to 1 hour	1.60	Standard
Fee 1 to 2 hours	2.80	Standard
Fee 2 to 3 hours	3.80	Standard
Fee 3 to 4 hours	4.30	Standard
Fee 4 to 5 hours	4.80	Standard
Fee 5 to 6 hours	5.80	Standard
All Day Fee	7.60	Standard

Fees and charges

Car parking charges

		From April 2025 £	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 and Gogmore Farm			
	Disabled Person	No charge	Standard
	Fee up to 1 hour	0.75	Standard
	Fee 1 to 2 hours	1.35	Standard
	Fee 2 to 3 hours	2.15	Standard
	Fee 3 to 4 hours	3.15	Standard
	Fee 4 to 5 hours	3.65	Standard
	Fee 5 to 6 hours	6.05	Standard
	All Day Fee	6.50	Standard
<u>Pay and display parking</u>			
<u>Other charges (includes VAT)</u>			
<u>(Monday to Sunday)</u>			
Pooley Green and Egham Library			
	Disabled Person	No charge	Standard
	Fee up to 30 minutes	0.00	Standard
	Fee 30 minutes to 2 hours	1.35	Standard
	Fee 2 to 3 hours	2.15	Standard
	Fee 3 to 4 hours	3.15	Standard
	Fee 4 to 5 hours	3.65	Standard
	All Day Fee	6.50	Standard
<u>Evening/overnight charges (includes VAT)</u>			
Evening charges	Flat fee 6pm - 10pm	2.00	Standard
Overnight charges	Flat fee 10pm - 8am	3.00	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)	835.00	Standard
	Non-resident (per quarter)	290.00	Standard
	Resident (per annum)	390.00	Standard
	Resident (per quarter)	125.00	Standard
<u>Car park permits (Monday to Saturday)</u>			
Beomonds, Hummer Road, Memorial Gardens, Woodlands	Non-resident (per annum)	835.00	Standard
	Non-resident (per quarter)	290.00	Standard
	Resident (per annum)	390.00	Standard
	Resident (per quarter)	125.00	Standard
<u>Car park permits (Monday to Saturday)</u>			
Gogmore Farm	Non-resident (per annum)	635.00	Standard
<u>Car park permits (Monday to Saturday)</u>			
Victoria Street, St Judes Road, Pooley Green (and Aviator Park - annual permits only)	Resident (per annum)	160.00	Standard
	Resident (per quarter)	67.50	Standard
<u>Contract car parking</u>			
Chertsey (Beomonds Row, White Hart Row)	Non-resident (per annum)	910.00	Standard
	Non-resident (per quarter)	265.00	Standard
	Resident (per annum)	305.00	Standard
	Resident (per quarter)	92.50	Standard
Contract Parking Key Deposit (Refundable on return of the key)		50.00	Outside Scope

Fees and charges

Other environment and sustainability charges

<u>ENVIRONMENTAL HEALTH</u>	From April 2025 £	VAT treatment
<u>Food hygiene and Health and Safety Courses</u>		
		Standard
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.	285.00 175.00	Outside Scope Outside Scope
Re-inspections requested by food businesses	190.00	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
Noise Act commercial/licenses offence		500.00
Failure to produce waste transfer notice (reduced to £240 if paid within 10 days)		300.00
Failure to produce waste carrier papers (reduced to £240 if paid within 10 days)		300.00
Failure to provide waste receptacles (reduced to £80 if paid within 10 days)	Set locally to statute maximum	100.00
<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
Failing to display no-smoking signage (reduced to £150 if paid within 15 days)		200.00
<u>Abandoned vehicles</u>		
Fixed penalty notice fee (reduced to £160 if paid within 10 days)	Set locally to statute maximum	200.00
<u>Flytipping, Littering and dog fouling/control fixed penalty fines</u>		
Littering (reduced to £90 if paid within 10 days)		180.00
Dog fouling/control (reduced to £80 if paid within 14 days)		100.00
Fly tipping		
Upper level (if paid within 14 days) (reduced to £500 if paid within 10 days)		1,000.00
Lower level (if paid within 14 days) (reduced to £250 if paid within 10 days)		500.00
Household waste duty of care		
Upper level (if paid within 14 days) (reduced to £300 if paid within 10 days)	New	600.00
Lower level (if paid within 14 days) <u>(reduced to £150 if paid within 10 days)</u>	New	300.00

Fees and charges

Other environment and sustainability charges

ENVIRONMENTAL HEALTH

From April 2025 £	VAT treatment
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Water sampling charges

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		87.00	Outside Scope
Additional entries		66.00	Outside Scope

Contaminated Land

Basic contaminated land enquiry		109.00	Outside Scope
Contaminated land enquiry for one property		243.00	Outside Scope
Contaminated land enquiry for more than one property		459.00	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

Annual animal licence fees

Higher Tier activities (exc. Home board and day care dogs) New application		395.00	Outside Scope
plus grant fee (enforcement charge)		180.00	
Higher Tier activities (exc. Home board and day care dogs) Renewal		275.00	Outside Scope
plus grant fee (enforcement charge)		180.00	
Lower Tier activities (Home board and day care dogs) New application		366.00	Outside Scope
plus grant fee (enforcement charge)		180.00	
Lower Tier activities (Home board and day care dogs) Renewal		248.00	Outside Scope
plus grant fee (enforcement charge)		180.00	
Additional activity charge		56.00	Outside Scope
Grant Fee (Enforcement charge)		180.00	Outside Scope
Re-rating fee		222.00	Outside Scope
Transfer / variation		58.00	Outside Scope
Copy of licence		20.00	Outside Scope
Dangerous wild animals		553.00	Outside Scope

Vet fees

If Veterinary Inspections are necessary in order to grant above licences			Outside Scope
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Fees and charges

Other environment and sustainability charges

	From April 2025 £	VAT treatment
<u>Highway and engineering charges</u>		
A minimum fee for replying to technical questions	£250 1st hour	Standard
	Each subsequent hour	250.00
<u>Ordinary watercourses and ditches</u>		
Consent applications	350.00	Outside Scope
	40.00	
<u>Rechargeable works (includes VAT)</u>		
At full cost recovery including all administrative fees	on application	Standard
<u>Street naming and numbering</u>		
<u>New addresses</u>		
New development of first plot	350.00	Outside Scope
New development for plots 2 -5 (per plot)	90.00	Outside Scope
New development for plots 6 - 10 (per plot)	75.00	Outside Scope
New development for plots 11 - 20 (per plot)	50.00	Outside Scope
New development for plots 21 and greater (per plot)	40.00	Outside Scope
Additional charge, where this includes naming of a street (per street)	350.00	Outside Scope
Additional charge, where this includes the naming of a building (e.g. block of flats) (per bloc	350.00	Outside Scope
<p>Guidance to change or allocate a new address to your property can be accessed by following this link:</p> <p>http://www.runnymede.gov.uk/article/14492/Fees-street-naming-and-numbering</p>		

Fees and charges

Other environment and sustainability charges

	From April 2025 £	VAT treatment
<u>Miscellaneous fees and charges</u>		
<u>Graffiti removal (includes VAT)</u>		
Removal of extensive graffiti from private property (per hour)	180.00	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		Standard

Fees and charges

Other environment and sustainability charges

	From April 2025 £	VAT treatment
<u>Miscellaneous fees and charges cont.</u>		
<u>Support for a range of events across the borough</u>		
provision of bins		
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	-	Standard
- Waste collection/disposal costs	-	Standard
- Additional collection/disposal (during event per visit)	-	Standard
360 litres		
- Rental cost including delivery & collection	-	Standard
- Waste collection/disposal costs	-	Standard
- Additional collection/disposal (during event per visit)	-	Standard
660 litres		
- Rental cost including delivery & collection	-	Standard
- Waste collection/disposal costs	-	Standard
- Additional collection/disposal (during event per visit)	-	Standard
1100 litres		
- Rental cost including delivery & collection	-	Standard
- Waste collection/disposal costs	-	Standard
- Additional collection/disposal (during event per visit)	-	Standard
<u>Hire of RBC Recycling Bins per bin</u> (price excluding VAT)		
180 litres		
- Rental cost including delivery & collection	-	Standard
- Waste collection/disposal costs	-	Standard
- Additional collection/disposal (during event per visit)	-	Standard
- Contamination Costs (due to non-recyclable waste)	-	Standard
360 litres		
- Rental cost including delivery & collection	-	Standard
- Waste collection/disposal costs	-	Standard
- Additional collection/disposal (during event per visit)	-	Standard
- Contamination Costs (due to non-recyclable waste)	-	Standard
660 litres		
- Rental cost including delivery & collection	-	Standard
- Waste collection/disposal costs	-	Standard
- Additional collection/disposal (during event per visit)	-	Standard
- Contamination Costs (due to non-recyclable waste)	-	Standard
1100litres		
- Rental cost including delivery & collection	-	Standard
- Waste collection/disposal costs	-	Standard
- Additional collection/disposal (during event per visit)	-	Standard
- Contamination Costs (due to non-recyclable waste)	-	Standard
<u>NEW CHARGING STRUCTURE</u>		
<u>Bin Deliver & Removal Costs</u> (price excluding VAT)		
Up to 10 bins	160.00	
11 - 15 bins	235.00	
16 - 20 bins	375.00	
<u>Hire of RBC Refuse Bins per container</u> (price excluding VAT)		
Refuse (collection and disposal of waste)	240 litres	10.00
Refuse (collection and disposal of waste)	660 litres	16.00
Refuse (collection and disposal of waste)	1100 litres	21.00
<u>Hire of RBC Recycling Bins per bin</u> (price excluding VAT)		
Recycling (collection and disposal of waste)	240 litres	7.50
Recycling (collection and disposal of waste)	660 litres	12.00
Recycling (collection and disposal of waste)	1100 litres	15.00

Fees and charges

Other environment and sustainability charges

	From April 2025 £	VAT treatment
<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	70.00	Standard
- hourly rate 13.00-18.00	70.00	Standard
- hourly rate 18.00-22.00	105.00	Standard
- hourly rate Saturday	70.00	Standard
- hourly rate Sunday	105.00	Standard
- hourly rate Bank Holiday	105.00	Standard
<u>Provision of Grass Cutting Team - minimum 1 day Charge</u>		
- Day charge (price excluding VAT)	600.00	Standard
<u>Provision of Tree Works Team - minimum 1 day Charge</u>		
- Day charge (price excluding VAT)	1,200.00	Standard

Fees and charges

Premises and alcohol related licences

From April 2025 £	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 2025 £	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 2025 £	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	32.00	Outside Scope
Pre Application fees - Application Advice Service	80.00	Outside Scope
Pre Application fees - Full Pre Application Service	311.00	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 2025 £	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 2025 £	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 2025 £	VAT treatment
<u>Taxi and Hackney Carriage licensing fees (outside scope of VAT)</u>		
<u>Vehicle applications</u>		
Hackney Carriage licence	392.00	Outside Scope
Private hire vehicle licence	226.00	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	103.00	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)	76.00	Outside Scope
Change of vehicle licence type during the licensing period (e.g. from Hackney Carriage to private hire)	76.00	Outside Scope
Change of drivers licence during the licensing period (e.g. From private hire to Hackney Carriage drivers licence)	37.00	Outside Scope
<u>Drivers licence new applications</u>		
Combined Hackney Carriage and private hire drivers licence - one year	291.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	564.00	Outside Scope
Private hire drivers licence - one year	291.00	Outside Scope
Private hire drivers licence - three year	564.00	Outside Scope
<u>Drivers licence renewals</u>		
Combined Hackney Carriage and private hire drivers licence - one year	215.00	Outside Scope
Combined Hackney Carriage and private hire drivers licence - three year	491.00	Outside Scope
Private hire drivers licence - one year	215.00	Outside Scope
Private hire drivers licence - three year	491.00	Outside Scope
<u>Private hire operators licence (valid for 1 year)</u>		
1 vehicle owner/driver	241.00	Outside Scope
2 - 5 vehicles	249.00	Outside Scope
6 - 20 vehicles	281.00	Outside Scope
21 - 40 vehicles	322.00	Outside Scope
41 - 60 vehicles	364.00	Outside Scope
61 - 80 vehicles	406.00	Outside Scope
81 - 100 vehicles	447.00	Outside Scope
<u>Private hire operators licence (valid for 5 years)</u>		
1 vehicle owner/driver	767.00	Outside Scope
2 - 5 vehicles	776.00	Outside Scope
6 - 20 vehicles	807.00	Outside Scope
21 - 40 vehicles	849.00	Outside Scope
41 - 60 vehicles	890.00	Outside Scope
61 - 80 vehicles	932.00	Outside Scope
81 - 100 vehicles	974.00	Outside Scope

Fees and charges

Taxi licences

	From April 2025 £	VAT treatment
<u>Pre application and other charges</u>		
Failure to keep appointment / comply with renewal procedures	68.00	Outside Scope
Knowledge test including re-takes for Hackney Carriage Drivers	68.00	Outside Scope
Knowledge test to go from being a Private Hire Driver to a Hackney Carriage Driver	60.00	Outside Scope
Knowledge test including re-takes for Private Hire Drivers and Private Hire Operators	60.00	Outside Scope
Disclosure & Barring Service (DBS) fixed fee (£38) plus processing charges £18 Runnymede Borough Council and £10.5 Surrey County Council.	66.50	Outside Scope

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

Fees and charges

Other licences

	From April 2025 £	VAT treatment
<u>Registration fees</u>		
Ear piercing, electrolysis, tattooing and acupuncture		
- Practitioners	168.00	Outside Scope
- Premises	263.00	Outside Scope
Sex establishments	1,294.00	Outside Scope
Sex establishments	355.00	Outside Scope
	Initial fee	
	Annual fee	
<u>Mobile homes site licences</u>		
Application for new site licence for single unit site	633.00	Outside Scope
plus charge for each additional unit	10.00	Outside Scope
Site inspection	51.00	Outside Scope
Application for fit and proper person licence	413.00	Outside Scope
Additional FPPT application for same relevant person and site owner	120.00	Outside Scope
Application to transfer or amend a site licence	378.00	Outside Scope
Application for amendment to a site licence (up to 2 conditions)	175.00	Outside Scope
Additional conditions (with amendment application)	30.00	Outside Scope
Application for a replacement copy of a site licence	37.00	Outside Scope
Annual licence fee for a single unit site	56.00	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	174.00	Outside Scope
<u>Other licences and permits</u>		
Scrap metal dealers site licence (3 year licence)	435.00	Outside Scope
Scrap metal collectors licence (3 year licence)	278.00	Outside Scope
Charity collection permits:		
House to house collections	Free	Outside Scope
Street collections	Free	Outside Scope
<u>Certificate of suitability</u>		
Film certification	492.00	Outside Scope
<u>Pavement Licence</u>		
Application for new pavement licence	500.00	Outside Scope
Application for the renewal of the pavement licence	350.00	Outside Scope

Fees and charges

Planning and Building Control Services

	From April 2025 £	VAT treatment
<u>Local Plan and Policies map</u>		
Cost of printing the Runnymede 2030 Local Plan Policies Map including p&p	102.17	Outside Scope
Cost of printing the Runnymede 2030 Local Plan plus p&p.	40.64	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	827.40	Outside Scope
<u>Building control fees</u>		
Set by the Planning Committee with guidance issued by Local Authority Building Control	Increased by 2% from 01 April 2025	Standard
Set by the Planning Committee with guidance issued by Local Authority Building Control	Increased by 2% from 01 April 2025	Outside Scope

Fees and charges

Planning and Building Control Services

	From April 2025 £	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	304.50	Outside Scope
A minimum fee for general enquiries for the supply of planning and building control histories and background information on sites	115.50	Outside Scope
Building Safety Regulator - Hourly Rate Vat Inclusive	113.40	Standard
Building Control completion letter	52.50	Outside Scope
<u>Search and copying fees, paper/electronic (micro-fiche) (includes VAT)</u>		
Search and copying fees - planning decision notices	43.05	Standard
Copies of 106 Agreements and appeal decisions	43.05	Standard
Background papers / miscellaneous documents	4.41	Standard
A4 print from website	0.32	Standard

Fees and charges

Corporate and Business Services

	From April 2025 £	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 2025 £	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 2025)		
Commercial	0.00	Outside Scope
Residential	0.00	Outside Scope
Each extra taxable assessment	0.00	Outside Scope
Search any one part of the register	0.00	Outside Scope
CON 29 enquiry form:-		
Commercial	570.00	Standard
Residential	540.00	Standard
Each extra taxable assessment	60.00	Standard
Optional part II enquiry	60.00	Standard
Additional enquiry	60.00	Standard
Con29 (Part 1) Individual Enquiries (RBC held data) £45 each	45.00	Standard
General:-		
Copy Search	16.00	Standard
Copy of legal agreement (including plans)	43.00	Standard
<u>Council Tax</u>		
Court costs	109.00	Outside Scope
<u>Business Rates</u>		
Court costs	156.00	Outside Scope
<u>Other charges (VAT charged where applicable)</u>		
Freedom of information - staff time per hour	25.00	Standard
Environmental Information regulations - staff time per hour	25.00	Standard
Data Protection Subject Access Request - per request - charges set by legislation	Nil	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 2025 £	VAT treatment
<u>Corporate Properties</u>		
Garage rentals (per week)		
If included with house	14.60	Outside Scope
Private rental	17.52	Standard
Sale of property enquiries - refundable if sale proceeds	1,134.00	Standard
Completion of Leasehold Property Enquiries	500.00	Standard
Disposal of Council Land (at 3rd party's request) (whether sale completes or not)	1,000.00	Standard
Grant of Consent: Licence to Alter - Prices starting from	750.00	Standard
Grant of Consent: Licence to Assign - Prices starting from	950.00	Standard
Grant of Consent to Underlet - Prices starting from	950.00	Standard
Grant of Licence (<3 months/low risk/not for sales activity)	350.00	Standard
Grant of Licence (3-12 months/low risk/not for sales activity)	500.00	Standard
Grant of Licence (Any duration/high risk/sales)	750.00	Standard
Grant of Easement or Wayleave to statutory undertaker - Prices starting from	500.00	Standard
Grant of Easement other than to statutory undertaker (whether completes or not)	750.00	Standard
Preparation of Schedule of Dilapidations	1,000.00	Standard
Grant of Deed of Surrender (not including surrender premium)	1,000.00	Standard
Grant of Alteration/Release from Covenant (whether granted or not)	1,000.00	Standard

* Concessionary rate applies to registered charities and community groups in the local community (25% discount).

Civic Centre accommodation charges

Council Chamber	Community use per hour	47.00	Standard
	Semi commercial use per hour	93.00	Standard
	Commercial use per hour	139.00	Standard
Committee Room	Community use per hour	24.00	Standard
	Semi commercial use per hour	47.00	Standard
	Commercial use per hour	70.00	Standard
Foyer/Meeting Rooms/Members Room	Community use per hour	12.00	Standard
	Semi commercial use per hour	24.00	Standard
	Commercial use per hour	35.00	Standard
Out of hours reception cover	per hour	47.00	Standard

Sale of agendas and civic publications

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 2024/25 to 2033/34

Scheme Details	Total Budget	Actual to 31 Mar 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
	£	£	£	£	£	£	£	£	£	£	£	£	
Housing Services (HRA)													
Capitalisation of improvement works													
Kitchen and Bathroom upgrade	3,700,000		2,000,000	1,700,000									
Heating & Boiler replacement	2,855,000		1,695,000	1,160,000									
Roof replacement works	96,756,000		3,015,000	3,015,000	9,612,000	10,535,000	11,825,000	11,122,000	11,428,000	11,742,000	12,065,000	12,397,000	Per HRA Business Plan - March 23 update
Window & Door replacements	2,265,800		1,215,800	1,050,000									
Warm Homes (Social Housing Decarbonisation Fund)	897,800		-	897,800									
Other major works	8,332,000		3,396,000	4,936,000									
New Build Programme:													
Ruxbury Road	12,715,000			7,930,000	2,592,500	2,192,500							Hsg - Nov 2023 - Subject to future report
Thorpe Lea Manor	3,323,000		1,928,000	1,371,000	24,000								Funded by HRA Reserves & Gov Grant
Other schemes													
Purchase of Property	1,300,000		1,300,000										Provision in cae we need it for using up 1-4-1 receipts
Purchase of Property (LAHF)	3,186,752	2,984,737	202,015										Funded by HRA Reserves and LAHF Grant
Purchase of Property (LAHF Round 3)	974,000		321,000	653,000									
IT enhancements - NEC Housing	150,000		50,000	50,000	50,000								
	136,455,352	2,984,737	15,122,815	22,762,800	12,278,500	12,727,500	11,825,000	11,122,000	11,428,000	11,742,000	12,065,000	12,397,000	
Community Services													
Community Services													
Improvement Grants/Loans (private sector properties)	8,104,750		810,475	810,475	810,475	810,475	810,475	810,475	810,475	810,475	810,475	810,475	Funded by Grant (85% of Better Care Fund remaining 15% coded to revenue to offset associated salary costs)
Digitisation of Community Alarms	750,000		250,000	375,000	125,000								Funded by grant
Community Transport													
Vehicle fleet replacement programme	1,107,000		220,000	211,200		52,800	105,600			264,000		253,400	Based on 2020 replacement programme - subject to future report
Safer Runnymede													
CCTV Equipment Replacement	1,250,000		125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	Annual provision available to draw down
Grant Aid to Sporting and Community Organisations													
Grants to Local Organisations	181,500		1,500	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	Annual provision available to draw down
Parks and Open Spaces													
Heathervale Rec Skate Park (Aviator Park replacement)	210,000			210,000									
Replacement play area programme	689,000	160,000	529,000										Funded from Revenue, Grants and Capital Receipts
Future replacement play area programme	800,000				100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	Future schemes subject to future committee reports & grant funding
Paddling pool replacement programme	500,000				200,000	150,000	150,000						Future schemes subject to future committee reports & grant funding
	13,592,250	160,000	1,935,975	1,751,675	1,380,475	1,258,275	1,311,075	1,055,475	1,055,475	1,319,475	1,055,475	1,308,875	
Environment & Sustainability													
Environmental Services													
Depot vehicle fleet replacement programme:	4,219,792			590,592	75,500	48,800	3,256,600		109,300	139,000			Based on 2023 replacement programme - subject to future report
River Thames Flooding Scheme	5,000,000			2,000,000	2,000,000	1,000,000							
Food Waste extension	175,585		175,585										Funded by Government Grant
Car Parking													
ANPR Car Parking Programme	250,000		250,000										
Replacement car parking vehicles	50,000		50,000										Based on 2021 replacement programme
Replacement Pay and Display Machines	146,000		146,000										
Electric Vehicle Charging points	35,000		35,000										£15,000 funded from GF Reserves (22/23 Planned Underspend)
	9,876,377		656,585	2,590,592	2,075,500	1,048,800	3,256,600		109,300	139,000			
Corporate & Business Services													
General Schemes													
Shared Prosperity Fund:													
- R&D Grants supporting innovative product and service development	60,000	10,000	50,000										Funded from Shared Prosperity Fund
- Improvements to town centres and high streets	177,938		177,938										Funded from Shared Prosperity Fund
- Improvements to Pooley Green Play Area	75,000		75,000										
- Open markets & town centre retail & service sector	165,000		165,000										Funded from Shared Prosperity Fund
- Development and promotion of visitor economy (Weyfinding)	80,000		80,000										Funded from Shared Prosperity Fund
Property related schemes													
Provision for Asset Management	10,744,000		500,000	744,000	1,000,000	5,500,000	500,000	500,000	500,000	500,000	500,000	500,000	Use subject to future committee reports
Depot Refurbishment works	980,000			504,000	476,000								
Civic Offices Replacement Fire System	85,000		85,000										

General Fund Capital Programme 2024/25 to 2033/34

Scheme Details	Total Budget	Actual to 31 Mar 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 Centre replacement of failing components	2,100,000			1,100,000	1,000,000								Scheme subject to future committee report
Climate change initiatives for operational buildings	340,000			40,000	100,000	100,000	100,000						Scheme subject to future committee report
Addlestone ONE Lifts replacement	700,000					700,000							Scheme subject to future committee report
Addlestone ONE Heat Network Replacement	350,000									350,000			Scheme subject to future committee report
Regeneration Schemes													
Addlestone ONE Project	80,000,000	78,398,963	1,601,037										
Addlestone One refurbishment	3,897,497	3,897,497											
Egham Gateway West (Magna Square) Regeneration	81,988,427	81,488,427	500,000										
ICT Schemes													
ICT Hardware Replacement (Incl Members)	1,515,000	61,458	11,542		292,000	80,000	82,000	247,000	193,000	192,000	252,000	104,000	Annual provision available to draw down. Based on 30 year Hardware programme from Digital Services - July 2024
- SAN Replacement	50,000		50,000										
- UCS Replacement	50,000		50,000										
- MFD Replacement	20,000		20,000										
- Plotter	7,000		7,000										
- Council Chamber Hardware Replacement & Streaming system	104,000		104,000										
- Network Firewall Hardware	7,000			7,000									
- Network Switches Hardware	60,000			60,000									
- Laptops	72,000			72,000									
- Server switches x 2	25,000			25,000									
- Tablets	10,000			10,000									
ICT Upgrades & Developments	1,062,907	29,907	133,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	Annual provision available to draw down
Digital Transformation Strategy													
- Financial Management System	650,000		175,000	450,000	25,000								
- Combined HR & Payroll system	235,000	139,847	95,153										
- Telephony system	107,225	90,625	16,600										
- Parking Services system	9,000		9,000										
- Welfare support and corporate debt software	65,000		20,000						45,000				
- Environmental Services (Waste Collection) system	50,000		50,000										
- Website Template Review - accessibility and customer improvements	10,000		10,000										Scheme subject to future committee report
- Pitch & Hire booking system	25,000		25,000										Scheme subject to future committee report
- E-Procurement System	50,000				50,000								Scheme subject to future committee report
- Environmental Health system	300,000			300,000									
- Combined HR & Payroll system	250,000							250,000					Scheme subject to future committee report
- Telephony system	60,000			60,000									Scheme subject to future committee report
- Parking Services system	40,000				40,000								Scheme subject to future committee report
- Asset Management System	100,000					100,000							Scheme subject to future committee report
- Cemetery BACAS system	50,000				50,000								Scheme subject to future committee report
- CIL Software	25,000			25,000									Scheme subject to future committee report
- Council Tax, Business Rates & Benefits system	350,000											350,000	Scheme subject to future committee report
- Digital Services Helpdesk software (ZenDesk)	30,000			15,000					15,000				Scheme subject to future committee report
- Disaster Recovery Hardware	70,000				70,000								Scheme subject to future committee report
- Document Management system	350,000											350,000	Scheme subject to future committee report
- Elections Software	60,000			60,000									Scheme subject to future committee report
- Environmental Services (Waste Collection) system	200,000					200,000							Scheme subject to future committee report
- Income Management System	60,000					60,000							Scheme subject to future committee report
- Insurance LACHS system	30,000					30,000							Scheme subject to future committee report
- Legal Case Management System	60,000			60,000									Scheme subject to future committee report
- Modern.gov system	40,000				40,000								Scheme subject to future committee report
- Planning, Building Control and Land Charges system	130,000											130,000	Scheme subject to future committee report
- Treasury Management System	15,000					15,000							Scheme subject to future committee report
- Tree Management Software	12,500			12,500									Scheme subject to future committee report
- Website, Forms and Customer Relationship Management System	290,000					290,000							Scheme subject to future committee report
	188,449,495	164,116,725	4,010,270	3,644,500	3,303,000	7,115,000	782,000	1,097,000	853,000	1,142,000	852,000	1,534,000	
Summary													
Housing Revenue Account	136,455,352	2,984,737	15,122,815	22,762,800	12,278,500	12,727,500	11,825,000	11,122,000	11,428,000	11,742,000	12,065,000	12,397,000	
Housing Services													
Community Services	13,592,250	160,000	1,935,975	1,751,675	1,380,475	1,258,275	1,311,075	1,055,475	1,055,475	1,319,475	1,055,475	1,308,875	
Environment & Sustainability	9,876,377		656,585	2,590,592	2,075,500	1,048,800	3,256,600		109,300	139,000			
Corporate and Business Services	188,449,495	164,116,725	4,010,270	3,644,500	3,303,000	7,115,000	782,000	1,097,000	853,000	1,142,000	852,000	1,534,000	
	348,373,474	167,261,462	21,725,645	30,749,567	19,037,475	22,149,575	17,174,675	13,274,475	13,445,775	14,342,475	13,972,475	15,239,875	

