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**Chief Executive**

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Our Ref: PGH/Cabinet  
Date: 7 November 2014

## Notice of Meeting

### CABINET

**Date:** Tuesday 18 November 2014

**Time:** 19.00hrs

**Place:** Goddard room, Council Offices, Knowle Green, Staines-upon-Thames

**PLEASE NOTE THE CHANGE OF ROOM FOR THIS MEETING ONLY**

<b>Members of the Cabinet</b>	<b>Cabinet member areas of responsibility</b>
R.L. Watts (Chairman)	Leader of the Council, Strategy and Human Resources
P. Forbes-Forsyth (Vice-Chairman)	Deputy Leader, Community Safety, Young People, Leisure and Culture
T.J.M. Evans	Finance
N. St. J. Gething	Economic Development and Fixed Assets
V. J. Leighton	Planning and Corporate Development
A. J. Mitchell	Environment (including Parks and Waste Management)
D. Patel	Parking services and ICT
J. M. Pinkerton OBE	Housing, Health, Wellbeing and Independent Living
J. R. Sexton	Communications and Procurement



## AGENDA

Description	Page Number
<b>1. Apologies for absence</b>	
To receive any apologies for non-attendance.	
<b>2. Minutes</b>	
To confirm the minutes of the meeting held on 30 September 2014.	1 - 7
<b>3. Disclosures of Interest</b>	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
<b>4. Petition on Heathrow airport</b>	
Councillor Leighton	8
<b>5. Recommendation of Cabinet Sub-Committee (to follow) - Key Decision</b>	
Councillor Gething	
<b>6. Treasury management half-yearly report</b>	
Councillor Evans	9 - 17
<b>7. Capital monitoring and projected outturn - 6 months' update</b>	
Councillor Evans	18 - 22
<b>8. Revenue monitoring and projected outturn - 6 months' update</b>	
Councillor Evans	23 - 35
<b>9. Parking fees and charges review</b>	
Councillor Patel	36 - 38
<b>10. Changing the name of a ward</b>	
Councillor Watts	39 - 41
<b>11. Review of Polling districts and places</b>	
Councillor Watts	42 - 43
<b>12. Laleham camping club - lease renewal</b>	
Councillor Mitchell	44 - 45

**13. Leader's Announcements**

To receive any announcements from the Leader.

**14. Issues for future meetings**

Members are requested to identify issues to be considered at future meetings.

**15. Urgent Items**

To consider any items which the Chairman considers as urgent.

## **Minutes of Cabinet**

**30 September 2014**

### **Present:**

Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy and Human Resources  
Councillor T.J.M. Evans, Cabinet Member for Finance  
Councillor N. Gething, Cabinet Member for Economic Development and Fixed Assets  
Councillor V.J. Leighton, Cabinet Member for Planning and Corporate Development  
Councillor T. Mitchell, Cabinet Member for Environment  
Councillor D. Patel, Cabinet Member for Parking services and ICT  
Councillor J.M. Pinkerton OBE, Cabinet Member for Housing, Health, Wellbeing and Independent Living  
Councillor J. Sexton, Cabinet Member for Communications and Procurement

**Apologies for absence:** Councillor P. Forbes-Forsyth, Deputy Leader and Cabinet Member for Community Safety, Young People, Leisure and Culture

**Councillors in attendance:** Councillor I.T.E. Harvey

### **2092. Minutes**

The minutes of the Cabinet meeting held on 15 July 2014 were agreed as correct.

### **2093. Disclosures of Interest**

There were none.

### **2094. Minutes and recommendations of the Local Plan Working Party**

Cabinet received the minutes of the meeting held on 3 September 2014.

**RESOLVED** that Cabinet notes the minutes and agrees the recommendations of the Local Plan Working Party as follows:

- To commence the preparation of a new Local Plan for the Borough.
- That Officers report back as early as possible on a proposed outline timetable/work programme and resource implications.
- To fully co-operate with other Surrey Districts on strategic planning issues and to a Memorandum of Understanding (Appendix E).
- As part of the Duty to Co-operate, to progress housing market assessment work with Runnymede and other authorities as required.
- To publish the Planning Monitoring Report 2014 subject to amendment to Table 1 and any other minor factual corrections.

**2095. Capital monitoring April to July 2014**

Cabinet considered a report on the actual capital spend covering the period April to July 2014.

**RESOLVED** that Cabinet notes the report.

**2096. Revenue monitoring April to July 2014**

Cabinet considered a report on the actual revenue spend covering the period April to July 2014.

**RESOLVED** that Cabinet notes the report.

**2097. \*Development of a Housing Strategy for Spelthorne Borough Council**

Cabinet considered a report on the proposed three strategies, i.e. housing strategy – private sector strategy – homelessness strategy, which will comprise the complete Housing Strategy for Spelthorne Borough Council.

**RESOLVED TO RECOMMEND** that Council adopts the final strategies.

**Reason for the decision:**

Cabinet noted the need to increase the supply of new homes in the Borough and to improve the tenure mix, especially through the provision of more private rented accommodation.

**2098. \*Capital funding for housing opportunities**

Cabinet considered a report on a potential opportunity to secure a number of temporary and private sector properties in the Borough.

**RESOLVED TO RECOMMEND** that Council:

- Authorises officers to continue negotiations with Thames Valley Housing for housing opportunities on the Crooked Billet site.
- Agrees, in principle, to spend £500,000 of commuted sum funding on the Crooked Billet/Thames Valley Housing project.
- Agrees, in principle, and subject to full development of the business case, including evaluation advice, to a supplementary capital estimate of £500,000

**Reason for the decision:**

Cabinet noted the housing situation in the Borough with a lack of temporary and private sector housing.

**2099. Employment monitoring**

Cabinet considered a report giving a snapshot of the Spelthorne workforce and employment monitoring data as at 1 April 2014 and updated on 1 August 2014.

**RESOLVED** that Cabinet notes the report.

## **2100. Recovery Policy for Spelthorne Borough Council**

Cabinet considered a report on the revised Recovery policy for the Borough.

**RESOLVED** that Cabinet accepts the recommendations in the revised Recovery policy

- To ensure a professional, consistent and timely approach to recovery action across the section.
- To promote a coordinated approach towards sharing debtor information and managing debts owed to the Council.

### **Reason for the decision:**

Cabinet noted that the policy includes good practice principles which should strengthen the Council's recovery of debt.

## **2101. \*Request for delegated authority for Environmental Health**

Cabinet considered a report on a request for amendments to the Council's scheme of delegations for Environmental Health officers (EHOs).

**RESOLVED TO RECOMMEND** that Council adopts the amendments to the current delegations to EHOs.

### **Reason for the decision:**

Cabinet noted that the current delegations to EHOs were last amended in April 2012 and that there have been changes in legislation since then.

## **2102. Leader's Announcements**

The following are the latest service updates from various Council departments:

Spelthorne Council's efforts to create a clean, green and colourful borough were recognised at this year's prestigious South & South East in Bloom Awards held on 17 September. The ever-popular Sunbury Walled Garden claimed the top-spot, receiving a Gold award and being declared overall winner in the Small Park category. Staines Cemetery gained a Silver Gilt award and was voted Best Small Cemetery in the South East. Sunbury Cemetery also picked up a Silver Gilt award.

Work has been carried out to lower a section of raised river bank along Sweeps Ditch in Staines Park. This will offer some additional flood resilience for properties on Gordon Close which back onto Sweeps Ditch.

Staff at the Fordbridge Community Centre in Ashford have raised over £1500 for Help for Heroes.

The Independent Living team hosted a stall at the recent Spelthorne Assembly. There was a lot of interest and many visitors spoke to the staff and took away leaflets.

The Environmental Health and Spelthorne Locality teams went the extra mile recently when they tracked down relatives of WW2 veteran, Edwin Tucker, who had received a public burial. This enabled the family to fulfil Mr Tucker's dying wish of having his ashes scattered on Sword Beach in Normandy.

Spelthorne Council, along with Surrey County Council and Recoup, have won a funding bid from WRAP for a project to study, measure and compare different methods of improving plastics recycling rates. The study will take place over the next few months in Stanwell and Sunbury Common and will trial three different methods for encouraging residents to recycle more. The Council is also supporting the Pledge4Plastics campaign, a new government backed initiative created to increase the collection of plastic.

The increasingly-popular Spelthorne Assembly was held on 19 September. A wide variety of more than 80 stands ranged from the emergency services and frontline public services, to dozens of voluntary, community and faith organisations as well as the business sector. Headline speaker was Dr Vince Cable, MP, addressing issues of economic development in the Borough and beyond. The popular Make It Happen section saw four bids put forward to win £1,000 grant money. The winner was Dramatize, a theatre group for people with learning disabilities.

Staines-upon-Thames Magistrates dismissed an appeal by taxi driver, Ahmad Jamali, against Spelthorne Council's decision to revoke his license in January this year.

Spelthorne Council is consulting on changes to Ashford multi-storey car park and is asking whether the site should be used for housing, shops or alternative parking; or whether there are any particular services or facilities residents would like to see provided. All ideas are welcome. The consultation ends Friday 17 October.

Following the introduction of Individual Electoral Registration (IER), Spelthorne residents are being urged to complete their online electoral registration if they received notification that they need to do so. Anyone who received a letter telling them they were not transferred to the new system is being asked to take action.

Spelthorne Council is appealing to local businesses to help fund this year's Christmas lights in Staines-upon-Thames. Spelthorne Council announced last year that it would spend £10K to fund the purchase of new Christmas lights for the town centre; responsibility for finding the cost of the installation, maintenance and storage of the lights (estimated to be £7K) would rest with local businesses. Cllr Colin Davis is hoping to establish a Retail Forum which will give local retailers the opportunity to discuss all matters regarding the town centre, including Christmas lights.

Spelthorne Council is launching a series of art competitions for Spelthorne school children to mark the centenary of World War One. The competition will run annually until 2018 with each year having a different creative category - art, short story, photography and poetry – all themed around World War One.

The Council Tax collection rates (cumulative) up to end August:-

- Council Tax: 54.8% (54.9% sply)
- Business Rates: 48.89% (53.57% sply)
- Council Tax Support: 39.8% (30.4% sply)

The Recovery partnership with Elmbridge ended at the beginning of September following the departure of Spelthorne's Recovery Manager.



Interviews for the positions of Recovery Manager and Revenues and Customer Service Operational Manager have been arranged for 29 and 30 September.

From next month the Housing Benefits team will receive earnings data from the DWP which will enable them to more accurately administer Housing Benefit payments.

The new Housing Options team leader post comes into effect on 14 October.

Work is continuing in the Spelthorne Community Garden and two gardening and woodcarving workshops have been held for students at Hawkedale Infants School in Sunbury-on-Thames. The young people learnt about different plants and how to care for them and also tried their hand at carving a new wooden welcome sign for the garden.

Sunbury Leisure Centre has been rated as excellent in the recent QUEST assessment which puts the facility among the best in the country in terms of industry standards and good practise. QUEST is the UK's Quality Scheme for Sport and Leisure.

Seventeen bids from a mix of nationally recognised house builders and others have been received for the development of Bridge Street car park and are currently being evaluated. A report will be presented to Cabinet on 18 November to agree the preferred developer.

A flat located above the pavilion in Staines Park has been renovated by Spelthorne Council to provide new housing for residents in need of temporary accommodation and a tenant has moved in. Another pavilion flat located in Long Lane Rec in Stanwell was also renovated by the Council earlier this year. A2Dominion Housing will manage the properties on behalf of the Council.

A report has been submitted to Cabinet regarding the adoption of three draft housing policies (Housing Strategy, Private Sector Strategy, and Homelessness Strategy). If agreed, consultation with the community would be followed by adoption of the final strategies at full Council on 23 October.

The Communications team recently commissioned MEL Research to carry out telephone surveys to find out what residents think about Spelthorne's services and the Borough in general. The survey will soon be coming to the end and the Council would like to thank those residents who took part and the results will be published as soon as possible.

Cllr Jean Pinkerton was interviewed by Brooklands Radio on Wednesday 17 September. She spoke on a range of topics including housing, community centres and flooding.

To assist with planning communications activity, departments (via their Web Librarians) are being asked to fill in the monthly publicity planner which can be found on SpelNet. This helps the Communications team to support departments and identify potential clashes.

We continue to see steady increases in the numbers of residents subscribing to our social media channels and newsletter. Current figures are as follows:-

Enews: 758 (+60 vlm)

Twitter: 1964 followers (+28 vlm)

Facebook: 544 followers (+22 vlm)

The Communications team is working to update the Council's web pages in readiness for the annual SOCITIM review.

### **2103. Issues for Future Meetings**

There were none.

### **2104. Urgent items**

There were none.

### **NOTES:-**

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.***
- (2) ***Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) ***Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) ***To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) ***When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-***  
***Outline their reasons for requiring a review;***
  - ***Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***
  - ***Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
  - ***Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) ***The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 7 October 2014***





Dear Mr McLuskey

## Petition regarding Heathrow

I refer to the petition that you sent to the Council which requested:

*In the light of the published plans by Heathrow Airport, we the undersigned support the continuation of a better not bigger Heathrow, and expect that Spelthorne Council will – at all times –*

- *Have the welfare of Spelthorne residents as top priority*
- *Take all necessary steps to ensure the continued health and safety of the people in the north of the Borough, in particular those in Stanwell and Stanwell Moor.*

*Additionally we urge the Council to oppose Heathrow's recently published plans (including most recent revisions) for Stanwell and Stanwell Moor, in particular the proposal to create:*

- *A flood pit on the recreation ground in Stanwell Moor*
- *A giant car park on Stanwell Quarry*
- *An incinerator in Bedfont Road*

The Airports Commission is currently considering proposals for an additional runway for the south east. It will shortly be consulting further on its three options which involve two at Heathrow and one at Gatwick. Its final report is due in mid-2015.

The Council supports the principle of a new runway at Heathrow on economic grounds but at its extraordinary meeting on 16 January 2014 made clear it would work with all appropriate parties to secure proposals which best mitigated the environmental and other impacts whilst seeking to secure the best outcome for local residents.

Heathrow Airport Limited (HAL) has produced outline proposals including a indicative master plan which has prompted your petition. On Wednesday 29 October HAL published a revision to that master plan showing revised proposals for a 'balancing pond' at Stanwell Moor, reduced car park at Stanwell and alternative site for an energy from Waste plant to be located north of Colnbrook. The proposal also includes significant further environmental and open space enhancements. Details are shown on the HAL web site <http://mediacentre.heathrowairport.com/Press-releases/Heathrow-uses-local-community-views-to-further-improve-expansion-plan-a21.aspx>.

These changes have arisen from this Council's on going engagement with HAL in pursuit of its commitment in January to seek to secure the best outcome for local residents.

John Brooks BSc, Dip TP, DMS, MRTPI, MCI  
 Head of Planning and Housing Strategy  
 Spelthorne Borough Council  
 Council Offices  
 Knowle Green  
 Staines  
 TW18 1XB



**Cabinet****18 November 2014**

<b>Title</b>	Treasury Management Half-Yearly Report 2014-15		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Ryan Maslen		
<b>Cabinet Member</b>	Councillor Tim Evans	<b>Confidential</b>	No
<b>Corporate Priority</b>	Value for money Council		
<b>Cabinet Values</b>	Accountability		
<b>Recommendations</b>	<b>Cabinet is asked to note the treasury position achieved during the first six months of 2014-15 and the financial environment in global markets.</b>		

**1. Key issues**

- 1.1 Treasury Management is “the management of the Council’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
- 1.2 The Council has adopted the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management Code of Practice 2011 which includes the requirement for determining a treasury strategy for financing and investing activity for the forthcoming year. Consequently the Council’s policy was reviewed and approved by Cabinet in January 2014 and has been consistently applied since then.
- 1.3 This report is an interim statement of treasury activities for the first six months of the financial year, to the end of September 2014. The Council has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. This report covers treasury activity and the associated monitoring and control of risks.
- 1.4 The report highlights a positive performance with budget predicted to be outperformed for the year by £150k.

**Strategy for the year**

- 1.5 The overall treasury policy objective is the prudent investment of treasury balances. It is our aim to achieve the maximum return commensurate with proper levels of security and liquidity.

- 1.6 The Council seeks professional advice from Arlingclose and closely adheres to the advice set out in the Department for Communities and Local Government (DCLG) guidance. Given Spelthorne's dependency on investment returns to balance the budget, the Council's investment strategy is also kept under constant review and regular quarterly review meetings are held with Arlingclose, the Council's treasury advisors. All investment and borrowing decisions are made in consultation with our advisors.
- 1.7 The credit quality of counter-parties (issuers and issues) and investment instruments is assessed by reference to credit ratings issued by Fitch, Moody's and Standard and Poor's. The Council's counter-party credit policy is based on creditworthiness criteria recommended by our advisors and is reviewed on an ongoing basis to ensure that risk to the Council of counter-party defaults remains low.

### **Compliance with Treasury Limits**

- 1.8 During the first six months of the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement, and the annual Treasury Management Strategy Statement and Annual Investment Strategy approved by Council in January 2014.

### **Economic Background**

- 1.9 The recent strong performance of the UK economy continued with output growing at 0.8% in Q1 2014 and at 0.9% in Q2. The services sector once again grew strongly. On the back of strong consumption growth, business investment appeared to be recovering quickly, albeit from a low base.
- 1.10 Growth is now estimated to be 2.7% above its pre-recession peak in Q1 2008, with the general theme being that the recession was not as deep and the recovery was earlier than initially estimated.
- 1.11 The labour market continued to improve, with strong employment gains and the headline unemployment rate falling to 6.2%. However, earnings growth remained very weak, rising just 0.6% for the three months May-July 2014 when compared to the same period a year earlier. The growth in employment was masked by a large number of zero-hour contracts and involuntary part-time working.
- 1.12 The MPC made no change to the Bank Rate of 0.5% and maintained asset purchases at £375bn. However, there was a marked shift in tone from the Bank of England's Governor and other MPC members, with a warning that interest rates might rise sooner than financial markets were expecting. The MPC emphasised that when the Bank Rate did begin to rise, it was expected to do so only gradually and would likely remain below average historical levels for some time to come.
- 1.13 The Bank's Financial Policy Committee also announced a range of measures to cool the UK's housing market to avert the potential of spiralling house prices derailing a sustainable economic recovery.
- 1.14 Despite the positive signs throughout the UK economy, it should also be noted that there will be a general election next year which may lead to



uncertainty in a number of areas, including the UK's continued membership of the European Union. This may well impact on market confidence.

- 1.15 Eurozone inflation continued to fall towards zero, and there was mounting evidence the recovery was losing pace. The European Central Bank lowered its official benchmark interest rate from 0.15% to 0.05%.
- 1.16 There was no change from the US Federal Reserve as the central bank kept policy on its current track with a reduction in asset purchases by \$10 billion per month. The US economy rebounded strongly in Q2 with annualised growth of 4.6%.

## **2. Options analysis and proposal**

### **Borrowing Activity to 30<sup>th</sup> September 2014**

- 2.1 At 30th September 2014, the Council had no outstanding short term borrowings. Activity in this area is limited and is currently restricted to meeting daily cash flow requirements. However, short term borrowing may occur during February and March when levels of Council Tax and Business Rate instalments reduce.

### **Investment Activity to 30<sup>th</sup> September 2014**

- 2.2 The ability to maximise interest returns is paramount to generate sufficient funds to support the General Fund. The Council have therefore in consultation with Arlingclose made a number of additional investments in 2014/15 to date; an additional sum into the CCLA property fund, a variable rate bond and a fixed term deposit.
- 2.3 As at 30th September 2014, the Council's investment portfolio was a total of £23.15m and a breakdown of the investments is attached as **Appendix A**. The availability of funds for investment is dependent upon the timing of precept payments, receipt of grants and progress on the capital programme. Consequently the core cash balance available for longer term investment is £16m and the bulk of other funds, £7.15m in the table in Appendix A, are only available on a temporary basis pending cash flow activities.
- 2.4 The core investment portfolio of £16m now includes £8.5m in pooled equity, bond and property funds and a list of the individual investments and their current performance is detailed in **Appendix B**.

### **Investment Performance Monitoring**

- 2.5 All investment performance is monitored on a monthly basis. The original estimate for net investment income to be credited to the General Fund in 2014/15 was £335,300. This reflected the Council's investment in pooled funds and the growing importance of these since the introduction of the Bank of England's Funding for Lending Scheme. The interest rates available to the Council on call accounts has been reduced significantly as banks have been able to obtain cheaper funding directly from the Bank of England.
- 2.6 As at 30th September 2014 the total net investment income earned to date was £191,000 of which £153,500 was from pooled funds. These investments were specifically purchased to replace the income lost when the Council's European Investment Bank (EIB) Bonds, which had been earning around 4%, matured. The figures in Appendix B illustrate that this objective has been broadly achieved.

- 2.7 Assuming that cash rates do not fall any further and pooled fund dividends remain at their current levels, the outturn for the full year is estimated to be £485,300, an over recovery of £150,000. Action will be taken wherever possible to maximise this by taking advantage of enhanced deposit rates that may be available.
- 2.8 The average annualised rate of return for the first six months is 1.83%. This is 0.32% higher than for the equivalent period last year and 1.32% above the benchmark 3 month LIBID rate of 0.51% as at 30th September. This outperformance is due to the Council's current pooled funds and bond investments and also taking advantage of enhanced market rates for deposits whenever possible.

### **Conclusions and Outlook for 2015/16**

- 2.9 The investment strategy is kept under constant review so that the Council can adapt quickly to the constantly changing environment. The Council continues to be proactive in seeking ways of maintaining and improving current levels of return against a very challenging global investment environment.
- 2.10 Arlingclose believes that Bank Rate will remain at 0.50% until quarter three of 2015 and cash rates for deposits are likely to remain at historically low levels for the foreseeable future.
- 2.11 Arlingclose provides a monthly update of the credit ratings of major financial institutions. Counterparty credit quality is assessed and monitored with reference to the rating agencies Fitch, Moody's and Standard and Poor's; credit default swaps; GDP of the country in which the institution operates; the country's net debt as a percentage of GDP; sovereign support mechanisms and potential support from a well-resourced parent institution and share price. This information is used for reference and decision making purposes and will continue to be monitored closely.
- 2.12 The full list of approved investment instruments is attached as Appendix C and this reflects the application of the creditworthiness criteria recommended by the Council's advisors, Arlingclose.

### **Proposals**

- 2.13 Diversifying part of the portfolio into pooled investment funds has been beneficial to our returns and should help maintain overall investment returns into the future. These investments will also enable the Council to diversify the assets and underlying risk in the investment portfolio and should provide the potential for enhanced returns.
- 2.14 The Council is also considering the potential of investing in local businesses via Funding Circle, a peer to peer lender. Any investment would be made in full consultation with our advisors and should also be viewed from the perspective of economic development within the local area by lending to established profitable businesses who are finding it difficult to obtain funding from banks.
- 2.15 These types of investments can generate higher returns but risk is significantly higher than with larger banks and institutions. Consequently, the level of investment would be very limited in cash terms and also to geographical area, specifically with businesses in the Surrey area.

- 2.16 In order to realise potential income generating asset related opportunities it may be necessary for the Council to borrow if there is a robust business case (it is likely that borrowing costs would be at a lower rate than would be the investment return rate on our core investments which would be forgone if we drew down investments). The Council is therefore having preliminary discussions with Arlingclose to develop a potential borrowing strategy.

### **3. Financial implications**

- 3.1 The financial implications are as set out in this report. The ability to maximise interest returns is paramount to generate sufficient funds to support the General Fund and even a small move in interest rates can mean a significant reduction in cash returns. Therefore, it is our aim to continue to maintain flexibility commensurate with the high level of security and liquidity and minimal risk when making investment decisions.
- 3.2 The Council has recently completed a re-tendering exercise in conjunction with two other Surrey Councils to award a new banking contract. This was triggered by the Council's current bankers, the Co-Operative Bank plc revising its strategy to withdraw completely from the provision of banking services to local authorities. Lloyds Bank plc has been appointed to provide banking services for the Council for the next seven years. This has delivered ongoing revenue savings. An implementation project plan is now in place to ensure smooth transition to the new arrangements.

### **4. Other considerations**

- 4.1 The Council fully complies with best practice as set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities, the Department for Communities and Local Government (DCLG) Guidance on Investments issued in March 2004 and the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management in the Public Sector 2009 and Cross Sectional Guidance Notes.
- 4.2 Nothing in the Council's current strategy is intended to preclude or inhibit capital investment in local projects deemed beneficial to the local community and which have been approved by the Council.

### **5. Timetable for implementation**

- 5.1 Treasury management is an ongoing activity and normally there is no specific timetable for implementation.

**Background papers:** There are none

**Appendices:** Appendices A – C are attached

## Appendix A

**Details of Investments Held as at 30<sup>th</sup> September 2014**

<b>Investment Type</b>	<b>Amount £m</b>	<b>Yield %</b>	<b>Start Date</b>	<b>Maturity Date</b>
<u>Pooled Investment Funds</u> (see Appendix B for details)				
Charteris Elite Equity Income	1.0	5.00*	11 May 2012	N/A
Cazenove UK Corporate Bond	1.5	4.00*	11 May 2012	N/A
M&G Strategic Corporate Bond	1.5	3.00*	30 May 2012	N/A
M&G Global Dividend	1.0	3.00*	27 Jun 2012	N/A
Schroders Income Maximiser	1.0	5.00*	06 Jul 2012	N/A
CCLA Property Fund (LAMIT)	1.5	4.00*	31 Mar 2013	N/A
CCLA Property Fund (LAMIT)	1.0	4.00*	30 Apr 2014	N/A
<b>Total</b>	<b>8.5</b>	<b>3.94*</b>		
<u>Variable Rate Bonds</u>				
Yorkshire Building Society	1.0	0.92	09 Apr 2014	23 Mar 2016
<u>Fixed rate Deposits (short term)</u>				
Barclays Bank	1.5	0.85	01 Aug 2013	01 Aug 2014
Lloyds/Bank of Scotland	1.0	0.95	03 Sep 2013	04 Oct 2013
Nationwide Building Society	1.0	0.97	03 Dec 2012	03 Dec 2013
Nationwide Building Society	1.0	0.69	02 Aug 2013	02 Feb 2014
Lloyds/Bank of Scotland	1.0	0.73	15 Feb 2013	15 Aug 2014
Standard Chartered CD	1.0	0.65	04 Aug 2014	04 Feb 2015
<b>Total</b>	<b>6.5</b>	<b>0.81</b>		
<b>Total - Core Investment Portfolio</b>	<b>16.0</b>	<b>2.48</b>		<b>Average</b>
<u>Cash Flow Investments</u>				
Santander Call Account	1.8	0.40		Instant Access
Goldman Sachs MMF	1.85	0.37		Instant Access
Svenska Handelsbanken	1.85	0.44		Instant Access
UK Debt Management Office	1.65	0.25		Various Oct 14
<b>Total</b>	<b>7.15</b>	<b>0.37</b>		
<b>Total Investments at 30.9.14</b>	<b>23.15</b>	<b>1.83</b>		<b>Overall Average</b>

\* Yields on pooled funds are approximate

## Appendix B

**Pooled Funds as at 30<sup>th</sup> September 2014**

<b>Fund</b>	<b>Date of Purchase</b>	<b>Investment £</b>	<b>Dividends Received to 30/9 £</b>	<b>Annualised Dividend Yield £</b>	<b>Capital Gain at 30/9 £</b>	<b>Total Return at 30/9 £</b>
Charteris Elite Income Fund	11/05/12	1,000,000	20,285	4.06%	- 41,362	- 21,077
Schroders UK Corporate Bond Fund	11/05/12	1,500,000	34,636	4.62%	95,775	130,410
Schroders Income Maximizer Fund	06/07/12	1,000,000	30,016	6.00%	212,703	242,719
M&G Strategic Bond Fund	30/05/12	1,500,000	16,758	2.23%	134,185	150,943
M&G Global Dividend Fund	27/06/16	1,000,000	23,828	4.77%	286,322	310,149
CCLA Property Fund (LAMIT)	31/03/13	1,500,000	20,111	2.68%	233,108	253,219
CCLA Property Fund (LAMIT)	30/04/14	1,000,000	7,856	1.57%	- 10,423	- 2,567
<b>Value 30/9/14</b>		<b>8,500,000</b>	<b>153,489</b>	<b>3.61%</b>	<b>910,307</b>	<b>1,063,796</b>

**Pooled Fund Performance to 30<sup>th</sup> September 2014**

The Capital appreciation of these investments as at 30/9/14 equates to 10.71%. However, capital gains and losses may fluctuate throughout the period the investments are held. Any gains would only be realised when the funds are sold.

Dividends are received at various times during the year and some are paid quarterly and other half yearly. The income yield as at 30/9/14 is 1.81% and the estimated annualised income yield on these funds is expected to be in the region of 3.6%.

## Appendix C

### Specified Investments

All such investments will be sterling denominated, with maturities of up to a maximum of one year. These investments must also meet the minimum high rating criteria and may be used in house or, if applicable, by fund managers. The maximum investment terms and amounts permitted per counterparty are set out in the table below:

<b>Investment Type/Counterparty</b>	<b>Minimum Credit Criteria (see below*)</b>	<b>Maximum Term</b>	<b>Maximum Sum</b>
Deposits with UK Debt Management Office (DMO)	Government backed	No limit	No limit
Deposits with other local authorities, including Police Authority etc.	High security but not usually credit rated	1 year	£2m
Deposits and Certificates of Deposit with UK and overseas banks and UK building societies	Long Term A- (see below*), and in consultation with treasury advisors	1 year	£2m
UK Government Gilts	Government backed	No limit	No limit
UK Treasury Bills	Government backed	No limit	No limit
Deposits with Money Market Funds ** see below	AAA	1 year	£2m
Investments with Registered Providers including Housing Associations	Long Term A- (see below*), and in consultation with treasury advisors	1 year	£2m
Forward deals and fixed term deposits with variable interest rates and variable maturities, including callable deposits in UK banks and building societies.	Long Term A- (see below*), and in consultation with treasury advisors	1 year	£1m

**\*Counterparty credit quality is assessed and monitored with reference to:**

- Credit Ratings (the Council's minimum long term counterparty rating of A-, or equivalent, across Fitch, Standard and Poor's and Moody's)
- Credit default swaps (CDS)
- GDP of the country in which the institution operates
- Country's net debt as a percentage of GDP
- Sovereign support mechanisms
- Potential support from a well-resourced parent institution
- Share price

\*\* Money Market Funds – EU regulatory proposals may stop these funds being credit rated in future. Should this happen during 2014/15, these investments would have to move to the non-specified investment category.

## Appendix C continued

### Non-Specified Investments

All such investments will be sterling denominated and a maximum of 100% will be held in aggregate in non-specified investments with a maturity exceeding one year. These investments must also meet the minimum high rating criteria and may be used in house or, if applicable, by fund managers. The maximum investment terms and amounts permitted per counterparty are set out in the table below:

<b>Investment Type/Counterparty</b>	<b>Minimum Credit Criteria (see below*)</b>	<b>Maximum Maturity Period</b>	<b>Maximum Sum</b>
Deposits with other local authorities, including Police etc.	High security but not usually credit rated	3 years	£2m
UK Government Gilts	Government backed	No Limit	No Limit
Deposits and Certificates of Deposit with UK and overseas banks and UK building societies	Long Term A- (see below*), and in consultation with treasury advisors	2 year	£2m
Bonds issued by multilateral development banks including European Investment Bank, World Bank etc.	AAA and Government backed	10 years	£5m
Forward deals and Fixed term deposits with variable interest rates and variable maturities, including callable deposits.	Long Term A- (see below*), and in consultation with treasury advisors	2 year	£1m
Pooled Funds and Collective Investment Schemes, including property and equity funds, meeting the criteria in SI 2004 No. 534 and subsequent amendments.	Not Credit Rated As recommended by treasury advisors (see below)	10 Years	£3m
Investments including covered bonds with Registered Providers/Housing Associations	Long Term A- (see below*), and in consultation with treasury advisors	5 years	£1m
Corporate bonds including covered bonds	Long Term A- (see below*), and in consultation with treasury advisors	5 years	£1m

**\*Counterparty credit quality is assessed and monitored with reference to:**

- Credit Ratings (the Council's minimum long term counterparty rating of A- ,or equivalent, across Fitch, Standard and Poor's and Moody's)
- Credit default swaps (CDS)
- GDP of the country in which the institution operates
- Country's net debt as a percentage of GDP
- Sovereign support mechanisms
- Potential support from a well-resourced parent institution
- Share price





**Cabinet****18 November 2014**

<b>Title</b>	Capital monitoring – 6 months' update		
<b>Purpose of the report</b>	To note and make a decision		
<b>Report Author</b>	Adrian Flynn		
<b>Cabinet Member</b>	Councillor Tim Evans	<b>Confidential</b>	No
<b>Corporate Priority</b>	Value for money Council		
<b>Cabinet Values</b>	Accountability		
<b>Recommendations</b>	<b>Cabinet is asked:</b> <ul style="list-style-type: none"> <li>• To note the current spend position, and</li> <li>• To approve a supplementary estimate for Stanwell skate park.</li> </ul>		

**1. Key issues**

- 1.1 Attached as Appendix A & B is the actual spend to date on capital covering the period April to September 2014.
- 1.2 For the period ending September 2014, capital expenditure including commitments was £345k (40%) of the original budget and (28%) of the revised budget.
- 1.3 The projected outturn shows that we are anticipating to spend £1.111m which represents (89%) of the revised budget.
- 1.4 The difference between the original budget and the revised budget is £385k. This consists of £218k of carry forwards from 2013/14 and £167k of supplementary estimates.
- 1.5 Transactions involving all projects are reviewed on a regular basis throughout the year to ensure that they meet the definition of capital expenditure as required by our external auditors KPMG and accounting standards. Any transaction that fails to meet the capital definition will be transferred to revenue.

**1.6 Significant Developments /variances**

- (a) Kenyngton Manor Pavilion: (£33k) The funding application has being submitted to the football foundation who have now asked for further information which has been provided. A decision is due to be made by Mid-November and if successful the upgrade plans can proceed to tender stage.

- (b) Esso Site Stanwell: (£20k) Soft Market testing is currently taking place, followed by a tendering exercise. The project is expected to be completed by the end of the financial year.
  - (c) Greeno Centre reroofing: (£160k) The contract has been signed and work commenced in October with completion due by the end of the financial year.
  - (d) Car Park Improvements: (£110k) The supplier has been selected with work expected to commence in Jan 2015 and to finish by the 31<sup>st</sup> March 2015.
- 1.7 To approve a supplementary estimate of £50k for the building of the Stanwell Skate park, of which £48,500 is being funded by 3<sup>rd</sup> parties including Surrey leaders and Heathrow communities funds with the balance from the Youth projects budget.
- 2. Options analysis and proposal**
- 2.1 Cabinet are asked to note the current spend position and approve the supplementary estimate of £50k
- 3. Financial implications**
- 3.1 Any Underspend on the approved capital programme enables the authority to invest the monies to gain additional investment income or can be used to fund additional schemes.
- 4. Other considerations**
- 4.1 Schemes which are currently incomplete and require a budget carry forward may have contractual obligations which could leave us liable to litigation if they are not allowed the funds to complete the works.
- 5. Timetable for implementation**
- 5.1 Bi monthly monitoring reports are prepared for Management team and incorporate revised actual figures.

**Background papers: None**

**Appendices: A and B (sent separately)**

## Appendix A

**CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2014**

Portfolio Member	ORIGINAL BUDGET	CARRY FORWARDS	SUPPLEMENTARY ESTIMATE	REVISED BUDGET	ACTUALS YTD	COMMITMENTS	MANAGERS PROJECTED OUTTURN	MANAGERS PROJECTION TO REVISED BUDGET
<b>Cllr Pinkerton - Housing, Health, Wellbeing &amp; Ind Living</b>	222,600	41,451	(11,914)	252,137	10,036	3,893	225,237	(26,900)
<b>Cllr Mitchell - Environment</b>	50,000	62,100	-	112,100	47,068	6,200	95,000	(17,100)
<b>Cllr Gething - Parks and Assets</b>	448,600	(176,700)	38,500	310,400	37,605	20,612	314,788	4,388
<b>Cllr Patel - ICT &amp; Parking Services</b>	143,800	246,700	40,000	430,500	94,298	83,715	431,263	763
<b>Cllr Forbes-Forsyth - Comm Safety &amp; Young People</b>	-	45,000	100,000	145,000	41,953	-	45,000	(87,998)
	<b>865,000</b>	<b>218,551</b>	<b>166,586</b>	<b>1,250,137</b>	<b>230,959</b>	<b>114,420</b>	<b>1,111,288</b>	<b>(126,847)</b>

**CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2014**

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
<b><u>Housing Investment Programme</u></b>											
<b><u>Cllr Pinkerton - Housing, Health, Wellbeing &amp; Independent Living</u></b>											
Lee O'Neil	40203	Disabled Facilities Mandatory	450,000	-	-	450,000	133,258	-	410,000	(40,000)	Current approvals and applications being processed for DFG commitments are £390k, with outturn expected to be £410k. DCLG have awarded SBC an additional grant of £11,914 . No spend likely until much later in financial year
Lee O'Neil	40204	Disabled Facilities Discretion	29,600	-	-	29,600	-	-	29,600	-	
Lee O'Neil		Less Specified Capital Grant	(285,000)	-	(11,914)	(296,914)	(133,258)	-	(296,914)	-	
		<b>Net Cost of Disabled Facilities Grants</b>	<b>194,600</b>	<b>-</b>	<b>(11,914)</b>	<b>182,686</b>	<b>-</b>	<b>-</b>	<b>142,686</b>	<b>(40,000)</b>	
Lee O'Neil	40209	Home Improvement Agency grant HIA Funding	28,000	-	52,705	80,705	40,922	39,532	80,705	-	Annual Invoice to be received later in financial year
		<b>Total</b>	<b>28,000</b>	<b>-</b>	<b>(52,705)</b>	<b>(52,705)</b>	<b>(40,922)</b>	<b>(39,532)</b>	<b>(52,705)</b>	<b>-</b>	
<b>Total For HIP</b>			<b>222,600</b>	<b>-</b>	<b>(11,914)</b>	<b>210,686</b>	<b>-</b>	<b>-</b>	<b>170,686</b>	<b>(40,000)</b>	
<b><u>Other Capital Programme</u></b>											
<b><u>Cllr Pinkerton - Housing, Health, Wellbeing &amp; Independent Living</u></b>											
Deborah Ashman	42271	Fordbridge Day Centre	-	20,600	-	20,600	160	-	33,700	13,100	Project is expected to start after the Christmas and finish by end of March 2015. Overspents will be funded through Personalisation & Prevention Partnership Fund (£9k) and remainder from Revenue Carry forwards.
Deborah Ashman		External Funding	-	(3,149)	-	(3,149)	(160)	-	(3,149)	-	Post implementation review was reported on 20 Oct 2014. The project is to be closed down and all the outstanding payments will be made, provided no major issues
Deborah Ashman	42014	Housing Locata	-	24,000	-	24,000	10,036	3,893	24,000	-	
		<b>Total</b>	<b>-</b>	<b>41,451</b>	<b>-</b>	<b>41,451</b>	<b>10,036</b>	<b>3,893</b>	<b>54,551</b>	<b>13,100</b>	
Sandy Muirhead	41623	Insulation (SALIX)	-	-	5,330	5,330	3,238	2,092	5,330	-	SALIX project monies from SALIX fund complete by March 2015
Sandy Muirhead		Salix Funding	-	-	(5,330)	(5,330)	(3,238)	(2,092)	(5,330)	-	
		<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>Cllr Mitchell - Environment</u></b>											
Jackie Taylor	41620	Wheelie Bins	50,000	-	-	50,000	47,068	0	50,000	-	Budget for the year will be fully spent
		<b>Total</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>47,068</b>	<b>0</b>	<b>50,000</b>	<b>-</b>	
Lee O'Neil	41314	Air Quality	-	25,100	-	25,100	-	-	8,000	(17,100)	£25,100 is the outstanding balance on a DEFRA grant to be used for air quality action planning purposes. Project is being delayed due to maternity leave of staff. Work has to start with the tendering process. Project is likely to be completed by March 2016
		<b>Total</b>	<b>-</b>	<b>25,100</b>	<b>-</b>	<b>25,100</b>	<b>-</b>	<b>-</b>	<b>8,000</b>	<b>(17,100)</b>	
Sandy Muirhead	42047	Bring Site Initiative	-	37,000	-	37,000	-	6,200	37,000	-	Additional bins to be purchased to improve the 10 most difficult sites
		<b>Total</b>	<b>-</b>	<b>37,000</b>	<b>-</b>	<b>37,000</b>	<b>-</b>	<b>6,200</b>	<b>37,000</b>	<b>-</b>	
<b><u>Cllr Gething - Parks and Assets</u></b>											
Sandy Muirhead	41006	Kenyngton Manor Pavilion	33,000	-	-	33,000	-	-	33,000	-	Further information was also required after the initial Funding application submitted to the football foundation, which has now been provided. If application is successful further plans will need to be drawn and project will go out to tender. Runnymede asset team have already drawn up plans and provided estimates.
Sandy Muirhead	41026	Laleham Park Upgrade	200,000	(200,000)	-	-	-	-	-	-	This project has not progressed this financial year and the funding is to be carried forward to 2015/16 when it will be fully utilised.
		<b>Total</b>	<b>233,000</b>	<b>(200,000)</b>	<b>-</b>	<b>33,000</b>	<b>-</b>	<b>-</b>	<b>33,000</b>	<b>-</b>	

## CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2014

Portfolio Member / Service Head	Cost Centre	Description	Original Budget	Carry Forwards	Supplementary Estimate	Revised Budget	Actuals YTD	Commitments	Managers Projected Outturn	Managers Projection to Revised Budget	Comments
Dave Phillips	41015	Runnymede Estates	55,600	-	-	55,600	-	9,600	55,600	-	Capitalised Planned Maintenance to be transferred at end of year
Dave Phillips	41028	Fire Alarm Systems	-	-	-	-	(1,345)	1,345	-	-	Special creditor waiting to clear retention payment
Dave Phillips	41031	Fencing	-	-	-	-	(1,623)	1,624	-	-	Special creditor waiting to clear retention payment
Dave Phillips	41618	Esso Site Stanwell	-	20,000	-	20,000	-	-	20,000	-	Soft Market testing is completed. Tender is expected to go out shortly. Project is expected to be completed by end of this financial year
Dave Phillips	42018	Parks Properties	-	-	38,500	38,500	37,759	340	38,100	(400)	Works have now been completed at both Long Lane Recreation flat and Staines Park Pavilion flat. Retention payment will be made after all the final checks
Dave Phillips	42043	Renewal of Toilet Facilities	-	3,300	-	3,300	8,088	0	8,088	4,788	Works to Toilet facilities have been completed
Dave Phillips	42050	KG Reception & Other Moves	-	-	-	-	(1,652)	4,104	-	-	Special creditor waiting to clear retention payment
Dave Phillips	42053	Knowle Green Heating	-	-	-	-	(3,623)	3,600	-	-	Special creditor waiting to clear retention payment
Dave Phillips	42046	Greeno Centre Re-roofing	160,000	-	-	160,000	-	-	160,000	-	Contract has now been signed/ agreed. Work expected to commence by mid October 2014 and finish by end of this financial year
<b>Total</b>			<b>215,600</b>	<b>23,300</b>	<b>38,500</b>	<b>277,400</b>	<b>37,605</b>	<b>20,612</b>	<b>281,788</b>	<b>4,388</b>	
<b>Cllr Patel - ICT &amp; Parking Services</b>											
Helen Dunn	43003	New Software	20,000	-	-	20,000	1,868	-	20,000	-	Will be spent throughout the year on various software enhancements
Helen Dunn	43311	Voice Over Internet (VOIP)	-	64,500	-	64,500	38,920	10,616	55,000	(9,500)	More Hand Sets to be purchased
Helen Dunn	43314	Integra Upgrade	-	10,000	-	10,000	-	3,920	6,000	(4,000)	Waiting for upgrade to be released
Helen Dunn	43606	Misc Software	-	-	-	-	-	2,416	-	-	Not a current project - Commitment to be recoded
Helen Dunn	43608	Other Hardware	50,000	-	-	50,000	4,709	-	50,000	-	Will be spent throughout the year on various hardware requirements
Helen Dunn	43609	ICT Security	-	-	-	-	360	-	360	360	Overspend due to Special creditor. Expenditure could be funded by underspends in other ICT projects
Helen Dunn	43610	Code of Connection Requirement	6,000	-	-	6,000	8,070	-	8,070	2,070	Project complete. Overspend could be funded by underspends in other ICT projects
Helen Dunn	43611	Mobiles and Tablets	28,800	-	-	28,800	2,282	-	28,800	-	Mobile and tablet replacements to be purchased by the end of the financial year
Helen Dunn	43612	Mobile device management	10,000	-	-	10,000	-	-	10,000	-	Mobile and tablet replacements to be purchased by the end of the financial year
Helen Dunn	43613	Disaster Recovery Requirements	16,000	-	-	16,000	-	-	10,000	(6,000)	Project part paid out of 13/14 budget. Routers & Switches to be purchased by December 2014
Helen Dunn	43614	ESIP	13,000	-	-	13,000	-	-	-	(13,000)	Project completed and paid out of 13/14 budget
<b>Total</b>			<b>143,800</b>	<b>74,500</b>	<b>-</b>	<b>218,300</b>	<b>56,208</b>	<b>16,952</b>	<b>188,230</b>	<b>(30,070)</b>	
Jan Hunt	41608	HR and Payroll system	-	11,500	-	11,500	1,939	-	11,500	-	Employee self-service module is currently being piloted. Significant system upgrades continuing
<b>Total</b>			<b>-</b>	<b>11,500</b>	<b>-</b>	<b>11,500</b>	<b>1,939</b>	<b>-</b>	<b>11,500</b>	<b>-</b>	
Linda Norman	43505	CRM Solution	-	85,400	-	85,400	3,800	59,850	85,400	-	Currently in development. Phase 1 is expected to be completed by March 2015 & Phase 2 by September 2015
Linda Norman	43308	Liquid Voice	-	-	-	-	28,618	3,180	31,800	31,800	Currently testing (90% Complete). Phase 1 is expected to be completed by November 2014 & Phase 2 by January 2015
<b>Total</b>			<b>-</b>	<b>85,400</b>	<b>-</b>	<b>85,400</b>	<b>32,418</b>	<b>63,030</b>	<b>117,200</b>	<b>31,800</b>	
Rowena Davison	43304	GOSS - Website Upgrade	-	4,700	-	4,700	3,733	3,733	3,733	(967)	Project has now been completed
<b>Total</b>			<b>-</b>	<b>4,700</b>	<b>-</b>	<b>4,700</b>	<b>3,733</b>	<b>3,733</b>	<b>3,733</b>	<b>(967)</b>	
Michael Graham	43504	Elections IER Equipment	-	-	-	-	1,323	-	1,323	1,323	IER funding through Cabinet Office
		External Funding	-	-	-	-	(1,323)	-	(1,323)	(1,323)	
<b>Total</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Sandy Muirhead	41317	Car Park Improvements	-	70,600	40,000	110,600	-	-	110,600	-	Supplier has been selected. Wating for final "yes" from legal before the contract is signed. Work is expected to start in the mid January and to finish by March 2015 subject to final contract details
<b>Total</b>			<b>-</b>	<b>70,600</b>	<b>40,000</b>	<b>110,600</b>	<b>-</b>	<b>-</b>	<b>110,600</b>	<b>-</b>	
<b>Cllr Forbes-Forsyth - Community Safety &amp; Young People</b>											
Keith McGroary	41605	Staisafe Radio	-	53,300	-	53,300	50,253	-	53,300	-	Additional radios may be required to be purchased after all the checks have been completed. Budget is expected to be fully utilised this financial year.
Keith McGroary	Funding from Car Parks		-	(8,300)	-	(8,300)	(8,300)	-	(8,300)	-	
Keith McGroary	41611	Law Enforcement	-	-	100,000	100,000	12,002	-	12,002	(87,998)	Expenditure incurred to purchase the enforcement vehicles has been reimbursed by Police.
		External Funding	-	-	-	-	(12,002)	-	(12,002)	-	
<b>Total</b>			<b>-</b>	<b>45,000</b>	<b>100,000</b>	<b>145,000</b>	<b>41,953</b>	<b>-</b>	<b>45,000</b>	<b>(87,998)</b>	
<b>Total For Other</b>			<b>642,400</b>	<b>218,551</b>	<b>178,500</b>	<b>1,039,451</b>	<b>230,959</b>	<b>114,420</b>	<b>940,602</b>	<b>(86,847)</b>	
Total Expenditure			1,150,000	230,000	236,535	1,616,535	430,163	156,044	1,491,011	(126,847)	
Total Funding			(285,000)	(11,449)	(69,949)	(366,398)	(199,204)	(41,624)	(379,723)	-	
<b>GRAND TOTAL</b>			<b>865,000</b>	<b>218,551</b>	<b>166,586</b>	<b>1,250,137</b>	<b>230,959</b>	<b>114,420</b>	<b>1,111,288</b>	<b>(126,847)</b>	



**Cabinet****18 November 2014**

<b>Title</b>	Revenue monitoring – 6 months' update		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Adrian Flynn		
<b>Cabinet Member</b>	Councillor Tim Evans	<b>Confidential</b>	No
<b>Corporate Priority</b>	Value for money Council		
<b>Cabinet Values</b>	Accountability		
<b>Recommendations</b>	<b>Cabinet is asked to note the current spend position in 2014-15.</b>		

**1. Key issues**

- 1.1 To provide cabinet with the net revenue spend figures to the end of September 2014.
- The forecast outturn at net expenditure level is £13.074m against the revised budget of £13.621m; A projected favourable variance of £547k
  - After taking into account the use of carry forwards, the net position is approximately £597k favourable variance.
  - Interest earnings are forecast to exceed the budget by approximately £150k as a result of increased returns from longer term investments.

**2. Options analysis and proposal**

- 2.1 Cabinet are asked to note the current net revenue spend and forecast position.
- 2.2 The following highlights the more significant or material variances:

**Planning and Corporate Development**

Land Charges: £20k favourable variance – Increased income due to upturn in the housing market, partly offset by associated additional land search fee costs.

Planning Development and Control: £98k favourable variance – Increased fee income, including some large applications.

Staines upon Thames Programme: £248k favourable variance – Lower expenditure expected on Bridge Street. (1) It was originally anticipated that the Council would be required to submit a planning application (requiring

external advice on the submission and preparation of drawings) prior to marketing the site. After soft market testing it was evident that this was not required due to the 'appetite of the market'. There is now no on-going requirement for this element of the budget (which amounts to £60k of the original budget). (2) There is then a further reduction expected in costs incurred as the successful preferred bidder will now be required to reimburse the Council for any legal or professional fees up to the value of £150k (this assumes the sale and development agreement is completed). There are also small reductions in expenditure expected on Riverside car park and also Tothill, which will require a change of approach due to lack of current retail interest. These monies (totalling £38k) will still be needed as the projects move forward. The favourable variance outlined above will be offset by a reduction in the funding required from reserves.

### **Housing, Health, Wellbeing and Independent Living**

Day Centres: £150k favourable variance – Additional high needs income and personalisation and prevention income received.

Homelessness: £37k adverse variance – Additional costs as a result of increased usage of Bed and Breakfast.

### **Environment**

Waste Recycling: £32k favourable variance – Increased recycling credits received plus reduced gates fees, offset by increased green waste disposal costs.

### **Economic Development and Fixed Assets**

Staines Town Centre Management: £160k adverse variance - Reduced percentage of total rents received from the Elmsleigh Centre.

## **3. Financial implications**

3.1 As set out within the report and appendices

## **4. Other considerations**

4.1 There are none

## **5. Timetable for implementation**

5.1 Bi – monthly reports are produced for Management team.

**Background papers:** None

**Appendices:** A and B (sent separately)



## APPENDIX A

**2014/15 Net Revenue Budget Monitoring**  
As at end of 30 SEPTEMBER 2014

	14/15	14/15	14/15	14/15
	Budget		Forecast	Variance
	Original	Revised	Outturn	to Revised
	£	£	£	£
Gross Expenditure	54,088,900	54,197,200	55,844,683	1,647,483
Less Benefits (offset by grant)				
Total Gross Expenditure excluding Benefits	54,088,900	54,197,200	55,844,683	1,647,483
Less Specific fees and charges income	(40,390,400)	(40,350,800)	(42,770,974)	(2,420,174)
Net Expenditure - broken down as below	13,698,500	13,846,400	13,073,709	(772,691)
Leader	333,900	336,900	327,990	(8,910)
Parking Services and ICT	62,500	62,500	25,500	(37,000)
Planning and Corporate Development	2,206,900	2,135,900	1,776,300	(359,600)
Housing, Health, Wellbeing and Independent Living	2,557,600	2,538,900	2,382,100	(156,800)
Environment	4,034,000	4,049,000	3,789,430	(259,570)
Community Safety, Young People, Leisure and Culture	283,600	320,200	242,943	(77,257)
Finance	3,118,700	3,189,700	3,167,146	(22,554)
Communications	222,800	222,800	218,400	(4,400)
Economic Development and Fixed Assets	878,500	990,500	1,143,900	153,400
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>13,698,500</b>	<b>13,846,400</b>	<b>13,073,709</b>	<b>(772,691)</b>
Salary expenditure - vacancy monitoring	(300,000)	(300,000)	-	300,000
Pay award	100,000	100,000	-	(100,000)
Efficiencies to offset pay award	(100,000)	(100,000)	-	100,000
Restructuring Savings	-	-	-	-
Partnership Savings	-	-	-	-
Resources to address project management issues	-	-	-	-
Increased Employer contributions due to auto enrollment	75,000	75,000	-	(75,000)
<b>NET EXPENDITURE</b>	<b>13,473,500</b>	<b>13,621,400</b>	<b>13,073,709</b>	<b>(547,691)</b>
<b>NET EXPENDITURE</b>	<b>13,473,500</b>	<b>13,621,400</b>	<b>13,073,709</b>	<b>(547,691)</b>
Interest earnings	(335,300)	(335,300)	(485,300)	(150,000)
<b>Extraordinary Item</b>				
<b>Appropriation from Reserves:</b>				
Staines Town Development	(450,000)	(450,000)	(202,000)	248,000
Elmsleigh Car Park	(287,000)	(287,000)	(287,000)	-
Customer Services	(46,700)	(46,700)	(46,700)	-
Spend to Save (Bowls club)	(13,000)	(13,000)	(13,000)	-
Enforcement Project	(100,000)	(100,000)	(100,000)	-
<b>BUDGET REQUIREMENT</b>	<b>12,241,500</b>	<b>12,389,400</b>	<b>11,939,709</b>	<b>(449,691)</b>
Baseline NNDR Funding	(2,361,348)	(2,361,348)	(2,361,348)	-
Revenue Support grant	(1,932,189)	(1,932,189)	(1,932,189)	-
New Homes Bonus	(1,218,600)	(1,218,600)	(1,218,600)	-
DCLG Transitional LCTSS grant	-	-	-	-
<b>NET BUDGET REQUIREMENT</b>	<b>6,729,363</b>	<b>6,877,263</b>	<b>6,427,572</b>	<b>(449,691)</b>
Collection Fund Surplus/(deficit)	(187,920)	(187,920)	(187,920)	-
<b>CHARGE TO COLLECTION FUND</b>	<b>6,541,443</b>	<b>6,689,343</b>	<b>6,239,652</b>	<b>(449,691)</b>
2013/14 Revenue carryforward			(147,000)	(147,000)
Net Position				(596,691)

<b>Appendix B</b>			
<b>REVENUE MONITORING 2014/15</b>			
<b>EXPENDITURE AND INCOME SUMMARY 30 SEPTEMBER 2014</b>			
<b>Results to 30-Sep-14</b>	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>
	<b>Revised</b>	<b>Outturn</b>	<b>to Revised</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Leader</b>			
Employees	342,000	333,100	(8,900)
Other Expenditure	37,100	37,100	-
Income	(42,200)	(42,210)	(10)
	<b>336,900</b>	<b>327,990</b>	<b>(8,910)</b>
<b>Parking Services and ICT</b>			
Employees	1,132,400	1,133,084	684
Other Expenditure	1,629,600	1,629,616	16
Income	(2,699,500)	(2,737,200)	(37,700)
	<b>62,500</b>	<b>25,500</b>	<b>(37,000)</b>
<b>Planning and Corporate Development</b>			
Employees	1,612,400	1,630,700	18,300
Other Expenditure	1,237,300	1,129,100	(108,200)
Income	(713,800)	(983,500)	(269,700)
	<b>2,135,900</b>	<b>1,776,300</b>	<b>(359,600)</b>
<b>Housing, Health, Wellbeing and Independent Living</b>			
Employees	2,919,900	2,915,200	(4,700)
Other Expenditure	32,980,800	34,763,700	1,782,900
Income	(33,361,800)	(35,296,800)	(1,935,000)
	<b>2,538,900</b>	<b>2,382,100</b>	<b>(156,800)</b>
<b>Environment</b>			
Employees	2,573,000	2,558,585	(14,415)
Other Expenditure	3,485,800	3,482,145	(3,655)
Income	(2,009,800)	(2,251,300)	(241,500)
	<b>4,049,000</b>	<b>3,789,430</b>	<b>(259,570)</b>
<b>Community Safety, Young People, Leisure and Culture</b>			
Employees	391,100	433,094	41,994
Other Expenditure	482,000	436,159	(45,841)
Income	(552,900)	(626,310)	(73,410)
	<b>320,200</b>	<b>242,943</b>	<b>(77,257)</b>
<b>Finance</b>			
Employees	2,885,500	2,907,800	22,300
Other Expenditure	658,700	613,000	(45,700)
Income	(354,500)	(353,654)	846
	<b>3,189,700</b>	<b>3,167,146</b>	<b>(22,554)</b>
<b>Communications</b>			
Employees	130,200	144,900	14,700
Other Expenditure	92,600	73,500	(19,100)
Income	0	0	-
	<b>222,800</b>	<b>218,400</b>	<b>(4,400)</b>
<b>Economic Development and Fixed Assets</b>			
Employees	223,800	223,800	-
Other Expenditure	1,383,000	1,400,100	17,100
Income	(616,300)	(480,000)	136,300
	<b>990,500</b>	<b>1,143,900</b>	<b>153,400</b>
<b>NET EXPENDITURE AT SERVICE LEVEL</b>	<b>13,846,400</b>	<b>13,073,709</b>	<b>(772,691)</b>
Total Employees	12,210,300	12,280,263	69,963
Total Other Expenditure	41,986,900	43,564,420	1,577,520
Total Income	(40,350,800)	(42,770,974)	(2,420,174)
	<b>13,846,400</b>	<b>13,073,709</b>	<b>(772,691)</b>
<b>Total Expenditure</b>	<b>54,197,200</b>	<b>55,844,683</b>	<b>1,647,483</b>
<b>Total Income</b>	<b>(40,350,800)</b>	<b>(42,770,974)</b>	<b>(2,420,174)</b>
<b>Net</b>	<b>13,846,400</b>	<b>13,073,709</b>	<b>(772,691)</b>

Appendix C1						
<b>Leader</b>						
<b>Results to 30-Sep-14</b>	<b>Budget</b>		<b>Actual</b>	<b>Forecast</b>	<b>Variance</b>	<b>Comments</b>
	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>Outturn</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	43,000	21,600	22,697	45,000	2,000	
Other Expenditure	27,500	13,600	12,263	27,500	0	
Income	0	0	(10)	(10)	(10)	
<b>People &amp; Partnerships</b>	<b>70,500</b>	<b>35,200</b>	<b>34,950</b>	<b>72,490</b>	<b>1,990</b>	
Employees	248,600	122,300	113,505	237,700	(10,900)	One part time vacant post and other member of staff on reduced hours although budgeted for full time. Being partially covered by temporary staff and overtime payments.
Other Expenditure	9,200	2,000	2,251	9,200	0	
Income	(42,200)	(21,200)	(21,135)	(42,200)	0	
<b>HR</b>	<b>215,600</b>	<b>103,100</b>	<b>94,621</b>	<b>204,700</b>	<b>(10,900)</b>	
Employees	50,400	24,200	23,890	50,400	0	
Other Expenditure	400	100	69	400	0	
Income	0	0	0	0	0	
<b>Payroll</b>	<b>50,800</b>	<b>24,300</b>	<b>23,958</b>	<b>50,800</b>	<b>0</b>	
Total Employees	<b>342,000</b>	<b>168,100</b>	<b>160,091</b>	<b>333,100</b>	<b>(8,900)</b>	
Total Other Expenditure	<b>37,100</b>	<b>15,700</b>	<b>14,583</b>	<b>37,100</b>	<b>0</b>	
Total Income	<b>(42,200)</b>	<b>(21,200)</b>	<b>(21,145)</b>	<b>(42,210)</b>	<b>(10)</b>	
	<b>336,900</b>	<b>162,600</b>	<b>153,529</b>	<b>327,990</b>	<b>(8,910)</b>	

Appendix C2						
<b>Parking Services and ICT</b>						
<b>Results to</b>	<b>Budget</b>		<b>Actual</b>	<b>Forecast</b>	<b>Variance</b>	<b>Comments</b>
<b>30-Sep-14</b>	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>Outturn</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	470,000	236,100	221,732	470,000	0	All vacancies filled. Forecast to be on budget
Other Expenditure	601,800	386,300	171,250	601,800	0	Forecast to be on budget. Large variance is due to timing differences (prepayments and accruals)
Income	(48,400)	(24,200)	(36,285)	(48,400)	0	Increased income figures relates to website reimbursements from Runnymede (reflected by increased website expenditure in Other Expenditure)
<b>Information &amp; Comms Technology</b>	<b>1,023,400</b>	<b>598,200</b>	<b>356,697</b>	<b>1,023,400</b>	<b>0</b>	
Employees	379,200	190,500	172,277	379,200	0	Agency and overtime costs are being incurred to cover vacancy.
Other Expenditure	894,100	679,500	664,039	894,100	0	
Income	(2,020,000)	(1,039,300)	(964,625)	(2,020,000)	0	Income is being monitored closely ahead of busy Christmas period.
<b>Car Parks</b>	<b>(746,700)</b>	<b>(169,300)</b>	<b>(128,308)</b>	<b>(746,700)</b>	<b>0</b>	
Employees	0	0	13,684	13,684	13,684	Overtime payments relating to flooding and flooding meeting
Other Expenditure	8,000	4,300	13,321	17,616	9,616	Flood associated expenditure.
Income	0	0	14	(23,300)	(23,300)	Flooding costs to be funded from additional funding received.
<b>Emergency Planning</b>	<b>8,000</b>	<b>4,300</b>	<b>27,018</b>	<b>8,000</b>	<b>0</b>	
Employees	283,200	141,100	130,664	270,200	(13,000)	Savings expected due to a vacant post, partially covered by temporary staff and external contracts
Other Expenditure	16,100	8,200	10,058	18,100	2,000	
Income	(316,100)	(162,000)	(176,441)	(330,500)	(14,400)	Increased Activity is generating increased income for the service
<b>Building Control</b>	<b>(16,800)</b>	<b>(12,700)</b>	<b>(35,719)</b>	<b>(42,200)</b>	<b>(25,400)</b>	
Employees	0	0	0	0	0	
Other Expenditure	109,600	55,000	46,428	98,000	(11,600)	Reduced spend on surface area and overall management costs
Income	(315,000)	(157,500)	(153,196)	(315,000)	0	
<b>Staines Market</b>	<b>(205,400)</b>	<b>(102,500)</b>	<b>(106,769)</b>	<b>(217,000)</b>	<b>(11,600)</b>	
Total Employees	<b>1,132,400</b>	<b>567,700</b>	<b>538,356</b>	<b>1,133,084</b>	<b>684</b>	
Total Other Expenditure	<b>1,629,600</b>	<b>1,133,300</b>	<b>905,095</b>	<b>1,629,616</b>	<b>16</b>	
Total Income	<b>(2,699,500)</b>	<b>(1,383,000)</b>	<b>(1,330,532)</b>	<b>(2,737,200)</b>	<b>(37,700)</b>	
	<b>62,500</b>	<b>318,000</b>	<b>112,919</b>	<b>25,500</b>	<b>(37,000)</b>	

Appendix C3						
<b>Planning and Corporate Development</b>						
Results to 30-Sep-14	Budget		Actual	Forecast	Variance	Comments
	Revised £	YTD £	YTD £	Outturn £	to Revised £	
Employees	277,400	136,600	127,373	277,400	0	Vacancy now filled and agency costs being incurred to cover maternity leave.
Other Expenditure	22,800	19,300	55,676	81,600	58,800	Additional costs for PLC Subscriptions reimbursed below and IKEN Licences.
Income	(1,200)	(600)	(59,652)	(60,000)	(58,800)	Reimbursement from other Council's for PLC subscriptions and grant funding received for purchase of IKEN Licences.
<b>Legal</b>	<b>299,000</b>	<b>155,300</b>	<b>123,397</b>	<b>299,000</b>	<b>0</b>	
Employees	90,300	45,100	50,143	90,300	0	
Other Expenditure	100	0	1,502	100	0	
Income	0	0	(10,474)	(35,000)	(35,000)	Income from Head of Legal arrangement with Reigate.
<b>Corporate Governance</b>	<b>90,400</b>	<b>45,100</b>	<b>41,170</b>	<b>55,400</b>	<b>(35,000)</b>	
Employees	117,500	58,200	53,337	117,500	0	
Other Expenditure	2,100	(2,000)	1,392	2,100	0	
Income	0	0	0	0	0	
<b>Committee Services</b>	<b>119,600</b>	<b>56,200</b>	<b>54,728</b>	<b>119,600</b>	<b>0</b>	
Employees	57,600	28,600	31,906	57,600	0	
Other Expenditure	900	100	17,899	30,900	30,000	Land Search fees costs incurred, recovered as part of income received.
Income	(190,000)	(100,000)	(125,379)	(240,000)	(50,000)	Additional income recovery due to upturn in housing market. Still an ongoing risk to future years income streams in this area due to the proposed changes by Land Registry.
<b>Land Charges</b>	<b>(131,500)</b>	<b>(71,300)</b>	<b>(75,574)</b>	<b>(151,500)</b>	<b>(20,000)</b>	
Employees	0	0	0	0	0	
Other Expenditure	82,900	41,500	18,668	82,900	0	
Income	0	0	0	0	0	
<b>Print Unit</b>	<b>82,900</b>	<b>41,500</b>	<b>18,668</b>	<b>82,900</b>	<b>0</b>	
Employees	180,500	89,700	92,753	190,200	9,700	Anticipating overspend on overtime due to weekend working
Other Expenditure	444,900	326,000	341,554	461,700	16,800	Expected overspend due to higher costs than budgeted for on contract cleaning, storage & furniture
Income	(142,800)	(73,300)	(74,749)	(141,700)	1,100	
<b>Knowle Green</b>	<b>482,600</b>	<b>342,400</b>	<b>359,558</b>	<b>510,200</b>	<b>27,600</b>	
Employees	191,100	94,800	104,395	204,900	13,800	Expected to be higher due to one member of staff being paid on higher grade and temporary staff expenditure with no budget
Other Expenditure	98,200	5,900	5,002	98,200	0	
Income	(1,000)	(500)	(115)	(300)	700	
<b>Planning Policy</b>	<b>288,300</b>	<b>100,200</b>	<b>109,282</b>	<b>302,800</b>	<b>14,500</b>	
Employees	577,300	289,200	274,270	562,300	(15,000)	Saving expected due to vacant posts in the first half of the year
Other Expenditure	53,800	29,200	64,341	68,800	15,000	Expenditure against Consultants budget expected to be higher due to additional planning / housing strategy work undertaken
Income	(377,800)	(189,100)	(287,566)	(475,800)	(98,000)	Income is expected to be higher due to increase in number of applications and some large applications
<b>Planning Development Control</b>	<b>253,300</b>	<b>129,300</b>	<b>51,044</b>	<b>155,300</b>	<b>(98,000)</b>	
Employees	0	0	0	0	0	
Other Expenditure	450,000	241,700	10,279	202,000	(248,000)	Lower expenditure expected against Bridge Street (£102k) as there was no requirement for the Council to submit a planning application prior to marketing the site(as originally anticipated). It should be noted that legal and professional fees up to the value of £150k will be re-imbursed by the successful preferred bidder. Less movement on Riverside car park (£45k) as present focus is on Bridge Street. Tothill (£100k) will require a fundamental change of approach due to lack of current retail interest.
Income	0	0	0	0	0	
<b>Staines Upon Thames Programme</b>	<b>450,000</b>	<b>241,700</b>	<b>10,279</b>	<b>202,000</b>	<b>(248,000)</b>	
Employees	2,300	1,100	0	2,300	0	
Other Expenditure	7,900	4,100	31	7,900	0	
Income	0	0	0	0	0	
<b>Elections</b>	<b>10,200</b>	<b>5,200</b>	<b>31</b>	<b>10,200</b>	<b>0</b>	No expenditure if no by election
Employees	118,400	54,800	58,500	128,200	9,800	Additional member of staff to do IER ( Individual Electoral Registration) related work, budget is held against other expenditure line
Other Expenditure	73,700	7,800	31,447	92,900	19,200	Additional costs are off set by additional IER (Individual Electoral Registration) funding from Cabinet office
Income	(1,000)	(500)	(30,138)	(30,700)	(29,700)	Additional IER (Individual Electoral Regstraion) Grant funding from Cabinet office
<b>Electoral Registration</b>	<b>191,100</b>	<b>62,100</b>	<b>59,808</b>	<b>190,400</b>	<b>(700)</b>	
Total Employees	<b>1,612,400</b>	<b>798,100</b>	<b>792,676</b>	<b>1,630,700</b>	<b>18,300</b>	
Total Other Expenditure	<b>1,237,300</b>	<b>673,600</b>	<b>547,789</b>	<b>1,129,100</b>	<b>(108,200)</b>	
Total Income	<b>(713,800)</b>	<b>(364,000)</b>	<b>(588,074)</b>	<b>(983,500)</b>	<b>(269,700)</b>	
	<b>2,135,900</b>	<b>1,107,700</b>	<b>752,391</b>	<b>1,776,300</b>	<b>(359,600)</b>	

Appendix C4						
<b>Housing, Health, Wellbeing and Independent Living</b>						
<b>Results to 30-Sep-14</b>	Budget		Actual	Forecast	Variance	Comments
	Revised	YTD	YTD	Outturn	to Revised	
	£	£	£	£	£	
Employees	0	0	0	0	0	
Other Expenditure	271,000	191,000	202,200	202,200	(68,800)	Saving expected of £80k against Charitable Rate Relief budget due to changes in business rates system, partially off set by higher grant payments approved by cabinet
Income	0	0	0	0	0	
<b>General Grants</b>	<b>271,000</b>	<b>191,000</b>	<b>202,200</b>	<b>202,200</b>	<b>(68,800)</b>	
Employees	111,500	55,600	53,903	114,500	3,000	Vacant post in the early part of the year
Other Expenditure	13,900	5,800	3,681	13,900	0	
Income	0	0	(203)	(11,200)	(11,200)	Funding from Personalisation and Prevention Partnership (PPP) to offset the additional hours of Independent Living Manager's post
<b>Com Care Administration</b>	<b>125,400</b>	<b>61,400</b>	<b>57,381</b>	<b>117,200</b>	<b>(8,200)</b>	
Employees	352,300	179,500	164,205	338,500	(13,800)	Savings due to vacant posts in the early part of the year
Other Expenditure	222,700	116,500	112,539	221,700	(1,000)	
Income	(223,000)	(144,700)	(200,984)	(373,900)	(150,900)	Expected to be higher mainly due to High Needs income- £100k with no budget, Additional income of £44k from Personalisation and Prevention Partnership (PPP) to fund 2 support workers posts and remainder relates to higher sale of food income due to more activity
<b>Day Centres</b>	<b>352,000</b>	<b>151,300</b>	<b>75,760</b>	<b>186,300</b>	<b>(165,700)</b>	
Employees	57,500	28,500	40,593	77,400	19,900	One post of Relief MOW Driver's post not budgeted for
Other Expenditure	85,900	42,100	35,956	75,900	(10,000)	Food Purchases expenditure expected to be less than budget due to lower activity
Income	(192,300)	(122,000)	(115,490)	(181,500)	10,800	Income is also expected to be lower due to the above reason
<b>Meals On Wheels</b>	<b>(48,900)</b>	<b>(51,400)</b>	<b>(38,941)</b>	<b>(28,200)</b>	<b>20,700</b>	
Employees	92,900	46,000	51,700	103,700	10,800	Expected to be higher due to one member of staff working full time (budgeted for part time). To be funded from additional SPAN SLA equipment funding from Surrey County Council
Other Expenditure	54,600	19,400	18,297	54,600	0	
Income	(283,300)	(175,600)	(169,956)	(246,800)	36,500	Expected to be under recovered mainly because budget for SPAN client services was overstated. It was anticipated at budget setting that with the Surrey County Council contract we would have a higher response / take up of the service. However, it has not actually materialised like that.
<b>Span</b>	<b>(135,800)</b>	<b>(110,200)</b>	<b>(99,958)</b>	<b>(88,500)</b>	<b>47,300</b>	
Employees	0	0	0	0	0	
Other Expenditure	19,700	12,400	11,947	19,700	0	
Income	(5,000)	(4,300)	(4,265)	(5,000)	0	
<b>Rodent &amp; Pest Control</b>	<b>14,700</b>	<b>8,100</b>	<b>7,682</b>	<b>14,700</b>	<b>0</b>	
Employees	143,900	72,100	70,944	147,000	3,100	Temp staff costs just exceed the savings in salaries due to vacancies
Other Expenditure	51,400	35,100	35,837	52,100	700	
Income	(113,800)	(67,900)	(61,670)	(117,000)	(3,200)	Increased usage has resulted in higher fee income
<b>SAT</b>	<b>81,500</b>	<b>39,300</b>	<b>45,111</b>	<b>82,100</b>	<b>600</b>	
Employees	723,100	359,800	335,083	701,700	(21,400)	Two members of staff were on maternity leave earlier in the year with reduced costs being incurred and another member has reduced their hours, but were budgeted for full time
Other Expenditure	38,000	15,100	39,361	65,000	27,000	Expenditure relating to 'Warmers Homes' & 'Handy Person Scheme' is funded through Revenue Grants. £5k additional expenditure for work relating to removal and disposal of Cesium 137 at Knowle Green with no budget available
Income	(10,500)	0	(242)	(32,500)	(22,000)	Revenue Grants to fund expenditure relating to 'Warmer Homes' & 'Handy Person Scheme'
<b>Environmental Health Admin</b>	<b>750,600</b>	<b>374,900</b>	<b>374,202</b>	<b>734,200</b>	<b>(16,400)</b>	
Employees	0	0	0	0	0	
Other Expenditure	12,500	300	438	12,500	0	
Income	(16,600)	(3,700)	(3,537)	(16,600)	0	
<b>Environmental Protection Act</b>	<b>(4,100)</b>	<b>(3,400)</b>	<b>(3,099)</b>	<b>(4,100)</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	1,300	300	145	1,300	0	
Income	(3,000)	(1,500)	(1,264)	(3,000)	0	
<b>Food Safety</b>	<b>(1,700)</b>	<b>(1,200)</b>	<b>(1,119)</b>	<b>(1,700)</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	7,900	1,900	1,371	7,900	0	
Income	(12,900)	(5,100)	(6,717)	(15,700)	(2,800)	Health & Safety income is expected to be higher due to increased activity
<b>Public Health</b>	<b>(5,000)</b>	<b>(3,200)</b>	<b>(5,346)</b>	<b>(7,800)</b>	<b>(2,800)</b>	
Employees	18,400	9,300	8,144	18,400	0	
Other Expenditure	250,800	120,900	138,414	250,800	0	
Income	0	0	0	0	0	
<b>Democratic Rep &amp; Management</b>	<b>269,200</b>	<b>130,200</b>	<b>146,558</b>	<b>269,200</b>	<b>0</b>	
Employees	560,700	280,600	287,444	560,700	0	
Other Expenditure	73,600	34,700	8,606	73,600	0	
Income	(1,100)	0	(45)	(1,100)	0	
<b>Housing Needs</b>	<b>633,200</b>	<b>315,300</b>	<b>296,005</b>	<b>633,200</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	734,300	367,300	386,188	1,014,400	280,100	
Income	(506,400)	(278,200)	(373,913)	(750,000)	(243,600)	
<b>Homelessness</b>	<b>227,900</b>	<b>89,100</b>	<b>12,275</b>	<b>264,400</b>	<b>36,500</b>	Will be overspent due to increased usage of Bed & Breakfast
Employees	514,100	255,100	243,191	514,100	0	
Other Expenditure	53,900	37,000	22,721	53,900	0	
Income	(454,100)	(272,100)	(272,140)	(454,100)	0	
<b>Housing Benefits Admin</b>	<b>113,900</b>	<b>20,000</b>	<b>(6,228)</b>	<b>113,900</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	31,083,200	15,541,500	15,027,243	32,625,700	1,542,500	
Income	(31,188,200)	(15,594,100)	(16,199,352)	(32,730,700)	(1,542,500)	
<b>Housing Benefits Payments</b>	<b>(105,000)</b>	<b>(52,600)</b>	<b>(1,172,109)</b>	<b>(105,000)</b>	<b>0</b>	Subsidies as a whole are higher than budgeted but expenditure will compensate this
Employees	345,500	184,700	178,117	339,200	(6,300)	Savings due to vacant posts in the earlier part of the year
Other Expenditure	6,100	3,100	16,251	18,500	12,400	Higher transport costs expected against the budget
Income	(351,600)	0	(5,900)	(357,700)	(6,100)	All of the above costs are funded through Family support Grant from Surrey County Council
<b>Spelthorne Troubled Families</b>	<b>0</b>	<b>187,800</b>	<b>188,468</b>	<b>0</b>	<b>0</b>	
Total Employees	<b>2,919,900</b>	<b>1,471,200</b>	<b>1,433,324</b>	<b>2,915,200</b>	<b>(4,700)</b>	
Total Other Expenditure	<b>32,980,800</b>	<b>16,544,400</b>	<b>16,061,195</b>	<b>34,763,700</b>	<b>1,782,900</b>	
Total Income	<b>(33,361,800)</b>	<b>(16,669,200)</b>	<b>(17,415,677)</b>	<b>(35,296,800)</b>	<b>(1,935,000)</b>	
	<b>2,538,900</b>	<b>1,346,400</b>	<b>78,842</b>	<b>2,382,100</b>	<b>(156,800)</b>	

Appendix C5						
<b>Environment</b>						
<b>Results to 30-Sep-14</b>	<b>Budget</b>		<b>Actual</b>	<b>Forecast</b>	<b>Variance</b>	<b>Comments</b>
	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>Outturn</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	0	0	0	
Other Expenditure	500	(200)	1,830	1,830	1,330	DVLA pick up the majority of abandoned Vehicles in the borough, this expenditure related to the removal of a double decker bus.
Income	0	0	0	0	0	
<b>Abandoned Vehicles</b>	<b>500</b>	<b>(200)</b>	<b>1,830</b>	<b>1,830</b>	<b>1,330</b>	
Employees	0	0	0	0	0	
Other Expenditure	68,400	55,300	56,997	73,500	5,100	Insurance excess, vending machine charges, installation of CCTV camera
Income	0	0	0	0	0	
<b>Depot</b>	<b>68,400</b>	<b>55,300</b>	<b>56,997</b>	<b>73,500</b>	<b>5,100</b>	
Employees	559,900	280,600	251,142	503,000	(56,900)	
Other Expenditure	64,900	27,400	15,642	50,000	(14,900)	
Income	(21,200)	(19,100)	(390)	(22,000)	(800)	
<b>DS Management &amp; Support</b>	<b>603,600</b>	<b>288,900</b>	<b>266,394</b>	<b>531,000</b>	<b>(72,600)</b>	
Employees	1,031,900	527,900	530,947	1,101,000	69,100	Increased agency staff and overtime costs, offset by reduction in salaries expenditure.
Other Expenditure	830,400	349,700	407,458	827,000	(3,400)	
Income	(573,600)	(444,700)	(629,718)	(734,200)	(160,600)	Increased garden waste scheme income and £121,500 grant income received from the DCLG which is being investigated.
<b>Refuse Collection</b>	<b>1,288,700</b>	<b>432,900</b>	<b>308,687</b>	<b>1,193,800</b>	<b>(94,900)</b>	
Employees	0	0	0	0	0	
Other Expenditure	9,500	4,200	4,125	9,500	0	
Income	0	0	0	0	0	
<b>Energy Initiatives</b>	<b>9,500</b>	<b>4,200</b>	<b>4,125</b>	<b>9,500</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	40,300	18,100	9,162	40,300	0	
Income	(25,000)	(12,500)	(3,729)	(25,000)	0	
<b>Environmental Enhancements</b>	<b>15,300</b>	<b>5,600</b>	<b>5,433</b>	<b>15,300</b>	<b>0</b>	
Employees	309,500	153,600	156,214	317,500	8,000	Small overspend anticipated covered by over recovery of income.
Other Expenditure	15,100	9,700	13,711	15,100	0	
Income	(34,100)	(17,100)	(29,902)	(42,100)	(8,000)	Income from staffing costs reimbursements due to additional arrangements.
<b>Enviro Services Administration</b>	<b>290,500</b>	<b>146,200</b>	<b>140,022</b>	<b>290,500</b>	<b>0</b>	
Employees	541,500	271,600	267,950	535,000	(6,500)	Staff Vacancies covered by Temp staff
Other Expenditure	306,300	149,400	166,250	313,000	6,700	Increased vehicle maintenance and fuel costs
Income	(47,700)	(43,300)	(48,757)	(48,800)	(1,100)	
<b>Street Cleaning</b>	<b>800,100</b>	<b>377,700</b>	<b>385,443</b>	<b>799,200</b>	<b>(900)</b>	
Employees	0	0	0	0	0	
Other Expenditure	190,800	95,400	87,794	172,000	(18,800)	Increased cost of Green waste disposal offset, by reduced gate fees for AWC waste.
Income	(651,000)	(165,500)	(184,402)	(664,000)	(13,000)	Increase in Green Waste recycling credits & school recycling income.
<b>Waste Recycling</b>	<b>(460,200)</b>	<b>(70,100)</b>	<b>(96,607)</b>	<b>(492,000)</b>	<b>(31,800)</b>	
Employees	0	0	0	0	0	
Other Expenditure	500	0	0	500	0	
Income	0	0	0	0	0	
<b>Technical Projects</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	47,600	6,600	20,102	47,600	0	
Income	0	0	0	0	0	
<b>Public Conveniences</b>	<b>47,600</b>	<b>6,600</b>	<b>20,102</b>	<b>47,600</b>	<b>0</b>	Expenditure expected to remain within budget.
Employees	0	0	0	0	0	
Other Expenditure	6,200	3,900	2,508	6,200	0	
Income	(43,200)	(17,200)	(13,094)	(43,200)	0	
<b>Allotments</b>	<b>(37,000)</b>	<b>(13,300)</b>	<b>(10,586)</b>	<b>(37,000)</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	118,200	70,800	42,478	118,200	0	
Income	(96,000)	(56,700)	(53,891)	(96,000)	0	
<b>Parks Strategy</b>	<b>22,200</b>	<b>14,100</b>	<b>(11,413)</b>	<b>22,200</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	23,700	21,500	18,601	25,000	1,300	
Income	(327,400)	(161,100)	(148,065)	(300,000)	27,400	Number of burials lower in first half of the year which has affected income, situation may pick up in the second half of the year which is peak period for burials.
<b>Cemeteries</b>	<b>(303,700)</b>	<b>(139,600)</b>	<b>(129,464)</b>	<b>(275,000)</b>	<b>28,700</b>	
Employees	0	0	0	0	0	
Other Expenditure	17,000	5,800	2,591	17,000	0	
Income	0	0	0	0	0	
<b>Staines Metro Commons</b>	<b>17,000</b>	<b>5,800</b>	<b>2,591</b>	<b>17,000</b>	<b>0</b>	
Employees	130,200	65,200	54,257	102,000	(28,200)	Vacant posts
Other Expenditure	1,740,900	862,600	770,130	1,760,000	19,100	Playground maintenance
Income	(190,600)	(95,300)	(249,915)	(276,000)	(85,400)	Section 106 monies received for playground maintenance
<b>Grounds Maintenance</b>	<b>1,680,500</b>	<b>832,500</b>	<b>574,472</b>	<b>1,586,000</b>	<b>(94,500)</b>	
Employees	0	0	85	85	85	
Other Expenditure	5,500	5,200	2,538	5,415	(85)	
Income	0	0	0	0	0	
<b>Water Courses &amp; Land Drainage</b>	<b>5,500</b>	<b>5,200</b>	<b>2,623</b>	<b>5,500</b>	<b>0</b>	Expenditure expected to remain within budget.
<b>Total Employees</b>	<b>2,573,000</b>	<b>1,298,900</b>	<b>1,260,596</b>	<b>2,558,585</b>	<b>(14,415)</b>	
<b>Total Other Expenditure</b>	<b>3,485,800</b>	<b>1,685,400</b>	<b>1,624,505</b>	<b>3,482,145</b>	<b>(3,655)</b>	
<b>Total Income</b>	<b>(2,009,800)</b>	<b>(1,032,500)</b>	<b>(1,361,863)</b>	<b>(2,251,300)</b>	<b>(241,500)</b>	
	<b>4,049,000</b>	<b>1,951,800</b>	<b>1,523,237</b>	<b>3,789,430</b>	<b>(259,570)</b>	

Appendix C6						
<b>Community Safety, Young People, Leisure and Culture</b>						
<b>Results to</b> <b>30-Sep-14</b>	<b>Budget</b>		<b>Actual</b>	<b>Forecast</b>	<b>Variance</b>	<b>Comments</b>
	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>Outturn</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	612	94	94	
Other Expenditure	25,500	18,800	13,682	26,706	1,206	
Income	(1,000)	(1,000)	(2,300)	(2,300)	(1,300)	
<b>Youth</b>	<b>24,500</b>	<b>17,800</b>	<b>11,994</b>	<b>24,500</b>	<b>0</b>	Expenditure expected to remain within budget.
Employees	0	0	0	0	0	
Other Expenditure	0	0	10,000	15,000	15,000	Consultants costs for work completed.
Income	0	0	0	(15,000)	(15,000)	Above work to be financed from reserve set aside for Laleham Park.
<b>Laleham Park Project</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	1,000	500	0	0	(1,000)	Expenditure will be required if any new volunteers or casual staff need training
Income	0	0	0	0	0	
<b>Safeguarding</b>	<b>1,000</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	
Employees	12,500	6,200	4,348	9,500	(3,000)	Anticipated variance on temporary staffing costs.
Other Expenditure	3,400	2,200	1,641	3,400	0	
Income	(6,300)	(3,100)	(1,738)	(3,300)	3,000	Reduced sales of materials and reduced fee income.
<b>Resource Centre</b>	<b>9,600</b>	<b>5,300</b>	<b>4,252</b>	<b>9,600</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	4,000	0	1,257	4,000	0	
Income	(500)	(300)	(36)	(500)	0	
<b>Active Lifestyle</b>	<b>3,500</b>	<b>(300)</b>	<b>1,221</b>	<b>3,500</b>	<b>0</b>	
Employees	5,100	2,500	3,787	7,600	2,500	
Other Expenditure	36,100	20,500	40,507	56,653	20,553	Expenditure on refurbishing Stanwell tennis courts
Income	(6,000)	(3,000)	(29,053)	(29,053)	(23,053)	External funding received relating to Stanwell tennis courts and increased income from events.
<b>Sports Development</b>	<b>35,200</b>	<b>20,000</b>	<b>15,241</b>	<b>35,200</b>	<b>0</b>	
Employees	2,600	1,300	754	2,600	0	
Other Expenditure	29,500	23,000	18,411	29,500	0	
Income	(3,000)	(1,500)	(6,378)	(6,378)	(3,378)	Additional income recovered for youth theatres and craft clubs.
<b>Arts Development</b>	<b>29,100</b>	<b>22,800</b>	<b>12,787</b>	<b>25,722</b>	<b>(3,378)</b>	
Employees	0	0	0	0	0	
Other Expenditure	2,000	1,000	1,640	2,000	0	
Income	0	0	0	0	0	
<b>Events</b>	<b>2,000</b>	<b>1,000</b>	<b>1,640</b>	<b>2,000</b>	<b>0</b>	
Employees	196,900	97,800	91,368	196,900	0	
Other Expenditure	12,900	6,400	2,685	12,900	0	
Income	0	0	0	0	0	
<b>Leisure Administration</b>	<b>209,800</b>	<b>104,200</b>	<b>94,053</b>	<b>209,800</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	4,500	3,900	3,611	4,500	0	
Income	(8,000)	(8,000)	(8,000)	(8,000)	0	
<b>Museum</b>	<b>(3,500)</b>	<b>(4,100)</b>	<b>(4,389)</b>	<b>(3,500)</b>	<b>0</b>	
Employees	0	0	4,930	8,000	8,000	Costs of out of hours opening and closing of the Shepperton village hall
Other Expenditure	7,400	27,800	4,010	7,400	0	
Income	(54,700)	(37,000)	(42,033)	(62,700)	(8,000)	Extra income generated at Shepperton village hall
<b>Public Halls</b>	<b>(47,300)</b>	<b>(9,200)</b>	<b>(33,093)</b>	<b>(47,300)</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	55,300	0	10,315	55,300	0	
Income	(237,600)	(232,500)	(238,579)	(238,579)	(979)	
<b>Spelthorne Leisure Centre</b>	<b>(182,300)</b>	<b>(232,500)</b>	<b>(228,264)</b>	<b>(183,279)</b>	<b>(979)</b>	
Employees	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	
Income	(42,200)	(8,200)	(8,200)	(42,200)	0	
<b>Sunbury Golf Club</b>	<b>(42,200)</b>	<b>(8,200)</b>	<b>(8,200)</b>	<b>(42,200)</b>	<b>0</b>	
Employees	104,800	52,100	46,664	93,300	(11,500)	One member of staff has been working 2 days a week in Communications, costs have been moved to reflect that change. This is partially covered by temporary staff on lower grade.
Other Expenditure	3,900	1,900	1,675	3,900	0	
Income	(102,600)	(45,200)	(44,272)	(102,600)	0	
<b>Licensing</b>	<b>6,100</b>	<b>8,800</b>	<b>4,067</b>	<b>(5,400)</b>	<b>(11,500)</b>	
Employees	0	0	0	0	0	
Other Expenditure	2,700	1,700	2,639	5,500	2,800	Higher expenditure expected against Licensing Plates & Police checks Budget
Income	(76,000)	(38,000)	(35,105)	(76,000)	0	
<b>Taxi Licensing</b>	<b>(73,300)</b>	<b>(36,300)</b>	<b>(32,466)</b>	<b>(70,500)</b>	<b>2,800</b>	
Employees	69,200	34,300	46,430	115,100	45,900	Additional salary costs are funded through CDRP (Crime & Disorder Reduction Partnership fund). Two posts of Enforcement officers due to start by mid November, budget is held against other expenditure line
Other Expenditure	293,800	163,200	119,700	209,400	(84,400)	Savings expected mainly against Enforcement Project Budget due to vacant posts in the first half of the year
Income	(15,000)	0	(13,643)	(39,700)	(24,700)	Additional CDRP (Crime & Disorder Reduction Partnership fund) to off set the salary costs as above
<b>Community Safety</b>	<b>348,000</b>	<b>197,500</b>	<b>152,486</b>	<b>284,800</b>	<b>(63,200)</b>	
Total Employees	<b>391,100</b>	<b>194,200</b>	<b>198,893</b>	<b>433,094</b>	<b>41,994</b>	
Total Other Expenditure	<b>482,000</b>	<b>270,900</b>	<b>231,772</b>	<b>436,159</b>	<b>(45,841)</b>	
Total Income	<b>(552,900)</b>	<b>(377,800)</b>	<b>(429,337)</b>	<b>(626,310)</b>	<b>(73,410)</b>	
	<b>320,200</b>	<b>87,300</b>	<b>1,329</b>	<b>242,943</b>	<b>(77,257)</b>	



Appendix C7						
<b>Finance</b>						
<b>Results to 30-Sep-14</b>	<b>Budget</b>		<b>Actual</b>	<b>Forecast</b>	<b>Variance</b>	<b>Comments</b>
	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>Outturn</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	0	0	0	0	0	
Other Expenditure	222,700	0	0	222,700	0	
Income	0	0	(897)	(897)	(897)	
<b>Insurance</b>	<b>222,700</b>	<b>0</b>	<b>(897)</b>	<b>221,803</b>	<b>(897)</b>	
Employees	168,700	83,900	82,067	168,700	0	
Other Expenditure	17,800	3,200	2,393	17,800	0	
Income	(46,900)	(23,300)	(15,760)	(41,900)	5,000	Reduced levels of income expected due to change in arrangements with Woking.
<b>Audit</b>	<b>139,600</b>	<b>63,800</b>	<b>68,700</b>	<b>144,600</b>	<b>5,000</b>	
Employees	364,100	195,400	205,532	327,000	(37,100)	Salary saving as a result of early retirement and Maternity leave. Redundancy costs incurred will be funded from Business Improvement reserve at year end.
Other Expenditure	15,400	5,700	3,638	15,400	0	
Income	0	0	(5)	(5)	(5)	
<b>Accountancy</b>	<b>379,500</b>	<b>201,100</b>	<b>209,165</b>	<b>342,395</b>	<b>(37,105)</b>	
Employees	117,000	58,200	58,882	117,000	0	
Other Expenditure	4,700	2,400	1,409	4,700	0	
Income	0	0	0	0	0	
<b>MaT Secretariat &amp; Support</b>	<b>121,700</b>	<b>60,600</b>	<b>60,291</b>	<b>121,700</b>	<b>0</b>	
Employees	306,700	153,300	152,538	306,700	0	
Other Expenditure	8,000	4,000	7	2,300	(5,700)	Lease car returned.
Income	0	0	(152)	(200)	(200)	
<b>Assistant Chief Executives</b>	<b>314,700</b>	<b>157,300</b>	<b>152,393</b>	<b>308,800</b>	<b>(5,900)</b>	
Employees	359,500	179,700	186,125	381,700	22,200	Salary costs are expected to be higher for Corporate Project Management due to one member of staff being on long term sick. This is being covered by temporary staff.
Other Expenditure	8,400	5,800	2,227	8,400	0	
Income	0	0	(11,552)	(11,552)	(11,552)	Contribution from the partners in the partnership towards the cost of the project manager of the Locata project
<b>Chief Executive</b>	<b>367,900</b>	<b>185,500</b>	<b>176,800</b>	<b>378,548</b>	<b>10,648</b>	
Employees	6,000	6,000	6,120	6,200	200	
Other Expenditure	181,800	95,300	87,154	181,800	0	A joint bank contract procurement has recently been completed which will lead to future savings for the Council. The new contract will begin early in 2015.
Income	(9,100)	(4,600)	0	(9,100)	0	
<b>Corporate Management</b>	<b>178,700</b>	<b>96,700</b>	<b>93,274</b>	<b>178,900</b>	<b>200</b>	
Employees	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	
Income	(139,700)	0	0	(139,700)	0	
<b>Business Rates</b>	<b>(139,700)</b>	<b>0</b>	<b>0</b>	<b>(139,700)</b>	<b>0</b>	
Employees	703,300	349,600	385,372	740,300	37,000	Redundancy costs of £19k have been incurred due to a restructuring exercise. These will be funded from the Business Improvement Reserve at year end. Additional Agency / Temporary costs due to vacant posts for which the budget is being held against other expenditure line.
Other Expenditure	147,200	66,300	29,270	110,200	(37,000)	
Income	(150,300)	0	(7,792)	(150,300)	0	
<b>CServ Management &amp; Support</b>	<b>700,200</b>	<b>415,900</b>	<b>406,850</b>	<b>700,200</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	10,000	0	(105)	10,000	0	
Income	(8,500)	(4,200)	0	0	8,500	Funding has been credited to Legal Services for utilisation instead.
<b>Misc Expenses</b>	<b>1,500</b>	<b>(4,200)</b>	<b>(105)</b>	<b>10,000</b>	<b>8,500</b>	
Employees	860,200	429,000	177,051	860,200	0	
Other Expenditure	42,700	10,300	7,438	39,700	(3,000)	Budget for Staff Health & Safety, Security Services and Document Exchange not expected to be fully utilised.
Income	0	0	0	0	0	
<b>Unapportionable CentralO/Heads</b>	<b>902,900</b>	<b>439,300</b>	<b>184,489</b>	<b>899,900</b>	<b>(3,000)</b>	
Total Employees	<b>2,885,500</b>	<b>1,455,100</b>	<b>1,253,687</b>	<b>2,907,800</b>	<b>22,300</b>	
Total Other Expenditure	<b>658,700</b>	<b>193,000</b>	<b>133,430</b>	<b>613,000</b>	<b>(45,700)</b>	
Total Income	<b>(354,500)</b>	<b>(32,100)</b>	<b>(36,158)</b>	<b>(353,654)</b>	<b>846</b>	
	<b>3,189,700</b>	<b>1,616,000</b>	<b>1,350,959</b>	<b>3,167,146</b>	<b>(22,554)</b>	

Appendix C8						
<b>Communications and Procurement</b>						
<b>Results to 30-Sep-14</b>	<b>Budget</b>		<b>Actual</b>	<b>Forecast</b>	<b>Variance</b>	<b>Comments</b>
	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>Outturn</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	130,200	64,800	70,498	144,900	14,700	One member of staff working full time due to role enhancement
Other Expenditure	79,600	20,600	13,049	60,500	(19,100)	Savings expected against Marketing & Publicity & Promotion budget
Income	0	0	0	0	0	
<b>Corporate Publicity</b>	<b>209,800</b>	<b>85,400</b>	<b>83,547</b>	<b>205,400</b>	<b>(4,400)</b>	
Employees	0	0	0	0	0	
Other Expenditure	13,000	6,400	7,134	13,000	0	
Income	0	0	0	0	0	
<b>Research &amp; Consultation</b>	<b>13,000</b>	<b>6,400</b>	<b>7,134</b>	<b>13,000</b>	<b>0</b>	
Total Employees	<b>130,200</b>	<b>64,800</b>	<b>70,498</b>	<b>144,900</b>	<b>14,700</b>	
Total Other Expenditure	<b>92,600</b>	<b>27,000</b>	<b>20,183</b>	<b>73,500</b>	<b>(19,100)</b>	
Total Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>222,800</b>	<b>91,800</b>	<b>90,681</b>	<b>218,400</b>	<b>(4,400)</b>	

Appendix C9						
<b>Economic Development and Fixed Assets</b>						
<b>Results to</b> <b>30-Sep-14</b>	<b>Budget</b>		<b>Actual</b>	<b>Forecast</b>	<b>Variance</b>	<b>Comments</b>
	<b>Revised</b>	<b>YTD</b>	<b>YTD</b>	<b>Outturn</b>	<b>to Revised</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Employees	166,200	82,600	82,302	166,200	0	
Other Expenditure	379,900	155,800	35,013	379,900	0	
Income	0	0	0	0	0	
<b>Asset Mgn Administration</b>	<b>546,100</b>	<b>238,400</b>	<b>117,315</b>	<b>546,100</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	2,400	2,400	4,302	5,700	3,300	Business rates & storage costs
Income	0	0	0	0	0	
<b>Sea Cadets</b>	<b>2,400</b>	<b>2,400</b>	<b>4,302</b>	<b>5,700</b>	<b>3,300</b>	
Employees	0	0	0	0	0	
Other Expenditure	81,500	19,800	15,501	81,500	0	
Income	(35,800)	(17,600)	(30,869)	(45,700)	(9,900)	Additional income expected
<b>General Property Expenses</b>	<b>45,700</b>	<b>2,200</b>	<b>(15,368)</b>	<b>35,800</b>	<b>(9,900)</b>	
Employees	0	0	0	0	0	
Other Expenditure	0	0	179	0	0	Cost to be re-coded
Income	0	0	0	0	0	
<b>Memorial Gardens</b>	<b>0</b>	<b>0</b>	<b>179</b>	<b>0</b>	<b>0</b>	
Employees	38,200	22,200	21,955	38,200	0	
Other Expenditure	28,100	14,100	26,211	41,900	13,800	Costs of running Staines upon Thames day, offset by Sponsorship income as reflected below
Income	0	0	(13,765)	(13,800)	(13,800)	Sponsorship Income for Staines upon Thames day
<b>Economic Development</b>	<b>66,300</b>	<b>36,300</b>	<b>34,402</b>	<b>66,300</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	546,800	245,700	245,350	546,800	0	Planned Maintenance budget to be used fully by year end in partnership with Runnymede BC
Income	0	0	0	0	0	
<b>Planned Maintenance Programm</b>	<b>546,800</b>	<b>245,700</b>	<b>245,350</b>	<b>546,800</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	155,500	44,400	450	155,500	0	Responsive Maintenance budget to be used fully by year end in partnership with Runnymede BC
Income	0	0	0	0	0	
<b>Responsive Maintenance Progra</b>	<b>155,500</b>	<b>44,400</b>	<b>450</b>	<b>155,500</b>	<b>0</b>	
Employees	0	0	0	0	0	
Other Expenditure	28,500	23,800	25,934	28,500	0	
Income	0	0	0	0	0	
<b>Bus Station</b>	<b>28,500</b>	<b>23,800</b>	<b>25,934</b>	<b>28,500</b>	<b>0</b>	
Employees	19,400	9,600	10,417	19,400	0	
Other Expenditure	160,300	40,100	123,253	160,300	0	
Income	(580,500)	(280,000)	(442,851)	(420,500)	160,000	Reduced income from Elmsleigh Centre as a result of falling rents generated.
<b>Staines Town Centre Manageme</b>	<b>(400,800)</b>	<b>(230,300)</b>	<b>(309,181)</b>	<b>(240,800)</b>	<b>160,000</b>	
Total Employees	<b>223,800</b>	<b>114,400</b>	<b>114,674</b>	<b>223,800</b>	<b>0</b>	
Total Other Expenditure	<b>1,383,000</b>	<b>546,100</b>	<b>476,194</b>	<b>1,400,100</b>	<b>17,100</b>	
Total Income	<b>(616,300)</b>	<b>(297,600)</b>	<b>(487,484)</b>	<b>(480,000)</b>	<b>136,300</b>	
	<b>990,500</b>	<b>362,900</b>	<b>103,383</b>	<b>1,143,900</b>	<b>153,400</b>	



**Cabinet****18 November 2013**

<b>Title</b>	Parking Services – Annual Parking Charges		
<b>Purpose of the report</b>	To make a decision		
<b>Report Author</b>	Sandy Muirhead		
<b>Cabinet Member</b>	Councillor Daxa Patel	<b>Confidential</b>	No
<b>Corporate Priority</b>	Value for money Council		
<b>Cabinet Values</b>	Opportunity and Accountability		
<b>Recommendations</b>	<p><b>List all the recommendations you want the Cabinet to consider.</b></p> <p><b>The Cabinet is asked to:</b></p> <p><b>(1) authorise the Head of Sustainability and Leisure to proceed with proposals made in this report</b></p> <p><b>(2) authorise the Head of Corporate Governance to publish a notice of proposal to advertise the proposed changes</b></p> <p><b>(3) delegate authority to the Head of Corporate Governance, in consultation with the Head of Sustainability and Leisure and the Cabinet Member for parking services to deal with any responses to the proposed changes</b></p> <p><b>(4) delegate authority to the Head of Sustainability and Leisure, in consultation with the cabinet Member for parking services to amend the proposals following consultation</b></p> <p><b>(5) to authorise the Head of Corporate Governance to publish a notice of making once the final decision is made.</b></p> <p><b>To agree the changes to the operational policy.</b></p>		

**1. Key issues**

- 1.1 Income from our car parks is a significant part of the Council's budget. In 2013/14 the outturn income received from parking services, excluding on-street enforcement, was £1.99M compared to the budget estimate of £2.02M. There was a loss of income as a result of flooding (estimated at £80k) and loss of Centrica season tickets. However, on the latter Centrica have recently asked if we can provide parking spaces via season tickets so we hope to see some restoration of this income in 2015.
- 1.2 Bearing in mind the current economic climate, we should only consider increasing parking charges where we have attractions, the demand is high, need to cover costs and, or, we are offering good value for money. This will

help support residents and businesses in the economic climate, which although showing continuing signs of improvement, for the resident or visitor many are still seeing a drop in their household incomes.

- 1.3 To keep the parking operational policy in line with changes to uniform we need to submit it for sign off so we are in line with the Traffic Management Act 2004.

## **2. Options analysis and proposal**

- 2.1 To amend the operational policy to keep it up to date.
- 2.2 To keep parking charges as is except for the introduction of a Sunday charge of £1 for the first hour to satisfy those just “popping” into Staines-upon-Thames on a Sunday, as we have had a number of complaints about having to pay £2 on a Sunday when shoppers are only there for an hour. Therefore, introduction of £1 charge will demonstrate we have listened to the concerns raised by those wishing to visit Staines only briefly on a Sunday rather than staying for a longer period.
- 2.3 The price increases proposed in this report are small and due to the need to go through the formal procedure of approval and advertising for these charges it will be April 2015 before they are implemented. The proposals are:-
- a) To add in a £1 charge on a Sunday in Staines-upon-Thames to help customers.
  - b) To continue with, in all car parks (which normally operate on Sundays) in Staines-upon-Thames, a £2.00 charge to park all day on Sunday as this seems to have gained acceptance and be welcomed. This will continue to assist economic development and the retail sector in the town centre. However, to date it has not appeared to have had a significant impact on revenue but evidence of impact is more likely to be ascertained at Christmas when there is a considerable increase in weekend usage. This could result in an “overfull” car park.

## **3. Financial implications**

- 3.1 The income from parking assists the Council in maintaining and providing these facilities for residents and businesses but they do have to be maintained and administered therefore the income generated assists with service provision. Income will be maintained over the coming year by keeping charges as is.
- 3.2 Changes to the operational policy have no financial implications.

## **4. Other considerations**

- 4.1 There is a risk that if charges are not raised then parking income could reduce overtime but this has to be balanced with encouragement of people to use our car parks and lead them visit the Borough’s shopping centres.
- 4.2

## **5. Timetable for implementation**

November 2013 Cabinet decision

December 2013 / January 2014 Consultation

January 2014 Consideration of objections  
Orders made and implemented April 2014

**Background papers:**

**Appendices:**

**Appendix 1 Operational Policy available in Members' room**





# Cabinet

18 November 2014



<b>Title</b>	The re-naming of Staines ward		
<b>Purpose of the report</b>	To make a recommendation to Council		
<b>Report Author</b>	Jayne McEwan		
<b>Cabinet Member</b>	Councillor Robert Watts	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
<b>Cabinet Values</b>	Community		
<b>Recommendations</b>	<b>Cabinet is asked to recommend that Council agrees to change the name of Staines ward to Staines-upon-Thames ward.</b>		

## 1. Key issues

- 1.1 The Council propose that we change the name of Staines ward to Staines upon Thames ward following the renaming of Staines in December 2011.
- 1.2 In accordance with Section 59 of the Local Government and Public Involvement in Health Act 2007 (LGPIHA), a local authority may, by resolution, change the name of any of the authority's electoral areas provided it has taken reasonable steps to consult appropriate persons.
- 1.3 The resolution must be passed at a specially convened Council meeting with a majority of at least two thirds of the members voting on it.
- 1.4 A consultation has taken place with the proposal to make the change to the ward name, inviting comments from interested parties. The consultation period commenced on 18 August and ended 16 October 2014. The proposal was submitted to Councillors, Neighbourhood Watch members, Residents Associations, and papers were available for inspection at Libraries, at the Council Offices reception and on the Council website. Only five responses were received and all of those are opposed to the renaming of the ward names. For information, the responses are included in Appendix 1.

## 2. Options analysis and proposal

- 2.1 Three responses suggested that if the name of Staines ward is changed to Staines upon Thames ward, it should follow that we also change the name of Staines South to Staines upon Thames South.
- 2.2 Two responses suggested the proposal as unnecessary and unwarranted when other items are more important and resources scarce.
- 2.3 The consultation responses, although low in number, were unanimously opposed to the change. Notwithstanding the small opposition to the proposal, no sound reasons for not proceeding have been revealed. It is factually true

that ward names do not have to mirror town names etc, so there is some inconsistency, e.g Sunbury East is not proposed to be Sunbury on Thames East and Staines South is not proposed to be Staines upon Thames South. It is, however, recommended that the name change proceeds to highlight the position of the town adjacent to the river and to more accurately reflect the town name in the ward in this instance.

### **3. Financial implications**

- 3.1 There is little cost in changing the ward name; it is mainly administration procedures that would be affected. However, the procedure only has to be carried out once as the name will remain in place. Provided the change takes place before publication of the electoral register on 1 December 2014, there will be no cost. If the change is implemented at a later date then there will be the costs of providing the Electoral Register again to all public offices and this will amount to approximately £800.00 in costs and postage.

### **4. Other considerations**

- 4.1 Whatever the outcome of the decision, it should be noted the matter cannot be revisited for another five years.

### **5. Timetable for implementation**

- 5.1 Following recommendation, there is a special Council convened for the same night to consider the proposal at Cabinet on 18 November 2014, if the proposal is authorised by Council, the Boundary Commission for England will need to be notified immediately to enable implementation on the Electoral Register published on 1 December 2014. This would prevent having to republish to register at a later date and so incur costs.

### **6. Recommendation**

- 6.1 Cabinet is asked to recommend to Council that the ward name of Staines be changed to Staines upon Thames.

#### **Background papers:**

None

#### **Appendices:**

1. Responses to Consultation

## Responses to consultation

Each point below represents comments received from an individual in response to the proposal to change the ward name of Staines to Staines upon Thames.

- 1) "I must advise of my deepest sadness at this proposal. It is un-necessary and un-warranted. There are many other items on which we, as a council, should be focussing our attention, items which have a much higher and more important priority.

Many residents have advised of their feeling against the re-naming but will probably not be sending in a formal advice of same; they do not feel that their views will be acted on".

- 2) "I fully concur with, (*person in point 1*), I feel our time and money could be better spent on other things as do many of our residents. I feel that with the timings it is just an election tool for a certain councillor to market himself as 'Mr. Staines upon Thames'.

I have no faith in any consultation as I believe the last one about the name change to be flawed. Complaints were made to the then leader but were ignored.

Another point of interest, why not Staines South? If it is too expensive to do two why spend money on doing one at all."

- 3) "Staines Town Society, which has many members in Staines ward, objects to this proposal to rename Staines ward.

At a time of scarce resources, it makes no sense to waste time and money on a project which is unnecessary, has no benefits, and has not been asked for by residents."

- 4) "With regard to renaming Staines Ward to Staines upon Thames Ward: if the goal is consistency than surely you would also rename Staines South to be Staines upon Thames South. By having one be Staines and one Staines upon Thames, to me it would give the impression that Staines South isn't as much part of Staines or isn't as important."

- 5) "I object most strongly to the idea that the electoral ward should be renamed Staines Upon Thames if it is paid out of the residents money, from hard earned council tax.

When the change of name was first proposed, Cllr Colin Davis was most insistent that the name change would not cost the residents a penny. He demonstrated that with the new signs that proclaim Staines-upon-Thames, all having the name of a variety of sponsors. I hope the Council will use the sponsors' money again and not ours."



**Cabinet****18 November 2014**

<b>Title</b>	Review of polling districts, polling places and polling stations		
<b>Purpose of the report</b>	To make a recommendation to Council		
<b>Report Author</b>	Jayne McEwan		
<b>Cabinet Member</b>	Councillor Robert Watts	<b>Confidential</b>	No
<b>Corporate Priority</b>	Delivering quality of life services		
<b>Cabinet Values</b>	Community		
<b>Recommendations</b>	<p><b>Cabinet is asked to recommend that Council agrees to:</b></p> <ul style="list-style-type: none"> <li>• <b>Retain all polling stations as they currently are with the exception of The Lady of the Rosary School within Polling District S3.</b></li> <li>• <b>Consider using the church hall at Our Lady of the Rosary in Gresham Road.</b></li> </ul>		

**1. Key issues**

- 1.1 When determining the suitability of polling stations, polling places and polling districts it is important that the accessibility needs of all voters are considered.
- 1.2 A comprehensive review was undertaken in 2011 when we reduced the number of polling stations from 69 to 54 to bring us in line with other Surrey Authorities.
- 1.3 The premises currently used continue to be suitable for the electorate even though the electorate has increased by approximately 2500 over the Borough. The number of those opting to vote by post continues to rise and, therefore, reduces the actual numbers of electors to the polling stations.
- 1.4 A consultation has taken place with the proposal to retain all the current polling stations, polling places and polling districts, inviting comments from interested parties. The consultation period commenced on 18 August and ended 16 October 2014. The proposal was submitted to Councillors, Neighbourhood Watch members, Resident's Associations, and papers were available for inspection at Libraries, at the Council Offices reception and on the Council website.

**2. Options analysis and proposal**

- 2.1 Following consultation, two comments were received. One concerning the use of Our Lady of the Rosary School from a parent whose child attends the school and, the second, comments received on behalf of the Head Teacher at Springfield County Primary School whose school is in special measures.

- 2.2 All polling station premises remain suitable. However, I looked for alternative premises, as requested. With regards to Our Lady of the Rosary School, the elector has suggested that we consider using the Church hall at Our Lady of the Rosary in Gresham Road. I visited the premises to view it's appropriateness for use as a polling station and whilst it is currently undergoing renovation, I feel the premises will be entirely suitable. The premises provide suitable facilities for polling staff and electors, with accessibility for all needs. The site also has adequate parking. Whilst I would recommend the use of the Church Hall for smaller elections, I would recommend that we use the larger premises at the school for the forthcoming UK Parliamentary and Spelthorne Borough Council elections as the turnout will be greater.
- 2.3 I looked for alternative premises within HSW2 to replace the premises at Springfield County Primary School but was unable to find alternative premises that were large enough and which provided suitable facilities.

### **3. Financial implications**

- 3.1 The current cost of hiring Our Lady of the Rosary School for polling day is £80.00. The proposed cost of hiring the Church hall would be approximately £250.00 to £300.00. There will also be a requirement to write to each elector in the polling district (approximately 1650 electors) to advise of the change in premises. This would be in the region of £880.00. The set up costs for printing maps for the new premises would be approximately £300.00. The cost in changing this one premise would be approximately almost £1500.00
- 3.2 There would be no additional cost to remaining with the polling stations we currently have.

### **4. Other considerations**

- 4.1 Consideration must be given to the closure of the school for polling day. However, it should be noted that the schools are given almost a year's notice so they are given the opportunity to build this day into their timetable of inset days. The Surrey County Council website suggests that schools have five inset days each year and these are when determined by the school.

### **5. Timetable for implementation**

- 5.1 The proposals will be effective immediately.

### **6. Recommendations**

- 6.1 To retain all current polling stations but to use an alternative to Our Lady of the Rosary School for elections other than UK Parliamentary. Our Lady of the Rosary Church hall will be used for elections other than the UK Parliamentary Election.

### **Background papers:**

None

### **Appendices:**

None

**Cabinet****18 November 2014**

<b>Title</b>	Laleham Park Camping Club – Proposed Lease Renewal		
<b>Purpose of the report</b>	To make a decision		
<b>Report Author</b>	Sandy Muirhead		
<b>Cabinet Member</b>	Councillor Tony Mitchell	<b>Confidential</b>	No
<b>Corporate Priority</b>	Value for money Council		
<b>Cabinet Values</b>	Community and Opportunity		
<b>Recommendations</b>	<b>Cabinet is asked to approve the grant of a new lease to the Trustees of the Laleham Camping Club for Laleham Campsite for a period of 25 years and authorise the Head of Leisure and Sustainability to negotiate and agree all necessary terms.</b>		

**1. Key issues**

- 1.1 Laleham Park Camping Club (“the Club”) has been present on the current site for many years. The current camping club lease is due to expire on 30 November 2014 and, the Club have requested a renewal of their lease on similar terms, save for requesting a longer term. The Club has been on the site for many years and more recently have made significant improvements to the site in order to improve the usage of the facility and to pay an appropriate rent to the Council for the site.
- 1.2 Historically the Club received a loan from the Council to build the shower/toilet/facility block which they paid off over 20 years. In the last five years of this repayment period the Club commenced payment of a rent to the Council. This was undertaken on a phased basis reaching £20k per year in 2014.
- 1.3 The Club continue to wish to make further improvements on site and in order for them to move forward and obtain any available grants to help upgrade the site they require a longer lease of the site than the current lease of 5 years.
- 1.4 It is important to note that the Club is fully aware of the various proposals and plans that have been put forward for Laleham park and representatives recently attended the public meeting on this very issue. This has also impacted on the lease in terms of possible discussions as to their future location whilst plans were developed for the park. They have been supportive to the Council and may be interested in operating other facilities. However, the campsite is their key area of interest and given current plans for the park it is appropriate to renew the lease for the current location.

- 1.5 Any new lease would have a mutual break clause allowing either party to end the arrangement on 24 months' notice. This provides comfort to the Council with letting a lease term of this length and does not compromise any long term aspirations for the park and gives the Club two seasons warning.
- 2. Options analysis and proposal**
- 2.1 To issue a new lease for 25 years with rent reviews every five years covering the current site (map attached). This enables the camping club to seek grants to make further improvements the site. Five year rent reviews provide the Council with the opportunity to increase the rent, as in discussions with the valuer it is agreed that at the moment they are unlikely to increase their current income significantly. The Club is still very much supported by local residents with many of its members having used the site for many years.
- 2.2 Not to renew the Lease would leave the Council without an income for this land, a deserted site and the conclusion of a well used local camping facility used by residents and visitors.
- 3. Financial implications**
- 3.1 The site now provides the Council with an annual income of £20k and it is suggested on the basis of the current accounts for the Club this figure is used for the next five years with increases each year in line with RPI as advised by the Council's valuer. If the success of the Club improves within the next five years at the point of the rent review it can be decided whether the rent increases over and above RPI.
- 4. Other considerations**
- 4.1 The Club has been on the site for many years and is well used by local residents to the benefit of the community in Spelthorne. This community benefit is recognised in the rent being based on the accounts as the Council consider community input important in providing local facilities for the benefit of all.
- 4.2 The Club have expressed an interest in taking a lease of an additional area of the Council's land at the back of the campsite to provide camping for those who just wish to "put up a tent". To proceed with this would need detailed discussion and finalisation of other improvements within Laleham Park.
- 4.3 The Club have expressed an interest in running other facilities but any new proposals put forward by the Club will need to be assessed independently on their own merits and would be the subject of a separate licence/lease as appropriate.
- 5. Timetable for implementation**
- 5.1 Officers wish for the new arrangements to be agreed and in place by the end of January 2015.

**Background papers:**

**Appendices:**