

Economic Development Committee

15 January 2004

Appendix 'A'

Annual Revenue Estimates 2004/05

HIGHWAY SERVICES

ANNUAL ESTIMATES 2004/05

1. INTRODUCTION

1.1 Format of Estimates

As well as the detailed financial estimates, information is given on the service levels and on stated policy aspirations. The aim is to allow Members and other users to compare the level of the budget to qualitative and quantitative output measures.

1.3 Capital Charges

The assets used in the provision of Highway Services comprise various land holdings under the Borough Highways remit and the vehicles used in carrying out the Land Drainage service. The accounting charges for these assets – the Capital Charges – are shown as a separate line on each page. Members will see that these lines show considerable variations from the 2002/03 actual through to the 2004/05 estimate. There are two reasons for these variations:

- Change in interest rate used
- Introduction of a depreciation charge

The following paragraphs explain these changes in detail.

- 1.4 From 2003/04 onwards the interest rate applied in calculating capital charges reduced to 3.5% for assets carried at current value. In 2002/03 the rate used was 6%. The rate for assets carried at current value (3.5%) is set to match the new Standard Discount Rate used by HM Treasury, therefore aligning local government charges with those made by central government and enhancing comparability across the public sector.
- 1.5 A depreciation charge on buildings was first implemented during the closing of accounts process for 2002/03 and this therefore increased the capital charges made to services. However, the information required to calculate this new charge was not available when the Original Estimate for 2003/04 was calculated. Hence, unlike the other figures shown for capital charges, the original estimate for 2003/04 does not include an element for depreciation.
- 1.6 These changes bring a degree of regrettable confusion to the estimates, especially as there has been no major changes in the type or number of assets that are used in the provision of these services. The net impact on the Council is neutral of course, as a corresponding credit for all Capital Charges is made in the General Fund Summary statement.

1.4 Document Management & Workflow System

The Council has made a considerable financial and operational investment in the Document Management (DMS) and Workflow system purchased in 2001. The initial phases of implementation have been completed and the plans to extend usage on a wider basis will commence shortly. The implementation plan covers a wide range of Council services. In 2004/05 this includes some services or functions where full implementation is planned, whereas preparatory or investigatory work is planned in other areas.

- 1.5 The Best Value Accounting Code of Practice requires the cost of overheads to be allocated to those services that use that overhead. The estimates therefore reflect the planned usage of the DMS/Workflow technology for the first time in many services. These allocations do not of course increase the overall costs of the Council's services, as the DMS/Workflow budget will reduce by the total of allocations made.

2. REVISED ESTIMATES 2003/04

- 2.1 The probable estimates for 2003/04 have been prepared on a similar basis to the original estimates. The major income and expenditure variations on the original budget are listed below:

Table 1 – Variations from 2003/04 Original Budget	
	£000
Original 2003/04 Budget	935
Budgets carried over from 2002/03	13
Adjusted 2003/04 Budget	948
<u>Environmental Maintenance</u>	
• Addlestone Hanging Baskets (Supplementary Est. CMC - June 2003)	4
• Virement of budget to the new Anti-Graffiti and Street Care Team	(17)
<u>Borough Highways Functions</u>	
▪ Virement of budget to the new Anti-Graffiti and Street Care Team	(4)
▪ Requirement for General Office Expenses no longer required	(5)
▪ Reduction in Support Services following drop in Private Works Orders	(5)
<u>Land Drainage</u>	
• Variations to Major and Special Projects	(18)
Revised 2003/04 Budget	903

3. DRAFT ESTIMATES FOR 2004/05

3.1 General

As from 1st April 2002 the maintenance and improvement of roads, amenity maintenance, road lighting and various other activities previously undertaken by this Council under an agency agreement reverted to Surrey County Council. At the time of compiling the original 2003/04 estimates, it was not known exactly what effect the transfer and its subsequent internal reorganisation would have on staff time and resources and a best estimate was taken. Two years after those original estimates, a better understanding has now been gained of where staff resources are required and appropriate allocations have been made in the 2004/05 estimates.

3.2 Surrey CC Highways Matters Liaison

Although the Agency function has returned to Surrey CC there is still the need to liaise with the County for various projects and other issues. It is anticipated that much officer time will be spent liaising with the County Council on implementing Borough funded environmental improvements involving highway land in Addlestone and on introducing Decriminalised Parking Enforcement in Runnymede. The SCC Liaison budget was created for this purpose and reflects the amount of management time spent on this activity.

3.3 Environmental Maintenance

The Environmental Maintenance budget has increased in line with the provisions set out in the Council's Revenue Forecast which was approved in October 2003. An additional £5,000 has been included in the estimates for the start of a 5 year rolling programme to replace existing planters and bedding, and another £5,000 has been included as a provision for roundabouts falling out of sponsorship.

- 3.4 The budget for Smarter Borough Initiatives has been reduced by £17,200 from the 2003/04 original budget following a virement to help set up the new Anti-Graffiti and Street care Team. This new service area reports to the Leisure and Environment Committee, but it carries out a large proportion of the work previously carried out under the Smarter Borough remit.

- 3.5 Borough Highways
This budget represents the Borough borne costs of undertaking highways related activities over and above the basic service specified by and provided for Surrey County Council. These activities include town centre management for Chertsey, Egham and Addlestone, the staff time associated with the Action Addlestone initiative, maintenance of War Memorials and the provision of street furniture.
- 3.5 Land Drainage
The budget for 2004/05 reflects the policy decisions made by Members at the Corporate Management Committee on 7 December 2001 regarding the appropriate level of land drainage work to be undertaken and resources to be used. This policy was endorsed by the Economic Development Committee at its meeting in June 2003, as part of the Best Value Review of drainage.
- 3.6 The maintenance budget for next year has been reduced by £10,000 in line with the Revenue Forecast, for the anticipated transfer of the maintenance responsibilities of certain critical watercourses from the Council to the Environment Agency.
- 3.6 Land Drainage – First Time Sewerage
In the late 1980's and early 1990's the Council underwrote the cost of a major programme of introducing mains sewerage for the first time through a "deficit" payment due to the sewerage company (Thames Water). These deficit payments are for a period of 12 years for each scheme. As these schemes complete their deficit period the amount paid will reduce accordingly.

4. COMPARISON WITH THE FINANCIAL FORECAST

- 4.1 The Council approved the Financial Forecast for the following five years in October 2003. The Forecast is the key financial planning tool of the Council. It set out a medium term financial strategy based on savings of £1 million a year being achieved by 2004/05 together with stepped increases in Council Tax. The Forecast also sets out the financial impact of anticipated changes in budgetary provision at service level.
- 4.2 Savings of £650,000 were identified in the approved forecast leaving £350,000 of further savings to be achieved. Since the Forecast was agreed Members have approved a number of items that required further spending provision. To maintain the discipline of the Councils financial strategy it is necessary to add these additional spending commitments to the savings target.
- 4.3 The following tables show the additional spending commitments and new savings identified since the publication of the Forecast:

Table 2 - Savings identified since the Forecast was approved in October 2003	
	£000
Reduction in the level of General Office Expenses	(5)

- 4.4 The estimate submissions from all service committees will be used to update the Forecast so that Members can monitor progress and adjust the savings target as necessary. A report on this exercise will be made to the meeting of the Corporate Management Committee on 5th.

5. FEES AND CHARGES FOR 2004/05

- 5.1 General
With the loss of the agency function, only a few highway related fees and charges remain. These fees and charges have generally been increased by the forecast assumption of a 3% real term increase.

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HIGHWAYS AND INFRASTRUCTURE

BUDGET FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>SUMMARY</u>				
SCC Liaison (& Agency Management)	86,627	49,400	49,400	50,900
Environmental Maintenance	159,010	159,000	146,400	158,900
Borough Highways Functions	240,473	273,200	270,300	264,900
Land Drainage	295,836	453,500	437,100	433,000
Engineering Services	-	-	-	-
Net Expenditure	781,946	935,100	903,200	907,700

**LIAISON WITH SURREY COUNTY COUNCIL
(& AGENCY MANAGEMENT)**

BUDGET FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	40,600	30,800	30,800	32,000
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	3,078	1,500	1,500	1,800
<u>Supplies and Services</u>				
Public Liability Insurance	(8,085)	-	-	-
Agency Claim Adjustments	8,194	-	-	-
<u>Support Services</u>				
Financial Services	13,400	2,700	2,700	2,400
Personnel Services	600	600	600	300
Legal and Admin Services	5,800	6,100	6,100	6,300
Technical Support Services	24,978	7,700	7,700	8,100
Gross Expenditure	88,565	49,400	49,400	50,900
<u>INCOME</u>				
Costs Recovered	1,938	-	-	-
Gross Income	1,938	0	0	0
Net Expenditure	86,627	49,400	49,400	50,900

**SURREY COUNTY COUNCIL LIAISON
(& AGENCY MANAGEMENT)**

SERVICE DESCRIPTION

Budget Manager: Head of Engineering - Mr S Fuggles

Service Function: To liase with the County Council on highways issues affecting Runnymede and on Borough Highways Functions.
General administration and financial management associated with the former agency agreement with Surrey County Council.

Legal Status: Highways Act 1980

Policy Objectives: To achieve environmental improvements and traffic management.

BUDGET VARIATIONS

	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
2003/04 Original Estimate	49,400	49,400
Allowance for Inflation		1,300
Other net changes		200
2003/04 Probable Outturn	49,400	
2004/05 Estimate		50,900

ENVIRONMENTAL MAINTENANCE

BUDGET FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	14,000	16,100	16,100	16,900
<u>Premises Related Expenses</u>				
Runnymede in Bloom - General costs	27,730	22,500	26,600	27,300
Shrubs and Flowerbeds	55,853	55,000	55,000	61,500
Tree Planting & Sponsored Roundabouts	1,233	1,000	2,500	7,000
Smart Borough Initiatives	28,694	30,000	11,800	12,200
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	600	1,000	1,000	1,200
<u>Support Services</u>				
Financial Services	3,100	4,000	4,000	3,600
Personnel Services	100	100	100	200
Leisure Services	22,900	23,500	23,500	23,800
Technical Support Services	4,800	5,800	5,800	5,200
Net Expenditure	159,010	159,000	146,400	158,900

ENVIRONMENTAL MAINTENANCE

SERVICE DESCRIPTION

Budget Manager:	Principal Assistant Engineer - Mr W Jones
Service Function:	The maintenance of grass verges, roundabouts, planted beds, trees and shrubs within highways. Arrangements for Runnymede in Bloom activities including street floral displays, a Borough-wide "In Bloom" competition and the promotion of Smart Borough Initiatives. Services are part funded by Runnymede BC and part by Agency agreement.
Legal status:	Highways Act 1980
Policy Objectives:	To maintain and enhance the Runnymede "Smart Borough" initiative by an effective programme of roadside maintenance and improvements. To emphasise environmental quality through the "In Bloom" initiative.

BUDGET VARIATIONS

	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
2003/04 Original Estimate	159,000	159,000
Allowance for Inflation		4,000
<u>Premises Related Expenses</u>		
Supplementary Estimate for Addlestone Hanging Baskets (CMC - June 20	4,000	4,000
Purchase of new Planters & Bedding as per Revenue Forecast		5,000
Provision for loss of roundabout sponsorships	1,000	5,000
Virement of budget to the new Anti-Graffiti and Street Care Team	(17,200)	(17,200)
Other net changes	(400)	(900)
2003/04 Probable Outturn	146,400	
2004/05 Estimate		158,900

SERVICE STATISTICS

	<u>2002/03</u> Actual	<u>2003/04</u> Estimate	<u>2003/04</u> Probable	<u>2004/05</u> Estimate
Number of town centre flower beds	83	83	83	83
Number of hanging baskets, troughs maintained	300	300	300	300
Number of sponsored roundabouts	24	24	24	24
Number of abandoned vehicles investigated	1,632	2,000	1,700	2,000
Number of abandoned vehicles removed	773	1,000	700	1,000

BOROUGH HIGHWAYS FUNCTIONS

BUDGET FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	94,700	110,400	108,100	112,800
<u>Premises Related Expenses</u>				
Egham Town Centre Maintenance	12,134	14,000	12,800	13,000
Addlestone Town Centre Maintenance	2,900	12,900	19,700	12,000
Chertsey Town Centre Maintenance	8,165	13,300	16,800	12,500
Maintenance of War Memorials	958	2,100	2,000	1,200
Corporate Traveller Removal Expenses	0	5,000	5,000	5,000
<u>Transport Related Costs</u>				
Travelling and Subsistence	6,100	5,100	5,000	5,700
<u>Supplies and Services</u>				
Street Furniture etc	1,523	1,500	1,500	1,500
Street Name Plates	10,304	8,800	8,800	9,000
Bus Shelters	8,163	8,200	8,200	8,400
General Office Expenses	2,180	5,000	0	0
<u>Support Services</u>				
Financial Services	12,200	10,100	6,400	7,500
Information Technology	4,100	12,300	12,300	12,300
Personnel Services	2,400	2,600	2,200	2,000
Legal and Admin Services	9,700	10,200	10,200	10,500
Leisure Services	1,100	1,300	1,300	1,400
Technical Support Services	25,852	23,700	23,300	22,600
<u>Capital Charges</u>				
Capital Charges	34,400	26,700	26,700	27,500
Gross Expenditure	236,879	273,200	270,300	264,900
<u>INCOME</u>				
Private Works Orders & Rechargeable Works	(3,594)	-	-	-
Gross Income	(3,594)	0	0	0
Net Expenditure	240,473	273,200	270,300	264,900

BOROUGH HIGHWAYS FUNCTIONS

SERVICE DESCRIPTION

Budget Manager:	Head of Engineering - Mr S Fuggles
Service Function:	Promotion and implementation of Borough highways initiatives including Town Centre Co-ordinators. Carrying out the Runnymede Response Scheme; Provision of street furniture such as street nameplates, shelters and seats; and, all works and activities which are in part or wholly reimbursed by third parties. To carry out the Action Addlestone Initiative.
Legal status:	Highways Act 1980.
Policy Objectives:	To maintain and extend policies to improve town centres. To improve signing of communities and facilities within the Borough. To recover costs of reimbursable functions

BUDGET VARIATIONS

	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
2003/04 Original Estimate	273,200	273,200
Allowance for Inflation		6,800
<u>Premises Related Expenses</u>		
Virements from Town Centre Maintenance budgets to Anti-Graffiti budget	(3,600)	(3,600)
Planned Underspends brought forward from 2002/03	12,700	
<u>Supplies and Services</u>		
Requirement for General Office Expenses no longer required	(5,000)	(5,000)
<u>Support Services</u>		
Reduction in Support Services following drop in Private Works Orders and Rechargeable Works	(4,500)	(4,500)
Other net changes	(2,500)	(2,000)
2003/04 Probable Outturn	270,300	
2004/05 Estimate		264,900

SERVICE STATISTICS

	<u>2002/03</u> Actual	<u>2003/04</u> Estimate	<u>2003/04</u> Probable	<u>2004/05</u> Estimate
Number of street nameplates	2,900	2,900	2,900	2,905
Number of seats	89	89	89	91
Number of bus shelters	83	86	86	100

LAND DRAINAGE

BUDGET FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	68,300	87,600	89,900	95,900
Training and Recruitment	2,271	1,000	2,500	1,500
<u>Premises Related Expenses</u>				
Maintenance of Watercourses	77,213	44,600	44,600	35,600
Major and Special Projects	65,531	234,000	215,000	234,000
<u>Transport Related Costs</u>				
Travelling and Subsistence	5,739	6,000	4,300	5,100
<u>Supplies and Services</u>				
Furniture & Equipment	-	300	300	300
Communication and Computing	-	1,600	1,500	1,400
First time sewerage requisition contribution	23,298	16,000	16,000	-
Miscellaneous Expenses	11	700	1,300	700
<u>Support Services</u>				
Financial Services	2,000	2,400	2,400	4,200
Information Technology	8,800	15,900	15,900	16,400
Personnel Services	1,100	1,100	1,100	1,100
Office Accommodation	12,900	13,200	13,200	13,200
Technical Support Services	24,573	27,700	27,700	23,600
<u>Capital Charges</u>				
Capital Charges	4,100	1,400	1,400	-
Net Expenditure	295,836	453,500	437,100	433,000

LAND DRAINAGE

SERVICE DESCRIPTION

Budget Manager:	Principal Assistant Engineer - Mr J.Godden
Service Function:	Maintenance of water courses (ditches, etc); monitoring of local land drainage needs; assessment of first time sewerage connection needs.
Legal status:	Water Act 1991 (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. Encourage Environmental Agency to carry out its function. Establish forum with Thames Water to improve sewerage management standards.

BUDGET VARIATIONS

	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
2003/04 Original Estimate	453,500	453,500
Allowance for Inflation		5,500
<u>Premises Related Expenses</u>		
Transfer of maintenance responsibilities to the Environment Agency		(10,000)
Variations to Major and Special Projects	(19,000)	
<u>Supplies and Services</u>		
First time sewerage requisition contributions dropping out		(16,000)
<u>Capital Charges</u>		
Land Drainage vehicles now fully depreciated		(1,400)
Other net changes	2,600	1,400
2003/04 Probable Outturn	437,100	
2004/05 Estimate		433,000

SERVICE STATISTICS

	<u>2002/03</u> Actual	<u>2003/04</u> Estimate	<u>2003/04</u> Probable	<u>2004/05</u> Estimate
Main river watercourses (in kilometres)	49	49	49	49
Major,non main river watercourses(in kilometres)	36	36	36	10
RBC riverbank responsibilities (in kilometres)	10	10	10	10
Non main river flood events	3	1	3	2

ENGINEERING SERVICES OVERHEADS

BUDGET FOR THE YEAR ENDING 31st MARCH 2005

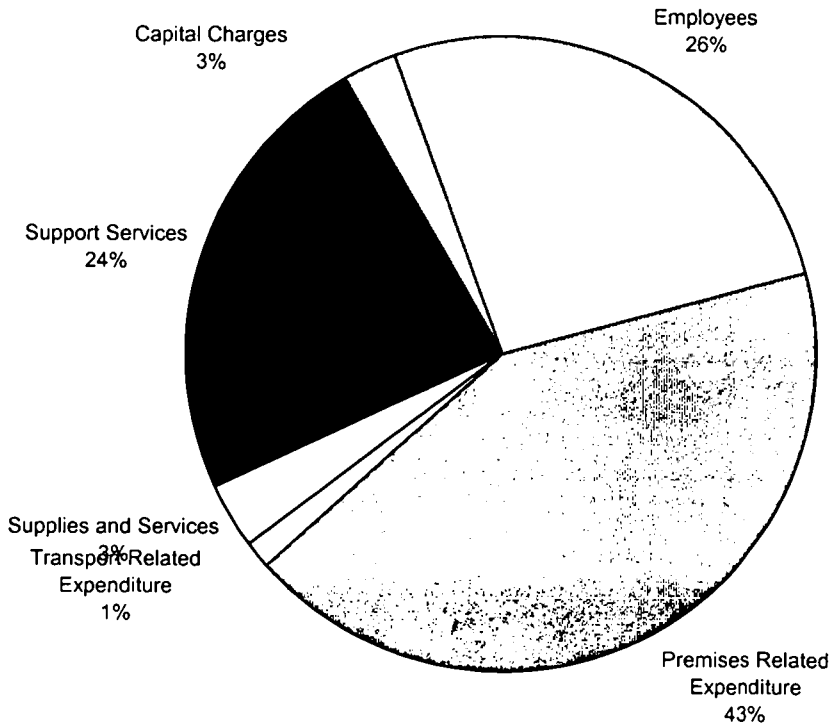
	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Training and Recruitment	3,884	4,200	4,000	2,500
<u>Transport Related Expenditure</u>				
Travelling and subsistence	85	100	100	100
<u>Supplies and Services</u>				
Furniture & Equipment	225	1,100	1,100	1,100
General Office Expenses	6,304	7,700	8,000	8,200
Communications and Computing	2,177	1,800	3,700	3,700
Court and Professional Fees	0	500	0	0
<u>Support Services</u>				
Financial Services	2,300	2,500	2,500	2,900
Information Technology	14,700	14,100	14,100	13,600
Office Accommodation	48,900	52,600	52,600	52,600
Gross Expenditure	78,575	84,600	86,100	84,700
<u>INCOME</u>				
Recharges to Services	78,575	84,600	86,100	84,700
Gross Income	78,575	84,600	86,100	84,700
Net Expenditure	0	0	0	0

HIGHWAY AND INFRASTRUCTURE

SUBJECTIVE ANALYSIS

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE</u>				
Employees	223,755	250,100	251,400	261,600
Premises Related Expenditure	280,411	434,400	411,800	421,300
Transport Related Expenditure	15,602	13,700	11,900	13,900
Supplies and Services	54,294	53,200	50,400	34,300
Support Services	246,303	240,200	235,700	233,800
Capital Charges	38,500	28,100	28,100	27,500
Gross Expenditure	858,865	1,019,700	989,300	992,400
<u>INCOME</u>				
Recharged to Services	78,575	84,600	86,100	84,700
Fees and Charges	(1,656)	-	-	-
Gross Income	76,919	84,600	86,100	84,700
Net Expenditure	781,946	935,100	903,200	907,700

Expenditure Analysis 2004/05 Estimate



FEEs AND CHARGES

GENERAL HIGHWAYS AND ENGINEERING SERVICES

	2003/04 £	2004/05 £
<u>Copies of Plans etc. (includes VAT)</u>		
A4 Size	6.75	7.15
A3 Size	7.75	8.25
Larger than A3 size	15.00	16.00
A minimum fee for replying to technical questions	53.00	56.00
The Director of Technical Services has the authority to increase the charge made where substantially more work than usual is required.		
<u>Clearance of Drain Blockages (includes VAT)</u>		
Mon - Thurs 8.30 to 17.00 and Fri 8.30 to 16.30	70.00	74.00
<u>Rechargeable Works (includes VAT)</u>		
At cost of works plus 20%		
The Director of Finance has authority to vary this rate to ensure that overheads are fully recovered.		

ECONOMIC DEVELOPMENT

ANNUAL ESTIMATES 2004/05

1. INTRODUCTION

1.1 The report sets out draft estimates for the Economic Development services.

1.2 Format of Estimates

As well as the detailed financial estimates, information is given on the service levels and on stated policy aspirations. The aim is to allow Members and other users to compare the level of the budget to qualitative and quantitative output measures.

1.3 Capital Charges

The assets used in the provision of Economic Development Service comprise the land and buildings of the Car Parks, Civic Offices, Depot and the Corporate Land and Property Holdings along with the vehicles and equipment used in carrying out those services. The accounting charges for these assets – the Capital Charges – are shown as a separate line on each page. Members will see that these lines show considerable variations from the 2002/03 actual through to the 2004/05 estimate. There are two reasons for these variations:

- Change in interest rate used
- Introduction of a depreciation charge

The following paragraphs explain these changes in detail.

1.4 From 2003/04 onwards the interest rate applied in calculating capital charges reduced to 3.5% for assets carried at current value. In 2002/03 the rate used was 6%. The rate for assets carried at current value (3.5%) is set to match the new Standard Discount Rate used by HM Treasury, therefore aligning local government charges with those made by central government and enhancing comparability across the public sector.

1.5 A depreciation charge on buildings was first implemented during the closing of accounts process for 2002/03 and this therefore increased the capital charges made to services. However, the information required to calculate this new charge was not available when the Original Estimate for 2003/04 was calculated. Hence, unlike the other figures shown for capital charges, the original estimate for 2003/04 does not include an element for depreciation.

1.6 These changes bring a degree of regrettable confusion to the estimates, especially as there has been no major changes in the type or number of assets that are used in the provision of these services. The net impact on the Council is neutral of course, as a corresponding credit for all Capital Charges is made in the General Fund Summary statement.

1.7 Five Year Strategic Maintenance Programme

In July 2002 the Corporate Management Committee approved a five-year programme of repairs, planned maintenance and improvement works to the corporate property portfolio. The programme covers all the buildings owned by the Council except for the housing stock.

1.8 The programme was constructed following a detailed survey. It includes a substantial element to improve buildings to comply with legislation, particularly the Disability Discrimination Act 1995. The total cost of the five-year programme is £3.2m. The programme is financed partly from revenue and partly capital resources. To simplify control and management, and to provide transparency about the scale of the programme, service budgets include the estimated cost of all the works (i.e. both capital and revenue financed). A global adjustment will be made in the General Fund Summary Revenue Account to account for the proportion financed from capital resources.

- 1.9 All works falling under the Strategic Maintenance Plan are scheduled in order of priority over a five year period. The impact of the programme is that repairs and maintenance budgets in 2003/04 and 2004/05 will be significantly higher than in previous years and there will be large year on year variances in the bottom line of some services.
- 1.10 Document Management & Workflow System
The Council has made a considerable financial and operational investment in the Document Management (DMS) and Workflow system purchased in 2001. The initial phases of implementation have been completed and the plans to extend usage on a wider basis will commence shortly. The implementation plan covers a wide range of Council services. In 2004/05 this includes some services or functions where full implementation is planned, whereas preparatory or investigatory work is planned in other areas.
- 1.11 The Best Value Accounting Code of Practice requires the cost of overheads to be allocated to those services that use that overhead. The 2004/05 estimates therefore reflect the planned usage of the DMS/Workflow technology for the first time in many services. These allocations do not of course increase the overall costs of the Council's services, as the DMS/Workflow budget will reduce by the total of allocations made.

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- 2.1 The probable estimates for 2003/04 have been prepared on a similar basis to the original estimates. The major income and expenditure variations on the original budget are listed below:

Table 1 – Variations from 2003/04 Original Budget	
	£000
Original 2003/04 Budget	(23)
Planned Underspends carried over from 2002/03	26
<u>Car Parks</u>	
▪ Supplementary Est. for Decriminalised Parking Enforcement (DPE)	10
▪ Parking Management Plan deferred pending the introduction of DPE	(15)
▪ Secured Parking Scheme now spread over two years	(13)
▪ Capital Charges increase following revaluations and new regulations	67
▪ Increase in income due to price increases implemented September	(20)
<u>Markets and Street Trading</u>	
▪ Addlestone Market closed earlier than originally anticipated	2
<u>Runnymede Travel Initiative</u>	
▪ Cycle Shelter loss of contributions	10
<u>Corporate Properties</u>	
▪ Capital Charges reflect the Addlestone Community Association works	8
▪ Capital Charges increase reflects property purchases and revaluation	20
▪ Reduced rentals due to the sale of Crabtree	33
<u>Civic Offices</u>	
▪ Capital Charges reflect property revaluation	(8)
▪ Savings on rates provision	(10)
<u>Depot</u>	
▪ Capital Charges reflects revaluation of property	(19)
▪ New and increased rentals	(8)
▪ Reduction in allocation of costs to services	33
Other Minor Variations	(3)
Revised 2003/04 Budget	90

3. DRAFT ESTIMATES FOR 2004/05

3.1 Car Parks

The draft estimates for 2004/05 have been based on the levels of usage and charging policy agreed in the review of Car Parking Charges report agreed at the June meeting of the Economic Development Committee.

- 3.2 In January 1996, the former Policy and Resources Committee agreed that the "Secured Car Parks" initiative should be pursued to provide increased and improved quality at the Council's car parks. In November 2003 the Economic Development Committee received a report on the proposed extension of this scheme to four more of the Council's Car Parks and agreed to release the £35,000 provision in the 2003/04 budget for this purpose. These works are to be phased in over two years and the appropriate budgetary provision has been made carried forward to 2004/05.

3.3 Markets and Street Trading

The Addlestone Market ceased operation at the end of May 2003 to make way for the proposed new Community Centre and has now been removed from this budget. This leaves the Egham Farmers Market as the sole market operating within Runnymede.

3.4 Runnymede Travel Initiative – Yellow Buses

The September 2003 Economic Development Committee agreed to extend the Yellow Bus service for a further three years increasing the number of buses to six. Despite an increase in the number of customers, this service is still heavily reliant on external and Section 106 funding and Officers are investigating various options to secure longer term funding for the project. For the purposes of the 2004/05 budget the estimates have been based on the assumption that the service continues along existing lines.

3.5 Runnymede Travel Initiative – Cycle Shelters

In recent years Cycle Shelters have been installed across the Borough using various sources of external funding, most of which came in the form of Government Grant. Unfortunately, the Government has indicated that cycle funding beyond 2004 is unlikely to be available and discussions are ongoing with the local Transportation Authority to try and secure funding in the future. In the meantime the budgetary provision has been removed from the 2004/05 budget for this scheme.

3.6 Corporate Properties

This budget includes the Capital Charges for the new Addlestone Community Association. The two-year provision for the asbestos survey has now been removed. Rental income has been reduced by the sale of Crabtree and the lease restructuring at Egham Precinct.

3.7 Civic Offices

This budget includes the Capital Charge for the proposed new Civic Offices. A provision has been included within Corporate Management for additional services required during transition.

3.8 Chertsey Depot

The Capital Depot Redevelopment scheme is coming to an end and the final works are currently taking place. An additional item, a security barrier, is being installed to combat recent thefts from the Depot. The Chertsey Depot was revalued in 2002/03 and this is reflected in the reduced Capital Charges.

The new Strategic Maintenance Contractor has a base at the Depot for which rent is received.

4. COMPARISON WITH THE FINANCIAL FORECAST

- 4.1 The Council approved the Financial Forecast for the following five years in October 2003. The Forecast is the key financial planning tool of the Council. It set out a medium term financial strategy based on savings of £1 million a year being achieved by 2004/05 together with stepped increases in Council Tax. The Forecast also sets out the financial impact of anticipated changes in budgetary provision at service level.
- 4.2 Savings of £650,000 were identified in the approved forecast leaving £350,000 of further savings to be achieved. Since the Forecast was agreed Members have approved a number of items that required further spending provision. To maintain the discipline of the Councils financial strategy it is necessary to add these additional spending commitments to the savings target.
- 4.3 The following tables show the additional spending commitments and new savings identified since the publication of the Forecast:

Table 2	
Additional Commitments compared to the Forecast approved in October 2003	
	£000
Loss of Travel Initiative funding for cycle shelters	10
Corporate Properties – reduction in rentals due to sale & lease restructuring	69
Civic Offices – Increase in security costs	2
Civic Offices – Telephone switchboard maintenance Corporate Management 6/11/03	2
Total additional commitments	83

Table 3	
Savings identified since the Forecast was approved in October 2003	
	£000
Reduction in the Maintenance costs of the smaller Garfield Road Car Park	5
Parking Management Plan provision removed pending introduction of DPE	15
Englefield Green Parking Survey Completed in 2003/2004	4
Corporate Properties – Increase in rental income	20
Civic Offices – Business Rates below estimated provision	10
Depot – Business Rates reduction reflects revaluation	4
Depot – Increase in rental income	8
Total Savings	66

- 4.4 The estimate submissions from all service committees will be used to update the Forecast so that Members can monitor progress and adjust the savings target as necessary. A report on this exercise will be made to the meeting of the Corporate Management Committee on 5th February.

5. FEEES AND CHARGES FOR 2004/05

- 5.1 General
Unless otherwise stated below, fees and charges have generally been increased by the forecast assumption of a 3% real term increase or to bring them in line with local competition
- 5.2 Car Parks
At it's meeting in June 2003, the Economic Development Committee resolved to increase Car Parking Charges from the 1st September 2003 to a minimum of 50p for two hours throughout the Borough.

ECONOMIC DEVELOPMENT

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
SUMMARY				
Car Parking	222,800	146,000	180,800	116,600
Markets and Street Trading	5,241	12,100	14,300	18,500
Runnymede Travel Initiative	42,860	34,700	54,900	46,000
Corporate Land & Property Holdings	222,451	(181,800)	(127,100)	(24,600)
Energy Management	35,992	37,700	41,800	39,700
Runnymede Business Partnership	54,766	53,200	52,000	53,300
Civic Offices	1,326	(105,700)	(115,500)	(80,000)
Chertsey Depot	3,515	(19,400)	(11,500)	(30,000)
Net Expenditure	588,951	(23,200)	89,700	139,500

CAR PARKS

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	28,400	31,900	31,900	33,300
Training and Recruitment	700	1,000	1,000	1,000
<u>Premises Related Expenses</u>				
Rent, Rates and Utilities	68,821	70,900	69,100	67,100
Routine Maintenance	21,635	19,600	20,200	18,500
Resurfacing and Remarking	7,022	14,000	20,300	14,000
Street Sweeping Recharge	6,800	7,400	7,400	7,900
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	1,600	1,600	1,600	1,900
<u>Supplies and Services</u>				
Furniture & Equipment	-	-	6,000	-
General Office Expenses	779	2,000	1,500	1,000
Consultancy & Fees	4,269	21,500	17,800	3,900
Communications and Computing	2,600	3,000	3,000	3,000
<u>Miscellaneous Costs</u>				
Secured Parking Scheme	-	35,000	22,000	13,000
Replacement of Machines Reserve	10,000	10,000	10,000	10,000
Public Liability Insurance	1,000	1,000	1,300	1,400
<u>Third Party Payments</u>				
DSO Service Level Agreement	96,300	98,700	98,700	101,200
<u>Support Services</u>				
Financial Services	13,040	12,300	12,400	11,300
Information Technology	9,875	7,400	7,400	7,400
Personnel Services	300	300	300	400
Legal and Admin Services	24,700	26,200	26,200	22,700
Technical Support Services	29,200	38,600	38,600	46,800
<u>Capital Charges</u>				
Capital Charges	222,400	67,100	134,300	133,900
Gross Expenditure	549,441	469,500	531,000	499,700
<u>INCOME</u>				
Rents, Concessions, etc.	2,953	2,900	300	300
Regular Income	203,403	190,500	244,000	271,700
Sainsbury's Management Agreement	39,231	35,000	39,200	39,200
Excess Charges	35,883	23,200	24,200	27,100
Season Tickets and Permits	23,537	33,000	31,000	33,000
Recharge to Other Services	8,700	8,900	11,500	11,800
Car Park Fee Review	-	30,000	-	-
Miscellaneous Income	12,934	-	-	-
Gross Income	326,641	323,500	350,200	383,100
Net Expenditure	222,800	146,000	180,800	116,600

CAR PARKS

SERVICE DESCRIPTION

Budget Manager:	Principal Assistant Engineer - Mr W Jones
Service Function:	General running costs and maintenance of parking areas and the collection of pay and display and other income.
Legal status:	Road Traffic Regulation Act 1984 (discretionary); Road Traffic Act 1991 (discretionary)
Policy Objectives:	To consider all alternative methods of raising income from car parks. To implement the proposals that flow from the town by town car park reviews

BUDGET VARIATIONS

	<u>2003/04</u> Probable	<u>2004/05</u> Estimate
	£	£
2003/04 Original Estimate	146,000	146,000
Allowance for Inflation		11,700
<u>Premises related Expenses</u>		
Anticipated reduction in costs at Garfield Road due to lower number of spaces		(4,500)
Planned Underspend brought forward from 2002/03 for Resurfacing works	6,300	
<u>Supplies & Services</u>		
Cost of Changing signs, machines and software for new pricing regime (agreed at Economic development Committee - June 2003)	6,000	
Supplementary Estimate for Decriminalised Parking Enforcement consultancy	10,000	
Parking Management Plan provision deferred pending introduction of DPE	(15,000)	(15,000)
Englefield Green Parking survey completed in 2003/04		(4,000)
<u>Miscellaneous Costs</u>		
Secured Parking Scheme now to be undertaken over two years	(13,000)	(22,000)
<u>Support Services</u>		
Increase in time spent on this service by the Technical Services Administration and Legal sections for anticipated work on DPE		9,300
<u>Capital Charges</u>		
Increase due to a new requirement to depreciate certain categories of asset	67,200	66,800
<u>Income</u>		
Increase in income over and above the provision already in the accounts following the price increases implemented September	(19,900)	(64,300)
Revised management agreement with Sainsbury's	(4,200)	(4,200)
Other net changes	(2,600)	(3,200)
2003/04 Probable Outturn	180,800	
2004/05 Estimate		116,600

SERVICE STATISTICS

	<u>2002/03</u> Actual Spaces	<u>2003/04</u> Probable Spaces	<u>2004/05</u> Estimate Spaces
<u>Number of Car Parking Spaces</u>			
Free Car parks	256	421	421
Short Stay Only Car Parks	125	172	172
Short to Medium Stay Only Car Parks	323	240	240
Short, Medium, and Long Stay Car Parks	695	645	645
Total Spaces	1,399	1,478	1,478

MARKETS AND STREET TRADING

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	1,000	1,100	1,100	1,100
<u>Transport Related Costs</u>				
Car Allowances	-	-	-	100
<u>Supplies and Services</u>				
Street Trading	774	1,500	0	1,500
Egham Farmers Market	2,099	2,000	2,000	2,000
Addlestone Market	4,979	1,100	1,000	-
<u>Support Services</u>				
Financial Services	1,000	1,300	1,300	1,500
Legal and Admin Services	8,400	9,000	9,000	13,600
Technical Support Services	200	200	200	200
Gross Expenditure	18,452	16,200	14,600	20,000
<u>INCOME</u>				
Street Trading and other income	1,200	1,500	0	1,500
Income from Markets	12,011	2,600	300	0
	13,211	4,100	300	1,500
Net Expenditure	5,241	12,100	14,300	18,500

NOTES

Addlestone Market

Following the decision at the November 2002 Economic Development Committee, Addlestone Market was closed at the end of May in preparation for the potential development of a new Community Centre on Garfield Road Car Park.

MARKETS AND STREET TRADING

SERVICE DESCRIPTION

Budget Manager:	Director of Administration and Leisure - Mr A Pearson Principal Assistant Engineer - Mr W Jones	(Markets) (Street Trading)
Service Function:	To facilitate and where necessary licence markets which the Council wishes to support as a matter of policy	
Legal status:	Local Government Act 2000; Local Government (Miscellaneous Provisions) Act 1982	
Policy Objectives:	To facilitate Egham Farmers Market. To facilitate Egham Farmers Market. To assist the economic well-being of the Borough To enforce street trading licences and ensure compliance	

BUDGET VARIATIONS

	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
2003/04 Original Estimate	12,100	12,100
Allowance for Inflation		300
<u>Support Services</u>		
Increase in time spent on this service by the Legal Section		4,000
<u>Income</u>		
Over estimation of income due from final weeks of Addlestone Market	2,300	2,600
Other net changes	-100	-500
2003/04 Probable Outturn	14,300	
2004/05 Estimate		18,500

SERVICE STATISTICS

	<u>2002/03</u> Actual	<u>2003/04</u> Estimate	<u>2003/04</u> Probable	<u>2004/05</u> Estimate
Number of street trading consents issued	1	1	0	1

RUNNYMEDE TRAVEL INITIATIVE

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE - ADMINISTRATION</u>				
<u>Employees</u>				
Salaries	35,100	37,400	37,400	38,900
<u>Transport Related Costs</u>				
Car Allowances	1,800	500	500	500
<u>Supplies and Services</u>				
Fees - Airtrack	0	0	10,000	0
<u>Support Services</u>				
Financial Services	460	2,300	2,500	1,900
Personnel Services	500	300	300	400
Office Accommodation	3,000	2,500	2,500	2,500
Technical Support Services	2,000	1,700	1,700	1,800
	42,860	44,700	54,900	46,000
<u>EXPENDITURE - SCHEMES</u>				
<u>School Travel Initiative</u>				
Cycle Shelters	121,158	40,000	94,000	0
Yellow Bus Project	155,489	150,000	153,000	228,000
	276,647	190,000	247,000	228,000
Gross Expenditure	319,507	234,700	301,900	274,000
<u>INCOME</u>				
<u>Cycle Shelters</u>				
Sponsorship & Contributions	121,158	50,000	94,000	0
<u>Yellow Bus Project:</u>				
School Contributions	48,841	54,300	61,000	75,000
Contributions from 106 Agreements	81,298	70,700	62,000	123,000
Sponsorship	25,350	25,000	30,000	30,000
Gross Income	276,647	200,000	247,000	228,000
Net Expenditure	42,860	34,700	54,900	46,000

NOTES

In addition to the contributions noted above for the cycle shelters and Yellow Bus Projects, opportunities are being explored for securing business funding and several grant applications are currently pending to support the Yellow Bus service.

RUNNYMEDE TRAVEL INITIATIVE

SERVICE DESCRIPTION

Budget Manager: Policy and Implementation Manager - Mr R Etheridge

Service Function: To promote and implement the Safer Routes to School Initiative

Legal status: Local Government Act 2000, Highways Act 1980 and associated legislation.

Policy Objectives: To introduce a series of initiatives that are designed to create safe and secure journeys to school with the aim of reducing the number of car related school journeys. Particular emphasis is placed upon the development of School Travel Plans.

BUDGET VARIATIONS

	<u>2003/04</u> Probable	<u>2004/05</u> Estimate
	£	£
2003/04 Original Estimate	34,700	34,700
Allowance for Inflation		900
<u>Supplies & Services</u>		
Planned Underspend brought forward from 2002/03 for Airtrack consultation	10,000	
<u>Cycle Shelters</u>		
Scheme finished unless outside funding is made available, this includes the loss of the contribution towards administration expenses	10,000	10,000
Other net changes	200	400
2003/04 Probable Outturn	54,900	
2004/05 Estimate		46,000

CORPORATE LAND & PROPERTY HOLDINGS

MANAGEMENT OF CURRENT PORTFOLIO

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
EXPENDITURE				
<u>Employees</u>				
Salaries	67,700	50,300	50,300	52,000
<u>Premises Related Expenditure</u>				
Maintenance and Upkeep	12,876	32,200	31,600	32,400
Rents, Rates and Insurance	4,892	6,300	6,300	6,500
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	300	300	300	300
<u>Supplies & Services</u>				
Fees	22,972	4,000	4,000	4,000
Asbestos Survey Provision	15,420	21,000	21,000	0 (2)
Asset Management Condition Survey Provision	10,000	0	0	0 (2)
<u>Support Services</u>				
Financial Services	9,380	12,800	12,800	15,700
Legal and Admin Services	79,700	76,200	78,100	89,500
Technical Support Services	11,600	11,100	11,100	11,600
<u>Capital Charges</u>				
Capital Charges	1,087,300	639,000	667,400	756,400
Gross Expenditure	1,322,140	853,200	882,900	968,400
<u>Rent Income</u>	1,194,456	1,150,000	1,125,000	1,104,000
<u>Other Income</u>	5,933	0	0	0
Net Expenditure (Income)	121,751	(296,800)	(242,100)	(135,600)

NEW CAPITAL SCHEMES & PROJECTS

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
EXPENDITURE (1)				
<u>Employees</u>				
Salaries	37,400	44,300	44,300	44,300
<u>Support Services</u>				
Financial Services	2,000	2,200	2,200	200
Legal and Admin Services	61,300	68,000	68,000	66,500
Technical Support Services	0	500	500	0
Gross Expenditure	100,700	115,000	115,000	111,000

Total Net Expenditure(Income)

222,451 (181,800) (127,100) (24,600)

CORPORATE LAND & PROPERTY HOLDINGS

SERVICE DESCRIPTION

Budget Manager:	Borough Valuer - P. Surrey (1) - Chief Executive - T. Williams (2) - Principal Building Services Manager - B. Mannian
Service Function:	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.
Legal Status:	Town and Country Planning Act 1959, 1971 and 1990. Local Government Planning and Land Act 1980. Local Government 1972.
Policy Objectives:	We will complete the final phase of Chertsey Revitalisation, and work to achieve the appropriate development replacement of Barrsbrook Farm, Chertsey. We will implement the Asset Management Strategy to ensure effective asset utilisation and manage acquisitions and disposals to achieve corporate objectives. To encourage economic activity in the Borough. To manage and maintain the Council's Strategic Land Acquisitions in an efficient and effective manner. To acquire vulnerable Green Belt land as opportunities permit.

BUDGET VARIATIONS

	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
2003/04 Original Estimate	(181,800)	(181,800)
Allowance for Inflation		8,200
Virement to Graffiti budget	(600)	(600)
Provision for asbestos survey dropping out		(21,000)
Legal & Admin. Services - increase in time allocations		8,300
Capital Charges reflect property purchases & revaluations	20,300	39,000
Capital Charges reflect Addlestone Community Association new works	8,100	78,400
Rental Income reduced due to sale & lease restructuring	33,000	68,900
Additional rental income from revised rentals		(20,000)
Other net changes	(6,100)	(4,000)
2003/04 Probable Outturn	(127,100)	
2004/05 Estimate		(24,600)

SERVICE STATISTICS

	<u>2001</u> Actual	<u>2002</u> Actual	<u>2003</u> Actual
Number of Properties @ 1 April			
- Addlestone Town Centre	17	22	21
- Chertsey Town Centre	6	9	8
- Crabtree Industrial Estate	2	2	0
- Egham Town Centre	16	19	19
- Miscellaneous income producing properties	100	100	100

TARIFF & ENERGY MANAGEMENT

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	30,800	32,200	32,200	32,500
Training & Recruitment	131	300	2,500	500
<u>Supplies and Services</u>				
Energy Management Initiatives	6,461	5,900	7,800	6,400
<u>Support Services</u>				
Financial Services	1,500	1,800	1,800	2,100
Computer Services	1,500	1,500	1,500	1,500
Technical Support Services	13,400	14,800	14,800	16,300
Gross Expenditure	53,792	56,500	60,600	59,300
<u>INCOME</u>				
Recharge to Housing Revenue Account	17,800	18,800	18,800	19,600
Net Expenditure	35,992	37,700	41,800	39,700

TARIFF & ENERGY MANAGEMENT

SERVICE DESCRIPTION

Budget Manager:	Principal Building Services Manager - B. Mannian
Service Function:	To review, investigate and implement energy management initiatives including energy saving measures and renegotiation of most favourable prices for energy consumed.
Legal Status:	Home Energy Conservation Act 1996 Various enactment's relevant to the projects undertaken.
Policy Objectives:	To closely monitor savings achieved against costs of implementation to ensure effective use of resources. To administer the Council's mandatory duties under the 1996 Act.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate	37,700	37,700
Allowance for Inflation		1,300
Planned Underspend brought forward - publicity & promotion	1,600	
Other net changes	2,500	700
2003/04 Probable Outturn	41,800	
2004/05 Estimate		39,700

RUNNYMEDE BUSINESS PARTNERSHIP

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	47,200	45,000	45,000	44,300
<u>Supplies and Services</u>				
Car Allowances / Travel	300	400	400	400
Printing, Stationery etc.	408	1,900	14,300	12,400
Sponsored Expenditure	31,225	19,000	28,000	29,000
<u>Support Services</u>				
Financial Services	1,100	1,400	1,400	1,600
Computer Services	0	0	0	1,300
Personnel Services	500	500	500	600
Office Accommodation	4,000	4,000	4,000	4,000
Technical Support Services	1,300	1,000	1,000	1,000
Gross Expenditure	86,033	73,200	94,600	94,600
<u>INCOME</u>				
Sales & Course Income	0	0	2,600	300
Sponsorship of Directory & Newsletter	42	1,000	12,000	12,000
Sponsored Expenditure	31,225	19,000	28,000	29,000
Net Expenditure	54,766	53,200	52,000	53,300

RUNNYMEDE BUSINESS PARTNERSHIP

SERVICE DESCRIPTION

Budget Manager:	Policy and Implementation Manager - R. Etheridge
Service Function:	<p>The promotion of economic activity and liaison between the public and private sectors in areas of mutual interest</p> <p>The Partnership is very active in attracting funding towards a wide range of joint business/Council initiatives.</p> <p>The breakfast forums are well attended and provide a good opportunity for networking. The business directory provides details of 80% of local businesses, whilst the newsletter maintains good communication with local businesses. The Buy local campaign has been well received and focused attention on the benefits of shopping in town centres. There are also strong links between the Runnymede Travel Initiative and the Business Partnership and many of the early successes (e.g. funding for school cycle shelters) have been the result of joint working.</p> <p>The other benefit of these contacts with the business community on such a range of projects is that it has enabled discussion to take place on wider matters such as the Local Plan, the Airtrack Initiative as well as facilitating a genuine working relationship with the local business community. This type of relationship has been encouraged by government policy and the Council will be liaising with the business community when preparing the Community Strategy.</p>
Legal Status:	Local Government Act 2000
Policy Objectives:	To encourage economic activity in the Borough.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate	53,200	53,200
Allowance for Inflation		1,900
Other net changes	(1,200)	(1,800)
2003/04 Probable Outturn	52,000	
2004/05 Estimate		53,300

SERVICE STATISTICS

	<u>2002/03</u> <u>Estimate</u>	<u>2003/04</u> <u>Estimate</u>
Businesses registered in sponsored business directory	1,600	1,600
Number of sponsored breakfast forums	4	4
Attendees at breakfast forums - average	90	90
Number of sponsored newsletters	3	3
Circulation of sponsored newsletters - average	1,650	1,650
Town maps printed - Egham, Chertsey & Addlestone	20,000	10,000
Loyalty card scheme - Businesses in scheme	63	68
Loyalty cards scheme - Card Holders	1,700	2,500
Number of sponsored business partnership/information packs produced.	1,600	0
Number of business seminars in year	-	5
Average number of attendees at business seminars	-	18

CIVIC OFFICES

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £	
EXPENDITURE					
<u>Employees</u>					
Salaries	60,300	62,400	62,400	52,900	
<u>Premises Related Expenditure</u>					
Building Maintenance Works Programme	36,692	151,000	150,000	62,900	
Air Conditioning Units	8,601	15,000	16,000	16,400	
Fuel, Light, & Water	39,952	38,100	38,100	38,800	
Cleaning & Domestic Supplies	73,108	73,200	70,800	73,300	
Rates and Insurance	216,680	222,800	212,800	216,000	
Maintenance of Grounds	5,113	8,200	10,000	8,000	(2)
<u>Special Works</u>					
Furniture & Equipment-Purchase	21,611	10,000	12,000	10,000	(1)
Office Alterations	29,781	0	0	0	
<u>Supplies and Services</u>					
Flower Displays	1,091	2,500	2,500	2,600	(2)
Kitchen Equipment, Vending etc	8,232	9,000	9,000	9,000	
General Expenses	1,658	4,600	4,600	4,700	
Communications - Admin	63,600	65,100	65,100	68,100	(3)
Communications - Equipment Maintenance	5,299	20,800	25,100	24,100	(4)
Catering Fees	12,323	13,500	13,500	14,000	(5)
Office Security	19,116	18,000	20,400	21,000	
<u>Support Services</u>					
Financial Services	5,000	6,500	6,500	6,700	
Computer Services	10,700	8,200	8,200	8,100	
Legal and Admin Services	104,500	103,900	103,900	103,700	
Technical Support Services	28,200	30,400	30,400	24,700	
Safer Runnymede Services	36,300	39,500	39,500	42,200	
<u>Capital Charges</u>					
Capital Charges	414,200	248,900	241,000	371,700	
Gross Expenditure	1,202,056	1,151,600	1,141,800	1,178,900	
INCOME					
Less Recharges					
General Fund & Agency Services	1,091,500	1,143,700	1,143,700	1,145,000	
Housing Revenue Account	97,800	101,900	101,900	101,900	
Rents etc.	11,430	11,700	11,700	12,000	(6)
Gross Income	1,200,730	1,257,300	1,257,300	1,258,900	
Net Expenditure (Income)	1,326	(105,700)	(115,500)	(80,000)	

CIVIC OFFICES

SERVICE DESCRIPTION

Budget Managers: Principal Building Services Manager - B. Mannian
 (1) - All Chief Officers
 (2) - Parks & Amenities Manager - P. Winfield
 (3) - Office Services Manager - J. May
 (4) - Information Systems Manager - N. Watson
 (5) - Personnel Officer - D. Thomas
 (6) - Borough Valuer - P. Surrey

Service Function: A control account for the monitoring of Civic Offices Costs, including reception, caretaking, and telephone services before being recharged to Services.

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 VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate - Gross Expenditure	1,151,600	1,151,600
Allowance for Inflation		23,400
Planned Underspend brought forward - Car Parks Maintenance	1,800	
Planned Underspend brought forward - Office Furniture	2,000	
Salaries - reduced time allocations		(11,900)
New Strategic Building Maintenance Programme		(91,900)
Business Rates - Savings reflects overprovision	(10,000)	(10,000)
Telephone switchboard Maint. (Supplementary Estimate Corp. Management 6/11/03)		2,000
Building Services Overheads reduced in line with salaries reduction above		(6,500)
Capital Charges increased due to revaluation of Civic Offices	(7,900)	(8,400)
Capital Charges reflect new office costs		131,200
Other net changes	4,300	
		(600)
2003/04 Probable Outturn - Gross Expenditure	1,141,800	
2004/05 Estimate - Gross Expenditure		1,178,900

SERVICE STATISTICS

	<u>2001/02</u> <u>Actual</u>	<u>2002/03</u> <u>Actual</u>	<u>2003/04</u> <u>Estimate</u>
Estimated number of visitors to Reception	35,000	35,000	35,000
Number of incoming telephone calls	305,000	305,000	305,000
Number of outgoing telephone calls	295,000	295,000	295,000
Days offices open to public	251	251	252

CHERTSEY DEPOT

ESTIMATE FOR THE YEAR ENDING 31st MARCH 2005

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries & Wages	51,185	44,700	44,700	41,200
<u>Premises Related Expenditure</u>				
Building Maintenance Works Programme	7,628	24,700	25,500	14,100 (1)
Fuel, Light, Cleaning and Water	4,111	11,800	9,400	9,800
Rates and Insurance	23,973	24,900	23,400	21,000
Yard Maintenance	5,613	4,100	8,400	5,100
Special Works Provision	4,547	2,000	2,000	2,000
<u>Transport Related Expenditure</u>				
Vehicle Costs	10,258	10,000	10,000	10,300
Travelling and Subsistence	1,300	1,300	1,300	1,200
<u>Supplies and Services</u>				
General Expenses	4,398	4,200	4,700	4,600
Kitchen Vending	2,402	2,000	2,000	2,500
Communications	3,683	4,200	4,200	2,500
<u>Support Services</u>				
Financial Services	3,600	4,000	4,000	4,600
Computer Services	2,600	4,700	4,700	4,500
Personnel Services	700	700	700	600
Legal and Admin Services	4,000	4,100	4,100	4,200
<u>Capital Charges</u>				
Capital Charges	53,900	51,300	32,800	33,800
Gross Expenditure	183,898	198,700	181,900	162,000
<u>INCOME</u>				
<u>Less Recharges</u>				
General Fund & Agency Services	170,628	197,800	164,600	163,700
Rents etc.	9,755	20,300	28,800	28,300
Gross Income	180,383	218,100	193,400	192,000
Net Expenditure (Income)	3,515	(19,400)	(11,500)	(30,000)

CHERTSEY DEPOT

SERVICE DESCRIPTION

Budget Manager: Direct Services Organisation Manager - D Stedman
(1) - Principal Building Services Manager - B. Mannian

Service Function: A control account for the monitoring of the general running cost of Chertsey Depot before being recharged to services and accounts.

Legal Status: Local Government Act 1972.

Policy Objectives : To provide a secure operating base for the in house workforce and external contractors to secure the cost efficient long term provision of direct manual services.

BUDGET VARIATIONS

	<u>2003/04</u> <u>Probable</u>	<u>2004/05</u> <u>Estimate</u>
	£	£
2003/04 Original Estimate - Gross Expenditure	198,700	198,700
Allowance for Inflation		4,300
Planned Underspend brought forward - Yard Maintenance	4,300	
Salaries - reduction in time allocated		(5,200)
Strategic Building Maintenance Programme		(11,200)
Business Rates - reduction reflects revaluation		(4,000)
Capital Charges reflects revaluation	(18,500)	(17,500)
Other net changes	(2,600)	(3,100)
2003/04 Probable Outturn - Gross Expenditure	181,900	
2004/05 Estimate - Gross Expenditure		162,000

SERVICE STATISTICS

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

- Street Lighting DSO parking and storage
- Street Cleansing DSO parking and storage
- Stores and purchasing function
- Refuse collection parking and storage
- Recycling service parking & storage
- Yellow Bus Project parking
- Scion Partnership (Corporate Maintenance)

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

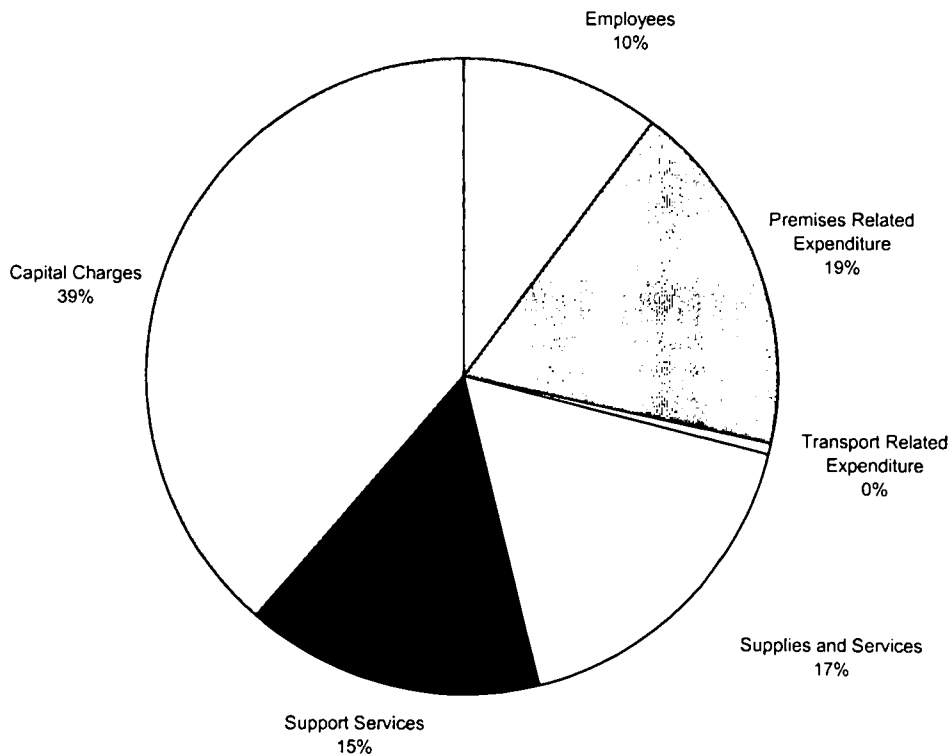
A major improvement scheme has been undertaken in phases between 2001 & 2003

ECONOMIC DEVELOPMENT

SUBJECTIVE ANALYSIS

	<u>2002/03</u> Actual £	<u>2003/04</u> Estimate £	<u>2003/04</u> Probable £	<u>2004/05</u> Estimate £
EXPENDITURE				
Employees	248,300	350,600	352,800	342,000
Premises Related Expenditure	122,046	726,200	721,300	613,800
Transport Related Expenditure	4,000	13,700	13,700	14,300
Supplies and Services	466,214	571,900	658,900	580,300
Support Services	255,621	499,900	502,100	521,700
Capital Charges	1,309,700	1,006,300	1,075,500	1,295,800
Gross Expenditure	2,405,881	3,168,600	3,324,300	3,367,900
INCOME				
Fees and Charges	1,518,649	1,470,700	1,504,500	1,517,100
Contributions	276,647	220,000	287,000	269,000
Other Income	21,634	1,501,100	1,443,100	1,442,300
Gross Income	1,816,930	3,191,800	3,234,600	3,228,400
Net Expenditure	588,951	(23,200)	89,700	139,500

Expenditure Analysis 2004/05 Estimate



FEES AND CHARGES

CAR PARKING CHARGES

	2003/04 £	2004/05 £
<u>PAY AND DISPLAY PARKING</u>		
<u>Short Stay Parking (Includes VAT)</u>		
<u>(Monday to Saturday unless otherwise indicated)</u>		
Egham (Precinct and Precinct Extension (Saturdays only), Somerfield)		
Disabled Persons	No charge	No charge
Fee up to 2 hours	50p	50p
Fee for 2 to 3 hours	60p	60p
<u>Medium Stay Parking (Includes VAT)</u>		
<u>(Monday to Saturday)</u>		
Chertsey (Gogmore Farm); Virginia Water (Memorial Gardens)		
Egham (Hummer Road); Chertsey (Beomonds)		
Disabled Person	No charge	No charge
Fee up to 2 hours	50p	50p
Fee 2 to 3 hours	60p	60p
Fee 3 to 4 hours	80p	80p
Fee 4 to 5 hours	1.00	1.00
Fee 5 to 6 hours	2.00	2.00
<u>Long Stay Parking (Includes VAT)</u>		
<u>(Monday to Saturday)</u>		
Egham (Waspe Farm); Chertsey (Library); Virginia Water (Bourne)		
and Addlestone (Garfield Road)		
Disabled Person	No charge	No charge
Fee up to 2 hours	50p	50p
Fee 2 to 3 hours	60p	60p
Fee 3 to 4 hours	80p	80p
Fee 4 to 5 hours	1.00	1.00
All Day Fee	2.00	2.00
<u>Excess Charge</u>		
<u>(parking in excess of hours to which a full charge is applicable)</u>		
Unless payment of £30.00 is made within 7 days of issue	60.00	60.00
<u>Full Charge</u>		
If no valid ticket is bought and displayed	30.00	30.00

FEES AND CHARGES

CAR PARKING CHARGES

		2003/04 £	2004/05 £
<u>OTHER CAR PARKING CHARGES</u>			
<u>SEASONS/PERMIT PARKING (Includes VAT)</u>			
<u>Season Tickets (Monday to Saturday)</u>			
Covering Waspe Farm, The Bourne and	(per annum)	200.00	200.00
Chertsey Library car parks	(per quarter)	60.00	60.00
<u>Car Park Permits (Monday to Saturday)</u>			
Beomonds, Garfield Road, Hummer Road, Memorial	(per annum)	200.00	200.00
Gardens, Precinct Extention, Victoria Street	(per quarter)	60.00	60.00
<u>Contract Car Parking</u>			
Egham (Church Road)	(per annum)	440.00	440.00
	(per quarter)	125.00	125.00
Chertsey (Beomonds/White Hart Row)	(per annum)	250.00	250.00
	(per quarter)	75.00	75.00
Contract Parking Key Deposit (Refundable on return of the key)		40.00	40.00

FEES AND CHARGES

OTHER ECONOMIC DEVELOPMENT SERVICES

	2003/04 £	2004/05 £
<u>Street Trading Consents</u>		
Basic fee	550.00	575.00
Additional annual charge for each day of the week a trader operates	125.00	130.00
<u>Civic Offices Charges</u>		
Council Chamber		
Community use per hour	25.00	26.00
Semi commercial use per hour	50.00	52.00
Commercial use per hour	75.00	78.00
Committee Room		
Community use per hour	12.50	13.00
Semi commercial use per hour	25.00	26.00
Commercial use per hour	37.50	39.00
Conference Room		
Community use per hour	6.00	6.50
Semi commercial use per hour	12.00	13.00
Commercial use per hour	18.00	19.50
Staff Club Hire by staff	30.00	30.00