



Please reply to:

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Date: 01 May 2025

Notice of meeting

Corporate Policy and Resources Committee

Date: Monday, 12 May 2025

Time: 7.00 pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

To the members of the Corporate Policy and Resources Committee

Councillors:

J.R. Sexton (Chair)	R.V. Geach	L. E. Nichols
C. Bateson (Vice-Chair)	M. Gibson	O. Rybinski
M. Beecher	K.M. Grant	H.R.D. Williams
J.R. Boughtflower	K. Howkins	N. Islam
J. Button	M.J. Lee	
S.M. Doran	S.C. Mooney	

Substitute Members: Councillors M.M. Attewell, S.N. Beatty, D.C. Clarke, S.A. Dunn, J.T.F. Doran, A. Gale and K.E. Rutherford

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

Page nos.

1. **Apologies and Substitutes**

To receive apologies for absence and notification of substitutions.

2. **Minutes**

5 - 10

To confirm the minutes of the meeting held on 24 April 2025 as a correct record.

3. **Disclosures of Interest**

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.

4. **Questions from members of the Public**

The Chair, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.

5. **Minutes of the Reorganisation and Transformation Board**

11 - 24

The Committee is asked to acknowledge the minutes of the Reorganisation and Transformation Board which are for information only.

6. **2024-25 Budget Carry Forward Requests**

25 - 30

Committee is asked to agree and approve the requests for 204/25 Revenue and Capital expenditure to be carried forward to 2025/26 as follows:

a) The Revenue carry forward requests totalling up to £24,291 as set out in Appendix A attached to the report; and

b) The Capital carry forward requests totalling £300,000 as set out in Appendix A attached to the report.

7. **2024-25 Capital Outturn**

31 - 42

Committee is asked to acknowledge the Capital Outturn of £463k projected overspend against the Council's Estimated Capital Programme for 2024-25, as at 31 March 2025.

8. **2024-25 Revenue Outturn**

43 - 86

Committee is asked to acknowledge the forecast outturn for 2024/25 as at 31 March 2025 and approve the following recommendations:

1. The (£3,381k) underspend for the year to 31 March 2025, before the recommendations below, as set out in the Table 2.1 of the report; and
2. Approve the following transfers to reserves:
 - a) £2,300k to Business Rates (National Non Domestic Rates) Equalisation Reserve,
 - b) £1,00k to the General Fund Reserve; and
 - c) £81k to the Sinking Fund earmarked reserves.

9. Sundry Debt Write offs 87 - 92

Committee is asked to approve the Sundry Debt Write-offs as set out in the report totalling £6,854.52 which relates to irrecoverable Bed and Breakfast and an Independent Living High Needs account.

10. Second Home Premium 93 - 102

Committee is asked to:

1. Approve the proposal for a premium on second homes Council Tax as outlined in Appendix A; and
2. Recommend to Council to agree the application of a Council Tax premium of 100% in respect of second homes with effect from 01 April 2027.

11. Use of Commuted Sums

Report to follow

12. Freehold disposal of Ashford Cemetery Lodge 103 - 128

Committee is asked to:

1. Agree to the disposal of Ashford Cemetery Lodge to Knowle Green Estates (KGE) for the provision of affordable housing at a sale price of £273,611; and
2. Delegate authority to the Group Head of Corporate Governance to complete any necessary documentation in connection with the disposal on the terms set out in this report.

13. Corporate Risk Management

Report to follow

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|------------|---|------------------|
| 14. | Forward Plan | 129 - 134 |
| | <p>To consider the Forward Plan for committee business.</p> | |
| 15. | Asset Investment Strategy 2025/26 (including Amalgamated Business Plans) | |
| | <p>Report to follow</p> | |
| 16. | Urgent Actions | |
| | <p>To note those urgent actions which have been taken by the Chief Executive in consultation with the Leader since the last Corporate Policy and Resources meeting on 24 April 2025.</p> | |
| 17. | Exclusion of Public & Press (Exempt Business) | |
| | <p>To move the exclusion of the Press/Public for the following items, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.</p> | |
| 18. | Local Authority Housing Fund (LAHF) Acquisitions | 135 - 184 |
| | <p>Committee is asked to approve the actions outlined in the confidential report.</p> | |

**Minutes of the Corporate Policy and Resources Committee
24 March 2025**

Present:

Councillor J.R. Sexton (Chair)
Councillor C. Bateson (Vice-Chair)

Councillors:

M. Beecher	R.V. Geach	M.J. Lee
J.R. Boughtflower	M. Gibson	L. E. Nichols
J. Button	K.M. Grant	H.R.D. Williams
S.M. Doran	K. Howkins	

33/25 Apologies and Substitutes

Apologies were received from Councillors Mooney and Rybinski.

Councillor Clarke attended the meeting as substitute for Councillor Rybinski.

34/25 Minutes

The minutes of the meetings held on 10 February 2025 and the Extraordinary meeting held 17 March 2025 were agreed as a correct record.

35/25 Disclosures of Interest

Councillor Sexton declared that she was also a Surrey County Council Councillor.

Councillor Nichols declared that he was a Director on the Knowle Green Estates Board.

36/25 Questions from members of the Public

There were none.

37/25 Q3 KPI Update

The Committee considered a report that sought to inform members of the Key Performance Indicators (KPIs) for Q3 2024/25.

The Committee queried some of the figures in the report and asked if Leisure Centre free passes were still provided to those residents that met the criteria needed to qualify for such a pass. The Group Head of Commissioning & Transformation advised that she would liaise with colleagues within Leisure Services and send an email to all members of the committee with a response.

The Committee **resolved** to acknowledge the Key Performance Indicators for Q3 2024/25.

38/25 Revised Corporate Key Performance Indicators

The Committee were advised that a report would be produced quarterly and put on the Council's website to provide transparency. The Key Performance Indicators (KPIs) would also be presented to Committees on a quarterly basis to enable members to monitor their progress. The figures would be compared to the Council's statistical neighbours, not just other Surrey Authorities to provide a more accurate comparison.

The Committee queried the Assets KPIs and the disparity between how some of the figures were shown. The Deputy Chief Executive advised that for Audit purposes some of the figures had to be shown as accruals but that these could be translated into a non-accruals basis for ease of members' understanding.

The KPIs in respect of the assets investments were queried and officers were asked to include the actual rental figures that the Council received. The Committee were advised that this was likely to be a service KPI and that if this was the case then the figures would be presented to the Business and Investment Committee.

The Committee **resolved** to approve the proposed amendments to the Corporate Key Performance Indicators (KPIs).

39/25 Corporate Debt Policy

The Committee considered a report that sought approval of the proposed amendments to the Corporate Debt Policy.

The Leader read out the following statement:

"The Corporate Debt Policy required a review to make it clearer and to meet the latest best practice guidelines. The new policy focuses on making it clear to customers the different types of debt and how the Council recovers those different types of debt. It also outlines support for those dealing with debt.

The Council is committed to serving the community by ensuring monies owed to the Council are collected efficiently and effectively. This benefits all taxpayers and helps to prevent anyone from falling into debt. With the cost of living crisis we see more people struggling and by adopting a clear policy with

early contact and consolidated action, we should be able to assist customers as far as possible in paying their debts”.

The Committee queried whether the Citizen Advice Bureau still provided a service at Sunbury Library as quoted in the report. The Committee were advised that this would be checked and Committee members would be advised.

Concerns were raised with regard to recovery of Council Tax and National Non-Domestic Rates and in particular how rapid the recovery process seemed to be. The Committee were advised that any resident or business that were struggling to pay their Council Tax/ Business Rates should contact the Council as soon as they fell into arrears. The Programme Manager advised that the back of the Reminders and Final Notices issued by the Council provided information to residents/businesses on what they could do next with regard to their arrears. The Committee were told that a copy of the back of the Reminders and Final Notices for both Council Tax and Business Rates would be sent to them so that they were aware of the information/advice given.

The Committee **resolved** to approve the proposed amendments to the Corporate Debt Policy.

40/25 Discretionary Rate Relief Policy on Non-Domestic Rates

The Committee considered a report that sought approval of the Non-Domestic Rates Discretionary Rate Relief Policy.

The Committee were advised that Councils had the power to award rate relief in respect of properties occupied by charities and other not-for-profit organisations under Section 69 of the Localism Act 2011. Any discretionary rate relief will be in addition to the mandatory relief that Councils must grant to the following:

- Charities where the property is wholly or mainly used for charitable purposes
- Registered Community Amateur Sports Clubs for any club with appropriate registration with the HMRC

The Group Head of Commissioning and Transformation advised the Committee that the revised policy was intended to be more transparent and easier for charities/non-profit making organisations to ensure that they are in receipt of any discretionary rate relief that they are entitled to.

Committee **resolved** to approve the Non-Domestic Rates Discretionary Rate Relief Policy.

41/25 Outline to the Renters Rights Bill

The Committee considered a report on the Renters Rights Bill that sought to inform them of details of the Bill and the potential impact on Spelthorne Borough Council.

The Committee were advised that the Bill was likely to receive Royal Assent in late Spring 2025 with a proposed commencement date of October 2025.

The Joint Senior Environmental Health Manager advised the Committee that funding from the Government was expected to help implement and manage this new Bill but until it is implemented there are no details about exactly how much this would be.

The implementation and the monitoring of the bill will result in a large increase in work

Members requested that we need to ensure that the Council's residents are made aware of the Renters Rights Bill and how it could help all social, private and Housing Association tenants.

42/25 In year Growth Bid for 2025-26 for Additional Resourcing in Environmental Health

This item was not considered at this meeting. It is to be presented to the Community Wellbeing & Housing Committee for them to consider and made a decision on at their next meeting on 03 June 2025.

43/25 Calendar of Meetings 2025 - 2026

The Committee **resolved** to recommend to Council that it approves the Calendar of Meetings for 2025-2027.

44/25 Transformation & Reorganisation Board Terms of Reference

The Committee considered a report that outlined the proposed Terms of Reference for the new amalgamated Reorganisation and Transformation Board.

The Committee **resolved** to:

1. Confirm the merging of the Reorganisation Board and the Transformation Board, with the combined Board to oversee the Council's Transformation Programme and any changes required as part of the Local Government Organisation in Surrey; and
2. Agree the Terms of Reference for the combined Reorganisation and Transformation Board as outlined in Appendix A of the report.

45/25 Recommendation for Member Director on the Spelthorne Direct Services Board

The Committee were asked to approve the recommendation from the Environmental & Sustainability Committee that Councillor Woodward be appointed as the Member Director on the Spelthorne Director Services Board.

The Group Head of Neighbourhood Services advised the Committee that Spelthorne Direct Services was a Commercial Waste Company that was owned by the Council. It had been recommended by Grant Thornton, as part of their audit, that to provide better governance and transparency it would be advisable to have a Spelthorne Councillor on the Board.

The Committee **resolved** to approve the nomination of Councillor Woodward to sit on the Spelthorne Direct Services Board.

46/25 Forward Plan

The Committee queried the Asset Portfolio Exit Strategies and asked whether this would be the strategies that were over 9 months old or would members be asked to look at the more recent business plans that were currently being considered by the Commercial Assets Sub-Committee. The Committee were advised that a response would be sent to all Committee members to advise them.

The Committee **resolved** to note the contents of the Forward Plan.

47/25 Exclusion of Public & Press (Exempt Business)

It was proposed by Councillor Bateson and seconded by Councillor Gibson and the Committee **resolved** to move the exclusion of the Press/Public for the following item as the report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant or developer, who could then know the position of the Council

48/25 Urgent Action

The Committee **resolved** to:

1. Acknowledge the urgent action report in respect of the Local Authority Housing Fund Round 3 Extension to purchase additional properties;
and
2. Agree to make a recommendation to Council to add a supplementary estimate to the Capital Programme for 2025-26.

Reorganisation Board Meeting

12 March 2025

Councillors Present: Cllr Beecher
Cllr Boughtflower
Cllr Button
Cllr Nichols
Cllr Sexton (The Leader)

Officers Present: Chief Executive, Daniel Mouawad (DCM)
Deputy Chief Executive, Terry Collier (TC)
Deputy Chief Executive, Lee O'Neil
Joanne Clare, Senior Solicitor
Karen Wyeth, Democratic Services Manager

The Group **resolved** to agree the minutes of the last Reorganisation Board meeting held on 26 February 2025.

The Group requested an update from The Leader on discussions held at the recent Surrey Leader's Local Government Reorganisation Steering Group. The Leader advised that she had circulated relevant information to members of the board regarding discussions held on next steps. The next Steering Group meeting was scheduled for Friday 14th March which will focus on finalising data repositories which had been set up, so that all councils were using consistent data and insights. Subsequently, the next point of focus will be for all Surrey authorities to conduct their Council meetings week beginning 17 March 2025 to approve initial interim proposals for Local Government Reorganisation (LGR). The proposals would be jointly submitted to Ministry of Housing, Communities and Local Government (MHCLG) by 21 March 2025, before a full proposal was submitted on 09 May 2025.

DCM provided an update on the position regarding circulation of the report and annexes to be presented at the Extraordinary Council meeting on 18th March 2025. The expectation was that all proposals would be signed off by Surrey Districts and Boroughs at the LGR Steering Group meeting on the afternoon of Friday 14th March and will be made available to be published shortly after this meeting. DCM detailed the indicated timeline following which interim plans were submitted on 21 March 2025. Our plans were

anticipated to be reviewed by MHCLG on an accelerated basis, however there was concern around when we would expect to receive clarity from the ministry on which option to pursue, to enable us to progress with detailed business plans for our final proposal submission on 09 May 2025. Any delay in receiving a response was an inherent risk to the Council as this work will require a substantial amount of effort and resources.

The Group requested a further update from TC on recent Surrey authority S151 Officer meetings to discuss the financial modelling and transition costs associated with reorganisation. TC updated that to evaluate potential scale of costs and savings likely to be generated, two parallel models had been developed, one by Surrey County Council and one by the Surrey Districts and Boroughs. Surrey Section 151 Officers had collaborated to seek to share assumptions and modelling. In general, the financial assumptions were not consistently agreed across all Councils and required further refinement. The assumptions and financial modelling will continue to be refined in the coming days and as part of the development of the business case which will be presented to Government by 09 May 2025.

The Group queried what the LGR financial resource consequence had been to Spelthorne so far, and the expected resource requirements up to the period of May 2025, given this timing crossed the financial year-end. TC stated that all current input from Spelthorne was within existing officer resources. TC expanded on the assistance the Finance Team had provided to date, with the biggest impact having been on the S151 officer who had taken on additional responsibilities. The Finance Team were still in a position to have a clean year end position closed down. Looking forward, the level of resource needed will likely increase, however once one unitary model was agreed, there will be a bigger resource pot to utilise.

The Group requested a progress update on relevant LGR datasets. DCM reflected on the presentation delivered on this topic by the Chief Executive of Guildford on 03 March 2025. This presentation had explored the benefits and disadvantages of the two or three unitary configurations. The current focus was on assessing the outcomes LGR was expected to achieve, including evidence of estimated costs/benefits and local engagement, as well as demonstrating how new structures will improve local government and service delivery, avoiding unnecessary fragmentation of services. Surrey County Council were working separately on their own dataset submission which had not yet been shared amongst the Districts and Boroughs. It was expected that their submission would be in a different format.

The final item discussed was concerns about the applicability of a Section 24 direction. A note on this matter had recently been circulated to members of the board, defining the direction as: ensuring that a new authority has oversight of and a degree of control over the decisions of its predecessor councils which could have implications for the finances and plans of that new authority. DCM explained that once elections had taken place in May 2026, and a new shadow authority was formed, there was a real prospect that this

authority would come under a Section 24 mandate. There was further concern that the Section 24 direction could be imposed at an earlier point during the transition stage. The group discussed the previous use of Section 24 powers during structural changes across other authorities such as Cumbria, Somerset and North Yorkshire Councils. This direction restricted these councils from making significant financial decisions, such as disposing of land over £100,000 or entering contracts exceeding £1,000,000, without consent from the shadow authorities. For Surrey, this precedent suggests that similar restrictions might be applied during its reorganisation to prevent any major financial commitments that could complicate the transition to new unitary councils.

The group then proceeded to discuss and compare the optimum number and size of unitary authorities to ensure the smooth running of services for residents whilst also securing efficiencies. It seemed clear that one unitary authority model for Surrey would not meet the criteria for reorganisation and devolution.

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Minutes

Reorganisation Board Meeting

26 March 2025

Via Teams

1. Apologies

No apologies were received.

The notes of the meeting held on 12 March 2025 were agreed.

2. Letter from Minister

A letter had been received from the Minister to confirm they had received the proposed interim plans from Surrey Councils. Feedback on the plans was expected by the end of the next week, though it was doubtful that clarity would be provided on whether a two or three unitary configuration should be pursued. To date, Surrey County Council had focused on a two-unitary configuration with a majority of Surrey Districts and Boroughs focusing on a three-unitary configuration.

Datasets were being prepared to assist in refining the future business case for further final submission(s) in May. Officers and members from all different authorities were meeting to consider various workstreams.

Cllr Sexton advised that Surrey Political Leaders with the exception of the Conservatives all supported three unitaries.

3. Options for 3 Unitaries

Three options for three unitary configurations would be presented to Surrey Leaders at their meeting on Friday. Spelthorne's political Group Leaders agreed that the third option, which placed Spelthorne with Runnymede and Elmbridge, was the most

preferable. Direction on this would also assist in how evidence for future submission(s) would be prepared. The final submission would be due by 9 May, with a majority of Surrey Councils having Extraordinary Council Meetings to confirm their stance in the week before.

4. Transformation – BVI Directions to the Authority

The Minister had set out a number of proposed directions to SBC to address the findings of the Best Value Inspection Report. There was some uncertainty about when the directives would take effect, and when the Council was expected to act on these directives. However, as some of the directives in the report also mirrored recommendations in the Grant Thornton Audit findings, work that addressed some of the directives was already being undertaken. The Board noted that this could be the case for a number of points set out, but felt that others would require direct input and guidance from the commissioners, if they were appointed.

DCM advised the board that the Council had been liaising with the LGA, and in light of the BVI report, the LGA had offered the Council a £50k grant to assist in meeting the recommendations set out by the Minister. The board agreed they were comfortable with the Council accepting the grant.

The Board noted the range of powers the Commissioners would have if appointed to the Council, and a majority felt that it would be prudent to begin examine discretionary spending and impact on Council services. Councillor Nichols felt that it would be useful to also review landlord costs, given how significant the figures are.

Clarity was sought on next steps for the Sinking Funds Model. Members were advised that the model had been refreshed and ownership was with the Interim Chief Accountant. Two external reviews of the model would take place to test the robustness of its function and assumptions. Meanwhile, Assets and Finance were also exploring whether Argus, a software tool already used by the Assets team, could be utilised for the Sinking Funds modelling.

However, officers were mindful that they did not want to undertake too much work without the involvement of commissioners to provide steer.

A demonstration of the Argus software would take place for the Commercial Assets Sub-Committee at their meeting on 31 March 2025.

Conversations would take place with external auditors and stakeholders to understand possible MRP shortfalls.

The Board was supportive of officers mapping some of the anticipated work and creating a Gantt chart of what could be addressed until the Ministry provided further clarity on possible intervention measures. This would be presented at the next meeting. Members would then provide officers with an indication of anticipated direction of travel or specific actions they felt should be undertaken.

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DRAFT MINUTES

Meeting ID	5016
Committee	Reorganisation & Transformation Board
Date	09/04/2025
Attendees	Councillor Malcolm Beecher (Chair) Councillor John Boughtflower (Committee Member) Councillor Jon Button (Committee Member) Councillor Lawrence Nichols (Committee Member) Councillor Joanne Sexton (Committee Member) Councillor Chris Bateson (Monitor) Terry Collier (Officer) Linda Heron (Officer) Daniel Mouawad (Officer) Lee O'Neil (Officer) Committee Managers (Monitor)

Item ID	28058
Item Title	Apologies
Summary	<p>Linda Heron joined the meeting at 15:26 due to a conflicting meeting.</p> <p>Terry Collier left the meeting at 16:30 to attend a conflicting meeting.</p>

Item ID	28059
Item Title	Minutes
Summary	<p>The minutes of the last meeting held on 26 March 2025 were not yet available. Committee Services were collaborating with IT colleagues to retrieve the recording of the meeting to ensure the minutes were completed in a timely manner.</p> <p>DCM acknowledged that all Political Group Leaders were members of the Reorganisation & Transformation Board, and it was incumbent on all members to keep Group colleagues updated. Minutes of the Board meetings will be automatically reported to CPRC as a standing item.</p>

Item ID	28074
Item Title	Local Government Reorganisation
Summary	<p>Interim proposals were submitted to the Ministry on 21 March as stipulated.</p> <p>A formal response from the Ministry was received last Friday 4 March stating "Thank you for submitting your interim plans. The amount of collaboration and hard work from all councils is clear to see across the</p>

range of options being considered. For the final proposals, each council can submit a single proposal for which there must be a clear single option and geography for the area as a whole. Our aim for the feedback on interim plans is to support areas to develop final proposals.

This stage is not a decision-making point, and our feedback does not seek to approve or reject any option being considered.... We have provided feedback on behalf of central government. It takes the form of:

1. A summary of the main feedback points,
2. Our response to the specific barriers and challenges raised in your plans,
3. An annex with more detailed feedback against each of the interim plan asks.

We note that the County and District co-authored plan shows that greater efficiencies are available where there is less disaggregation, with the single unitary enabling the greatest efficiency that could benefit the management of local debt. Given the scale of the financial challenges facing Surrey, we would welcome further detail on how the ability to manage debt compares in each of the different options. As the long-term financial sustainability of the three unitary option seems most challenging in this context, we will need more information on how you will manage the risks of disaggregation to meet the financial sustainability criteria as well as the approach to debt management. We suggest meeting to discuss in more detail local proposals for managing debt.

For all options, further detail will be helpful on how the different options might impact on these services, where there is disaggregation and how risks can be mitigated. More detail on those rationales would be helpful, and you may wish to support existing narratives with data.

Effective collaboration between all councils will be crucial; we would encourage you to continue to build strong relationships and agree ways of working, including around effective data sharing. This will support the development of a robust shared evidence base to underpin final proposals. In particular, it would be helpful for final proposals to use the same assumptions and data sets or be clear where and why there is a difference. It would be helpful if your final proposal set out how the data and evidence supports all the outcomes you have included, and how well they meet the assessment criteria in the invitation letter. You may wish to consider an options appraisal that will help demonstrate why your proposed approach, overall, best meets the assessment criteria in the invitation letter compared to any alternatives, and a counterfactual of a single unitary.

A Ministry meeting took place this morning where it was confirmed that it

	<p>would be helpful to see further detail in proposals on the projected financial sustainability of proposed unitaries and how they could manage debt locally including: projections of unitaries' core funding, operational budget, debt servicing costs (MRP and interest), General Fund debt/CFR, and the contribution of transformation/efficiencies). They suggested meeting again to discuss in more detail local proposals for managing debt in 7 days. This is a very tall order to deliver in the next week over Easter and mindful we have so little time before the final submission scheduled for the 9th May.</p> <p>Separate, though liked to the submission deadline of the 9th May, we have an ECM in Spelthorne taking place on the Tuesday 6 May and a full Council LRG briefing scheduled for Thursday 1 May.</p>
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Item ID	28076
Item Title	Interim Submission - Response from Ministry
Summary	<p>DCM- The Council sent a formal response to the ministry on March 28th, which was also published on their website. The response included a letter signed by the leader, deputy leader, and another council member, as well as an appendix detailing 8 pages of inaccuracies and omissions. Additionally, there are 10 more pages of corrections and omissions that were not sent to the ministry but are available for discussion.</p> <p>On April 3rd, the ministry confirmed receipt of the Council's response regarding the Secretary of State's proposed intervention at Spelthorne Borough Council. The ministry stated that the representation will be considered by ministers when deciding whether to implement the proposal. Any decisions will be published on gov.uk, along with an explanatory memorandum summarising the representations received.</p> <p>The impact of the additional 10 pages of corrections and omissions on the ministry's decision was at this stage unknown. The ministry was systematically considering responses, but due to the Easter recess, no further communication from the minister was expected until after the Easter Bank holiday weekend.</p> <p>The submission is publicly available, and everyone has had the opportunity to review it. It's important to recognize that both submitted and non-submitted materials will likely be discussed in various forums over time, especially as corrections to the best value report are made. The report contained inaccuracies and omissions that should have been addressed.</p> <p>Had the Council seen the report before its publication, they could have helped identify these issues. The ministry is systematically considering the received responses, but it's unclear what other representations they have received. Another leader or councillor from a different authority has also made representations.</p> <p>The Council might need to establish if the ministry would welcome further</p>

	contributions, clarifications, or iterations. The ongoing efforts of the Reorganisation Transformation Board to implement recommendations efficiently might be something to reflect back to the ministry in the future.
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Item ID	28077
Item Title	Project Management/Workstream Update
Summary	<p>The Group considered a presentation on project management which was delivered at the recent Surrey Borough and District Chief Executives Meeting, 02 April 2025. DCM ran through the presentation which set out a five-week forward plan on how the reorganisation project was being managed and the key milestones. The current focus within week 2 was on mapping and engagement plans. This was being demonstrated by Surrey residents having their say in a new survey launched by 8 of Surrey's district and borough councils.</p> <p>15:10-15:48</p>

Item ID	28078
Item Title	Stakeholder Engagement
Summary	<p>The Group considered a presentation on project management which was delivered at the recent Surrey Borough and District Leaders meeting, 28 March 2025.</p> <p>DCM updated The survey results from across the county, districts, and boroughs have been reviewed. If the government supports our application plan and proceeds with statutory instruments, a formal consultation exercise will be required. This could include consulting the populace based on the survey data. The government has not yet committed to a specific proposal due to concerns about potential judicial reviews.</p> <p>The key question for leaders this week was whether to request a month's delay for submission. The county may not support this delay as they were ahead in their preparations, having already secured governance and financial sign-offs. If all leaders do not agree to the delay, the original deadline of May 9th must be adhered to, even if the submission is not fully complete. Further iterations, particularly financial ones involving the Treasury, will be necessary.</p>

Item ID	28079
Item Title	Council Tax Harmonisation
Summary	<p>15:54</p> <p>TC explained that there was consensus among finance officers from county, districts, and boroughs that it made financial sense for new unitary authorities to maximize their tax base and harmonize council tax in one year, despite regulations allowing up to 8 years. Delaying harmonization would result in forgone council tax income, especially as</p>

	<p>local government funding reforms will reduce funding from areas like Surrey. The proposal is to apply the maximum increase allowed under referendum limits based on the weighted average of the component authorities' council tax rates. Authorities with below-average rates would see higher increases, while those with above-average rates would see lower increases. This adjustment aims to address financial pressures and ensure sustainability for new entities.</p>
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Item ID	28075
Item Title	Transformation
Summary	

Item ID	28080
Item Title	Best Value Inspection - Response to Minister's Letter
Summary	<p>A formal response from Spelthorne Borough Council was dispatched to the Ministry on Friday 28 March and published on our website. The response comprised of a letter and Appendix detailing 8 pages of inaccuracies and omissions. Appendix B details a further 10 pages of corrections / omissions which were not sent to the Ministry.</p> <p>On Thursday 3rd April, The Ministry confirmed receipt of our response regarding the Secretary of State's proposed intervention at Spelthorne Borough Council. In that receipt, it stated "I can confirm that your representation has been received and will be considered by Ministers when they take decisions on whether to implement the proposal to intervene in Spelthorne Borough Council. Any decisions taken will be published on gov.uk with the other material relating to Spelthorne, and if directions are issued they will be accompanied by an explanatory memorandum that will include a summary of the representations received during this period."</p> <p>The degree to which the further 10 pages of corrections / omissions which were not sent to the Ministry, might have assisted in curtailing Commissioner intervention is not known, though it does appear at face value that the Ministry is systematically considering responses received.</p> <p>As Easter recess for Westminster commences today (Wednesday 9th April), we do not expect to hear from the Minister until after the Easter Bank Holiday.</p>

Item ID	28081
Item Title	Demonstration of Continuous Improvement Programme
Summary	Sandy introduced.

	16:27-
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Item ID	28082
Item Title	DRAFT Improvement & Recovery Plan
Summary	16:10- 16:25

Item ID	28085
Item Title	Transformation Chart
Summary	Go back to recording

Item ID	28083
Item Title	Budget Gaps & Commissioners
Summary	<p>15:59 TC The summary table shows the budget gaps projected when the Council approved the 2025-26 budget on February 27th. Initially balanced for 2025-26, the budget gap is projected to rise to £3.9 million, then to £6.8 million in 2027-28, and further to £8.6 million in 2028-29. These projections extend beyond the Council's potential existence. Additional costs, including those for Commissioners and program development, could increase the budget gap by about £1 million in 2026-27. The Commissioners' focus will be on addressing these gaps, debt reduction, asset disposals, and transformation as part of the improvement and recovery plan, ensuring these issues are managed before the Council is replaced by new entities.</p> <p>DCM-16:05 The Minister has indicated that due to the limited timeframe before local government reorganisation, there is little option but to consider appointing Commissioners. This urgency is driven by the ministry's recognition of the substantial amount of work required in a short period. Consequently, there is a distinct prospect of Commissioners being appointed, potentially confirmed by the government and the Minister after Easter.</p>

Item ID	28084
Item Title	Joint Working - Officer & Councillors Leads
Summary	<p>16:53 -16:55</p> <p>Following on from the discussion on Joint Working- Officer & Councillor Leads at the Reorganisation Board meeting yesterday afternoon.</p> <p>I would like to invite Group Leaders to put forward nominations for Councillor leads on each programme and key actions detailed within the Continual Improvement and Recovery Plan. I attach the plan for ease of reference.</p>

Corporate Policy & Resources Committee



12 May 2025

Title	2024/25 Revenue/Capital Carry Forwards
Purpose of the report	To make a decision
Report Author	Ola Owolabi, Deputy Chief Finance Officer (Interim)
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Addressing Housing Needs Resilience Environment Service Delivery
Recommendations	<p>The Committee is asked to agree and approve the requests for 2024/25 Revenue and Capital expenditure to be carried forward to 2025/26 as follows-</p> <p>a) The Revenue carry forward requests totalling up to £24,291 as set out in Appendix A, attached to this report;</p> <p>b) The Capital carry forward requests totalling £300,000 as set out in Appendix A, attached to this report.</p>
Reason for Recommendation	In accordance with the Council's financial regulations, the Committee is asked to approve the requests for 2024/25 revenue and capital expenditure carry forward into 2025/26.

1. SUMMARY REPORT

What is the situation	Why we want to do something
<ul style="list-style-type: none"> In accordance with the Council's Financial Regulations, at the end of each financial year when there has been a surplus for the year, Budget Managers can request that any underspends in their area are carried forward into the following year's budget. 	<ul style="list-style-type: none"> To ensure that the planned spend for 2024-25 is carried forward to 2025-26 and the objectives delivered, rather than being lost to the General fund in 2024-25.

<ul style="list-style-type: none"> The carry forwards must be fully spent by 30 June 2025. 	
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Approve the carry forward requests. Review the carry forward requests and ensure that the Committee is content with the requests. 	<ul style="list-style-type: none"> To approve the 2024/25 Revenue of £24,291 and Capital Programme of £300,000 of unspent budget be carried forward to 2025/26 as set out in Appendix A. Instruct the Finance Team to amend the 2025-26 Budget to reflect the approved carry forward requests.

2. BACKGROUND

- 2.1 The purpose of this report is to enable the Committee to scrutinise and approve the budget carry forwards requested by officers to be able to complete works started but unfinished as at 31 March 2025 and for works delayed due to unforeseen circumstances.
- 2.2 In previous years, some requests have been approved for works and the monies have not been spent so there is a need to ensure that only monies with a good reason should be agreed as a carry forward.
- 2.3 As was the case in 2023/24 any other variances at year end are transferred to or from the General Fund Balances unless specified otherwise.

3. KEY ISSUES

- 3.1 Subject to the year-end outturn report indicating that there is an underspend, the Committee is asked to approve the 2024/25 revenue/capital expenditure items listed in Appendix A for carrying over into 2025/26.
- 3.2 Appendix A shows a list of, and the value of revenue and capital carry forward requests made.
- (a) **Revenue** - The total value equates to approximately £24k against the full year revised budget of £8.628m (0.28%).
- (b) **Capital** - The total value equates to approximately £300k against the full year budget of £22.281m (1.3%).
- 3.3 The total carry forward agreed may vary after the 31st March 2025 as the spend might be different to the amount utilised. All schemes should be assessed on whether the project is agreeable rather than a definitive value being agreed.
- 3.4 The carry forward policy requirements include -
- (a) Carry forwards amounts requested must come from one cost centre and cannot be made up of small budget underspending in different cost centres.
- (b) Carry forward amount requested must be greater than **£10,000**.

- (c) Any monies not spent within the agreed timescale will be returned to the General Fund Balance.
 - (d) All works should be completed by 30 June 2025.
 - (e) Carry forwards request will only be allowed if the overall Council Q4 revenue outturn report shows an underspend.
- 3.5 The current declining level of funds in the reserves needs to be considered when deciding if carry forwards should be agreed. Also, areas which have budget provision for capital schemes in the 2024/25 programme should be considered so that the works anticipated can be completed in the following financial year.
- 4. OPTIONS ANALYSIS AND PROPOSAL**
- 4.1 This is an annual process and if the outturn report for the year end shows an overspend, this report will be withdrawn.
- 4.2 There are no other options to discuss, as each request needs to be evaluated and approved, or not by the Committee.
- 4.3 The Committee could agree not to approve all or some of the requests for carry forward, and whilst that would be a savings, some projects will remain incomplete, or reduced funding will be available for distribution to our vulnerable and at-risk residents, and it would not make a difference to some of the smaller value projects.
- 5. FINANCIAL IMPLICATIONS**
- 5.1 In aggregate, this means that revenue of £24,291 and Capital Programme of £300,000 of 2024/25 unspent budget will be moved into 2025/26 and relevant 2025/26 budgets will be adjusted. There is an expectation that this budget will be fully spent by 30 June 2025.
- 5.2 At the end of the process, any unspent funds (para 3.2 above) will be returned to the general fund.
- 6. RISK MANAGEMENT COMMENTS**
- 6.1 There is a possibility that the carry forward request will only be approved if the overall Council provisional outturn results in an underspend, even though there have been multiple carry forward requests pertaining to the £24,291 Revenue carry forward and the £300,000 of Capital programme resources.
- 7. PROCUREMENT COMMENTS**
- None arising directly from this report.
- 8. LEGAL COMMENTS**
- 8.1 The Council has a statutory duty to make arrangements for the proper administration of its financial affairs (s.151 of the Local Government Act 1972) and to monitor income and expenditure against its budget (s.28 of the Local Government Act 2003).
- 9. OTHER CONSIDERATIONS**
- 9.1 None.

10. EQUALITY AND DIVERSITY

- 10.1 Most requests will impact on the whole Borough, with the request for grants having more of an impact on our vulnerable residents.

11. SUSTAINABILITY/CLIMATE CHANGE IMPLICATIONS

- 11.1 By carrying forward the requests, we will be ensuring that the Council has sufficient funds to deliver on ongoing commitments.

12. TIMETABLE FOR IMPLEMENTATION

- 12.1 All 2024/25 Revenue/Capital expenditure carried forwards are expected to be spent by 30 June 2025.

13. CONTACT

- 13.1 Ola Owolabi, Deputy Chief Finance Officer (Interim)
o.owolabi@spelthorne.gov.uk

Background papers:

- Q4 Revenue Provisional Outturn Report as at 31 March 2025, *which will be discussed at this Committee meeting.*
- Q4 Capital Outturn report, *which will be discussed at this Committee meeting.*

Appendix:

Appendix A – list of 2024/25 revenue and capital expenditure items to be carried forward into 2025/26.

Revenue budget requests 2024/25		
Account Description	Amount requested to be carried forward £	Comments
Neighbourhood Grant	5,932	Carrying forward revenue grants as per the Community Wellbeing and Housing Committee report 7 January 2025
General Grant	1,585	Carry forward of unallocated grant money in 2024/25
Hoarding grant	16,774	Hoarding budget, transferred from WBC currently under spent due to vacant post
	24,291	

Capital Programme Carry forward requests 2024/25		
Account Description	Amount requested to be carried forward £	Comments
Car Park Mgmt. System update in Elmsleigh Car Parks	250,000	Tender was awarded and approved by CPRC but no signed contract & payments made before year end. Project is thus ongoing and will only be completed in the first quarter of 2025/26.
PCN & Permit & Season Ticket Mgmt. & Issuance Mgmt. system	50,000	The RFQ will only start after the £250k project is concluded, so likely to only be completed by the second quarter of 2025/26.
	300,000	

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Corporate Policy & Resources Committee



12 May 2025

Title	<i>2024-25 Capital Outturn Report</i>
Purpose of the report	To inform and assure the Committee as to the Capital Outturn position
Report Author	<i>Ola Owolabi, Deputy Chief Finance Officer</i>
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Addressing Housing Need Resilience Environment Service Delivery
Recommendation	Committee is asked to acknowledge the Capital Outturn of £463k projected overspend against the Council's Estimated Capital Programme for 2024-25, as at 31 March 2025.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The Committee is asked to acknowledge the 2024-25 Capital Outturn and the projected (£463k or 0.7%) overspend, against budget, as set out in Appendix A The details (under)/overspends are shown by capital project in Appendix B below and summarised in section 1.11 below. 	<ul style="list-style-type: none"> At the end of the financial year, the Committee will note the Capital Monitoring Report, based on the Council approved 2024-25 Estimated Capital Programme.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Review the report and appendices attached. Question Budget Managers, Chief Accountant and Chair about any issues the Committee may have. 	<ul style="list-style-type: none"> To note the report

- 1.1 This report seeks to update the Committee and members on the performance of the Council's approved capital projects against the approved Capital Programme budget, as at 31 March 2025. And the projected overspend of (£463k), this represents an adverse 0.7% variance.
- 1.2 The Capital Monitoring report covers the cumulative actual expenditure to date, taking into account a number of projects take more than one financial year to complete, against the cumulative Council approved Capital Programme budget and compares this against the latest forecast outturn from Officers.
- 1.3 Although the projects may have a budget allocation in the Capital Programme, any increases in budget will require prior approval by Corporate Policy & Resources Committee before drawing down on the budget.
- 1.4 A number of the construction projects have taken longer than the twelve months post completion to finalise the invoicing for each development, due to protracted negotiations with the main contractor.
- 1.5 It is anticipated that further reductions and/or deferrals of budget will be made in the forthcoming year. Such deferrals would reduce the borrowing costs incurred during 2025/26 and also delays the resultant Minimum Revenue Provision (MRP) charges into future years. Given the budgetary pressures that the Council faces, a review of the programme continues to try and identify schemes that may no longer be financially viable.
- 1.6 **Reprofiling of the Capital Programme expenditure** - Regular meetings are held with officers who are responsible for capital projects contained within the programme. During these meetings assessments are made regarding the deliverability of the schemes and their budgetary requirement for the year. These assessments are reflected in the forecast outturn reports provided to Members. Should it be assessed that a scheme will continue into the next financial year, or beyond, budget is reprofiled as deemed appropriate at that time.
- 1.7 A scheme should not be paused or deferred into a future year if this action were to lead to avoidable detrimental effects on the Council. The project lead officers determine if a scheme is appropriate for deferral and manage any risks or negative impacts associated with this decision. Schemes that are part or fully funded from grant require additional consideration before deferral, so as not to compromise the conditions of the grant agreements, which may jeopardise the scheme funding.
- 1.8 A review of the expenditure profile within the Capital Programme is continuing and is likely to lead to a further reduction in anticipated spend for future years.
- 1.9 **Appendix A** below provides an aggregate summary breakdown of the projects by Committee, showing the following:
 - (a) £30,274k - Actual expenditure in the year
 - (b) £64,649k - Cumulative expenditure to date
 - (c) £68,556k - Approved Budget
 - (d) £69,019k - Projected Outturn
 - (e) £463k - Variance between Approved Budget and Projected Outturn
- 1.10 **Appendix B** provides the detailed breakdown regarding the projected overspend of £463k by individual project, and by Committee.

1.11 The main significant variances that make up the net £463k overspend are as follows:

Description	Forecast Variance £000	Comments
Spelthorne Leisure Centre Development	1,932	Overspend on Spelthorne Leisure Centre Development: c. capitalised £1,000k interest (producing an ongoing annual revenue saving), c. £500k project management, c. £164k re Phase 1, due to negotiated final account, c. £268k increased demo costs for the old Spelthorne LC.
31 Hanworth Road – secure approval to enter into a land swap with owner occupier.	(1,000)	This was removed from the Programme. The Summit Centre site is now being sold.
Environment & Sustainability	(111)	Underspend on carried forward Replacement of Refuse Vehicle and Wheelie Bin budget.
General Hard/Software - annual programme	(148)	Underspend pending the release of new Intel chipsets.
Decathlon Unit, Elmsleigh	(150)	No spend estimated as space taken over by SCC library and this budget will be removed as part of capital savings for next financial year.
Various projects	(60)	Other various capital programme slippages.
Total	463	

1.12 Please note that the following projects with a cumulative budget of £49,120k have been completed in 2024-25 and will be removed from the 2025-26 to 2028-29 Capital Programme:

- (a) Spelthorne Leisure Centre Phase 1
- (b) Ashford Cemetery Lodge
- (c) Centros Upgrade
- (d) New Food Waste Vehicles
- (e) Replacement of Refuse Vehicle
- (f) Replacement Spelride Buses
- (g) Laleham Nursery Portacabins
- (h) River Ash Boardwalk

2. Key issues

- 2.1 The Capital Monitoring report covers the cumulative forecast expenditure to complete the capital projects as at 31st March 2025, against the cumulative Council approved Capital Programme budget.
- 2.2 The Eclipse Leisure Centre was opened in October 2024. It has been a major multi-year capital project. As well as being an innovative design with all the latest facilities, the new Leisure Centre is also extremely energy efficient (saving approximately 60% to 70% compared to a conventional leisure centre). The financing of its costs is of major significance to the resilience of the Council's financial situation.

- 2.3 Although the projects may have a budget allocation in the Capital Programme, any changes to the approved project or increases in forecast to complete the project, over and above the approved budget will require prior approval by Corporate Policy and Resources Committee before drawing down against that budget.

3. Options analysis and proposal

- 3.1 A review of the Capital Programme is ongoing, identifying initiatives within the Committees that may no longer be financially viable, necessary, or achievable due to the Council's budgetary pressures.
- 3.2 On going capital schemes will continue to be subject to reviews to ensure that a deliverable programme is in place, that they are compatible with the Council priorities and to try and identify any savings. Costs are constantly being monitored by project officers due to inflationary pressures within the economy.
- 3.3 Financial monitoring of schemes is of upmost importance to identify any potential budgetary issues that may arise such as an increase in the cost of building materials. Any such pressures that are identified that may jeopardise the delivery of a scheme will be reported. It will then be determined as to whether the scheme must apply for additional funding to complete the project, or whether the scheme becomes no longer viable from a financial perspective.

4. Financial implications.

- 4.1 Other than the items mentioned above.
- 4.2 For many of the smaller capital projects, especially those which will not generate revenue income streams or revenue savings, officers will fund the project from the annual Revenue Contribution to Capital, existing capital grants, capital receipts or short-term lease/HP agreements, rather than long term loans.
- 4.3 Once a project is completed, any underspend on the approved Capital Programme enables the Council to invest the monies to gain additional treasury management investment income or to fund additional schemes.
- 4.4 One of the key principles underlying the Council's Medium Term Financial Strategy is the Capital Programme funding from available or realised capital resources and that new borrowing should only be used as the last resort, where it is prudent and affordable. The only exception to this is where a scheme is subject to grant funding or external contributions in which case no commitment is made against these until the funding is confirmed. The 2024/25 projected outturn for the General Fund Capital Programme conforms to this key principle.

5. Risk considerations.

- 5.1 With a much-reduced Capital Programme moving forwards the scale of risk for the Council is reduced. The main risks relate to completing the Leisure Centre Phase 2 on time and against Budget and delivering future carbon reduction initiatives.
- 5.2 The significant risks for our Capital Programme continue to be the delay in commencing development projects. These delays are seeing construction costs rise rapidly, as the construction industry experiences significant inflationary increases in building material and labour costs, which in turn is creating shortage of both in the marketplace, adding to lead times and driving financing costs upwards.

- 5.3 The recent upward trend in interest base rates is impacting development properties, as the Council funds these projects from short term borrowing, before fixing the loan interest via the Public Works Board on completion of each project.

6. Procurement considerations

- 6.1 In accordance with the Council's Contract Standing Orders, the Corporate Procurement team provides support in tendering for projects with a value of £30k or over. This includes major capital (and revenue) projects, such as development scheme projects.
- 6.2 Corporate Procurement plays a vital role in ensuring that tenders are conducted compliantly and under a process designed to achieve optimal whole life value for money.

7. Legal considerations

- 7.1 In accordance with section 151 of the Local Government Act 1972 the Council is required to make arrangements for the proper administration of their financial affairs.
- 7.2 This Committee has a responsibility to keep the budget under review and make recommendations concerning the budget to the Council.

8. Other considerations

- 8.1 None

9. Equality and Diversity

- 9.1 This Council is committed to delivering equality, improving diversity and being inclusive in all our work as a service provider and an employer.
- 9.2 We incorporate equality into our core objectives, making every effort to eliminate discrimination, create equal opportunities and develop good working relationships between different people.

10. Sustainability/Climate Change Implications

- 10.1 Spelthorne Borough Council has declared a climate emergency, and each capital project will be looking to reduce its carbon footprint within the financial constraints imposed on it.

11. Timetable for implementation

- 11.1 Once this report is approved by the Committee the 2025-26 to 2028-29 Estimated Capital Programme will be updated and sent to the Committee for noting and onward monitoring.

12. Contact

- 12.1 Ola Owolabi, Deputy Chief Finance Officer - O.Owolabi@spelthorne.gov.uk.

Background papers:

- Council 6 February 2024, Agenda item 11 – Transformation Business Cases
- Cabinet 26 May 2021, Agenda item 3 – Principles of Collaboration with Other Local Authorities

Appendices:

- **Appendix A** – Summary Capital Monitoring Report by Committee as at 31 March 2025.

- **Appendix B** – Detailed Capital Monitoring Report by Committee as at 31 March 2024.

Appendix A

CAPITAL MONITORING (Q4) REPORT FOR THE YEAR 2024/25

Committee	Cumulative spend to date	Revised Budget	Managers Projected Outturn	Projected Variance
	£	£	£	£
Community, Wellbeing and Housing (Disabled Facilities Grant Annual Programme)	14,708,818	14,606,927	14,616,001	9,074
Corporate Policy and Resources	49,117,003	51,509,000	52,073,975	564,975
Environment and Sustainability	823,053	2,441,000	2,329,511	(111,490)
Total	£64,648,873	£68,556,927	£69,019,486	£462,559

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Appendix B - Detailed report

CAPITAL MONITORING (Q4) REPORT FOR THE YEAR 2024/25

Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2024/25 £	Current Cumulative Budget £	Cumulative Actuals to date for the project £	Managers Projected Outturn at 31 March 2025 £	Cumulative Budget vs Forecast Variance £	Ongoing or Completed	Comments	Potential Future Commitments £
Housing Investment Programme										
Community Wellbeing & Housing- DFG Annual Programme										
Karen Sinclair	40203	Disabled Facilities Mandatory	1,504,090	1,025,548	1,504,090	1,358,339	332,791	On-going	Additional spend to be funded by Disabled Facilities Grants (DFG) management fees earmarked reserve. Key Factors Contributing to Overspend: Increased Demand: There has been an increase in applications compared to the previous years due to demographic changes, aging population, the County strength based approach, a drive towards single handed care calls, a fully staffed locality Occupational Therapy team & increased awareness of the grant. Complex Cases: A rise in the number of complex cases requiring extensive adaptations (e.g., structural changes, specialised equipment) has significantly increased the average cost per grant. Supplier and Contractor Costs: Inflation and market pressures have driven up the costs of materials and contractor fees. Additional spend to be funded by Disabled Facilities Grants (DFG) management fees earmarked reserve.	943,000
		Earmarked reserve - 'DFG management fees'				(191,223)	(191,223)			
Karen Sinclair	40204	Disabled Facilities Discretion	60,025	60,000	60,025	60,000	-			
		Grants received from Central Government	(1,564,114)	(1,085,548)	(1,564,114)	(1,227,116)	(141,568)	On-going		(943,000)
		Net Cost of Disabled Facilities Grants	0	-	0	-	-			
Total For HIP			0	-	0	-	-			
Community Wellbeing & Housing										
Karen Sinclair	42074	Local Authority Housing Fund Grant (LAHF)	21,448,961	28,000,000	27,832,752	27,832,752	(167,248)	Completed	Purchases complete	0
	42074	LAHF Grant		(13,393,073)	(13,393,073)	(13,216,751)	176,322	Completed	Central government funding	0
	43604	Decarbonisation Project Sunbury Leisure Centre	269,139		269,139		-			
Total Committee			21,718,100	14,606,927	14,708,818	14,616,001	9,074			

CAPITAL MONITORING (Q4) REPORT FOR THE YEAR 2024/25										
Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2024/25	Current Cumulative Budget	Cumulative Actuals to date for the project	Managers Projected Outturn at 31 March 2025	Cumulative Budget vs Forecast Variance	Ongoing or Completed	Comments	Potential Future Commitments £
			£	£	£	£	£			
							-			
<u>Environment & Sustainability</u>										
Sandy Muirhead	41617	River Thames Scheme	-	1,300,000	-	1,300,000	-	On-going	The Budget will be spend when the scheme starts in 2026/27	1,300,000
Jackie Taylor	41302	Car Park Mgmt. System Update	-	250,000	-	250,000	-	On-going	Procurement for new car park management system is underway and tender was issued late October 24	250,000
									Due for completion June/July 25	
Jackie Taylor	41501	New Food Waste Vehicles	-	400,000	400,052	400,052	52	Completed	Vehicles have been delivered/ payment made in 2023/24	0
Jackie Taylor	41308	Car Park Mgmt. & Issue System	-	50,000	-	50,000	-	On-going	Procurement for new car park management system is underway and tender is due to go out in Jan 2025 with implementation by Aug/Sept 2025	50,000
Jackie Taylor	41503	Replacement of Refuse Vehicle	-	80,000		25,723	(54,277)	Completed	This form a part of New Refuse vehicle budget was approved for £80k but the actual capital spend £25k. The Purchase complete	0
Jackie Taylor	41608	River Ash Broadwalk	101,147	150,000	156,239	156,239	6,239	Completed		0
		Bronzefield reserve Funding	-	(150,000)		(150,000)	-	Completed	Funding for River Ash Broadwalk	0
Jackie Taylor	41609	Replacement Spelride Bus	-	100,000	81,820	81,820	(18,180)	Completed	New electric minibus has been delivered and is in service	0
Jackie Taylor	41615	Laleham Nursery Portacabins	8,652	116,000	125,677	125,677	9,677	Completed	Building work is complete and staff are now working from the new accommodation. The old portacabins have been demolished and removed from site	0
Jackie Taylor	41616	Replacement CCTV Cameras	-	35,000	-	35,000	-	On-going	Quotes have been received and will be evaluated to ensure best value when purchasing new CCTV cameras	35,000
Jackie Taylor	41620	Wheelie Bins - annual programme	59,265	110,000	59,265	55,000	(55,000)	On-going	Wheelie bins purchased as and when supply demands, as per the budget	-55,000

CAPITAL MONITORING (Q4) REPORT FOR THE YEAR 2024/25										
Portfolio / Service Head	Cost Centre	Description	Actuals YTD 2024/25	Current Cumulative Budget	Cumulative Actuals to date for the project	Managers Projected Outturn at 31 March 2025	Cumulative Budget vs Forecast Variance	Ongoing or Completed	Comments	Potential Future Commitments £
			£	£	£	£	£			
Corporate Policy & Resources										
Coralie Holman	41024	Spelthorne Leisure Centre Development	7,919,223	48,370,000	48,186,891	50,302,000	1,932,000	Completed	Overspend on Spelthorne Leisure Centre Development: c. £1m interest, c. £0.5m project management, c. £0.16m in relation to Phase 1, due to negotiated final account c. £0.27m increased demo costs for the old Spelthorne LC.	0
Coralie Holman	42001	31 Hanworth Road – secure approval to enter into a land swap with owner occupier to acquire 31 HR in return for a disposal of	0	1,000,000		-	(1,000,000)	Completed	The future proposals for this site are being incorporated into the development delivery programme, which is being taken to BIG committee in September for approval. Once approval is obtained for the programme of site delivery, fresh proposals and budget approvals will be sought, hence the project is not progressing on the originally anticipated basis'.	0
Coralie Holman	42002	Production of strategy to inform about disposal or redevelopment options	0	50,000	-	-	(50,000)		Due to other corporate plan priorities, this project did not proceed in 24/25	
Coralie Holman	42004	Demolishing of Kingston Road	0	40,000	-	-	(40,000)	On-going	This project will not be undertaken this year but it should be requested again in the next financial year	-40,000
	42056	Whitehouse Hostel - Phase A	2,750	-	2,750	-	-	Completed	Project completed Waiting for Refund to come through to offset £22k	0
Coralie Holman	42067	Decathlon Unit, Elmsleigh	-	150,000	-	-	(150,000)	Completed	No spend estimated as space taken over by SCC library and this budget can be removed as part of capital savings for next financial year	0
Coralie Holman		Elmsleigh Centre WCs	-	55,000	-	55,000	-	Completed	Project Completed and cost centre can be de-activated this project was completed last year	0
Coralie Holman	42068	Elmsleigh Centre WCs	-	(40,000)	-	(40,000)	-	Completed	Project Completed and cost centre can be de-activated this project was completed last year	0
Coralie Holman	42076	Sandhill Meadow Bridge	20,000	200,000	20,000	200,000	-	On-going	Legal obligation with residents to contribute to bridge replacement (additional costs for monitoring officer went through revenue).	180,000
Coralie Holman	42077	Ashford Cemetery Lodge -Renovation	183,602	200,000	183,602	187,000	(13,000)	Completed	The project is now completed with spend £13k under budget	0
		Assets	8,125,575	50,025,000	48,393,243	50,704,000	679,000			
Alistair Corkish	43609	Centros Upgrade	101,411	380,000	242,088	380,000	-	Completed	Target date for go live delayed to 1st April 2026. An increase in costs is not anticipated.	137,912
Alistair Corkish	43610	General Hard/Software - annual programme	38,997	694,000	122,696	546,000	(148,000)	On-going	£135k to be spent in on laptops in 24/25 for the VPN, £435k in 25/26 but will depend on the date of release of the new Intel chipsets and also on whether we have sufficient resource to advance the project because of the Mole Valley Centros project. The 25/26 Service plan shows the lower total.	-148,000
Alistair Corkish	43614	Network Infrastructure	0		-		-			
		ICT	140,408	1,074,000	364,785	926,000	(148,000)			
Sandy Muirhead	43636	Acquisition of GovTech	0	85,000	-	85,000	-	Completed	Gov tech procured and being implemented – some technical issues have slightly delayed implementation and therefore payments	0
Sandy Muirhead	43638	Capita API Web capture integration	0	70,000		-	(70,000)	Completed	Capita API £70000 forecast to offset the over spent on 43515 Corporate EDMS	0
Sandy Muirhead	43502	Software Packages	-2,608			-		Completed	£5216 will be refunded	0
Sandy Muirhead	43512	SharePoint redesign & Relaunch	123,430	155,000	179,757	179,757	24,757	On-going	Ongoing Development to implement SharePoint	24,757
Sandy Muirhead	43515	Corporate EDMS Project	0	100,000	179,218	179,218	79,218	Completed	Due to systems changes and requirements there will be an overspend.	0
		ICT	120,822	410,000	358,975	443,975	33,975			
		Corporate Policy & Resources Committee Total	8,386,805	51,509,000	49,117,003	52,073,975	564,975			
							0.00			
GRAND TOTAL			30,273,969	68,556,927	64,648,873	69,019,486	462,559			

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Corporate Policy & Resources Committee



12 May 2025

Title	Q4 Revenue Provisional Outturn Report as at 31 March 2025
Purpose of the report	To make a decision
Report Author	<i>Ola Owolabi, Deputy Chief Finance Officer</i>
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Community Addressing Housing Need Resilience Environment Service Delivery
Recommendations	<p>The Committee is asked to acknowledge the forecast outturn for 2024/25 as at 31 March 2025 and approve the following recommendations:</p> <ol style="list-style-type: none"> 1. The (£3,112k) underspend for the year to 31 March 2025, before the recommendations below, as set out in table 2.1 below. 2. Approve the following transfers to reserves: <ol style="list-style-type: none"> a. £2,300k to Business Rates (National Non-Domestic Rates) Equalisation Reserve b. £812k to the General Fund Reserve
Reason for Recommendation	<p>This report sets out the Council's provisional Revenue outturn for 2024/25, year ended 31st March 2025. The position is provisional until the external auditors (Grant Thornton) have concluded their audit and presented their findings to the Audit Committee and confirmed that there are no material errors or omissions that have been identified from their audit.</p> <p>The draft unaudited accounts for the year ended 31 March 2025 must be published on the Council's website by 30 June 2025.</p>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • The Committee is required to agree the 2024-25 Revenue Outturn report and approved the specific transfers to Reserves, as set out in the report (section 2.1 below) or make other recommendations. • Noting that as the Council is required to publish it draft unaudited by 30 June, i.e., the Statement of Accounts will reflect these recommendations, and any subsequent adjustments made by the Committee will be reflected in the final Statement of Accounts as part of the statutory audit process. • Overall, this is a positive outturn with the Council increasing its cash backed reserves by £5,091k, being the sum of in-year movements of £1,979k (ref section 3.7) and the recommendation movements of £3,112k (section 3.10), strengthening its ability to face any external uncertainties ahead. • Several transfers are being made to Earmarked Reserves as part of the yearend accounting process, i.e., the unspent grants for use in future years, which are highlighted in section 2.10 below. • In section 2.9 below, National Non-Domestic Rates (Business Rates) Surplus - the share due to the Council from the Collection Fund shows a surplus of just under £2,300k. The recommendation is that the surplus funds are transferred to Earmarked Reserves and not utilised. 	<ul style="list-style-type: none"> • At the end of the financial year, Council must agree how to utilise any surplus, being mindful of the challenges highlighted in the Medium-Term Financial Plan • Deal with the grants received in year as per section 3.7 below.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> • Review the report and appendices attached. • Question Budget Managers, Chief Accountant and Chair of the Committee about any issues/queries the Committee may have. 	<ul style="list-style-type: none"> • Approve the recommendations made in the Report.

2. Overview

- 2.1 This report provides an overview on the provisional revenue outturn as it compares against the latest approved Budget, and reserves position for the 2024/25 financial year, which ended 31 March 2025. It is based on the latest information available and could change as the statutory accounts are still being prepared. The provisional outturn position for the Council in respect of the financial year 2024-25 shows a net provisional underspend of £3,112k.

Description	(under)/ overspend £000	Cumulative (under)/ overspend £000
Underspend before recommendations to be approved	-	(£3,112)
<u>Recommendations above:</u>		
Business Rates (National Non-Domestic Rates) Reserve (<i>section 2.9 below</i>)	£2,300	(£812)
Contribution to General Fund Reserves – <i>proposed</i>	£812	£0

The use of underspend recommendations above (if approved) will impact the overall reserves closing balance, with the current projected balance of £75,156k increasing to £78,372k, as detailed with specific balances below:

- **Business Rates Reserve** projected balance would increase from £8,871k to £11,171k, i.e. an increase of £2,300k. The reserve balance will be required in future years to fund the collection fund deficit, and to offset potential future reductions in business rates income following central government's Fair Funding Review. The reserve may also be used to offset any significant, future successful appeals against business rate bills, and to manage variations in annual council tax income.
 - Contribution to **General Fund Reserves**, will allow the balance to increase from £3,083k to £3,895k, as a result of the £812k use of underspend. The higher level of reserves will provide additional flexibility for the Council in 2025/26 and later years. The use of reserves however should be part of the wider strategy to ensure financial resilience.
- 2.2 In February 2024, the Council agreed its 2024/25 General Fund revenue budget. At the end of each quarter, officers prepare financial forecasts for each service showing forecast income and expenditure and the impact this will have on reserves and balances. This report is produced each quarter to ensure that the Committee can participate fully in the financial management of the Council's budgets.
- 2.3 This year continues to be an exceptionally challenging financial environment. Increases in employment costs, ongoing housing crisis and significant economic uncertainty have seen many councils reporting financial challenges.

- 2.4 The Council continues to take prompt action to achieve a better, sustainable financial position and work continues on the development of the other transformation ideas. Following on from the Best Value Inspection report, this will be taken forwards as part of the Improvement and Recovery Plan in collaboration with the Commissioners, if they are appointed.
- 2.5 With local government finance becoming even more complex, we must remain focused on ensuring budget managers have the skills and support to keep pace with an ever changing and challenging financial landscape, which include managing the increased demand on critical services and the forthcoming Local Government Reorganisation.
- 2.6 The Table below summarises the report based on **Appendix A** for each section of the budget and shows the key aggregate variances (Q4 & Q3) for each area of the budget. At Quarter 3, a probable outturn of £1,019k under budget had been forecasted and reported to Members. The Q4 provisional underspend will be used in preparing and publishing the unaudited draft Statement of Accounts, by 30 June in accordance with the statutory deadline:

2024-25 Net Revenue Budget Provisional Outturn - SUMMARY				
Description	2024/25 Budget Revised £000	2024/25 Actuals Outturn £000	2024/25 Q4 Variance £000	2024/25 Q3 Variance £000
Corporate Policy & Resources	11,025	7,633	(3,392)	(909)
Community Wellbeing & Housing	5,800	3,526	(2,274)	(1,923)
Business Infrastructure & Growth	2,532	3,112	580	596
Environment & Sustainability	6,903	4,555	(2,348)	660
NET EXPENDITURE AT SERVICE LEVEL	26,259	18,825	(7,434)	(1,576)
Net Investment Income, Interest and Capital Financing	(9,087)	(7,678)	1,409	2,422
Appropriation from Reserves	(1,936)	(1,242)	694	-
External Grants	(5,399)	(7,716)	(2,317)	(992)
Contributions to Reserves	-	6,842	6,842	671
Contributions from Reserves	(1,210)	(3,263)	(2,054)	(1,290)
Collection Fund (Surplus)/deficit	100	(153)	(253)	(254)
Income from Council Tax	(8,728)	(8,728)	-	-
Net Position - Over/ (Under) budget	-	(3,112)	(3,112)	(1,019)

- 2.7 **Net expenditure at Service Level** (Committee level) – The (£7,434) Quarter 4 provisional underspend (compared to the forecast outturn position in Quarter 3) has arisen for some of the following reasons:
- (a) (£2,966k) of unspent Local Authority Housing Fund (LAHF) Revenue Grant, Prevent Homelessness, HO Asylum Dispersal grant, Afghan Scheme Grant funding, Homes for Ukraine Grant funding, DWP HB Implementation of welfare reform changes, etc., grants, which officers are recommending is transferred to Earmarked Revenue Reserves, to cover future expenditure meeting the criteria of the grants.
 - (b) (£3,733k) - developer contributions relating to CIL/S106, which are required be transferred to Earmarked Revenue Reserves for future use.
 - (c) (£2,900k) – this relates to grant balance of £2.9m being removed from the creditors balance sheet code and relates to a net balance remaining after the various COVID Business support grants advanced to the Council during the Pandemic and paid out to local businesses. This is provisional and subject to audit but following extensive review of exchanges with the Department for Business, Energy, and Industrial Strategy (BEIS), we are satisfied that there is no outstanding balance due to BEIS and that therefore we will be releasing the credit which we will then put into reserves (this then potentially provides an opportunity to strengthen sinking fund reserves).
 - (d) Interest Earnings - (£871k) additional interest received, due to higher than predicted interest rates in on the overnight money markets and inter local authority lending market. This also relate to the drawdown of pooled funds which enabled rates of 5-6%.
 - (e) Investment Assets Rents Received – £795k shortfall - This is an expected fluctuation linked to the rent top up budget of £4m for Charter Building, which was utilised in FY 2023/24, but is offset by adjustment on rent free periods.
 - (f) Landlord costs (£98k) - Underspend relates to landlord's fit out works, which has led to a reduction in number of lettings in 2024/25. Spending on these works will be now incurred in 2025/26. There is also underspend on business rates as full empty rates allowance was applied.
- 2.8 Appropriation to Capital Financing – £277k – additional contribution to capital outlay to fund various capital expenditures, i.e., Ashford Cemetery Lodge (£81k), River Ash Broad Walk (£101k) and Electric Vans from UK Shared Prosperity Fund (UKSPF) (£184k).
- 2.9 National Non-Domestic Rates (NNDR) – (£2,300k) - National Non-Domestic Rates Surplus (£2,300k) on the Collection Account – the recommendation is to transfer any surplus into the Business Rate Retention reserves. Any surplus that are due to timing difference will be paid in later years to Government and preceptors (Surrey County Council) and the balance will be retained in reserves as a specific contingency against the significant risks of variations in future income and the Government resetting the scheme.

2.10 **Contribution to reserves** – £6,842k.

- (a) Community Infrastructure (CIL)/S106 (£3,728k) transferred from net expenditure at service level. This relates to developers' contributions received during the year which are to be set aside until applied for the approved purposes they have been earmarked for.
- (b) NNDR Retention Fund (£46k) - this is supporting economic development - money was borrowed from this reserve to fund share prosperity fund works in 2023-24 and was to be reimbursed in 2024-25 when the larger Shared Prosperity Fund grant was received.
- (c) Carry Forward Reserve (£48k) transferred to fund the Thames Tower 11th Floor Refurbishment that will improve the chance of an early letting.
- (d) Earmarked Reserves (£2,966k) - unspent Local Authority Housing Fund (LAHF) Revenue Grant, Cyber Security Grant, Weekly food & collections grant, Prevent Homelessness, Home Office Asylum Dispersal grant, Rough Sleep Initiative, Domestic Abuse, Afghan Scheme Grant funding, Homes for Ukraine Grant funding, Department for Work and Pensions (DWP) Real Time Information, DWP HB Implementation of welfare reform changes, DWP Housing Benefits Award Accuracy Initiative, Provision of Wellbeing Prescribing, etc, grants, which officers are recommending are transferred to Earmarked Revenue Reserves, to cover future earmarked expenditure.
- (e) (£54k) relates to the White House, Harper House and CIL Reserves.

2.11 **Contribution from reserves** – (£2,054k) reduced reserves usage, the narrative below explains in more detail the purpose for which the reserves are held and sets out that the majority of the useable revenue reserves that are committed/approved as part of the 2024/25 budget to be spent in supporting existing planned expenditure -

- (a) Green initiatives Fund (£24k) over recovery for Committee approved projects.
- (b) Earmarked Reserves (£85k).
- (c) Building Control Reserve (£8k) - the reserve is used to support the Building Control losses and gains.
- (d) Business Rates Equalisation (£286k) – required to deal with S31 grant adjustments.
- (e) Planning Performance Agreement £19k
- (f) Community Infrastructure Levy (CIL) Reserve (£1,433k) - this reflects levy received which need to be set aside on balance sheet until applied for the purposes it has been received.
- (g) Bronzefield Reserve (£106k).
- (h) Business Rates Retention (BRR) Retention £61k.
- (i) Green Belt Fighting Fund (£191k).

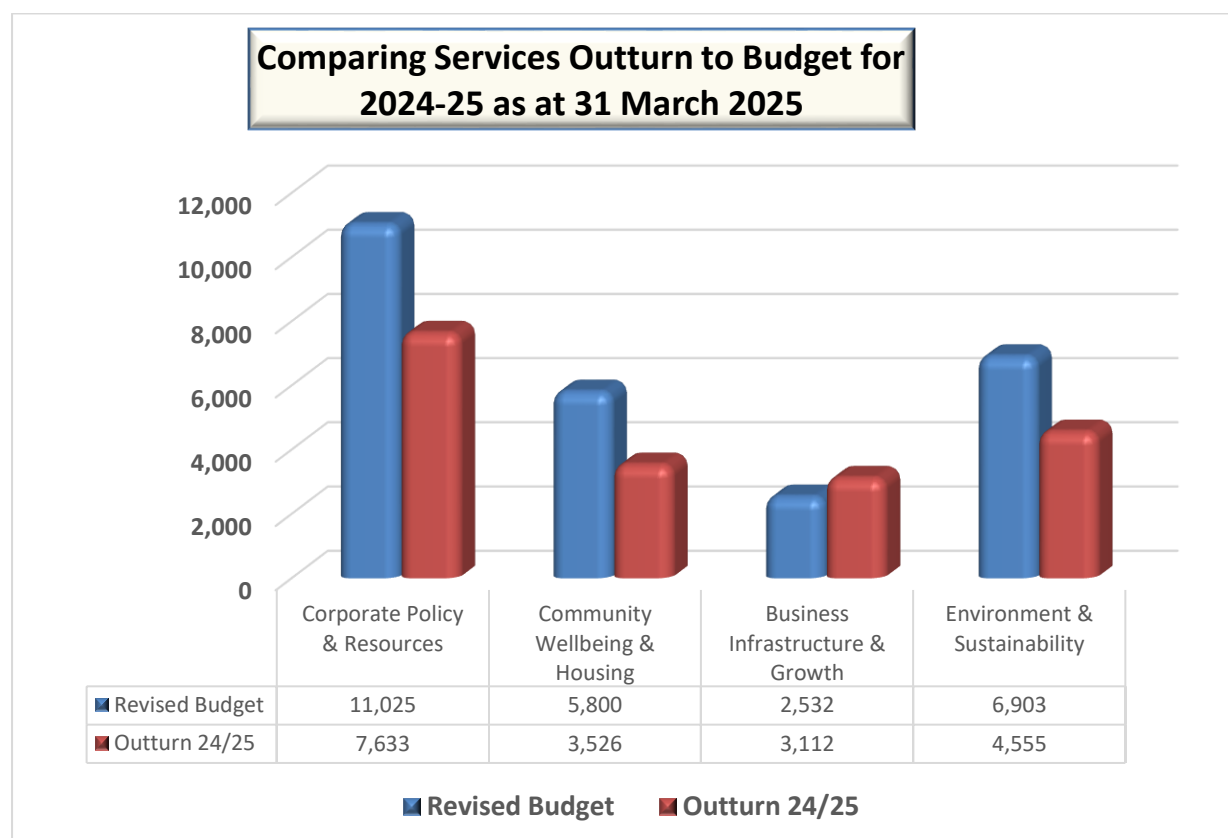
- 2.12 Please note that a detailed breakdown of all variances by Committee over £20k are attached as Appendices C to H to this report.
- 2.13 Officers have highlighted several alternative options that the Committee may wish to consider in section 5 below.

3. Key issues

- 3.1 The Draft unaudited financial statements for the year ended 31 March 2025 must be published on the Council's website by 30 June 2025, and the accounts will be prepared on the basis that Committee will approve the above recommendations.

Should Committee make any changes to the recommendations, the draft unaudited financial statements will be updated as part of the final audit process.

- 3.2 The report considers the Council's financial position in the light of the potential reduction in Bank of England base rates, the Cost-of-Living crisis, and the Council's Medium Term Financial Plan (MTFP) that indicates that the Council is facing substantial potential risks and significant budget gaps in the future, as shown in the 2025-26 Outline Budget Report approved by Council on 27 February 2025. The services budgets and outturn are shown in the chart below. Key variances are summarised in the table below, with a more detailed information on the variances by committee shown in section 2.



- 3.3 **Grants Received & Earmarked Reserves** - Reserves are an essential element of the Council's finances, and a sufficient level of balances should be held, to mitigate risks within the budget and operations of the Council. The Council holds a range of Reserves for a variety of reasons.
- 3.4 The actual number and value fluctuate over the year as monies are spent on projects, new money is received from funders (most often from Government but not exclusively) and new reserves are created to respond to changing financial pressures. The Reserves are held as funding for specific projects, against known or potential expenditure or to meet future costs or allow for service developments and to allow value for money improvements.
- 3.5 The level of General Fund reserve and earmarked reserves held by the Council were increased as part of the final financial year end position for 2023/24. This brought the level of the reserves up to the value that was set out in risk assessed level of reserves required to support the council's budget for 2024/25 and included in the budget report in February 2024. This provides additional capacity and resilience to support the financial position in 2024/25, supports the financial risks within the budget and allows lead in time for transformation and to reshape services to deliver on-going financial resilience and sustainability.
- 3.6 The movement in the Council's earmarked reserves is shown in Appendix A for the breakdown and in the table below in aggregate, with further breakdowns provided in this report as appropriate:

Reserves for the year ended 31st March 2025	31 Mar 24 Restated	Transfers to Reserves	Used in revenue funding	31 Mar 25
<u>Earmarked Reserves</u>	£'000	£'000	£'000	£'000
Revenue Grants unapplied	(5,926)	(2,966)	156	(8,736)
Capital Fund	(1,443)	-	-	(1,443)
Insurance Fund	(50)	-	-	(50)
Planned Spending Funds	(6,218)	(94)	956	(5,356)
Business Rates Equalisation	(9,157)	-	286	(8,871)
Sinking Fund Reserves	(35,038)	(1,251)	2,850	(33,439)
Youth Fund	(20)	-	-	(20)
Local Environmental Assessment Fund	(154)	-	-	(154)
Green Belt	(900)	-	281	(619)
Harper & White House Accommodation Fund	(104)	(48)	-	(152)
Woodthorpe Rec & Fordbridge Park	(80)	-	-	(80)
Contributions from Developers	(11,108)	(3,733)	1,584	(13,257)
Earmarked Reserves 31st March	(70,198)	(8,092)	6,113	(72,177)
General Fund Balance	(3,083)	-	-	(3,083)
Balance carried forward 31st March	(73,281)	(8,092)	6,113	(75,260)

- 3.7 During the year Council the net movement in Earmarked Reserves was an increase of £1,979k (£8,092k - £6,113k above).
- 3.8 The net contribution from the Sinking Fund reserves was £1,599k ((£1,251k) + £2,850k).

- 3.9 Overall net cashback reserves held by the Council increased by £1,979k (moving from £73,281k to £75,260k), if one excludes contributions from developers held for specific purposes total available cash backed reserves as at 31st March total £62,003k. This is at a time many councils are reducing their net cash backed reserves. At the end of 2023-24, Spelthorne had the one of the highest ratios of Revenue Reserves to Net Budget within district/borough councils in England. There is of course, an important driver as to why Spelthorne holds significant reserves as part of a strategy of mitigating risk relating to investment assets and against risks in achieving positive financial outcomes on its housing/regeneration sites.
- 3.10 **Projected Movement in Reserves: if the recommendations above re the underspend usage are approved by the Committee, the table below provides an indicative overall reserve balances representing an overall increase in reserves of £5,091k (£1,979k + £3,112k), i.e., the overall reserves closing balance will be £78,372k as detailed below:**

Summary of Movement in Reserves (Projected)	£'000	£'000
Projected General Fund Balance at 31st March 2025		(75,260)
<i>Transfer/Planned use of the 2024/25 Underspend:</i>		
Business Rates Equalisation Reserve	(2,300)	
General Fund Reserve	(812)	(3,112)
General Fund Reserve Closing Balance 2024/25		(78,372)

- 3.11 **Please note that any revenue and capital grants have two options:**
- (a) Funding is provided for a specific purpose and once that objective is received or the time limit passed, any remaining unused funding is repaid to the donor. (When Council acts as **Agent** and no impact on Council's finances)
 - (b) Funding is provided for a specific purpose with no time limit on its use, in this case, the relevant cost of service received the grant funding and any unused funds at the end of each year are credited to an earmarked reserve for future years use. (When Council acts as **Principal** and there is an impact on the Council's finances), Officers have provided Council with more detail on the Revenue grants received, as shown in the tables in 2.8 above and appendix A which summarises the grants received, funds allocated between each fund, and the approved Council funding to/from reserves, so that our finances and funding are more transparent to Councillors.
- 3.12 **Carry Forwards 2024-25** - Each financial year the Council receives a number of grants government and some of these are ring-fenced, which means they can only be spent on a specific activity. They are effectively revenue grants and fortunately can be carried forward to future financial years if they are unspent at year end. The Council carries forward these amounts of unspent money as a reserve to be released in the following year. Carry Forwards request reports were on the agenda for this meeting and the Committee.

4. Committee commentary

- 4.1 The following tables identify the significant (greater than £20k) aggregate differences from budget for the Cost Centre within each Committee. Figures shown without brackets represent an overspend or under-recovery of income; figures with brackets represent an (underspend) or (over-recovery) of income.

(a) Corporate Policy & Resources

Service	Variance £'000	Comment
Corporate Management	(2,766)	This net underspend is due to the grant balance of £2.9m being removed from the creditors balance sheet code that relates to various COVID Business support grants advanced to the Council during the Pandemic. Following extensive review of exchanges with BEIS the Council is satisfied that there is no outstanding balance due to BEIS and therefore releasing the credit into reserves. There are other additional payments of £197k relating to Best Value Inspection, £93k against external Audit fees, additional Local Government Association Improvement Grant funding of £50k & £28k relating to Redmond review Local Audit Grant.
Corporate Publicity	(75)	Underspend due to vacancies (£29k) and additional savings (£46K) achieved against software budget.
Legal Services	(21)	Savings achieved due to vacant posts, partially covered by agency staff.
Committee Services	(43)	Underspend due to vacancies.
Corporate Services Management & Support	(102)	Service restructure is in progress but will be completed in 2025-26 once a new automated systems is in place. Also, an additional underspend due to vacant posts, partially covered by agency staff and overtime payments.
Electoral Registration	(36)	Net underspend relates to the Electoral Integrity Programme new Burden Grant funding from Government.
Information & Comms Technology	(178)	Savings achieved due to vacant posts (£114k), partially covered by temporary staff and additional savings (£47k) through the Microsoft & Virtual Desktop Interface (VDI) Licensing costs, £15k Cyber Security Qual.
Misc Expenses	229	Bad Debts provision for 2024-25 has been increased by £185k based on outstanding sales ledger invoices. Year-end stock adjustments of £24k relating to fuel costs and remainder adjustment relating to VAT Suspense Account
Project Management	(34)	Savings achieved due to vacant posts. Difficulties in recruiting into information governance and gap when climate change officer left before new staff member started
Unapportionable Central O/Heads	(416)	Superannuation payments & Compensation added years payments to SCC are lower based on number of staff. No actuals cost against growth budget of £200k during the year and no income reflected against other savings budget, i.e. business improvements, procurement and other cashable savings budget of £355k giving net deficit of £155k against the budget. Also, additional legal & court costs of £84k relating to Employment tribunal cases, partially offset by lower expenditure against security services.

Service	Variance £'000	Comment
Other under/overspend	51	The remaining under/overspends are due to other minor variations.
Total significant net variances	(3,391)	For the complete list of variances including those under £20k, please refer to Appendix C

(b) Community Wellbeing & Housing

Service	Variance £'000	Comment
Community Care Administration	(371)	Underspend due to income received from Home Improvement Agency, Disabled Facilities Grant (DFG) Management Fees (£223k) and DFG Surrey County Council Reimbursement (£60k) as well as Social Prescribing Better Care Fund (£225k), which was not included in the original budget. Also, an additional expenditure for Home Improvement Agency, DFG Operational Equipment Maintenance of £111k.
Community Centres	84	Appetito contract cost increased for food costs (£116k) in addition to the increase in income from sale of food of (£36k).
Housing Needs	35	Additional costs incurred for overtime and temporary staff.
Homelessness	(147)	Due to £39k re Housing officer on secondment for specialised intensive case work, (£192k) due to the moving of residents to LAHF properties and additional grant received for Homelessness Prevention as well as HO Asylum Dispersal Grant.
Refugee Schemes	(1,738)	Due to £29k additional cost for temporary staff, and an additional grant funding (£2,190k) received for Home Office Supported Asylum Seeker accommodation. LAHF grant to offset additional LAHF revenue expenditure for refurbishments and repairs and maintenance of £582k.
Housing Benefits Admin	(50)	Underspend due to vacant posts within the service
Housing Benefits Payments	35	Net Housing Benefits subsidy payments received from the central government
Spelthorne Leisure Centre	(32)	Net variance due to additional cost for Eclipse Leisure Centre, legal cost £110k, insurance £206k & electricity £91k and dilapidations settlement received from SLM Community Leisure of £350k
Taxi Licensing	22	Due to licences expiration at different times of year.
SAT	(24)	Savings achieved due to vacant post, partially covered by temporary staff
Other under/overspend	(88)	The remaining under/overspends are due to other minor variations.
Total significant net variances	(2,274)	For the complete list of variances including those under £20k, please refer to Appendix D

(c) **Business Infrastructure & Growth**

Service	Variance £'000	Comment
Asset Mgn Administration	(149)	Net underspend due to consultants' fees as the Staines masterplan work was not progressed.
Development Properties	1,055	Net overspends due to unbudgeted running costs of £430k for Thameside House as the original intention was to demolish the building but this was not progressed due to preferred disposal option, hence ongoing void costs incurred. The Hanover House overspend of £133k was mainly due to budget under provision for NNDR rates. The majority of overspend on Oast House relates to the extra cost for vacant Council Tax on No. 34 Kingston Road, one off graffiti and pigeon guano removal and making the site safe for Councillors' inspection. The overspend on Ashford Victory Place of £48k is due to ongoing security costs as the site remains vacant and is subject to antisocial behaviour. These costs were previously capitalised but since suspension of the Capital projects by the Council, all capital costs have been expensed to revenue. Further £413k relates to final settlement with the contractor that was responsible for Benwell Phase 1 works.
Facilities Management	58	Overspend due to utility bills costs higher than anticipated increased cleaning costs, and increased requests by staff for operational equipment i.e. special chairs and foot stools. Also, the reimbursement from Knowle Green Estate - West Wing utility costs that were not invoiced due to previous years' charges being too high.
General Property Expenses	(73)	Underspend relates to the additional income from the recovery of rents from Kempton Park Racecourse dating from 2018 to 2024.
Planned Maintenance Programme	48	The net overspend is due to works which were unforeseen but required to ensure structural integrity and health and safety of public who use the respective Council sites.
Economic Development	(80)	Underspend was due to vacancies and there has been an overall reduction within the Economic Development expenditure.
Shared Prosperity Fund	(548)	The net underspend was due to the receipt of an additional funding regarding the Youth Hub and the expansion of the Incubator at the Summit Centre.
Youth Hub	298	Net overspends due to vacancies and the set-up costs for new unit at Elmsleigh Centre.
Other under/overspend	(29)	The remaining under/overspends are due to other minor variations.
Total significant net variances	580	For the complete list of variances including those under £20k, please refer to Appendix E.

(d) **Environment & Sustainability**

Service	Variance £'000	Comment
Planning Development Control	215	Overspend (£72k) resulting from planning appeals relating to Running Horse, Hazelwood Drive, Stanwell Farm, & Sheep Walk and (£156k) due to a reduction in planning applications which has impacted upon planning application fees.
Planning Policy	152	Mainly due to staffing costs (£50k) for overtime from local plan work and agency cover for CIL officer and (£171k) largely attributable to local plan work throughout the year in the run up to and including the Examination, and additional costs in developing the Design Code. There is a contribution of £69k from CIL Admin to fund staff costs from CIL changes in year - agency and staff sickness.
Environmental Enhancements	(24)	£40k funded through Higher Level Stewardship (HLS) Reserve and £4k through Bronzefield reserves. Additional 'Countryside Stewardship Grant' income (£69k) from Rural Payments agency is moved to reserves
Cemeteries	(96)	Increases in income due to more burials
Depot	32	Increased costs of utilities
Neighbourhood Serv Mgt Support	(183)	Savings of £62k achieved due to vacant posts partially covered by additional overtime payments. Also, savings of £13k achieved against Internal Printing, £18k against Insurance excess costs, £9k against Marketing and remainder against Legal & court cost budget. Additional one-off income of £30k from Heathrow for managing PSPO taxis & remainder higher penalty notices income.
Grounds Maintenance	(338)	Savings of £90k achieved due to vacant posts, partially covered by Agency staff, and savings of £40k achieved mainly against Operational equipment Leasing and remainder against Vehicle fuel budget. Additional grounds maintenance income of £192k mainly from Surrey County Council to carry out extra grass cut and tree shrub maintenance work and remainder relating to additional Forestry commission Grant income
Refuse Collection	28	Savings of £29k achieved due to vacant posts, partially covered by agency staff and efficient use of resources to run the service. Vehicle maintenance costs are higher by £187k relating to leased vehicles, partially off-set by lower fuel costs. Additional £66k relating to 'Simpler Recycling food waste collection grant' income received from DEFRA.
Waste Recycling	292	Additional Recycling payments of £157k made to Surrey Heath BC for previous financial year and expected to be paid this year due to change of financial mechanism and income is lower for this financial year by £134k.
Car Parks	(115)	Overall Business rates are lower by £280k against the budget mainly due to credits adjustments for few car parks for previous years from 2017-2024, and car Park fees income is lower mainly due to a delay in the implementation of the Parking Order amendment.
Community Infrastructure Levy	1,427	An expenditure of £2.4m is largely from CIL Strategic for A308 works and £1.03m was received in the year. The spend has been funded by drawing down from the relevant CIL reserves,

Service	Variance £'000	Comment
		which have been accrued from previous years CIL payments received.
Section 106	(3,728)	£3.85m from Fairview Homes for Old Telephone exchange site. Adjustments have been made to earmarked reserves as these are ringfenced developer contributions and expenditure of £142k relates to various S106 agreements.
Other under/overspend	(10)	The remaining under/overspends are due to other minor variations.
Total significant net variances	(2,348)	For the complete list of variances including those under £20k, please refer to Appendix F.

4.2 Net Asset Income (Commercial and Regeneration Assets)

The tables below show the latest monitoring position for the Council's investment and regeneration assets, the net income is used to meet net additional expenditure resulting from reduced government grant, Surrey County Council funding and other pressures.

Commercial & Regeneration Assets (Aggregated)	Revised Budget £'000	Outturn £'000	Variance £'000
Rental Income	(50,947)	(50,152)	794
Landlord Costs	6,828	6,730	(98)
Loan Interest Payable	24,933	25,937	1,003
Minimum Revenue Provision	12,919	12,707	(212)
Sinking Funds - contributions to	834	1,251	417
Sinking Funds - release from	(2,850)	(2,850)	-
Set Asides for specific revenue purposes	650	650	-
Net Asset Income (to fund Revenue budget)	(7,633)	(5,727)	1,904

4.3 The increase in the Loan Interest Payable was due to - £620k LA Borrowing, £100k PWLB, £61k Interest due on rent deposits (estimate), £90k estimate interest for leases (IFRS16). A key driver for the higher interest payable was financing the additional LAHF properties which were not anticipated when the Budget was set but will deliver savings on the Homelessness budget and will be offset in future by interest receivable from KGE.

4.4 The Council places a significant amount of the income earned into Sinking Funds, with £1,251k to cover future changes in circumstance, such as capital refurbishments or rent-free periods, and (£2,850k) applied during the year, decreasing the Council's Sinking Fund reserve by (£1,599m) to a closing balance of £33,439k.

	Balance 31/03/24 £'000	Additions 2024/25 £'000	Applied 2024/25 £'000	Balance 31/03/25 £'000
Proposed Allocation to Sinking Fund Reserves	35,038	1,251	(2,850)	33,439

- 4.5 **Knowle Green Estates Ltd (KGE)** is a wholly owned company set up to meet the housing needs of residents, including affordable rented and private rented accommodation and key worker homes. In terms of the Spelthorne Group Accounts, any financial support will be neutral, as the intercompany financial support is eliminated on consolidation. Noting that KGE is assisting the Council to reduce its Homelessness costs by around Bed & Breakfast by approximately £1,200k per annum, because of placing these tenants into temporary accommodation.
- 4.6 The audit of the accounts for KGE for the year ended 31 March 2025, is scheduled for May, with the final audited accounts due with the KGE Board in June.
- 4.7 Rental income continues to increase, particularly as a result of the additional LAHF units acquired during the year £2,028k (2023-24: £1,214k).
- 4.8 **Spelthorne Direct Services Ltd** is a wholly owned company set up to trade in commercial waste disposal, with directly employed staff. The audit of the accounts for the year ended 31 March 2025 is scheduled to take place in May, with the final audited accounts due with the Board in June.
- 4.9 The company is growing steadily, achieving annual turnover of £613k (2023-24: £580k).
- 4.10 The profit for the year is £80k (2023-24: £55k).

5. Options analysis and proposal

- 5.1 **General Fund** – there were several options for Council to consider on how to use the projected underspend of (£3,112k) at Outturn, as per the table in 2.6 above and these included:
- (a) Place the surplus funds into earmarked reserves, for a specific Council approved future project, either using an existing earmarked reserved, i.e., Green Initiatives Fund or Cost-of-Living or top up the Earmarked Sinking Funds reserves
 - (b) Alternatively, Council could approve to establish a new earmarked reserve, again for a specific future purpose.
 - (c) Council could approve the transfer of the surplus entirely to the General Fund, effectively the Council's profit and loss account. Just like earmarked reserves, only the Council can approve how the General Fund is used once funds are transferred into the reserve. The aim of the General Fund is to provide resilience to the Council's funding and provide funds to cover unexpected eventualities, crisis, etc, without impacting on the future plans or funding of projects from Council's earmarked reserves. Over the last 5 years, during a period of turbulent externalities, the Council has sought year by year, whenever it has head room to increase its General Fund Reserve.
 - (d) Therefore, officers are recommending to the committee that £812k of the underspend from the Outturn are transferred to the General Fund for future approved use by Council.

6. Financial management implications

- 6.1 Financial implications are as set out within the report and appendices and are subject to the final audit for the Council and its subsidiaries.

7. Risk management considerations.

- 7.1 There are no risk implications arising from the report at 31 March 2025, other than those mentioned above.
- 7.2 Going beyond 2025-26 there are several substantial risks on the horizon, including:
- (a) Addressing the risks identified in the Best Value Inspection report and from Sinking Funds analysis there is a need to improve the financial headroom of the Council in future years.
 - (b) The Council has identified significant budget gaps in its Medium-Term Financial projections for the years 2026-27 to 2028-29. This will be addressed through the Improvement and Recovery Plan to be agreed with the Commissioners including assets disposals and debt reduction and service transformation.
 - (c) Local Government Reorganisation process with Spelthorne potentially ceasing to be a sovereign authority from April 2027 there will be focus on ensuring that the Council is in a robust financial position by that time.
- 7.3 Economic uncertainties relating to impact of global tariffs uncertainty, impacts on business rates collection of the reduction in business rates relief for leisure, hospitality and retail from 75% to 40% from April 2025 and at same time increase in employers' National Insurance contributions. These are significant factors in officers' recommendation to transfer £812k to the General Fund, to increase General Fund Reserve (Council's main contingency fund).

8. Procurement

- 8.1 None

9. Legal considerations

- 9.1 The Local Government Act 2003 imposes a duty on the Council to review its budget throughout the year, make allowances for the uncertainties and risks, and take action if deemed necessary.

10. Other considerations

There are no further considerations.

11. Equality, Diversity, and Inclusion

- 11.1 There are no specific areas to highlight. However, equality, diversity, and inclusion (EDI) are central to everything that Council does and are woven throughout Council's Corporate Plans.

12. Sustainability/Climate Change Implications

- 12.1 There are no significant implications arising from the report.

13. Timetable for implementation.

- 13.1 The above recommendations will be incorporated into the draft unaudited accounts, which will be published on our website by 30 June, in accordance with the Government deadline, any amendments to this report will be reflected in the final audited set of accounts.

14. Contact

- 14.1 Ola Owolabi, Deputy Chief Finance Officer - O.Owolabi@spelthorne.gov.uk.

Background papers: 2024-25 Revenue Carry Forward requests, which will be discussed at this Committee meeting.

Appendices:

Appendix A – Net Revenue Budget Monitoring – 2024-25

Appendix B – Expenditure and Income Summary – 2024-25

Appendix C - Net Revenue Budget Monitoring CP&R Committee – 2024-25

Appendix D - Net Revenue Budget Monitoring W&H Committee – 2024-25

Appendix E – Net Revenue Budget Monitoring BI&G Committee – 2024-25

Appendix F – Net Revenue Budget Monitoring E&S Committee – 2024-25

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Net Revenue Budget Monitoring - 2024/25			
As at end of 31 MARCH 2025			
	2024/25 Budget Revised	2024/25 Actuals Outturn	2024/25 Variance of Actual from Revised Bgt
	£	£	£
Gross Expenditure	63,118,100	66,210,068	3,091,968
Less Housing Benefit grant	(21,821,000)	(19,957,603)	1,863,397
Less Specific fees and charges income	(15,038,000)	(27,426,983)	(12,388,983)
Net Expenditure - broken down as below	26,259,100	18,825,482	(7,433,618)
Corporate Policy & Resources	11,024,900	7,632,661	(3,392,239)
Community Wellbeing & Housing	5,799,700	3,526,193	(2,273,507)
Business Infrastructure & Growth	2,531,800	3,111,837	580,037
Environment & Sustainability	6,902,700	4,554,791	(2,347,909)
NET EXPENDITURE AT SERVICE LEVEL	26,259,100	18,825,482	(7,433,618)
Investment Property Income	(46,533,000)	(45,297,625)	1,235,375
Regeneration Property Income	(4,413,700)	(4,854,541)	(440,841)
Landlord Costs	6,827,600	6,729,629	(97,971)
Interest Earnings	(1,490,000)	(2,184,875)	(694,875)
Sale of investment Loss / (Gain)	-	(214,540)	(214,540)
Debt Interest Payable	24,933,100	25,936,530	1,003,430
Minimum Revenue Provision	12,918,600	12,706,707	(211,893)
Set Aside	650,000	650,000	-
Capitalisation of Interest on Development Properties	(1,217,700)	(211,485)	1,006,215
Interest KGE	(761,900)	(938,299)	(176,399)
NET EXPENDITURE AFTER INTEREST EARNINGS	17,172,100	11,146,983	(6,025,117)
Appropriation from Reserves			
Reserves - Revenue Contributions to Capital Outlay	80,000	357,466	277,466
Sinking fund contributions	833,900	1,250,870	416,970
Release of funding from sinking funds	(2,850,000)	(2,850,000)	-
BUDGET REQUIREMENT	15,236,000	9,905,319	(5,330,681)
Grants			
Revenue Support Grant (RSG)	(96,800)	(96,777)	23
New Homes Bonus	(101,500)	(101,530)	(30)
Core Spending Power Guarantee	(1,884,000)	(1,883,082)	918
Lower Tier Services Grant	(12,300)	(13,467)	(1,167)
BSG Admin Rec & Debt Recovery	-	(8,103)	(8,103)
Flood and Storm Relief	-	(8,268)	(8,268)
National Non-Domestic Rates			
NNDR Sec 31 Grant	-	(2,848,881)	(2,848,881)
Other Grants	(874,900)	(874,900)	-
Retained Business Rates	(1,929,000)	(1,929,000)	-
Levy	-	(16,177)	(16,177)
Share from Surrey business rates pool	(500,000)	64,626	564,626
Subtotal NNDR	(3,303,900)	(5,604,332)	(2,300,432)
Contributions to Reserves			
Carry Forward Reserve	-	47,800	47,800
Earmarked Reserves (Revenue Grants non-specific)	-	2,966,457	2,966,457
White House	-	34,523	34,523
Harper House	-	13,897	13,897
CIL Reserve	-	5,832	5,832
S106 Reserve	-	3,727,506	3,727,506
Business Rates Retention (BRR)	-	46,357	46,357
Contributions from Reserves			
Housing Initiatives	(703,800)	(703,800)	-
Carry Forward Reserve	(31,000)	(31,000)	-
Bridge Street Reserve	-	(405)	(405)
Earmarked Reserves	(71,700)	(156,391)	(84,691)
Building Control Reserve	(5,700)	(13,400)	(7,700)
Business Rates Equalisation	-	(286,050)	(286,050)
Planning Performance Agreement	(96,700)	(77,595)	19,105
Green Initiative Fund	(46,300)	(70,535)	(24,235)
CIL Reserve	-	(1,433,136)	(1,433,136)
Bronzefield Reserve	-	(105,561)	(105,561)
S106 Reserve	(80,000)	(80,472)	(472)
Business Rates Retention (BRR)	(84,700)	(23,880)	60,820
Green Belt Fighting Fund	(90,000)	(281,200)	(191,200)
NET BUDGET REQUIREMENT	8,627,600	5,768,708	(2,858,892)
General Fund Reserves- Supplementary Estimate			-
Collection Fund (Surplus)/deficit	100,000	(153,473)	(253,473)
Income from Council Tax	(8,727,600)	(8,727,600)	-
Net Position - Over/ (Under) budget	-	(3,112,366)	(3,112,366)

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Appendix B

Net Revenue Budget Monitoring by Committee - 2024/25 Expenditure and Income Summary 31 MARCH 2025			
Results to 31-Mar-25	Budget Revised	Total Actuals	Variance of Actual from Revised Bgt
	£	£	£
Corporate Policy & Resources			
Employees	9,588,400	8,326,579	(1,261,821)
Other Expenditure	2,382,500	3,220,140	837,640
Income	(946,000)	(3,914,058)	(2,968,058)
	11,024,900	7,632,661	(3,392,239)
Community Wellbeing & Housing			
Employees	6,064,700	6,054,707	(9,993)
Other Expenditure	29,816,100	28,963,324	(852,776)
Housing Benefit grant income	(21,821,000)	(19,957,603)	1,863,397
Income	(8,260,100)	(11,534,235)	(3,274,135)
	5,799,700	3,526,193	(2,273,507)
Business Infrastructure & Growth			
Employees	1,792,100	1,715,621	(76,479)
Other Expenditure	2,097,900	3,637,292	1,539,392
Income	(1,358,200)	(2,241,075)	(882,875)
	2,531,800	3,111,837	580,037
Environment & Sustainability			
Employees	8,220,600	8,050,052	(170,548)
Other Expenditure	3,155,800	6,242,353	3,086,553
Income	(4,473,700)	(9,737,615)	(5,263,915)
	6,902,700	4,554,791	(2,347,909)
NET EXPENDITURE AT SERVICE LEVEL	26,259,100	18,825,482	(7,433,618)
Total Employees	25,665,800	24,146,959	(1,518,841)
Total Other Expenditure	37,452,300	42,063,109	4,610,809
Housing Benefit grant income	(21,821,000)	(19,957,603)	1,863,397
Total Income	(15,038,000)	(27,426,983)	(12,388,983)
NET EXPENDITURE	26,259,100	18,825,482	(7,433,618)

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Corporate Policy & Resources

Appendix C

Results to 31-Mar-25	Budget Revised	Actual v YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Employees	823,200	60,426	(60,426)	Savings mainly due to vacant posts and Mole Valley Partnership Higher expenditure of £56k due to Partnership working with Mole Valley BC and remainder relating to higher charges for general subscription.
Other Expenditure	(12,900)	(63,251)	63,251	
Income	0	5,781	(5,781)	Recharged Partnership income from Mole Valley BC.
Accountancy	810,300	2,956	(2,956)	
Employees	112,600	112,544	(112,544)	Internal Audit Services are provided by Southern Internal Audit Partnership (SIAP) hosted by Hampshire County Council Please see above
Other Expenditure	109,400	(127,157)	127,157	
Income	0	0	0	
Audit	222,000	(14,613)	14,613	
Employees	448,300	127,371	(127,371)	Savings expected due to vacant posts. Some of underspend to be used to finance Elmbridge SLA contract, forecast to incur costs of between £18K and £30K by year end. BC Manager has confirmed income budgets not achievable. Based on current levels, income could be down by circa £140K.
Other Expenditure	15,900	2,331	(2,331)	
Income	(458,500)	(137,451)	137,451	
Building Control	5,700	(7,749)	7,749	
Employees	233,800	(4,262)	4,262	
Other Expenditure	3,200	(495)	495	
Income	0	0	0	
Chief Executive	237,000	(4,758)	4,758	
Employees	306,900	734	(734)	
Other Expenditure	1,000	642	(642)	
Income	0	0	0	
Deputy Chief Executives	307,900	1,376	(1,376)	
Employees	372,800	(156,050)	156,050	Additional payments of £197k is relating to Best Value Inspection, partially off-set by lower costs expected for Retention Allowances.
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Corporate Policy & Resources

Appendix C

Results to 31-Mar-25	Budget Revised	Actual v YTD	Variance of Actual from Revised Bgt	Comments
£	£	£	£	
Other Expenditure	314,700	(153,128)	153,128	Higher expenditure of £93k against external Audit fees, £27k to be funded through GIF(Green Initiative Fund), higher expenditure of £20k against Subscription payments and remainder against Treasury Management
Income	0	3,077,738	(3,077,738)	Additional Local Govt. Association Improvement Grant funding of £50k & £28k rel
Corporate Management	687,500	2,768,561	(2,768,561)	

Corporate Policy & Resources

Appendix C

Results to 31-Mar-25	Budget Revised	Actual v YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Employees	329,200	28,905	(28,905)	Savings due to a vacant post Savings achieved mainly against software budget
Other Expenditure	130,800	46,370	(46,370)	
Income	0	0	0	
Corporate Publicity	460,000	75,275	(75,275)	
Employees	309,000	(9,738)	9,738	
Other Expenditure	6,000	(506)	506	
Income	0	0	0	
Corporate Governance	315,000	(10,243)	10,243	
Employees	773,400	32,746	(32,746)	Savings achieved due to vacant posts, partially covered by agency staff.
Other Expenditure	(25,800)	(8,841)	8,841	
Income	(34,300)	(6,115)	6,115	
Legal	713,300	17,790	(17,790)	
Employees	291,900	36,381	(36,381)	Savings achieved due to a vacant post
Other Expenditure	26,000	6,728	(6,728)	
Income	0	9	(9)	
Committee Services	317,900	43,117	(43,117)	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	0	761	(761)	
Corporate Savings	0	761	(761)	

Corporate Policy & Resources

Appendix C

Results to 31-Mar-25	Budget Revised	Actual v YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Employees	1,144,400	261,491	(261,491)	Restructure of the service is in progress but will be completed in 2025-26 once new automated systems in place. Underspent due to vacant posts, partially covered by agency staff and additional overtime payments for part year when peak periods e.g. annual billing. Savings achieved mainly against Postage Budget- £99k, software budget- £55k, Local Discretion Hardship budget - £20k Bankruptcy budget- £10k, partially off-set by higher payments against transaction charges budget due to credit car use.
Other Expenditure	491,600	(121,974)	121,974	
Income	(311,500)	(37,888)	37,888	
CServ Management & Support	1,324,500	101,629	(101,629)	Collection fund adjustments
Employees	12,200	(479)	479	
Other Expenditure	402,000	4,968	(4,968)	
Income	0	0	0	
Democratic Rep & Management	414,200	4,489	(4,489)	
Employees	2,300	(8,310)	8,310	
Other Expenditure	8,600	1,681	(1,681)	
Income	0	9,927	(9,927)	
Elections	10,900	3,298	(3,298)	
Employees	188,700	(715)	715	Electoral Integrity Programme new Burden Grant funding from Govt.
Other Expenditure	92,900	(5,265)	5,265	
Income	(1,000)	41,532	(41,532)	
Electoral Registration	280,600	35,552	(35,552)	
Employees	0	0	0	
Other Expenditure	337,800	(6,221)	6,221	
Income	0	897	(897)	
Insurance	337,800	(5,324)	5,324	
Employees	101,200	(1,248)	1,248	
Other Expenditure	2,500	(611)	611	
Income	0	0	0	
MaT Secretariat & Support	103,700	(1,859)	1,859	

Corporate Policy & Resources

Appendix C

Results to 31-Mar-25	Budget Revised	Actual v YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Employees	373,600	4,804	(4,804)	
Other Expenditure	55,400	(6,633)	6,633	
Income	0	0	0	
HR	429,000	(1,829)	1,829	
Employees	76,100	(9,334)	9,334	
Other Expenditure	200	(28)	28	
Income	0	0	0	
Payroll	76,300	(9,362)	9,362	
Employees	856,400	114,691	(114,691)	Savings achieved due to vacant posts, partially covered by temporary staff. Savings achieved mainly against Microsoft & VDI Licensing costs £15k Cyber Security Qual. Grant is moved in revenue reserves expected to be used in 25-26
Other Expenditure	443,900	46,128	(46,128)	
Income	0	16,513	(16,513)	
Information & Comms Technology	1,300,300	177,331	(177,331)	
Employees	77,700	(219)	219	
Other Expenditure	31,600	(1,012)	1,012	
Income	(140,700)	(3,646)	3,646	
Land Charges	(31,400)	(4,877)	4,877	
Employees	0	0	0	Bad Debts provision for 24-25 has been increased by £185k based on outstanding sales ledger invoices. Year-end stock adjustments of £24k relating to fuel costs and remainder adjustment relating to VAT Suspense Account
	0	(228,789)	228,789	
Other Expenditure				
Income	0	0	0	
Misc Expenses	0	(228,789)	228,789	
Employees	673,700	33,959	(33,959)	Savings achieved due to vacant post as a result of difficulties in recruiting into information governance and gap when climate change officer left before new staff member started
Other Expenditure	5,300	(440)	440	
Income	0	0	0	
Project Management	679,000	33,518	(33,518)	

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Appendix C

Results to 31-Mar-25	Budget Revised	Actual v YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Employees	2,081,000	638,125	(638,125)	Superannuation payments & Compensation added years payments to SCC are lower based on number of staff. No actuals costs against growth budget of £200k during the year and no income reflected against other savings budget of £355k i.e. business improvements, procurement and other cashable savings budget of £355k giving net deficit of £155k against the budget. Also additional legal & court costs of £84k relating to Employment tribunal cases, partially off set by lower expenditure against security services.
Other Expenditure	(57,600)	(222,137)	222,137	
Income	0	0	0	
Unapportionable CentralO/Heads	2,023,400	415,989	(415,989)	
Total Employees	9,588,400	1,261,821	(1,261,821)	
Total Other Expenditure	2,382,500	(837,640)	837,640	
Total Income	(946,000)	2,968,058	(2,968,058)	
Net Total	11,024,900	3,392,239	(3,392,239)	

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Community Wellbeing & Housing

Appendix D

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
£	£	£	£	
Employees	1,091,200	1,081,857	(9,343)	Expenditure for Home Improvement Agency, DFG Operational Equipment Maintenance £111k wasn't included in the budget, income received will cover over spend. Income received from Home Improvement Agency not budgeted for, DFG Management Fees £223k and DFG Surrey County Council Reimbursement £60k as well as Social Prescribing Better Care Fund £225 k which was not included in the original budget plan, the surplus moved to reserves for future year use.
Other Expenditure	19,800	175,494	155,694	
Income	(715,800)	(1,232,800)	(517,000)	
Community Care Administration	395,200	24,550	(370,650)	
Employees	745,700	749,036	3,336	Appetito contract cost increased for food costs. Increase in income from sale of food.
Other Expenditure	284,300	401,330	117,030	
Income	(467,800)	(503,950)	(36,150)	
Community Centres	562,200	646,416	84,216	
Employees	173,200	175,642	2,442	Increase in income from sale of food.
Other Expenditure	135,700	136,777	1,077	
Income	(192,400)	(206,745)	(14,345)	
Meals on Wheels	116,500	105,674	(10,826)	
Employees	568,500	550,294	(18,206)	£9k moved from revenue reserves to fund the additional redundancy costs
Other Expenditure	8,500	17,771	9,271	
Income	(525,000)	(528,035)	(3,035)	
Spelthorne Family Support	52,000	40,030	(11,970)	

Community Wellbeing & Housing

Appendix D

Results to 31-Mar-25	Budget Revised £	Actual YTD £	Variance of Actual from Revised Bgt £	Comments
Employees	0	0	0	Less grant applications received then expected. Carry forward requested on the remaining balance.
Other Expenditure	42,900	30,778	(12,122)	
Income	0	0	0	
Community Development	42,900	30,778	(12,122)	
Employees	0	0	0	
Other Expenditure	253,800	252,215	(1,585)	
Income	0	0	0	
General Grants	253,800	252,215	(1,585)	
Employees	1,557,100	1,590,900	33,800	Additional costs incurred for overtime and temporary staff.
Other Expenditure	49,100	49,647	547	
Income	(1,000)	0	1,000	
Housing Needs	1,605,200	1,640,547	35,347	
Employees	119,200	158,568	39,368	Housing officer on secondment for specialised intensive case work. This wasn't in the budget but is covered by grant funding. The variance is due to the moving of residents to LAHF properties. Additional Grant received for Homelessness Prevention as well as HO Asylum Dispersal Grant.
Other Expenditure	5,219,700	5,027,692	(192,008)	
Income	(3,915,400)	(3,909,338)	6,062	
Homelessness	1,423,500	1,276,921	(146,579)	
Employees	260,600	289,106	28,506	Variance due to additional cost for temporary staff. The Council obtained further funding in LAHF extension to Round 1 and 2 and also Round 3. The additional funding was allocated after the budget was set, hence was not included in the original budget plan. Additional grant received for Home Office Supported Asylum Seeker accommodation. LAHF grant to offset additional LAHF revenue expenditure for refurbishments and repairs and maintenance.
Other Expenditure	1,302,900	1,884,995	582,095	
Income	(1,563,700)	(3,912,023)	(2,348,323)	
Refugee Schemes	(200)	(1,737,922)	(1,737,722)	
Employees	688,300	592,290	(96,010)	Vacant posts
Other Expenditure	36,200	40,978	4,778	

Community Wellbeing & Housing

Appendix D

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
£	£	£		
Income	(300,000)	(259,163)	40,837	
Housing Benefits Admin	424,500	374,105	(50,395)	
Employees	0	0	0	Benefit expenditure has reduced due to the reduction in the caseload of working age claims to universal credit. HB income has reduced as the subsidy payments received from central government have been reduced – we have no control on how much we are allocated.
Other Expenditure	21,872,000	20,043,233	(1,828,767)	
Income	(21,821,000)	(19,957,603)	1,863,397	
Housing Benefits Payments	51,000	85,630	34,630	

Community Wellbeing & Housing

Appendix D

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
£	£	£		
Employees	340,800	334,824	(5,976)	
Other Expenditure	25,100	10,123	(14,977)	
Income	0	0	0	
Leisure Administration	365,900	344,947	(20,953)	
Employees	0	0	0	
Other Expenditure	201,600	547,345	345,745	Variance due to additional cost for Eclipse Leisure Centre, legal cost £110k, insurance £206k & electricity £91k.
Income	(179,400)	(557,004)	(377,604)	Dilapidations settlement received from SLM Community Leisure for £350k
Spelthorne Leisure Centre	22,200	(9,659)	(31,859)	
Employees	12,600	12,141	(459)	
Other Expenditure	5,400	5,877	477	
Income	(3,800)	(5,646)	(1,846)	
Resource Centre	14,200	12,372	(1,828)	
Employees	1,600	2,041	441	
Other Expenditure	25,000	17,853	(7,147)	
Income	(7,400)	(8,463)	(1,063)	
Sports and Active Lifestyle	19,200	11,431	(7,769)	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	(47,600)	(58,101)	(10,501)	Increased profit share received due to uplift in profit share agreement linked to inflation.
Sunbury Golf Club	(47,600)	(58,101)	(10,501)	
Employees	0	0	0	
Other Expenditure	2,900	1,743	(1,157)	
Income	(7,900)	(8,000)	(100)	
Museum	(5,000)	(6,257)	(1,257)	

Community Wellbeing & Housing

Appendix D

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
£	£	£		
Employees	0	0	0	Predominantly made up of underspends from playscheme vouchers and maintenance costs for skate parks and performance fees.
Other Expenditure	28,500	9,264	(19,236)	
Income	0	0	0	
Youth	28,500	9,264	(19,236)	
Employees	1,500	1,605	105	
Other Expenditure	33,600	25,123	(8,477)	
Income	(3,000)	0	3,000	
Arts Development	32,100	26,728	(5,372)	
Employees	0	0	0	
Other Expenditure	2,600	1,986	(614)	
Income	(1,700)	(3,115)	(1,415)	
Food Safety	900	(1,129)	(2,029)	
Employees	0	0	0	
Other Expenditure	8,500	16,723	8,223	
Income	(3,900)	(10,248)	(6,348)	
Public Health	4,600	6,474	1,874	
Employees	0	0	0	Income is down as contractors now collect directly off public.
Other Expenditure	16,900	22,387	5,487	
Income	(5,600)	(950)	4,650	
Rodent & Pest Control	11,300	21,437	10,137	
Employees	135,100	127,953	(7,147)	
Other Expenditure	174,600	172,625	(1,975)	
Income	0	0	0	
Community Safety	309,700	300,578	(9,122)	
Employees	177,500	217,327	39,827	Business Support Officer hours increased from 0.69 FTE to 1.00FTE. Post vired over from Environmental Health Admin, so 1 additional FTE offset by underspend in Env Health Admin employees.

Community Wellbeing & Housing

Appendix D

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
£	£	£		
Other Expenditure	3,000	5,852	2,852	Significant increase in HMO & Animal Licencing fees.
Income	(146,500)	(181,606)	(35,106)	
Licensing	34,000	41,574	7,574	
Employees	0	0	0	Licences expire at different times of year, difficult to detect discernible pattern.
Other Expenditure	3,500	2,401	(1,099)	
Income	(68,300)	(45,216)	23,084	
Taxi Licensing	(64,800)	(42,815)	21,985	
Employees	0	0	0	
Other Expenditure	9,600	10,753	1,153	
Income	(28,800)	(23,889)	4,911	
Public Halls	(19,200)	(13,137)	6,063	
Note: SAT = Spelride				
Employees	191,800	171,123	(20,677)	Savings achieved due to vacant post, partially covered by temporary staff
Other Expenditure	50,400	52,360	1,960	
Income	(75,100)	(79,943)	(4,843)	
SAT	167,100	143,541	(23,559)	
Total Employees	6,064,700	6,054,707	(9,993)	
Total Other Expenditure	29,816,100	28,963,324	(852,776)	
Total Income	(30,081,100)	(31,491,838)	(1,410,738)	
Net Total	5,799,700	3,526,193	(2,273,507)	

Business Infrastructure & Growth

Results to 31-Mar-25	Budget Revised £	Actual YTD £	Variance of Actual from Revised Bgt £	Comments
Employees Other Expenditure Income	954,600 (170,700) (335,900)	991,439 (337,854) (354,178)	36,839 (167,154) (18,278)	Recruitment fees for two new members of team. Underspend due to consultants' fees as the Staines masterplan work was not progressed.
Asset Mgn Administration	448,000	299,407	(148,593)	
Employees Other Expenditure Income	0 141,000 (12,000)	0 1,226,021 (41,770)	0 1,085,021 (29,770)	This is due to unbudgeted running costs of £430k for Thameside House as the original intention was to demolish the building but this was not progressed due to preferred disposal option, hence ongoing void costs incurred. The Hanover House overspend of £133k was mainly due to budget under provision for NNDR rates. The majority of overspend on Oast House relates to the extra cost for vacant Council Tax on No. 34 Kingston Road, one off graffiti and pigeon guano removal and making the site safe for Councillors' inspection. The overspend on Ashford Victory Place of £48k is due to ongoing security costs as the site remains vacant and is subject to antisocial behaviour. These costs were previously capitalised but since suspension of the Capital projects by the Council, all capital costs have been expensed to revenue. Further £413k relates to final settlement with the contractor that was responsible for Benwell Phase 1 works. Additional income from backdated rent for Kingston Road following lease completion
Development Properties	129,000	1,184,251	1,055,251	
Employees Other Expenditure Income	242,600 491,200 (23,000)	239,771 531,893 (6,750)	(2,829) 40,693 16,250	Overspend due to utility bills costs higher than anticipated and cleaning costs being more than budget due to a later than anticipated change of cleaning contractor, and increased requests by staff for operational equipment i.e. special chairs and foot stools. Due to reimbursement from Knowle Green Estate for West Wing utility costs that were not invoices due to previous years' charges being too high.
Facilities Management	710,800	764,914	54,114	
Employees	0	0	0	

Business Infrastructure & Growth

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Other Expenditure	35,300	76,889	41,589	Fly tipping incident at Laleham Camp site which was cleared in September 2024. The initial costs were higher than anticipated, however the camp site operator had cleared most of it resulting in Council's expenditure to be reduced from £25k to £8k. Further overspend relates to unbudgeted legal costs in relation to dispute over an unauthorised gate installed by Staines Prep School at back of the Leisure Centre and lease extension for Knowle Green Nursery.
Income	(65,600)	(180,250)	(114,650)	The additional income relates to recovery of rents from Kempton Park Racecourse dating from 2018 to 2024.
General Property Expenses	(30,300)	(103,361)	(73,061)	

Business Infrastructure & Growth

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Employees	224,900	219,175	(5,725)	The overspend is due to works which were unforeseen but required to ensure structural integrity and health and safety of public who use the respective Council sites. It relates to structural concrete repair works in Tothill Multi Storey Car Park, Elmsleigh Multi Storey Car Park and immediate works to restore heating and hot water services at the Fordbridge Community Centre during the winter months.
Other Expenditure	1,155,900	1,227,315	71,415	
Income	0	(18,000)	(18,000)	
Planned Maintenance Programme	1,380,800	1,428,490	47,690	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	(364,100)	(364,100)	0	
Staines Town Centre Management	(364,100)	(364,100)	0	
Employees	0	0	0	
Other Expenditure	25,900	24,137	(1,763)	
Income	0	0	0	
Bus Station	25,900	24,137	(1,763)	

Business Infrastructure & Growth

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Employees	211,300	152,051	(59,249)	2x vacant positions.
Other Expenditure	91,500	70,352	(21,148)	Significant drop off in Stimulate Economic Activity expenditure.
Income	0	0	0	
Economic Development	302,800	222,404	(80,396)	
Employees	0	0	0	
Other Expenditure	167,100	91,166	(75,934)	Service charge budget not used.
Income	(175,700)	(120,687)	55,013	Unrealistic budget set for income.
Incubator	(8,600)	(29,521)	(20,921)	
Employees	0	0	0	
Other Expenditure	0	332,396	332,396	Expenditure on projects.
Income	0	(880,043)	(880,043)	This funding will contribute towards funding the shortfall at the Youth Hub (£298.4k) and the expansion of the Incubator to the 1st floor (£34k) at the Summit Centre. £46k of this funding will also reimburse the NNDR retention reserve, which funded the shortfall in grant in 23/24. £175k will also fund capital expenditure for the purchase of x2 electric vans.
Shared Prosperity Fund	0	(547,647)	(547,647)	
Employees	0	0	0	
Other Expenditure	137,200	137,058	(142)	
Income	(200,000)	(202,628)	(2,628)	
Staines Market	(62,800)	(65,571)	(2,771)	
Employees	158,700	113,184	(45,516)	1x vacant post
Other Expenditure	23,500	257,921	234,421	Set up costs for new unit at Elmsleigh Centre.
Income	(181,900)	(72,669)	109,231	Grant funding received from SCC & DWP.
Youth Hub	300	298,436	298,136	Funding from SPF shown in Income above in Shared Prosperity Fund.
Total Employees	1,792,100	1,715,621	(76,479)	
Total Other Expenditure	2,097,900	3,637,292	1,539,392	
Total Income	(1,358,200)	(2,241,075)	(882,875)	
Net Total	2,531,800	3,111,837	580,037	

Environment & Sustainability

Appendix F

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Employees	0	0	0	
Other Expenditure	95,500	86,563	(8,938)	
Income	0	0	0	
Emergency Planning	95,500	86,563	(8,938)	
Employees	0	0	0	
Other Expenditure	10,100	12,116	2,016	
Income	0	(1,659)	(1,659)	
Energy Initiatives	10,100	10,457	357	
Employees	0	0	0	
Other Expenditure	6,000	7,380	1,380	
Income	0	0	0	
Water Courses & Land Drainage	6,000	7,380	1,380	
Employees	1,243,600	1,230,458	(13,142)	Overspend resulting from planning appeals relating to Running Horse, Stanwell Farm, & Sheep Walk There has been a reduction in planning applications which has impacted upon planning application fees. This is offset by £60K received for the Planning Skills Delivery Grant award.
Other Expenditure	246,400	317,177	70,777	
Income	(765,700)	(609,597)	156,103	
Planning Development Control	724,300	938,038	213,738	
Employees	497,900	548,317	50,417	Staffing costs for overtime from local plan work and agency cover for CIL officer. Largely attributable to local plan work throughout the year. Contribution from CIL Admin (£97.8k) to fund staff costs from CIL changes in year - agency and staff sickness. Govt Grant for £46.6k. River Thames scheme funding received (£12.7k).
Other Expenditure	164,200	335,663	171,463	
Income	(87,600)	(157,297)	(69,697)	
Planning Policy	574,500	726,684	152,184	

Environment & Sustainability

Appendix F

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Employees	0	0	0	Staines Park property is still awaiting refurbishment and it is not occupied. Therefore, no income generated in the immediate future as the date of refurbishment is not yet known.
Other Expenditure	3,500	495	(3,005)	
Income	(14,300)	(500)	13,800	
Parks Properties Project	(10,800)	(5)	10,795	
Employees	0	0	0	
Other Expenditure	24,600	24,494	(106)	
Income	(43,200)	(49,031)	(5,831)	
Allotments	(18,600)	(24,537)	(5,937)	
Employees	0	0	0	£40k funded through Higher Level Stewardship (HLS) Reserve and £4k through Bronzefield reserves Additional 'Countryside Stewardship Grant' income from Rural Payments agency is moved to reserves
Other Expenditure	13,300	58,884	45,584	
Income	0	(69,444)	(69,444)	
Environmental Enhancements	13,300	(10,559)	(23,859)	
Employees	1,280,400	1,263,670	(16,730)	Reduction in 1 FTE to Licencing. Underspend here to offset overspend on staff in Licencing team. Variance primarily due to increased legal costs associated with enforcement cases. There is also increased computer software costs, particularly for UNIFORM. DEFRA Air Quality New Burden Grant
Other Expenditure	54,600	79,710	25,110	
Income	0	(15,826)	(15,826)	
Environmental Health Admin	1,335,000	1,327,555	(7,445)	
Employees	0	0	0	
Other Expenditure	95,300	97,504	2,204	
Income	(5,400)	(2,931)	2,469	
Environmental Protection Act	89,900	94,573	4,673	
Employees	0	0	0	

Environment & Sustainability

Appendix F

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Other Expenditure	74,200	180,247	106,047	Additional expenditure of £85k mainly due to work carried out at Woodthorpe Recreation Ground funded through £85k received from Esso, Higher utility costs by £18k and remainder relates to higher business rates against the budget Additional income of £85k from Esso to fund work carried out as above and remainder relates to higher rental income for the year
Income	(75,300)	(171,282)	(95,982)	
Parks Strategy	(1,100)	8,966	10,066	
Employees	0	0	0	Income is higher due to more burials
Other Expenditure	37,500	24,918	(12,582)	
Income	(430,300)	(514,112)	(83,812)	
Cemeteries	(392,800)	(489,194)	(96,394)	
Employees	0	0	0	Utility costs are higher
Other Expenditure	128,200	160,656	32,456	
Income	0	0	0	
Depot	128,200	160,656	32,456	
Employees	1,263,600	1,200,960	(62,640)	Savings achieved due to vacant posts partially covered by additional overtime payments Savings of £13k achieved against Internal Printing, £18k against Insurance excess costs, £9k against Marketing and remainder against Legal & court cost budget Additional one off income of £30k from Heathrow for managing PSPO taxis & remainder higher penalty notices income
Other Expenditure	143,700	95,547	(48,153)	
Income	(3,200)	(75,111)	(71,911)	
Neighbourhood Serv Mgt Support	1,404,100	1,221,395	(182,705)	
Employees	680,300	664,093	(16,207)	
Other Expenditure	161,300	164,964	3,664	
Income	(46,600)	(47,491)	(891)	
Street Cleaning	795,000	781,566	(13,434)	
Employees	0	0	0	
Other Expenditure	3,600	6,140	2,540	
Income	0	0	0	
Abandoned Vehicles	3,600	6,140	2,540	

Environment & Sustainability

Appendix F

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
	£	£	£	
Employees	1,263,000	1,172,546	(90,454)	Savings achieved due to vacant posts, partially covered by Agency staff
Other Expenditure	693,200	642,715	(50,485)	Savings of £40k achieved mainly against Operational equipment Leasing and remainder against Vehicle fuel budget.
Income	(67,500)	(264,824)	(197,324)	Additional grounds maintenance income of £192k mainly from Surrey County Council to carry out extra grass cut and tree shrub maintenance work and remainder relating to additional Forestry commission Grant income
Grounds Maintenance	1,888,700	1,550,436	(338,264)	
Employees	1,643,600	1,614,075	(29,525)	Savings achieved due to vacant posts, partially covered by agency staff and efficient use of resources to run the service.
Other Expenditure	375,400	529,099	153,699	Vehicle maintenance costs are higher by £187k relating to leased vehicles, partially off-set by lower fuel costs.
Income	(1,110,300)	(1,209,734)	(99,434)	Additional £66k relating to 'Simpler Recycling food waste collection grant' income received from DEFRA has been moved to Revenue Grants Reserve and remainder relates mainly to higher Green waste bins income due to more activity
Refuse Collection	908,700	933,440	24,740	
Employees	0	0	0	Additional Recycling payments made to Surrey Heath BC for previous financial year and expected to be paid this year due to change of financial mechanism Income is lower for previous financial year than expected and also expected to be lower for this financial year due to change of financial mechanism
Other Expenditure	0	157,425	157,425	
Income	(266,500)	(132,327)	134,173	
Waste Recycling	(266,500)	25,099	291,599	
Employees	348,200	355,934	7,734	Overall Business rates are lower by £280k against the budget mainly due to credits adjustments for few car parks for previous years from 2017-2024, partially off-set by Higher Electricity - £36k, Security Services- £12k, Computer Software-£12k, Tothill Car park repairs & fixtures and fittings -£37k and remainder relates to higher Credit card charges
Other Expenditure	825,200	660,367	(164,833)	
Outturn Revenue Report 31-3-25 V2				park 0703/2025

Environment & Sustainability

Appendix F

Results to 31-Mar-25	Budget Revised	Actual YTD	Variance of Actual from Revised Bgt	Comments
£	£	£		
Income	(1,557,800)	(1,515,959)	41,841	Car Park fees income is lower mainly due to a delays in the implementation of the Parking Order amendment.
Car Parks	(384,400)	(499,659)	(115,259)	
Employees	0	0	0	
Other Expenditure	0	0	0	
Income	0	0	0	
Public Conveniences	0	0	0	
Employees	0	0	0	
Other Expenditure	0	2,457,523	2,457,523	Largely from CIL Strategic for A308 works. The spend has been funded by drawing down from the relevant CIL reserves, which have been accrued from previous years CIL payments received.
Income	0	(1,030,219)	(1,030,219)	Receipts received in year.
Community Infrastructure Levy	0	1,427,304	1,427,304	
Employees	0	0	0	
Other Expenditure	0	142,766	142,766	Expenditure relating to various S106 agreements.
Income	0	(3,870,273)	(3,870,273)	£3.85m from Fairview Homes for Old Telephone exchange site. Adjustments have been made to earmarked reserves as these are ringfenced developer contributions.
Section 106	0	(3,727,506)	(3,727,506)	
Total Employees	8,220,600	8,050,052	(170,548)	
Total Other Expenditure	3,155,800	6,242,353	3,086,553	
Total Income	(4,473,700)	(9,737,615)	(5,263,915)	
Net Total	6,902,700	4,554,791	(2,347,909)	

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Corporate Policy and Resources Committee

Date of meeting 12 May 2025

Title	Sundry Debt Write offs
Purpose of the report	To make a decision
Report Author	Sandy Muirhead Group Head Commissioning and Transformation Terry Collier Deputy Chief Executive and Section 151 Officer
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	
Corporate Priority	Community Services
Recommendations	Committee is asked to: Approve the Sundry Debt write off set out amounting to £6854.52 which relates to irrecoverable Bed and Breakfast and Independent Living high needs account.
Reason for Recommendation	To meet the requirements of the Council's standing orders and best practice by CIPFA we need to formally write off the debts over £3000.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> There are a few debts which are irrecoverable despite best efforts to recover them. 	<ul style="list-style-type: none"> To meet the requirements of the Council's standing orders and best practice by the Chartered Institute of Public Finance and Accountancy (CIPFA) we need to formally write off debts that are irrecoverable.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> To formally write off the debts as required. 	<ul style="list-style-type: none"> To write off these debts but continue with our recovery procedures to minimise ultimate write offs as far as possible.

- 1.1 Recovery and write off procedures for non-payment are set out in the Council's Standing Orders. The write off requests included in this report are for amounts above the delegated limit contained in the Council's Standing Orders.
- 1.2 The debts referred to in this report have reached a point where recovery is no longer possible for reasons stated in Appendix A.

2. Key issues

- 2.1 The Council has clear recovery and write off procedures for non-payment as outlined in the recently approved corporate debt policy and financial regulations but in certain cases; despite pursuing the debt, it becomes irrecoverable for various reasons. These reasons are outlined in relation to the specific debt in Appendix A.
- 2.2 From the cases listed in Appendix A detailing the Sundry Debt that remains unpaid and not possible to collect, it is proposed that these are to be written off to the collective value of £6,854.52.
- 2.3 Since the recent updating of the Corporate Debt Policy the Recovery Team for sundry debts has been strengthened and they are working with services to both clear any aged debt and put in place processes which minimise future debt build up and are ensuring any debt is managed in a timely manner.

3. Options analysis and proposal

- 3.1 No further actions can be taken to recover this debt, and it is good accounting practice in such cases to write them off and as such, no other options are available.
- 3.2 Listed in Appendix A are the details of the Bed and Breakfast debt of £3,755.52 and the high needs debt of £3,099 relating to Sundry Debt that remains unpaid and not possible to collect. It is proposed that these amounts are written off.

4. Financial management comments

- 4.1 The proposed write off is covered by the sundry bad debt provision of £972,041 made in accordance with the CIPFA accounting code of practice.
- 4.2 The details of the write offs are provided in Appendix A.

5. Risk management comments

- 5.1 In providing a range of services whether Council Tax, Business Rates, Housing Benefits overpayments, bed and breakfast costs and Independent Living Meals on Wheels and OPAL there is always a risk that recipients will not pay or pay back the monies provided to them.
- 5.2 This risk is mitigated by ensuring we have a clear recovery process and monitor payments each month and then put in place as soon as possible recovery (or payment) mechanisms if someone is slipping into debt. Unfortunately, in some cases, usually in relation to death and fraud, we cannot recover the money. To further mitigate this risk now we have recovery resources in customer services and revenues, officers have talked to all relevant services firstly about aged debt and what is unrecoverable (and

therefore should be written off) and secondly to ensure better recovery procedures are in place to recover monies in a timely manner.

- 5.3 A balance needs to be achieved between not incurring expenditure chasing debts which are not going to be recovered and overstating the debtor assets of the authority; and ensuring that the Council is seen as robustly pursuing debtors. The Council has a robust Corporate Debt Policy and process in place as approved at Corporate Policy and Resources Committee on 24 March 2025.

6. Procurement comments

- 6.1 There are no procurement requirements in this report.

7. Legal comments

- 7.1 Legal are involved where appropriate in recovery processes.

8. Equality and Diversity

- 8.1 In trying to recover debt we need to ensure we have an equitable approach to all, and this is ensured through our recovery policy Equality and Diversity provisions.

9. Sustainability/Climate Change Implications

- 9.1 Ensuring we maximise wherever possible debt assists our financial sustainability which contributes to the Council also achieving its social and environmental goals

10. Timetable for implementation

- 10.1 The agreed write off should be actioned as soon as practicable.

11. Contact

- 11.1 Sandy Muirhead Group Head Commissioning and Transformation
11.2 Terry Collier Deputy Chief Executive, Section 151 Officer.

Please submit any material questions to the Committee Chair and Officer Contact by two days in advance of the meeting.

Background papers: *(These are unpublished papers upon which you have relied in preparing this report). If none state, There are none.*

Appendices:

Appendix A, Write Offs .

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Appendix 1 Write off requests

Type of Debt (reference no.)	Name and address	Amount £	Year	Comments
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Type of Debt (reference no.)	Name and address	Amount £	Year	Comments
Sales Ledger Customer Code: 54975	Mr LTS Imtech House	£3,755.52	2024	
Summary	Bed and breakfast at Imtech House, 1/5/24-6/9/24. No Housing Benefit paid. Applicant now deceased (6.9.24)			
Total Sundry Debt	£3,755.52			

Type of Debt (reference no.)	Name and address	Amount £	Year	Comments
Sundry Debt customer No 033006	Mrs ED Attended high needs group for dementia clients Deceased 2021 Unsuccessful contacts with family undertaken	£3,099.00	2017 to 2019	Invoices are all for Fordbridge High Needs (the dementia group ran from the day centres)
Summary	£3,099.00 outstanding, made up from the following: INV247325 - £329 – Raised on 11.01.2017 INV258983 - £376 – Raised on 24.03.2017 INV268985 - £564 – Raised on 20.11.2017 INV271872 - £470 – Raised on 02.02.2018 INV289316 - £564 – Raised on 10.07.2018 INV293582 - £235 – Raised on 15.10.2018 INV294476 - £373 – Raised on 09.11.2018 INV296753 - £188 – Raised on 09.01.2019			
Total Sundry Debt	£3099.00			



Corporate Policy and Resources Committee

Date of meeting 12 May 2025

Title	Second Home Council Tax Premium
Purpose of the report	To make a decision
Report Author	Sandy Muirhead Group Head Commissioning and Transformation
Ward(s) Affected	All
Exempt	No
Exemption Reason	N/A
Corporate Priority	Resilience Services
Recommendations	Committee is asked to: <ol style="list-style-type: none"> 1. Approve the proposal for a premium on second homes council tax as in appendix A; and 2. Recommend to Council to agree the application of a council tax premium of 100% in respect of second homes with effect from 1 April 2027
Reason for Recommendation	The Government granted Councils additional powers to levy a 100% council tax premium on second homes and the Council is looking to implement this levy on second homes in the Borough.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> In 2013 the Government gave all Councils the powers to charge additional council tax on long term empty properties after 2 years. Additional premiums were levied on empty properties with effect from April 2022. However, with effect from 1 April 2025 the Government has provided 	<ul style="list-style-type: none"> To ensure we maximise recovery from second homes s which could be left empty for much of the year rather than providing residential stock.

additional powers to councils to charge a premium of 100% additional council tax on second homes.	
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> With the additional powers granted Spelthorne Borough Council is proposing to levy a 100% premium on second homes with effect from 1 April 2027. 	<ul style="list-style-type: none"> To implement the revised approach to allowing charging a 100% premium on second homes.

1.1 This report seeks agreement to introduce a levy of 100% premium on second homes with effect from 1 April 2027 in line with Government legislation. This means second homes effectively pay double council tax.

2. Key issues

2.1 Since 2013 councils in England have had the power to charge additional council tax on long-term empty homes. For the purpose of council tax, long-term empty homes are dwellings which have been unoccupied and substantially unfurnished for a period. Spelthorne Council adopted the policy whereupon additional premiums were levied on empty properties with effect from April 2022.

2.2 In April 2024, the empty homes council tax premium was strengthened so that councils can charge the premium on homes that have been empty for 1 or more years (rather than the previous 2 years). How much is paid depends on how long the property has been empty.

2.3 The charging is based on premiums as provided in 2.4 as these unfurnished properties and therefore are not deemed as second homes. If a property has been empty and unfurnished for two years or more taxpayers are required to pay an empty home premium as noted in 2.4 on top of the full Council tax charge for the property.

2.4 From 1 April 2022 the following changes to the Council tax premium took effect on empty properties:-

- Properties empty between 2 and 5 years 2x Council tax (200%) will become payable
- Properties empty between 5 and 10 years 3x Council tax (300%) will become payable
- Properties empty over 10 years can be charged for up to 4 times the normal Council tax bill. I.e 400%.

2.5 Residents usually have to pay Council tax on another property owned or rented such as a holiday home and if it is not someone's main residence. These properties are furnished and do not have anyone living in them as their main home. Hence, they are known as **second homes**. The Council can decide whether a property is a second home. Due to the introduction of new rules from April 2025, councils will be able to use new powers to charge a premium of up to 100% additional council tax on second homes in their area, or parts of their area.

- 2.6 With the additional powers granted Spelthorne Council, in line with many other authorities, is looking to levy a 100% premium on second homes with effect from 1 April 2027. This will ensure we meet legislative requirements in terms of notice periods and allow us to take on board experience in other areas including in Surrey where implementation of the premium has generated a number of complaints.
- 2.7 However, research has been undertaken on other authorities and the approach suggested to levy a 100% premium on second homes seems to be standard despite it seems objections. Currently we have 76 properties in the Borough that would be affected. In comparison to tourist areas this is a relatively small proportion of our taxbase (0.2%).
- 2.8 More detail on the proposal is provided in Appendix A including exemptions.

3. Options analysis and proposal

- 3.1 **Option 1** (Recommended) To agree to levy a 100% premium on second homes in the Borough.
- 3.2 **Option 2** Not to introduce the levy and therefore not maximise Council tax on empty properties is detrimental to Council finances.

4. Financial management comments

- 4.1 No direct financial implications but could provide the Council and the precepting bodies (Surrey County Council and Surrey Police and Crime Commissioner) with extra funds from the 100% premium on second homes. This would be an extra £200k in income based on the current 76 properties of which Spelthorne would receive 9.5% i.e. £19k.

5. Risk management comments

- 5.1 Not to implement could mean a lower income to the Council than potentially could be the case.
- 5.2 As a new policy (though will be examples from councils that have implemented the second home premium earlier) there is a risk of challenges from residents. Test cases available will provide experience and learning which the Authority can take on board to mitigate this risk.
- 5.3 The proposal may result in council tax avoidance (e.g. transfer to a third party) as well as potential arrears and the associated debt recovery.
- 5.4 There is a potential risk of drop in council tax income if second homes are moved into the Business Rate system.

6. Procurement comments

- 6.1 There are none.

7. Legal comments

- 7.1 Section 80 of the Levelling Up and Regeneration Act 2023 permits local authorities to levy a 100% premium on second homes (i.e. a substantially furnished property where there is no resident). The decision to impose such premium must be made at least one year before the beginning of the financial year to which it relates, i.e. this increase will not take effect until 1 April 2027 at the earliest.

- 7.2 The Council is required by the legislation to give regard to the guidance issued by the Secretary of State when deciding whether to implement the council tax premium and take account of any exceptions. Please refer to background papers.
- 7.3 If the recommendation is accepted, the Council's decision should be published in at least one local newspaper within 21 days of the date of the decision.
- 8. Other considerations**
- 8.1 None
- 9. Equality and Diversity**
- 9.1 Any consideration around second homes takes account of any equality and diversity issues.
- 10. Sustainability/Climate Change Implications**
- 10.1 There are none directly from the policy.
- 11. Timetable for implementation**
- 11.1 Implementation will be in April 2027.
- 12. Contact**
- 12.1 Sandy Muirhead Group Head Commissioning and Transformation
- 12.2 John Rogers Principal NNDR Officer

Please submit any material questions to the Committee Chair and Officer Contact by two days in advance of the meeting.

Background papers:

[Guidance on the implementation of the council tax premiums on long-term empty homes and second homes - GOV.UK](#)

Appendices:

Appendix A, Second Homes Premium

Appendix A

Spelthorne Borough Council Tax Second Home Premium section 11B(1D) and 11C (4) of the Local Government Finance Act 1992

Date Effective: 1 April 2027

Council Tax

Review Date: January 2030

Version 1

Purpose/Introduction:

Since 2013 the Government gave all councils the powers to charge additional council tax on long term empty properties after 2 years in accordance with section 11B (1D) and 11C (4) of the Local Government Finance Act 1992. The intention was to encourage owners to bring the properties back into the housing market for occupation to combat housing shortages nationwide whilst obtaining further council tax payments to fund local services.

Therefore, Spelthorne Council adopted the following policy whereupon additional premiums were levied on empty properties with effect from 1 April 2022:

If a property has been empty and unfurnished for two years or more, taxpayers are required to pay an empty home premium on top of the full Council Tax charge for your property.

From 1st April 2022 the following changes to the Council Tax premium took effect.

- Properties empty between 2 and 5 years 200% Council Tax will become payable
- Properties empty between 5 and 10 years 300% Council Tax will become payable
- Properties empty over 10 years 400% Council Tax will become payable

However, properties occupied periodically (commonly referred to as “second homes”) and defined as properties which were substantially furnished and had no resident (1.e. not a person’s sole or main residence) were exempted from these premiums.

Now with effect from 1 April 2025, the Government has provided additional powers to councils to charge a premium of 100% additional council tax on second homes.

Second Home Premium Government Guidance

With the additional powers granted, Spelthorne Council, in line with the majority of other authorities, intend to levy a 100% premium on second homes with effect from 1 April 2026.

Where individuals own multiple homes, but the homes are let out or occupied by someone as their main home, it will not be considered as a “second home” for the purposes of the premiums and as such will not be liable for the premium.

The council tax system provides a number of specific exemptions from council tax. The exempt classes are set out in the Council Tax (Exempt Dwellings) Order 1992.

A dwelling that is exempt from council tax is not liable for a premium. Where a dwelling is no longer eligible for an exemption but remains no one's sole or main residence, it may become liable for a premium. In the case of an empty home, it may become liable for a premium after it has been empty for a continuous period of 1 year.

This time frame begins when the dwelling first becomes empty rather than when an exemption ends. A second home may become liable for the premium as soon as the exemption ends.

Exceptions that apply to all premiums

There will be exceptions to the premiums and therefore from 1 April 2026 the following statutory exceptions where a premium will not apply will be:

Class E – Armed Forces Accommodation

Definition: Property would be the main home of someone who lives elsewhere in accommodation provided by the Secretary of State for Defence for the purposes of armed forces accommodation, and which for that individual is job related.

Prohibition: The exception will apply as long as the definition is met.

Class F – Annexes used as part of the main home

Definition: Property that forms part of a single property that includes another property that is being used by a resident of the other property as part of their main residence. (e.g. annexes used as part of main home)

Prohibition: The exception will apply as long as the definition is met.

Class G* - Actively marketed for sale

Definition: Property that is being marketed for sale of a freehold, or leasehold for a term of seven years or more, at a price that is reasonable for the sale of that property, or where an offer to purchase has been accepted but has not yet been completed.

Prohibition: The exception will apply for up to 1 year from the date it meets the definition and will end either when the 1 year period has ended, when the dwelling has been sold or when the dwelling is no longer actively marketed for sale. A further period under class G cannot apply unless the property has been sold to a different owner. See 'Discretionary exceptions' for details where the 1 year may be extended.

Class H*- Actively marketed for let

Definition: Property that is being marketed for let under a tenancy on terms and conditions, including the proposed rent that is reasonable for the letting of that property, or where an offer to rent has been accepted but the tenancy has not started.

Prohibition: The exception will apply for up to 1 year from the date it meets the definition and will end either when the 1 year period has ended, when the dwelling has been let or when the dwelling is no longer actively marketed for let. A further period under class H cannot apply unless the property has been let for a continuous period of at least 6 months since the exception last applied. See 'Discretionary exceptions' for details where the 1 year may be extended.

* Actively marketed for sale or let (Class G and Class H)

There are a number of factors the council will take into consideration when assessing whether a dwelling is being actively marketed for sale or let. These may include:

- whether the dwelling is clearly advertised for sale or let
- whether the dwelling is being marketed at a fair market value
- whether there are any artificial barriers on the dwelling preventing sale/let
- whether the dwelling has an Energy Performance Certificate (EPC)
- whether the owner is taking any other reasonable steps to market the dwelling for sale or let

Class I – Following Probate

Definition: Property that is or was previously under exempt class 'F' (following death).

Prohibition: The exception will apply for up to 1 year from the date probate is granted or letters of administration are issued, running concurrently with any class 'F' exemption. A further period under class I cannot apply unless the property has been subject to a further exempt class 'F' period. The exception ceases to apply if the property is transferred to the beneficiaries or is sold or let. See 'Discretionary exceptions' for details where the 1 year may be extended.

Exceptions that apply only to long term empty premises (substantially unfurnished)

Class M – Undergoing major repairs

Definition: Property that requires or is undergoing major repairs or undergoing structural alteration to render it habitable.

Prohibition: The exception will apply for up to 1 year from the date it meets the definition. Where major repairs are completed in less than 12 months, the

exception will still apply to the dwelling for up to 6 months or until the end of the 12 months, whichever is sooner. The exception cannot apply again unless the property has been sold. If the dwelling is substantially furnished and becomes a second home without a resident, then this exception will end. Exceptions that apply only to second home premiums (substantially furnished and no resident)

Class J – Job related homes

Definition: Property is unoccupied as the qualifying person is required to live elsewhere in England, Scotland or Wales in job related accommodation provided by a person's employer for the purposes of performing their work. It must be necessary for the duties of employment to live in that specific property (for example, headteachers for boarding schools who are required to live in school accommodation). Needing to be located nearer to a place of work would not be eligible. Your main or second home is provided by your employer and you need to live there for your job.

Prohibition: The exception will apply as long as the definition is met.

Class K – Caravan pitches and boat moorings

Definition: Property that consists of a pitch occupied by a caravan, or a mooring occupied by a boat.

Prohibition: The exception will apply as long as the definition is met.

Class L – Seasonal Homes

Definition: Property where occupation is restricted by a planning condition that:

- a) Prevents occupancy for a continuous period of at least 28 days in any one year; or
- b) specifies that the dwelling may be used for holiday accommodation only; or
- c) prevents occupancy as a person's sole or main residence.

Prohibition: The exception will apply as long as the definition is met.

Discretionary Exceptions:

Extension to time limited exceptions (Class G, H & I)

For the time limited statutory exceptions (Class, G, H & I) the Council may extend the exception period where it is clear from the specific circumstances that the taxpayer has genuinely been trying to bring the property back in to use as a sole/main residence throughout the whole exception period. In deciding the Council will consider:

- A local professional agent with specialist knowledge of the locality must have been engaged throughout the original exception period.
- Whether any accepted offer of sale(s) has fallen through during the exception period. If yes, what was the reason the sale(s) did not complete?
- Have any rejected offers to purchase or rent the property been received? If Yes - why were those offers refused?.
- Was the original and current sale price or rental in line with sale or rental prices for similar properties in the locality? Has action been taken to reduce the price/rental ?

- Is the property restricted for sale/let only to certain demographics (for example, retirement properties above a certain age)
- Has the property been put up for sale by public auction?
- Has there been a genuine expression of interest in transferring management of a property to the Council with a view to letting the property to local people with housing needs?

For those owners who are experiencing particular legal or technical issues which is preventing the sale or letting of the property

- Is there a legal difficulty or issue which is preventing the sale or letting of the property? A Solicitor's or Legal Conveyancer's letter should be produced in evidence detailing the reasons preventing sale or letting.
- Is a sale or letting being delayed by the actions of a Public Body? Full details must be provided.

Any extension will be time limited based on the specific circumstances and will be for a maximum of up to twelve months. Only one extension will be considered.

Extensions will not generally apply where major repairs or undergoing structural alteration overrun or take longer than twelve months.

Awaiting a planning decision or appeal will not be considered as reason to grant an extension.

Other Exceptions

An exception may also be applied at the discretion of the council in other circumstances where the taxpayer has made their best endeavours to bring the property back in to use as a sole/main residence and/or the reason it is unoccupied is exceptional and beyond their control. The award of an exception under this criterion is likely to be the exception rather than the rule. Awaiting a planning decision or appeal will not be considered as reason to grant an exception.

Change in Circumstances

The Council may need to revise the decision to grant an exception to the Premium if it becomes aware that the circumstances of an applicant have materially changed. Individuals must immediately advise the Council of any change in circumstances affecting the decision within 21 days of the change. Failure to do so may result in the exception being revoked in full.

Appeals

If an individual believes they have been inappropriately charged a premium on their dwelling, they should contact us.

If the individuals are not satisfied with our response, they may be able to appeal to the Valuation Tribunal.

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Corporate Policy and Resources Committee

2nd May 2025

Title	<i>Freehold disposal of Ashford Cemetery Lodge</i>
Purpose of the report	Seek approval to dispose of a Council owned residential property to Knowle Green Estates Ltd
Report Author	Sian Bowen, Principal Asset Manager
Ward(s) Affected	Ashford
Exempt	No
Exemption Reason	Not Applicable
Corporate Priority	Community, Addressing Housing Need & Resilience
Recommendations	<p>Corporate Policy and Resources Committee is asked to:</p> <ol style="list-style-type: none"> 1) Agree to the disposal of Ashford Cemetery Lodge to Knowle Green Estates Ltd (KGE) for the provision of affordable housing at a sale price of £273,611 2) Delegate authority to the Group Head of Corporate Governance to complete any necessary documentation in connection with the disposal on the terms set out in this report.
Reason for Recommendation	Ashford Cemetery Lodge has recently been fully refurbished at a cost of c.£188,000 of which £80,000, came from S.106 funding. The sale will allow the property to be used for affordable housing.

Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> Ashford Cemetery Lodge is the former Cemetery Manager's house and has not been used for residential purposes for many years due to the poor internal condition. The property has recently been refurbished costing c. £188,000 funded from S.106 funding and the Council's 2024/25 Capital Programme. The property now provides good quality accommodation 	<ul style="list-style-type: none"> Following the refurbishment the property is now ready for occupation as a family home. The Council does not currently own and let individual residential properties for affordable housing use, instead KGE deals with this provision on the Council's behalf.

offering up to 4 bedrooms for affordable housing accommodation.	
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> The proposal is to sell the freehold of this property to KGE, at cost, for use as affordable housing. 	<ul style="list-style-type: none"> Seek confirmation from KGE Board that they agree to the purchase from Council Following KGE board approval, progress the sale to KGE Once the sale has been completed, this will allow KGE to work with the Council's housing team to identify a suitable family to take occupation of Ashford Cemetery Lodge.

1. Key issues

- 1.1 Ashford Cemetery Lodge forms part of Ashford Cemetery, being the former cemetery manager's accommodation. The property was recently refurbished by the Council at a cost of c.£188,000 having previously been in poor and uninhabitable condition.
3. The refurbishment cost was funded by S.106 funding (£80k) and the remainder an approved Council Capital Programme (funded from transferred revenue budget) forming part of the 2024/25 Capital works programme. As S.106 funding has been used this directs the property to be used for affordable housing, hence the property is not deemed suitable for market sale, unless the S.106 funding is repaid.

2. Current position

- 2.1 Refurbishment works have been extensive and included an internal reconfiguration from what was originally a dated 3-bedroom house with downstairs bathroom. The house now offers up to 4 bedrooms with both an upstairs and downstairs bathroom.
- 2.2 The accommodation consists of 2 rooms plus a bathroom at first floor level and 3 further rooms plus a kitchen and bathroom on the ground floor. Refurbishment includes two new bathrooms, a newly fitted kitchen and driveway providing off road parking. The refurbishment focused on sustainability through installation new roof, new insulation (roof voids, floors & walls), new double glazed uPVC windows & doors, solar panels. An electric boiler was installed as a low carbon heating option to replace the existing gas boiler.
- 2.3 If the property was offered on the open market for either sale or rent it would probably only be considered suitable as a 2-bedroom house, due to 2 of the rooms that could be used as bedrooms being located on the ground floor. The

value of the refurbished property in January 2025 was £550k (see appendix 1), based on only 2 upstairs bedrooms and was last valued for Council purposes in March 2023 at £400,000.

- 2.4 Whilst the £200k investment into the property exceeds the current market value when added to the March 2023 valuation of £400,000, the property was refurbished to address the Council's housing needs i.e. with the intention to provide up to a 4-bed house for affordable housing purposes rather than market sale. This is reflective of S.106 funds being used to meet the balance of refurbishment costs.
- 2.5 Whilst the property was valued at £400,000, Council policy allows the property to be disposed of to KGE for the original cost, rather than the latest book value or current market value. The original cost of the property was £82,771.73 and dates back to 2010. The cost of the refurbishment, being £187,840, has been added to the original cost, as has an allowance of £3,000 for legal fees, which brings the value for the disposal to £273,611.
- 2.6 The Council has a substantial demand for affordable housing. At present, 96 families on the Housing Register need a property of this size, 63 of the families are in Band B (Urgent Need to Move). Affordable properties of 4-bedroom size are rarely available, which means that families stay on the register for a long period of time.
- 2.7 On the basis that availability of 4 bed properties is rare, the preferred use of this accommodation would be as a general needs affordable settled home, rather than a Temporary Accommodation (TA). Using the property as a settled home rather than TA, would also provide maintenance cost savings, as TA's often attract higher maintenance requirements due to a higher turnover of occupation.
- 2.8 Whilst the property could be sold on the open market, a sale could not be below market value, this would create potential issues both financially and operationally as set out below:

- a) S.106 funds would need to be offset from the disposal and repaid. Once all costs of improvement are deducted the net receipt would be less than the March 2023 £400k valuation, which would not achieve best value. This is based on:

Sale price of	£550,000
less S.106 costs	£ 80,000
Refurb cost from capital	£108,000
Disposal Fees (letting & legal)	<u>£ 10,750</u>
Net Receipt	£351,250

- b) Loss of management control which could adversely impact the cemetery use in respect of noise levels and other anti-social behaviour and the Council would have no ability to address this if the property is independently owned.

- 2.9 Having run financial viability analysis the sale of the property to KGE is viable, based on the Local Housing Allowance rental of £1,975 per calendar month. The transfer of this dwelling to KGE would also provide other benefits to the Council i.e. additional affordable housing accommodation and revenue budget savings (c. £12,000 pa) for the Council in respect of temporary accommodation costs incurred.

3. Options

- 3.1 Option 1 – To address the issues set out in section 2.6 of this report, **it is recommended** that the Council agree a freehold sale to KGE to allow the property to be used for the preferred general needs housing, which would be let on an Assured Shorthold tenancy basis. KGE would demand a monthly rental in line with Local Housing allowance rates.
- 3.2 Option 2 - Consider a disposal of the property on the open market. This option is not recommended as it would not support the Council's corporate plan priorities to deliver affordable housing provision and would not achieve best value, as referenced in section 2.6a of this report.
- 3.3 Option 3 – the Council could look to let the property directly; however, this would take a different approach than other residential property which has been to pass the function of letting and management to KGE.
- 3.4 Option 4 – dispose of the property to a Registered Provider of Housing. It is not anticipated this would achieve any greater benefit in terms of meeting housing need than the grant of a long lease to KGE. It is also likely the Council would realise a greater financial loss than that set out in section 2.6a of this report as the value of the property for an RP is likely to be based on the monthly rental income of £1,975 which is anticipated to produce a lower value than the £550,000 referred to above as the market value.

4. Financial implications

- 4.1 A disposal at £273,611 would transfer the property to KGE at neither a capital profit nor a loss for the Council. Financial modelling shows a purchase at this price is viable for KGE. The disposal would remove responsibility of management and maintenance of the asset for the Council. As stated above if the asset is used to house families from the Housing Register it would then save the Council on its Revenue Budget approximately £12k per annum.

5. Risk Management

- 5.1 Now completion of the refurbishment is completed, whilst not occupied the property may be subject to risk of vandalism or trespass, hence the sooner a family can take occupation the sooner this risk is mitigated.
- 5.1 The following warranties are in place for the works undertaken:-

No.	Description	Warranty Commencement Date	Warrant Period	Remarks
1	General building refurbishment works	15/03/2025	12months	Contract rectification period
2	Cavity & wall insulation	14/06/2024	25 years	Product warranty
3	Solar panels	28/06/2024	10 years	Product warranty
4	Windows & doors	22/07/2024	10 years	Product warranty
5	Lamona	30/08/2024	3 years	Product warranty
6	Refrigerator	30/08/2024	2 years	Product warranty

6. Procurement comments

6.1 There are no procurement implications with the recommended option.

7. Legal comments

7.1 Further to sections 120-123 of the Local Government Act 1972 (LGA) the Council has the power to acquire and dispose of property for the purpose of any of its functions.

7.2 Under section 123(2) of the LGA a disposal requires the consent of the Secretary of State if the disposal is for a consideration less than the best that can be reasonably obtained. Under LGA there are General Consents whereby Secretary of State consent is not required. A General Disposal Consent can be relied upon provided that: -

7.2.1 the purpose for which the property is to be disposed is likely to contribute to one (or more) of the three specified well-being objects;
and

7.2.2 the property may be worth less than £2 million.

The General Disposal Consent circumstances are satisfied as the disposal of the property is for the purpose of affordable housing and an independent market valuation has been obtained confirming the value does not exceed £2 million.

7.3 The Subsidy Control Act 2022 has been considered, and the disposal would not constitute a subsidy.

8. Other considerations

8.1 There are no other considerations to note

9. Equality and Diversity

9.1 There are no direct implications

10 Sustainability/Climate Change Implications

- 10.1 The refurbishment focused on sustainability through installation new roof, new insulation (roof voids, floors & walls), new double glazed uPVC windows & doors, solar panels. Electric boiler was installed as low carbon heating option to replace existing gas boiler.

11 Timetable for implementation

- 11.1 If the Council and KGE Board both approve the 250-year lease disposal, the respective legal teams will agree the lease and once finalised the property can be let for a family to move into asap.

12 Contact

- 12.1 Sian Bowen s.bowen@spelthorne.gov.uk

Background papers: None

Appendix 1 – External valuation Report

VALUATION REPORT ON:

Ashford Cemetery Lodge
Long Lane
Staines
TW19 7AD

Chatsworth House
29 Broadway
Maidenhead
Berkshire | SL6 1LY

01628 771221 |
kemptoncarr.co.uk
enquiries@kemptoncarr.co.uk

Name of client

Spelthorne Borough Council
Council Offices
Knowle Green
Staines
TW18 1XB

For the attention of: Asha Hunjan

Date of inspection

27th January 2025

Weather conditions

Sunny following rain

Our Reference

NH/Vals25/AshfordCemeteryLodge

Name of surveyor

Nathan Hall BSc(Hons) MRICS
RICS Registered Valuer

Valuation report summary



Property:	Ashford Cemetery Lodge, Long Lane, Staines, TW19 7AD
Location:	Residential road on the outskirts of Ashford and Staines
Description:	Three/four bed detached house with garden and parking
Planning use:	Residential
Tenure:	Assumed freehold
Valuation date:	27 th January 2025
Valuation basis:	Market Value
Market Value:	£550,000
Supported by Market Evidence:	Yes

1 Special instructions and assumptions

- 1.1 This Valuation Report has been prepared for internal transfer purposes.
- 1.2 The Market Value indicated within this report is dated 27th January 2025.
- 1.3 This Valuation Report has been prepared in accordance with our standard Conditions of Engagement – Residential Property and in accordance with the RICS Valuation – Global Standards 2024 and UK National Supplement.
- 1.4 In accordance with the RICS Valuation – Global Standards 2024 and UK National Supplement, we set out below the special and / or unusual assumptions made in accordance with your instructions during the preparation of this Report: -
 - 1.4.1 The property is undergoing refurbishment but is not yet complete. We have provided a valuation on the basis that it has been completed including finishing bathroom installations, electrics and removal of hoarding.
- 1.5 Within our report we have provided the following:
 - 1.5.1 A Market Value of the property on the assumption of vacant possession or on an investment basis.
- 1.6 In preparing our valuation here we have obtained what we consider to be adequate comparable valuation evidence to support the values provided.
- 1.7 There are no, or no further, special assumptions that would affect our valuation.
- 1.8 We confirm that a conflict of interest check has been carried out and confirm that no conflict exists.

2 Date and extent of inspection

- 2.1 Our inspection of the above property was made on 27th January 2025 when the weather was sunny following rain.
- 2.2 The property was inspected by Nathan Hall BSc (Hons) MRICS.
- 2.3 An inspection for valuation purposes was possible to all parts of the property valued herein. Please note there was no electricity in the building, with no lighting, and sight of the ground floor was limited.
- 2.4 At the time of inspection the property was vacant. We were provided access by Asha Hunjan.

3 Situation, communications and amenities

- 3.1 The property is located within Ashford Cemetery, although has its own dedicated access and is fenced/has a hedgerow between itself and the cemetery.
- 3.2 The surrounding properties are therefore either residential or comprise the cemetery.
- 3.3 The property is located off Long Lane which has direct access onto the A30 (London Road). This leads into Staines-upon-Thames to the west or into Feltham and Central London to the east.
- 3.4 Ashford centre is within walking distance, being approximately one mile to the south. It benefits from a good offering of retailers.
- 3.5 Staines is two miles to the west and has more comprehensive banking, retail and leisure facilities.
- 3.6 The property is also within close proximity of Heathrow.
- 3.7 Transport links are very good with the A30 leading onto the M25 and wider motorway network. Rail links are via Ashford mainline railway station which is within walking distance and benefits from regular services into Central London.

4 Description of property

- 4.1 The property comprises a three/four bedroom detached house laid over two floors. There is a drive with parking for two cars at the front and a rear garden.
- 4.2 Internally the property has been recently updated throughout, although works are not yet complete. For our valuation we have assumed that the works have been completed to a good standard.
- 4.3 During our inspection the kitchen and first floor bathroom had been installed. The ground floor bathroom had not yet been completed. At the time of the inspection all of the ground floor windows to the property had been boarded for security purposes. We noted that the windows have, in fact, been replaced, they are simply boarded over externally.
- 4.4 Internally the property has an entrance door leading to a living room, separate kitchen, two bedrooms and a bathroom. On the first floor there are two further bedrooms and family bathroom.
- 4.5 The ground floor has two bedrooms although one could arguably be a dining room.
- 4.6 Externally the property has a good sized garden.
- 4.7 The original property is believed to have been constructed in the 1950's. We estimate the property has an economic life in excess of 50 years, provided regular maintenance and repairs are carried out.

- 4.8 The property has an approximate site area of 0.047 ha (0.115 acres). The site area has been calculated on screen from Ordnance Survey information as issued by Edozo mapping systems.
- 4.9 The property sits on Long Lane which we believe to be an adopted highway. The property forms part of the Title SY789052 a copy of which can be found enclosed. The property itself is not yet registered. We attach a block plan which shows the extent of the house and the area that we have valued. This does not include the small brick building to the rear.
- 4.10 Legal enquiries should confirm that vehicular and pedestrian access rights are allowed at all times in perpetuity.

5 Construction

- 5.1 We have not arranged for an investigation to be carried out to determine whether or not high alumina cement concrete, calcium chloride additive or any other potentially deleterious or hazardous materials or techniques were used in the construction of this property or has since been incorporated, and we are therefore unable to report that the property is free from risk in this respect. For the purpose of this valuation we have assumed that such investigation would not disclose the presence of any such material to any significant extent.
- 5.2 The property is of an age whereby the use of asbestos containing materials in its construction cannot be ruled out. You are advised to obtain further advice upon the management of asbestos in premises and prior to considering the removal or modification of this material, we would refer you to the Health & Safety Executive's web site www.hse.gov.uk/asbestos.
- 5.3 The property is of traditional design and construction with cavity brickwork underneath clay pitched and clay tiled roofs.
- 5.4 The ground is solid and first floor is of suspended timber construction.
- 5.5 Windows and doors are of uPVC double glazed specification.
- 5.6 Heating is provided to the property via a gas fired boiler servicing radiators throughout.
- 5.7 All mains services are provided to the property.

6 Condition and state of repair

- 6.1 We have not carried out a building survey, nor have we inspected those parts of the property which are covered, unexposed or inaccessible and such parts have been assumed to be in good repair and condition. We cannot express an opinion about or advise upon the condition of uninspected parts and this Report should not be taken as

making any implied representation or statement about such parts. For the purposes of this valuation we have assumed that an inspection of those parts that have not been inspected would neither reveal material defects nor cause the Valuer to alter the valuation materially.

- 6.2 As noted above, we have assumed the property has been completed to a good standard and is in good condition throughout.

7 Accommodation

- 7.1 In accordance with the RICS Property Measurement 2nd edition, January 2018 all areas quoted herein have been calculated in accordance with IPMS 3B.
- 7.2 The accommodation briefly comprises:-

Description	Dimensions in Metres
Ground floor	
Lounge	3.92 x 3.65
Kitchen	2.87 x 4.17
Bathroom	2.55 x 1.97
Bedroom/Study	3.64 x 2.27
Bedroom	3.54 x 3.67
First floor	
Bedroom	3.58 x 3.66
Bedroom	3.65 x 3.34
Bathroom	3.11 x 2.87

- 7.3 The total size of the property is approximately 125.95 sq. m (1,356 sq. ft).
- 7.4 We have adopted a conversion multiplier of 10.764 between sq. m and sq. ft.

8 Tenure and tenancies

- 8.1 The property is not yet registered but we are valuing it on a freehold basis. We assume that full vacant possession will be available.
- 8.2 We have assumed that good title can be shown and that the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoing.

9 Environmental factors

- 9.1 We are unaware of any environmental factors affecting the property which could adversely affect its occupation in the future or be detrimental to the value. Legal enquiries should verify that the property complies with all statutory requirements.

10 Radon Gas

- 10.1 Radon gas is a naturally-occurring substance, particularly, but not exclusive, prevalent in areas with granite sub-strata. We are unable to confirm whether or not the site is affected by radon gas affecting the property or future occupants.

11 Flooding

- 11.1 From informal enquiries of The Environment Agency's website the property does not lie in a recognised flood plain. Legal enquiries should verify and confirm that all the necessary insurance policies are in place, if required.

12 Invasive species

- 12.1 There was no evidence of any Japanese Knotweed within the property or the immediate vicinity.

13 Energy Performance Certificates (EPC)

- 13.1 As from the 1st April 2018 there will be a requirement for any properties rented out in the private rented sector to normally have a minimum energy performance rating of E on an Energy EPC. The regulations will come into force for new lets and renewals of tenancies with effect from 1st April 2018 and for all existing tenancies on 1st April 2020. It will be unlawful to rent a property which breaches the requirement for a minimum E rating, unless there is an applicable exemption. A civil penalty of up to £4,000 will be imposed for breaches. There are separate regulations effective from 1st April 2016 under which a tenant can apply for consent to carry out energy efficiency improvements in privately rented properties.
- 13.2 This means investors could face significant improvement costs in order to rent a property which does not meet the minimum requirements. For the purposes of our valuation we have assumed that the property has an energy rating of E or better and it will not be affected by the changes in legislation in the future.
- 13.3 No EPC Certificate was made available during our inspection and there are none on the EPC register. For the purpose of this valuation we have assumed that the property would be an E or higher.

14 Contamination

- 14.1 Our enquiries have not revealed any contamination affecting the property or neighbouring property which would affect our valuation. However, should it be established subsequently that contamination exists at the property or on any neighbouring land or that the premises have been or are being put to any contaminative use, this might reduce the values now reported.

14.2 We found no evidence on site during our inspection to indicate that the property has ever been used for a contaminating use in the past. If however, solicitors' searches reveal that the site was previously under an ownership or a planning use considered likely to create chemical contamination, (e.g. asbestos production, petrochemical or paintworks), or that the site was used for the disposal of waste by land fill tipping this information should be referred back to us so that we can advise further.

15 Planning and use – planning consents and permitted use

15.1 We found no historic or active planning applications/consents that would affect our valuation.

15.2 Planning application reference 24/00681/HOU for the insulation of vehicular crossover was granted consent in August 2024. Again this does not affect our valuation.

15.3 Solicitors' enquiries should undertake all the required searches on the property and refer back to us so that we can comment upon the effect, if any, these may have upon our valuation.

16 Council tax

16.1 Our internet enquiry of the Valuation Office website reveals that the property is in Band B.

17 Market conditions and trends

December 2024: UK Residential Market Survey

Market conditions still reasonably solid to end the year but the recent macro environment presents headwinds moving forward

- Sales volumes improve slightly in December
- Buyer enquiries metric turns a little flatter, while respondents report a further increase in new instructions
- House prices now seen rising across all parts of the UK

The December 2024 RICS Residential Market Survey results point to the slightly brighter picture seen over recent months remaining in place, with most activity metrics still in modestly positive territory. That said, while near-term expectations are, for the time being, consistent with this trend being broadly sustained over the coming months, the macroeconomic environment looks to have turned more challenging of late. Indeed, the recent rise in bond yields along with other lending rates, if sustained, may prove to be a significant headwind moving forward.

During the final month of the year, a headline net balance of +5% of respondents cited an increase in new buyer enquiries. This is slightly down from the +11% reading registered in each of two previous months and does in fact mark the least positive return since July. As

such, the December figure is signalling a flatter trend now coming through in terms of buyer demand.

Notwithstanding this, respondents did report that the volume of agreed sales improved slightly over the month, evidenced by the net balance moving to +7% from a reading of +1% in November. Looking ahead, near-term sales expectations are mildly positive, albeit the latest net balance of +16% has been scaled back from readings of +19% and +29% submitted over the two months prior. Regarding the twelve-month outlook, a net balance of +37% of contributors foresee sales activity rising, broadly in-line with the results across the previous three months.

Looking at supply, the new instructions indicator posted a net balance of +14%, representing the sixth successive report in which this measure has been in positive territory. Alongside this, when compared to the equivalent period twelve months ago, the number of market appraisals undertaken appears to have levelled off recently, with the net balance now sitting in neutral territory at -3% (the softest reading since December 2023). Consequently, this may translate into a more subdued flow of new listings coming through in due course.

Turning to house prices, the survey's headline gauge posted a net balance of +28% in December, rising slightly from +24% last time. Moreover, this measure has now gathered momentum in each of the past five months, with all parts of the UK seeing prices move higher (to a greater or lesser degree). Leading the way, house price growth remains particularly strong in Northern Ireland and Scotland.

Moving forward, national house prices are expected to continue to rise at both the three and twelve month time horizons. In terms of the latter, a net balance of +53% of survey participants envisage prices climbing higher over the year ahead (at the headline level). When disaggregated, all areas exhibit firmly positive house price expectations for the coming twelve months.

In the lettings market, for the second month in a row, contributors noted a more or less flat picture for tenant demand (net balance -3% vs -2% previously). Again, while some of this may be reflecting seasonal patterns (given the monthly lettings series are not adjusted for this), it still marks the first period since 2020 in which the tenant demand indicator has fallen below zero. At the same time, landlord instructions continue to slip, with the latest net balance falling to -27% from -13% beforehand. As for rental prices, near-term expectations continue to point to an upward trend, with the net balance increasing to +37% from +29% previously.

18 Market evidence

18.1 The following comparable evidence has been used in the preparation of our report and in determining our opinion of the Market Value

19 Sales comparables

40 Orchard Way, Ashford
This detached three bedroom bungalow sold in August 2024 for £600,000. The property was generally well presented internally and benefitted from a good sized garden, drive and large garage. It had been extended to 1,413 sq. ft.
The property was in a similar location, less than 200 metres from the subject property. It sold for £425 psf. It would achieve a slightly higher price than the subject property benefitting from both a garage and a workshop.
1 Milton Gardens, Ashford
This three bedroom detached house sold in June 2024 for £465,000. The property comprised a more modern three bedroom detached house with a rear garden, parking and garage. It was presented in generally good order throughout. It totalled 982 sq. ft. including the garage. The property sold for £474 psf.
76 Desford Way, Ashford
This four bedroom semi-detached house sold in September 2024 for £590,000. The property was generally well presented internally and totalled 1,299 sq. ft. It benefitted from a drive to the front and good size rear garden and drive. The property was located in Desford Way, less than 100 metres from the subject property. The property sold for £454 psf.
1a Orchard Way, Ashford
This four bedroom semi-detached house sold in June 2024 for £620,000. The property was very well presented internally and benefitted from a drive, rear garden and outbuildings. It totalled 1,363 sq. ft. achieving £455 psf. The house was in Orchard Way, a short distance from the subject property. It would achieve a higher price than the subject property being finished to a higher standard with better garden and amenities.

20 Comparables Analysis and Valuation Commentary

- 20.1 Whilst the property has three bedrooms, only two are on the first floor. The front bedroom would likely be used as a study, rather than a bedroom.
- 20.2 The house is finished to basic standard, to a buy-to-let style finish. The comparables are finished to an owner/occupier standard which would command higher values.
- 20.3 The property has parking for at least two cars and a good sized garden to the rear.

20.4 We are mindful that the property is bordered on all sides by a cemetery that will deter some purchasers.

20.5 We have adopted a value of £550,000. This equates to £403 psf. This is on the lower side of the range, but reflects the basic finish, location within the cemetery and arguably not a standard four bedroom house.

20.6 When valuing this property we have utilised the “market approach” and have utilised our knowledge of transactions within the local area.

21 Material valuation uncertainty

21.1 In preparing our valuation here we have obtained what we consider to be adequate comparable valuation evidence to support the values provided.

22 Basis of valuation

22.1 This Valuation Report is prepared in accordance with the RICS Valuation – Global Standards 2024 and UK National Supplement.

22.2 The Basis of Valuation is:-

23 Market Value

23.1 We confirm that the Interpretive Commentary within defined in IVS 104 paragraph 30.1 has been applied when within our valuation, defined as:-

23.1.1 *The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm’s length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.*

24 Valuations

24.1 Market Value:

£550,000 (five hundred and fifty thousand pounds)

25 Legal enquiries

25.1 We strongly advise that Legal Enquiries must confirm the suitability of the following points and refer back to us if any are incorrect so we may amend our valuation accordingly.

25.2 Confirmation that the property will enjoy free and uninterrupted rights of vehicular and pedestrian access from Long Lane.

25.3 Local Searches should assess and verify the risk of flooding, contaminated land, radon and environmental concerns relating to the site.

25.4 Rights and obligations in respect of the boundary ownership and liabilities.

25.5 We are unaware of any adverse features affecting the subject property and for the purposes of this valuation have assumed that no such adverse features exist. If any adverse features are identified during solicitors' searches these should be notified to us as this may affect our valuation of the property.

25.6 We have assumed that a good title can be shown and that the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoings.

25.7 Legal enquiries should confirm the property is held freehold. If long leasehold it should be confirmed the length of lease, service charges and ground rents and that there is nothing within the lease that would affect our valuation.

26 Sources, extent and non-disclosure of information

We set out herein the nature and source of information relied upon when producing our valuation in regard to the following areas. Should any of this information be inaccurate our valuation may change:-

26.1 Tenure/Title – Assumptions made as not registered.

26.2 Planning consents – Internet based enquiry of Spelthorne Borough Council.

26.3 Tenancies – Valued on a vacant possession basis.

26.4 Planning proposals – Internet based enquiry of Spelthorne Borough Council.

26.5 Licences, Permits, Consents, Approvals or Certificates to Operate – We have not assessed any of these and assume current use of the property benefits from the relevant approvals.

26.6 Building Regulations – We have not undertaken any investigations to assess whether the property is compliant with current Building Regulations.

27 Third party reference

27.1 This Report is provided for the stated purpose and for the sole use of the named Client. It will be confidential to the Client and the Clients' professional advisers. The Valuer accepts responsibility to the Client alone that the Report will be prepared with the skill, care and diligence reasonably to be expected of a competent Chartered Surveyor and accepts no responsibility whatsoever to any party's other than the Client. Any such parties rely upon the Report at their own risk. Neither the whole nor any part of this Report, nor any reference to it, may be included in any published document, circular or statement, nor published in any way without the Valuer's written approval of the form

and context in which it may appear.

- 27.2 Neither the whole, nor any part of our report, nor any reference thereto may be included in any published document, circular or statement, or published in any way, with the valuer's written consent. Such consent is required whether or not Kempton Carr Croft is referred to by name and whether or not the contents of our report are combined with others. Such publication of, or reference to, the report may not be made unless it contains a sufficient contemporaneous reference to any Special Assumptions set out therein of departures from the RICS Valuation – Global Standards.
- 27.3 This report should not be assigned or transferred to any third party without our prior written consent. Any successor in title or assignee will be bound by the terms and conditions of our contract with the Client (including the liability cap) and any liability cap is in aggregate in respect of claims by the Client and third parties.

28 Status of the valuer

- 28.1 The valuer preparing this valuation is an External Valuer who has no current or presently foreseeable potential fee earning relationship concerning the subject property/properties apart from the valuation fee and who has disclosed in writing to you, the client, any present relationship, or a relationship within the past 2 years of receipt of the valuation instruction, with any of the interested parties and any previous involvement with the subject property/properties.
- 28.2 The valuer preparing this report has the knowledge, skills and understanding of the property and market in order to undertake the valuation competently.

29 Limitations on liability

- 29.1 Liability Cap: The Royal Institution of Chartered Surveyors (RICS) recommends the use of liability caps to members as a way in which to manage the risk in survey and valuation work. Our aggregate liability arising out of, or in connection with this valuation, whether arising from negligence, breach of contract, or any other cause whatsoever, shall in no event exceed £2,000,000 (Two Million Pounds). This clause shall not exclude or limit our liability for actual fraud, and shall not limit our liability for death or personal injury caused by our negligence.
- 29.2 Contracting entity: for the avoidance of doubt, this report is provided by us as a corporate entity and accordingly no director, member, employee or consultant of Kempton Carr Croft assumes any personal responsibility for it, nor shall owe a duty of care in respect of it. You agree that you will not bring any claim against any such individuals personally on connection with our services.
- 29.3 Proportionate liability: if you suffer a loss as a result of our breach of contract or negligence, our liability shall be limited to a just and equitable proportion of your loss having regard to the extent of responsibility of any other party, whether that shortfall arises from an agreement between you and them, your difficulty in enforcement, or any other cause.

29.4 Governing law and jurisdiction: our contract with you for the provision of this valuation is subject to English Law. Any dispute in relation to this contract, or any aspect of the valuation, shall be subject to the exclusive jurisdiction of the Courts of England and Wales, and shall be determined by the application of English Law, regardless of who initiates proceedings in relation to the valuation.

30 Certification

30.1 The valuation has been prepared in accordance with the RICS Valuation – Global Standards 2024 and UK National Supplement. During the preparation of our valuation we have made assumptions in regard to the property, which are set out within our Conditions of Engagement and these assumptions form an integral part of this report.



Nathan Hall BSc (Hons) MRICS

RICS Registered Valuer

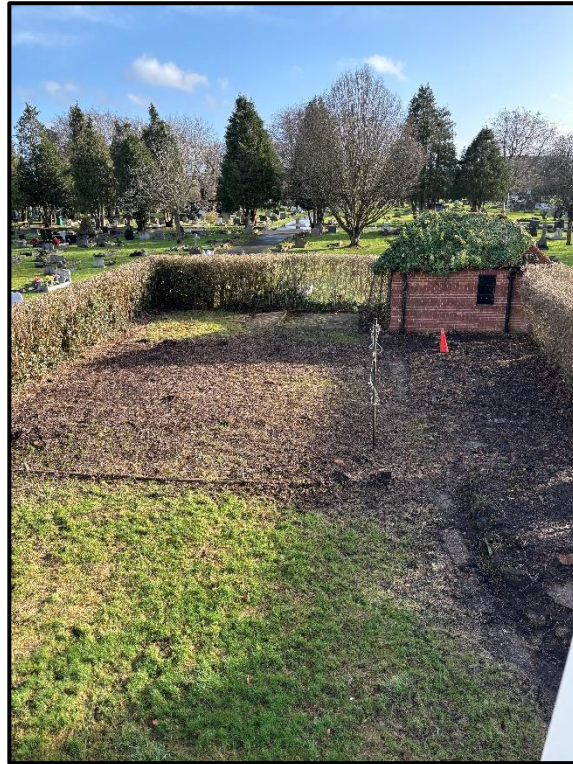
For and on behalf of Kempton Carr Croft

30 January 2025

Encl: Photographs
HMLR Plan
Block Plan of Property

PHOTOGRAPHS





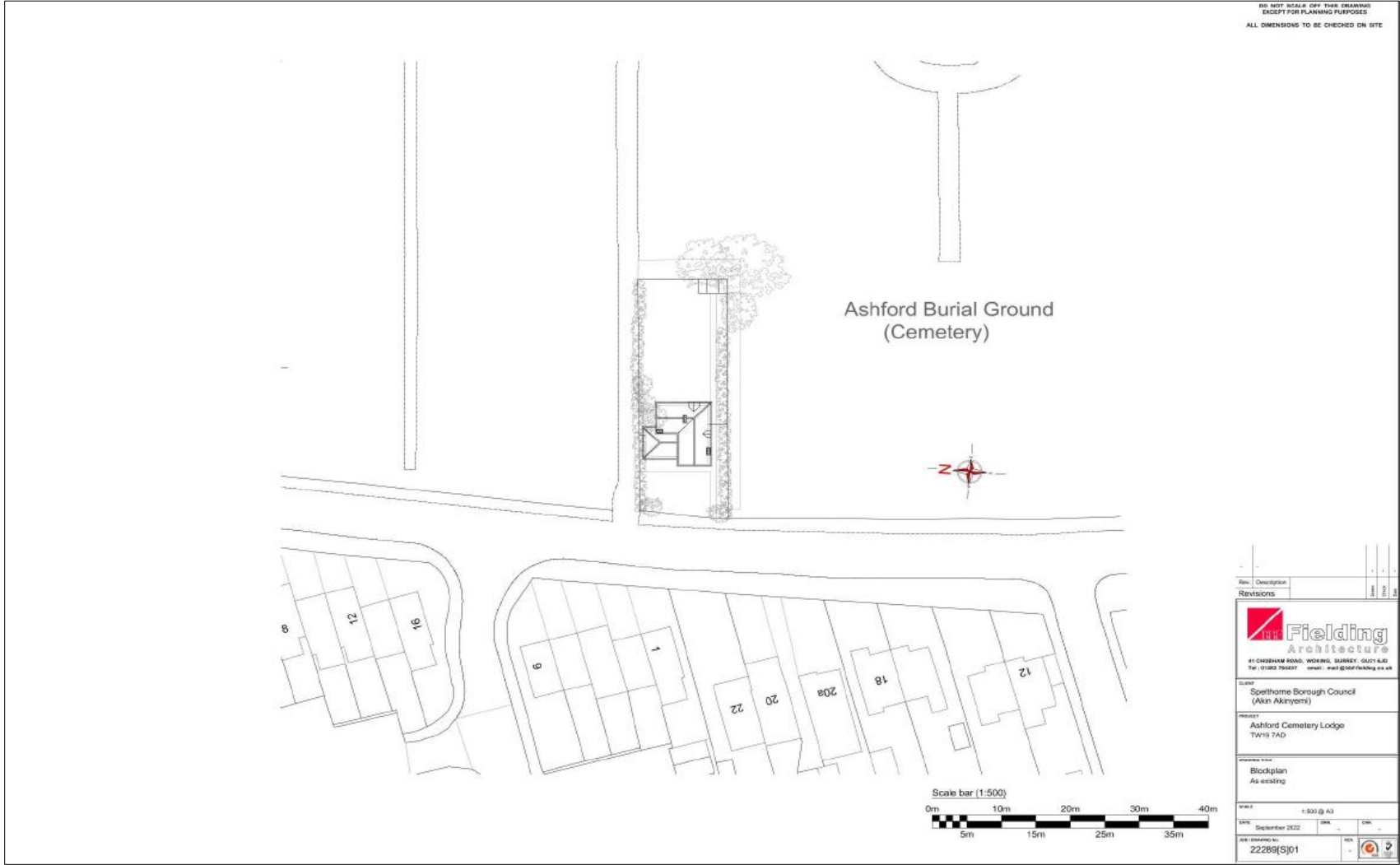




HMLR PLAN



BLOCK PLAN AS EXISTING



Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 1 May 2025 to 31 August 2025

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Commercial Assets Sub-Committee 28 04 2025 Corporate Policy and Resources Committee 12 05 2025	Asset Investment Strategy 2025/26 (including Amalgamated Business Plans)	Non-Key Decision	Private	Sian Bowen, Principal Asset Manager
Corporate Policy and Resources Committee 12 05 2025	2024-25 Budget Carry Forward Requests	Key Decision	Public	Ola Owolabi, Interim Chief Accountant
Corporate Policy and Resources Committee 12 05 2025	2024-25 Capital Outturn	Key Decision	Public	Ola Owolabi, Interim Chief Accountant
Corporate Policy and Resources Committee 12 05 2025	2024-25 Revenue Outturn	Key Decision	Public	Ola Owolabi, Interim Chief Accountant
Corporate Policy and Resources Committee 12 05 2025	Freehold disposal of Ashford Cemetery Lodge	Non-Key Decision	Public	Coralie Holman, Group Head - Assets
Corporate Policy and Resources Committee 12 05 2025	Local Authority Housing Fund (LAHF) Acquisitions	Key Decision	Confidential	Marta Imig, Housing Strategy and Policy Manager

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 12 05 2025	Second Home Premium	Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation, John Rogers, CS Principle NNDR Officer
Corporate Policy and Resources Committee 12 05 2025	Sundry Debt Write offs	Key Decision	Public	Terry Collier, Deputy Chief Executive, Sandy Muirhead, Group Head - Commissioning and Transformation
Corporate Policy and Resources Committee 12 05 2025	Use of Commuted Sums	Key Decision	Public	Marta Imig, Housing Strategy and Policy Manager
Corporate Policy and Resources Committee 07 07 2025	2024-25 Treasury Management Outturn	Key Decision	Public	Ola Owolabi, Interim Chief Accountant
Corporate Policy and Resources Committee 07 07 2025	Annual report for 24/25 KPIs	Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Corporate Policy and Resources Committee 07 07 2025	Appointment of Charity Trustees - Staines Parochial Charity	Non-Key Decision	Public	Karen Wyeth, Democratic Services Manager
Corporate Policy and Resources Committee 07 07 2025	Appointments to Outside Bodies 25-26	Key Decision	Public	Karen Wyeth, Democratic Services Manager

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 07 07 2025	Eclipse Leisure Centre Additional Spend	Non-Key Decision	Public	Coralie Holman, Group Head - Assets
Corporate Policy and Resources Committee 07 07 2025	Leisure Centre Rate Relief Application	Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Corporate Policy and Resources Committee 07 07 2025	Lloyds Bank Contract	Non-Key Decision	Private	Terry Collier, Deputy Chief Executive
Corporate Policy and Resources Committee 07 07 2025	Procurement Policies and Procedures	Key Decision	Public	Angie Cochrane, Corporate Procurement Manager
Corporate Policy and Resources Committee 07 07 2025	Update on Solar Canopy Project	Key Decision	Public	Timothy Snook, Sustainability Officer

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