

*Please reply to:*

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Date: 08 January 2025

## **Notice of meeting**

### **Business, Infrastructure and Growth Committee**

**Date:** Thursday, 16 January 2025

**Time:** 7.00 pm

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

#### **To the members of the Business, Infrastructure and Growth Committee**

Councillors:

|                                |             |             |
|--------------------------------|-------------|-------------|
| H.R.D. Williams (Chair)        | M. Beecher  | S. Gyawali  |
| J.R. Boughtflower (Vice-Chair) | T. Burrell  | N. Islam    |
| C. Bateson                     | D.C. Clarke | A. Mathur   |
| S.N. Beatty                    | M. Gibson   | S.C. Mooney |

Substitute Members: Councillors J. Button, J.P. Caplin, A. Gale, R.V. Geach, D.L. Geraci,  
L. E. Nichols and D. Saliagopoulos

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

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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# Agenda

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- |            |  |                      |
|------------|--|----------------------|
| <b>1.</b>  | <b>Apologies and Substitutes</b><br><br>To receive any apologies for non-attendance and details of Member substitutions.   |                      |
| <b>2.</b>  | <b>Minutes</b><br><br>To confirm as a correct record the minutes of the meeting held on 05 December 2024.  | <b>5 - 16</b>        |
| <b>3.</b>  | <b>Disclosures of interest</b><br><br>To receive any disclosures of interest from members in accordance with the Members' Code of Conduct.   |                      |
| <b>4.</b>  | <b>Questions from members of the Public</b><br><br>The Chair, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.<br><br>At the time of publication of this agenda no questions were received. |                      |
| <b>5.</b>  | <b>Forward Plan</b><br><br>To note the Forward Plan for future business.   | <b>17 - 20</b>       |
| <b>6.</b>  | <b>HSR/SLR Working Group Updates</b><br><br>To receive a verbal update from the Chair of the HSR/SLR Working Group.  | <b>Verbal Report</b> |
| <b>7.</b>  | <b>Waterfront Development Update</b><br><br>To receive a verbal update on the Waterfront Development.  | <b>Verbal Report</b> |
| <b>8.</b>  | <b>Business, Infrastructure and Growth Draft Detailed Budget</b><br><br>To consider the draft budget for the Business, Infrastructure and Growth Committee and make a recommendation to the Corporate Policy and Resources Committee.                    | <b>21 - 38</b>       |
| <b>9.</b>  | <b>Grant Application by the Spelthorne Business Forum</b><br><br>To consider a grant application by the Spelthorne Business Forum and to make a recommendation to Council.   | <b>39 - 50</b>       |
| <b>10.</b> | <b>Exclusion of Public and Press (Exempt Business)</b>   |                      |

To move the exclusion of the Press/Public for the following items, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

**11. Summit Centre, Sunbury-on-Thames, Site Sale**

**51 - 60**

To consider a report on the Summit Centre, Sunbury-on-Thames.

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**Minutes of the Business, Infrastructure and Growth Committee  
5 December 2024**

**Present:**

Councillor H.R.D. Williams (Chair)  
Councillor J.R. Boughtflower (Vice-Chair)

**Councillors:**

|             |            |             |
|-------------|------------|-------------|
| C. Bateson  | M. Gibson  | A. Mathur   |
| S.N. Beatty | S. Gyawali | S.C. Mooney |
| M. Beecher  | N. Islam   |             |

**Substitutions:** Councillors R.V. Geach  
D. Saliagopoulos

**Apologies:** Councillors T. Burrell and D.C. Clarke

**In Attendance:** Councillors L. E. Nichols and J.R. Sexton

**19 Apologies and Substitutes**

Apologies were received from Councillor Burrell and Councillor Clarke. Councillor Geach attended as substitute for Councillor Burrell while Councillor Saliagopoulos was substitute for Councillor Clarke.

**20 Minutes**

The minutes of the meeting held on 12 September 2024 and the Extraordinary meeting held on 16 September 2024 were confirmed as a correct record.

**21 Disclosures of interest**

There were none.

## **22 Questions from members of the Public**

There were none.

## **23 Forward Plan**

### **Councillor Gyawali arrived at 19:03**

The Chair proposed adding the following items as standing agenda items:

HSR/SLR Working Group Updates

Waterfront Development Update

The Committee **resolved** to note the Forward Plan with the addition of the above items.

## **24 Business, Infrastructure & Growth Budget, Fees and charges, and Revenue Growth Bids for 2025/26**

The Committee considered a report from the Joint Financial Services Manager on the Fees and Charges, and Revenue Growth Bids for the Business, Infrastructure & Growth Committee.

The Deputy Chief Executive advised that there were no Capital Bids or Savings proposals for this Committee to consider. The Deputy Chief Executive then introduced the Growth Bids and Fees and Charges and invited comments. Members were advised that the default position was for a 4% uplift of fees rounded to the nearest pound but that there were exceptions where an increase would have an adverse impact on activity and income streams.

The Committee requested clarification on the cost to the Council for the Jobs and Skills Hub and were advised that up until March 2025, the cost was nil due to funding from the Department for Works and Pensions and the Shared Prosperity Fund (SPF).

The Committee asked what the funding for the Ashford Business Improvement District (BID) would cover and were advised that it would cover the stakeholder consultation, formation of business plans and setting up steering committees. There would be no ongoing cost to the Council.

### **Councillor Geach arrived at 19:12**

The Committee requested a report on outcomes for the SPF. It was agreed that a report would be circulated to all members via the Members' Briefing Pack in Spring 2025.

Committee **resolved** to:



1. Approve the Budget, Fees and Charges, and Growth Bid proposals for Business, Infrastructure & Growth Committee
2. Recommend to Corporate Policy & Resources Committee that they approve the proposed Budget, Fees and Charges, and Growth Bid proposals for Business, Infrastructure and Growth Committee.

Councillor Mooney requested it was noted that she did not agree with the proposed Growth Bids.

## **25 Council Land and Property Disposals**

The Committee considered a report from the Group Head – Assets on disposal options for Ashford Victory Place. Under Standing Order 35, the Chair allowed Group Leaders to attend and take part in the debate but not vote.

The Group Head – Assets advised the Committee that the recommendation to dispose of the Ashford Victory Place site had arisen over the past 12 – 15 months as part of the Development Delivery Strategy which set out timescales and the rationale for prioritisation. A full marketing exercise had been carried out and the offers received had been scored in line with the Development Delivery Strategy criteria to identify the preferred bidder. The proposal from the preferred bidder would be to proceed with the existing planning permission, for 127 units, with 22 of those being affordable.

The Committee queried how the proposed disposal of Ashford Victory Place and Thameside House aligned with the Local Plan and were advised that both sites were in the Local Plan Housing Trajectory for years 1 – 5, as such the proposals were in alignment.

The Committee expressed doubt that any affordable units would be included in the final development. Councillor Boughtflower suggested that any Community Infrastructure Levy funds from the development be ringfenced for projects in Stanwell. The Group Head Place, Protection and Prosperity advised that CIL funds should be spent where the development took place however decisions could only be made on the bids submitted.

The Committee requested that after any property sale a post-sale report is produced which would include a 'lessons learnt' section.

The Committee expressed disappointment over the limited amount of affordable units and queried if there was any way to progress the site with either more affordable or key worker units. The Group Head – Assets advised that two bids had been received which offered key worker housing or 100% affordable but both had conditions attached which made them unsuitable and neither offers had been able to secure a Registered Provider to partner with.

It was proposed by Councillor Boughtflower, seconded by Councillor Bateson and **resolved** to exclude the public and press for the following agenda items, in accordance with paragraph 3 of part 1 of Schedule 12A of the Local

Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalising acceptable contract terms.

**The meeting was adjourned at 20:27**

**The meeting reconvened at 20:37**

It was proposed by Councillor Bateson, seconded by Councillor Boughtflower and **resolved** to suspend Standing Order 38.3 to continue the meeting beyond three hours.

The Committee returned to open session.

Councillor Boughtflower requested a recorded vote. The Chair advised the Committee that the two recommendations from the report would be voted on separately.

Recommendation 1:

|                |  |
|----------------|--|
| <b>For</b>     | Councillors Beecher, Gibson, Williams <b>(3)</b>   |
| <b>Against</b> | Councillors Boughtflower, Bateson, Beatty, Geach, Gyawali, Islam, Mathur, Mooney, Saliagopoulos <b>(9)</b> |
| <b>Abstain</b> | Nil  |

Committee **resolved** to *not* recommend to Council to approve the disposal of Ashford Victory Place in Ashford to the preferred bidders as set out in the appendices attached to the report

Recommendation 2:

|         |   |
|---------|---|
| For     | Councillors Boughtflower, Beatty, Beecher, Geach, Gibson, Gyawali, Islam, Mathur, Mooney, Saliagopoulos, Williams <b>(11)</b> |
| Against | Nil   |
| Abstain | Councillor Bateson <b>(1)</b>   |

Committee **resolved** to note the current marketing approach and offers received in relation to Thameside House, Staines which will form the basis of a further report to be brought to the Business, Infrastructure & Growth Committee in the early part of calendar year 2025.

## **26 HSR/SLR Working Group Terms of Reference**

**Councillor Geach left the meeting at 22:06**

The Committee considered the Terms of Reference for the HSR/SLR Working Group.

The Committee were advised that at the first meeting of the Working Group, Councillor Bateson had been elected as Chair.

Councillor Bateson informed the Committee that they would be aiming to have a recommendation no later than September 2025

The Committee **resolved** to agree the Terms of Reference for the HSR/SLR Working Group.

**The meeting ended at 22:11**

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## **Spelthorne Borough Council**

### **Services Committees Forward Plan and Key Decisions**

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

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

Please direct any enquiries about this Plan to [CommitteeServices@spelthorne.gov.uk](mailto:CommitteeServices@spelthorne.gov.uk).

## Spelthorne Borough Council

### Service Committees Forward Plan and Key Decisions for 8 January 2025 to 05 June 2025

| Anticipated earliest (or next) date of decision and decision maker  | Matter for consideration                                  | Key or non-Key Decision | Decision to be taken in Public or Private | Lead Officer   |
|---|---|-------------------------|---|--|
| Business, Infrastructure and Growth Committee<br>16 01 2025   | Business, Infrastructure and Growth Draft Detailed Budget | Key Decision            | Public                                    | Mahmud Rogers, Joint Financial Services Manager  |
| Business, Infrastructure and Growth Committee<br>16 01 2025   | Grant Application by the Spelthorne Business Forum        | Key Decision            | Public                                    | Chris Norrington, Economic Development Manager   |
| Business, Infrastructure and Growth Committee<br>16 01 2025<br><br>Commercial Assets Sub-Committee 27 01 2025 | Summit Centre, Sunbury-on-Thames, Site Sale               | Key Decision            | Public                                    | Bruce Strong, Investment Asset Manager   |
| Business, Infrastructure and Growth Committee<br>13 03 2025   | Appointment of Directors to the Spelthorne Business Forum | Key Decision            | Public                                    | Chris Norrington, Economic Development Manager   |
| Business, Infrastructure and Growth Committee<br>13 03 2025   | Ashford BID Verbal Update                                 | Key Decision            | Public                                    | Chris Norrington, Economic Development Manager   |
| Business, Infrastructure and Growth Committee<br>13 03 2025   | Oast House Listed Building Options Update                 | Non-Key Decision        | Public                                    | Kamal Mehmood, Strategic Lead for Leisure and Community Development, Heather Morgan, Group Head - Place, Protection and Prosperity |

| Date of decision and decision maker                         | Matter for consideration   | Key or non-Key Decision | Decision to be taken in Public or Private | Lead Officer  |
|---|--|-------------------------|---|---|
| Business, Infrastructure and Growth Committee<br>13 03 2025 | Partnership Working to Deliver Infrastructure to support new homes | Non-Key Decision        | Public                                    | Heather Morgan, Group Head - Place, Protection and Prosperity |
| Business, Infrastructure and Growth Committee<br>05 06 2025 | Ashford BID Report   | Key Decision            | Public                                    | Chris Norrington, Economic Development Manager                |

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# Business Infrastructure and Growth Committee

16 January 2025



|                                  |   |
|----------------------------------|---|
| <b>Title</b>                     | <i>Business, Infrastructure &amp; Growth - Draft Detailed budget for 2025/26</i>  |
| <b>Purpose of the report</b>     | To make a decision  |
| <b>Report Author</b>             | <i>Mahmud Rogers Joint Financial Services Manager</i>   |
| <b>Ward(s) Affected</b>          | All Wards   |
| <b>Exempt</b>                    | No  |
| <b>Exemption Reason</b>          | <i>n/a</i>  |
| <b>Corporate Priority</b>        | Resilience  |
| <b>Recommendations</b>           | <p>Committee is asked to:</p> <ol style="list-style-type: none"> <li>1. Review the draft detailed budget for 2025/26 for Business, Infrastructure &amp; Growth Committee and agree any amendments</li> <li>2. Recommend to Corporate Policy and Resources Committee to approve the proposed budget</li> </ol> |
| <b>Reason for Recommendation</b> | Councils have a statutory duty to balance their budgets. It is important that we take a medium-term approach in ensuring that we can take action sufficiently early to ensure the Council's Revenue Budget remains financially sustainable.   |

## 1. Summary of the report

| What is the situation  | Why we want to do something   |
|--|---|
| <ul style="list-style-type: none"> <li>• A robust budget planning process helps organisations to manage their resources with economy, efficiency and effectiveness</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>• To have a robust and sustainable 2025/26 budget that meets the needs of the service and provides a resilient financial position to the Council as a whole.</li> <li>• The 2025/26 Budget planning process commenced in May 2024 and must be completed and approved by Council in February 2025.</li> </ul> |
| This is what we want to do about it  | These are the next steps  |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Committee reviews and agrees provisionally the draft details budget</li> </ul> | <ul style="list-style-type: none"> <li>Agree a draft Budget for the Committee to put forward to Corporate Policy and Resources Committee to consolidate into the overall Council Budget for 2025-26</li> </ul> |
|---|--|

1.1 This report seeks to present the draft detailed budget for Business, Infrastructure & Growth. The purpose is to give the Committee an early opportunity to comment and shape the Budget before it is further refined.

## **2. Key issues**

2.1 The attached appendix gives full detail of the draft detailed budget proposed.

## **3. Options analysis and proposal**

3.1 The Committee has the opportunity to comment on any of the fees and charges, savings or growth items.

## **4. Financial management comments**

4.1 Proposed growth and savings have been included in the draft detailed budget as per the previous committee.

## **5. Risk management comments**

5.1 When considering savings proposals, we need to consider the risk of any adverse impact on service delivery capacity.

## **6. Procurement comments**

6.1 n/a

## **7. Legal comments**

7.1 Councils have a statutory duty under the Local Government Finance Act 1992 to set a balanced budget.

## **8. Other considerations**

8.1 n/a

## **9. Equality and Diversity**

9.1 When savings involve reductions to service appropriate Equality Impact Assessments need to be undertaken

## **10. Sustainability/Climate Change Implications**

10.1 n/a

## **11. Timetable for implementation**

11.1 Overall Council Budget to be agreed in February for recommendation to Council 27<sup>th</sup> February for approval

## **12. Contact**

12.1 Mahmud Rogers, Joint Financial Services Manager  
[m.rogers@spelthorne.gov.uk](mailto:m.rogers@spelthorne.gov.uk)

**Background papers: There are none.**

**Appendices:**

Appendix 1 – Draft detailed budget for 2025-26 Business, Infrastructure & Growth

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**Budget Report for 25/26 & 24/25****Business Infrastructure-Growth**

|                                      |                     |              |          |                     |          |
|--------------------------------------|---------------------|--------------|----------|---------------------|----------|
| <b><u>Responsive Maintenance</u></b> | <b><u>11499</u></b> | <b>25/26</b> | <b>£</b> | <b><u>24/25</u></b> | <b>£</b> |
|--------------------------------------|---------------------|--------------|----------|---------------------|----------|

|           |                             |  |   |  |   |
|-----------|-----------------------------|--|---|--|---|
| 114992007 | Improvements and Adaptation |  | 0 |  | 0 |
|-----------|-----------------------------|--|---|--|---|

|  |  |          |  |          |  |
|--|--|----------|--|----------|--|
|  |  | <u>0</u> |  | <u>0</u> |  |
|--|--|----------|--|----------|--|

|  |                     |              |          |                     |          |
|--|---------------------|--------------|----------|---------------------|----------|
| <b><u>R&amp;R Other Properties</u></b> | <b><u>11581</u></b> | <b>25/26</b> | <b>£</b> | <b><u>24/25</u></b> | <b>£</b> |
|--|---------------------|--------------|----------|---------------------|----------|

|           |                        |  |   |  |   |
|-----------|------------------------|--|---|--|---|
| 115812001 | Responsive maintenance |  | 0 |  | 0 |
|-----------|------------------------|--|---|--|---|

|  |  |          |  |          |  |
|--|--|----------|--|----------|--|
|  |  | <u>0</u> |  | <u>0</u> |  |
|--|--|----------|--|----------|--|

|   |                     |              |          |                     |          |
|---|---------------------|--------------|----------|---------------------|----------|
| <b><u>Planned Maintenance Programme</u></b> | <b><u>11599</u></b> | <b>25/26</b> | <b>£</b> | <b><u>24/25</u></b> | <b>£</b> |
|---|---------------------|--------------|----------|---------------------|----------|

|           |          |  |         |  |         |
|-----------|----------|--|---------|--|---------|
| 115991001 | Salaries |  | 176,500 |  | 135,400 |
|-----------|----------|--|---------|--|---------|

|           |                    |  |        |  |        |
|-----------|--------------------|--|--------|--|--------|
| 115991101 | National Insurance |  | 20,400 |  | 15,900 |
|-----------|--------------------|--|--------|--|--------|

|           |                |  |        |  |        |
|-----------|----------------|--|--------|--|--------|
| 115991111 | Superannuation |  | 31,200 |  | 24,100 |
|-----------|----------------|--|--------|--|--------|

|           |                    |  |       |  |       |
|-----------|--------------------|--|-------|--|-------|
| 115991207 | Stand By allowance |  | 3,800 |  | 3,800 |
|-----------|--------------------|--|-------|--|-------|

|           |                            |  |     |  |   |
|-----------|----------------------------|--|-----|--|---|
| 115991601 | Professional subscriptions |  | 400 |  | 0 |
|-----------|----------------------------|--|-----|--|---|

|           |                            |  |     |  |     |
|-----------|----------------------------|--|-----|--|-----|
| 115991803 | Employee related insurance |  | 700 |  | 700 |
|-----------|----------------------------|--|-----|--|-----|

|           |                        |  |         |  |         |
|-----------|------------------------|--|---------|--|---------|
| 115992001 | Responsive maintenance |  | 363,000 |  | 356,300 |
|-----------|------------------------|--|---------|--|---------|

|           |                        |  |         |  |         |
|-----------|------------------------|--|---------|--|---------|
| 115992002 | Programmed Maintenance |  | 672,500 |  | 659,300 |
|-----------|------------------------|--|---------|--|---------|

|           |                             |  |         |  |         |
|-----------|-----------------------------|--|---------|--|---------|
| 115992007 | Improvements and Adaptation |  | 132,600 |  | 130,000 |
|-----------|-----------------------------|--|---------|--|---------|

|           |                              |  |       |  |       |
|-----------|------------------------------|--|-------|--|-------|
| 115993902 | Essential User Car Allowance |  | 4,200 |  | 2,900 |
|-----------|------------------------------|--|-------|--|-------|

|           |                  |  |   |  |   |
|-----------|------------------|--|---|--|---|
| 115994401 | Consultants fees |  | 0 |  | 0 |
|-----------|------------------|--|---|--|---|

|           |           |  |   |  |   |
|-----------|-----------|--|---|--|---|
| 115994404 | Surveyors |  | 0 |  | 0 |
|-----------|-----------|--|---|--|---|

|           |                   |  |       |  |       |
|-----------|-------------------|--|-------|--|-------|
| 115994552 | Computer Software |  | 7,400 |  | 7,400 |
|-----------|-------------------|--|-------|--|-------|

|           |                      |  |        |  |   |
|-----------|----------------------|--|--------|--|---|
| 115997151 | Other Reimbursements |  | -3,500 |  | 0 |
|-----------|----------------------|--|--------|--|---|

|                                 |                       |                  |                |                  |
|---------------------------------|-----------------------|------------------|----------------|------------------|
|                                 |                       | <u>1,409,200</u> |                | <u>1,335,800</u> |
| <u>Charlton Hall</u>            | <u>14802</u>          | 25/26            | £              | <u>24/25</u> £   |
| 148027501                       | Rents                 |                  | -12,000        | -12,000          |
|                                 |                       |                  | <u>-12,000</u> | <u>-12,000</u>   |
| <u>St Martins Hall</u>          | <u>14805</u>          | 25/26            | £              | <u>24/25</u> £   |
| 148057501                       | Rents                 |                  | -11,000        | -11,000          |
|                                 |                       |                  | <u>-11,000</u> | <u>-11,000</u>   |
| <u>Redcross Hall Shepperton</u> | <u>14807</u>          | 25/26            | £              | <u>24/25</u> £   |
| 148077305                       | Other fees - Premises |                  | 0              | 0                |
| 148077501                       | Rents                 |                  | -5,400         | -4,000           |
|                                 |                       |                  | <u>-5,400</u>  | <u>-4,000</u>    |
| <u>Memorial Gardens</u>         | <u>15112</u>          | 25/26            | £              | <u>24/25</u> £   |
| 151122113                       | Miscellaneous Works   |                  | 0              | 0                |
|                                 |                       |                  | <u>0</u>       | <u>0</u>         |
| <u>Lammas Park Sea Cadets</u>   | <u>15122</u>          | 25/26            | £              | <u>24/25</u> £   |
| 151222404                       | Business Rates        |                  | 0              | 0                |
| 151225012                       | External Contracts    |                  | 0              | 0                |
|                                 |                       |                  | <u>0</u>       | <u>0</u>         |
| <u>Staines Market</u>           | <u>20401</u>          | 25/26            | £              | <u>24/25</u> £   |
| 204012216                       | Hard Surfaces         |                  | 8,500          | 8,500            |
| 204012301                       | Electricity           |                  | 2,700          | 3,500            |

|           |                    |                |                |
|-----------|--------------------|----------------|----------------|
| 204012404 | Business Rates     | 29,600         | 29,600         |
| 204012412 | Bid Levy           | 1,100          | 1,100          |
| 204015012 | External Contracts | 96,700         | 94,500         |
| 204017501 | Rents              | -200,000       | -200,000       |
|           |                    | <u>-61,400</u> | <u>-62,800</u> |

|                                |              |       |   |  |       |   |
|--------------------------------|--------------|-------|---|--|-------|---|
| <u>Elmsleigh Car park Ramp</u> | <u>21113</u> | 25/26 | £ |  | 24/25 | £ |
|--------------------------------|--------------|-------|---|--|-------|---|

|           |                              |          |          |
|-----------|------------------------------|----------|----------|
| 211134979 | Other Miscellaneous Expenses | 0        | 0        |
|           |                              | <u>0</u> | <u>0</u> |

|                                   |              |       |   |  |       |   |
|-----------------------------------|--------------|-------|---|--|-------|---|
| <u>Knowle Green Redevelopment</u> | <u>21114</u> | 25/26 | £ |  | 24/25 | £ |
|-----------------------------------|--------------|-------|---|--|-------|---|

|           |                              |          |          |
|-----------|------------------------------|----------|----------|
| 211144979 | Other Miscellaneous Expenses | 0        | 0        |
|           |                              | <u>0</u> | <u>0</u> |

|                                  |              |       |   |  |       |   |
|----------------------------------|--------------|-------|---|--|-------|---|
| <u>Spelthorne Leisure Centre</u> | <u>21116</u> | 25/26 | £ |  | 24/25 | £ |
|----------------------------------|--------------|-------|---|--|-------|---|

|           |                  |          |          |
|-----------|------------------|----------|----------|
| 211164401 | Consultants fees | 0        | 0        |
|           |                  | <u>0</u> | <u>0</u> |

|                        |              |       |   |  |       |   |
|------------------------|--------------|-------|---|--|-------|---|
| <u>Elmsleigh Lifts</u> | <u>21121</u> | 25/26 | £ |  | 24/25 | £ |
|------------------------|--------------|-------|---|--|-------|---|

|           |                              |          |          |
|-----------|------------------------------|----------|----------|
| 211214979 | Other Miscellaneous Expenses | 0        | 0        |
|           |                              | <u>0</u> | <u>0</u> |

|                      |              |       |   |  |       |   |
|----------------------|--------------|-------|---|--|-------|---|
| <u>Benwell House</u> | <u>21124</u> | 25/26 | £ |  | 24/25 | £ |
|----------------------|--------------|-------|---|--|-------|---|

|           |                              |   |   |
|-----------|------------------------------|---|---|
| 211242404 | Business Rates               | 0 | 0 |
| 211244979 | Other Miscellaneous Expenses | 0 | 0 |
| 211245011 | Facilities Management        | 0 | 0 |

00

| <u>Hanover House</u> | <u>21125</u>                 | 25/26 | £             | 24/25 | £              |
|----------------------|------------------------------|-------|---------------|-------|----------------|
| 211252301            | Electricity                  |       | 7,600         |       | 10,000         |
| 211252404            | Business Rates               |       | 75,000        |       | 50,000         |
| 211252405            | Water Charges                |       | 1,000         |       | 1,000          |
| 211252408            | Premises Insurance           |       | 1,500         |       | 1,500          |
| 211254417            | Security services            |       | 5,000         |       | 50,000         |
| 211254979            | Other Miscellaneous Expenses |       | 0             |       | 5,000          |
| 211257501            | Rents                        |       | 0             |       | 0              |
|                      |                              |       | <u>90,100</u> |       | <u>117,500</u> |

| <u>Thameside House</u> | <u>21129</u>                 | 25/26 | £        | 24/25 | £        |
|------------------------|------------------------------|-------|----------|-------|----------|
| 211292301              | Electricity                  |       | 0        |       | 0        |
| 211292404              | Business Rates               |       | 0        |       | 0        |
| 211292405              | Water Charges                |       | 0        |       | 0        |
| 211292408              | Premises Insurance           |       | 0        |       | 0        |
| 211294417              | Security services            |       | 0        |       | 0        |
| 211294979              | Other Miscellaneous Expenses |       | 0        |       | 0        |
|                        |                              |       | <u>0</u> |       | <u>0</u> |

| <u>Oast House</u> | <u>21134</u>           | 25/26 | £     | 24/25 | £     |
|-------------------|------------------------|-------|-------|-------|-------|
| 211342001         | Responsive maintenance |       | 5,000 |       | 0     |
| 211342301         | Electricity            |       | 1,500 |       | 2,000 |
| 211342302         | Gas                    |       | 1,200 |       | 2,000 |
| 211342404         | Business Rates         |       | 0     |       | 3,900 |



|           |                              |                |               |
|-----------|------------------------------|----------------|---------------|
| 211342405 | Water Charges                | 1,000          | 1,000         |
| 211342408 | Premises Insurance           | 3,100          | 3,100         |
| 211342411 | Council tax (void property)  | 0              | 1,000         |
| 211344455 | Premises Letting Fees        | 0              | 3,000         |
| 211344905 | Marketing                    | 0              | 2,500         |
| 211344979 | Other Miscellaneous Expenses | 0              | 5,000         |
| 211347501 | Rents                        | -36,500        | -12,000       |
|           |                              | <u>-24,700</u> | <u>11,500</u> |

| <u>Economic Development</u> |                                | <u>21301</u> | 25/26   | £ | 24/25   | £ |
|-----------------------------|--------------------------------|--------------|---------|---|---------|---|
| 213011001                   | Salaries                       |              | 177,400 |   | 164,000 |   |
| 213011003                   | Committee Attendance           |              | 500     |   | 500     |   |
| 213011101                   | National Insurance             |              | 19,700  |   | 17,900  |   |
| 213011111                   | Superannuation                 |              | 30,600  |   | 28,400  |   |
| 213011209                   | Fire Wardens Allowance         |              | 200     |   | 200     |   |
| 213011803                   | Employee related insurance     |              | 300     |   | 300     |   |
| 213013902                   | Essential User Car Allowance   |              | 2,400   |   | 2,400   |   |
| 213013905                   | Car Mileage Allowance          |              | 600     |   | 600     |   |
| 213014004                   | Operational equip mats & suppl |              | 0       |   | 0       |   |
| 213014301                   | Internal printing              |              | 100     |   | 100     |   |
| 213014401                   | Consultants fees               |              | 0       |   | 0       |   |
| 213014516                   | Mobile phones                  |              | 0       |   | 500     |   |
| 213014701                   | Subscriptions General          |              | 3,500   |   | 3,500   |   |
| 213014914                   | Inward Investment              |              | 0       |   | 0       |   |
| 213014915                   | Key Account Mgmt               |              | 0       |   | 0       |   |
| 213014949                   | Stimulate Economic Activity    |              | 77,400  |   | 77,400  |   |

|           |                              |       |       |
|-----------|------------------------------|-------|-------|
| 213014979 | Other Miscellaneous Expenses | 2,000 | 2,000 |
|-----------|------------------------------|-------|-------|

|  |  |                |                |
|--|--|----------------|----------------|
|  |  | <u>314,700</u> | <u>297,800</u> |
|--|--|----------------|----------------|

|                    |              |         |                |
|--------------------|--------------|---------|----------------|
| <u>Staines BID</u> | <u>21303</u> | 25/26 £ | <u>24/25</u> £ |
|--------------------|--------------|---------|----------------|

|           |          |       |       |
|-----------|----------|-------|-------|
| 213032412 | Bid Levy | 5,000 | 5,000 |
|-----------|----------|-------|-------|

|           |                              |   |   |
|-----------|------------------------------|---|---|
| 213034979 | Other Miscellaneous Expenses | 0 | 0 |
|-----------|------------------------------|---|---|

|  |  |              |              |
|--|--|--------------|--------------|
|  |  | <u>5,000</u> | <u>5,000</u> |
|--|--|--------------|--------------|

|                           |              |         |                |
|---------------------------|--------------|---------|----------------|
| <u>Business Incubator</u> | <u>21304</u> | 25/26 £ | <u>24/25</u> £ |
|---------------------------|--------------|---------|----------------|

|           |                |   |        |
|-----------|----------------|---|--------|
| 213042109 | Building Works | 0 | 20,000 |
|-----------|----------------|---|--------|

|           |             |        |   |
|-----------|-------------|--------|---|
| 213042301 | Electricity | 81,600 | 0 |
|-----------|-------------|--------|---|

|           |     |        |   |
|-----------|-----|--------|---|
| 213042302 | Gas | 16,300 | 0 |
|-----------|-----|--------|---|

|           |                 |   |   |
|-----------|-----------------|---|---|
| 213042403 | Management fees | 0 | 0 |
|-----------|-----------------|---|---|

|           |                |   |       |
|-----------|----------------|---|-------|
| 213042404 | Business Rates | 0 | 8,000 |
|-----------|----------------|---|-------|

|           |               |       |   |
|-----------|---------------|-------|---|
| 213042405 | Water Charges | 2,600 | 0 |
|-----------|---------------|-------|---|

|           |               |       |       |
|-----------|---------------|-------|-------|
| 213042501 | F&F Purchases | 3,100 | 3,000 |
|-----------|---------------|-------|-------|

|           |                    |     |   |
|-----------|--------------------|-----|---|
| 213042601 | Cleaning materials | 500 | 0 |
|-----------|--------------------|-----|---|

|           |                 |       |     |
|-----------|-----------------|-------|-----|
| 213042602 | Window cleaning | 1,200 | 400 |
|-----------|-----------------|-------|-----|

|           |                        |       |       |
|-----------|------------------------|-------|-------|
| 213042603 | Trade waste collection | 1,200 | 1,200 |
|-----------|------------------------|-------|-------|

|           |                   |       |       |
|-----------|-------------------|-------|-------|
| 213042604 | Contract cleaning | 2,300 | 2,300 |
|-----------|-------------------|-------|-------|

|           |                                |       |   |
|-----------|--------------------------------|-------|---|
| 213042605 | Collection of Rubbish & Recycl | 1,000 | 0 |
|-----------|--------------------------------|-------|---|

|           |                  |       |   |
|-----------|------------------|-------|---|
| 213042606 | Cleaning General | 4,000 | 0 |
|-----------|------------------|-------|---|

|           |                |        |        |
|-----------|----------------|--------|--------|
| 213042701 | Service Charge | 35,700 | 95,600 |
|-----------|----------------|--------|--------|

|           |                           |   |       |
|-----------|---------------------------|---|-------|
| 213044031 | Office Furniture Purchase | 0 | 1,000 |
|-----------|---------------------------|---|-------|

|           |                |       |   |
|-----------|----------------|-------|---|
| 213044101 | Food Purchases | 1,300 | 0 |
|-----------|----------------|-------|---|

|           |                              |       |   |
|-----------|------------------------------|-------|---|
| 213044102 | Catering Supplies (Non Food) | 1,400 | 0 |
|-----------|------------------------------|-------|---|

|           |                              |                      |                      |
|-----------|------------------------------|----------------------|----------------------|
| 213044306 | Printing Art work and Design | 500                  | 500                  |
| 213044401 | Consultants fees             | 32,000               | 25,000               |
| 213044510 | TV Licence                   | 200                  | 0                    |
| 213044551 | Computer Hardware            | 0                    | 500                  |
| 213044564 | Networking                   | 10,100               | 8,100                |
| 213044905 | Marketing                    | 0                    | 500                  |
| 213044979 | Other Miscellaneous Expenses | 0                    | 1,000                |
| 213047151 | Other Reimbursements         | -20,000              | -20,000              |
| 213047526 | Incubator Desk Hire          | 0                    | 0                    |
| 213047527 | Incubator Office Rental      | -156,500             | -155,700             |
|           |                              | <b><u>18,500</u></b> | <b><u>-8,600</u></b> |

| <b><u>Spelthorne Youth Hub</u></b> | <b><u>21306</u></b>            | <b>25/26</b> | <b>£</b> | <b>24/25</b> | <b>£</b> |
|------------------------------------|--------------------------------|--------------|----------|--------------|----------|
| 213061001                          | Salaries                       | 100,600      |          | 124,700      |          |
| 213061101                          | National Insurance             | 10,600       |          | 12,400       |          |
| 213061111                          | Superannuation                 | 17,300       |          | 21,600       |          |
| 213062301                          | Electricity                    | 15,000       |          | 0            |          |
| 213062601                          | Cleaning materials             | 400          |          | 0            |          |
| 213062605                          | Collection of Rubbish & Recycl | 1,700        |          | 0            |          |
| 213062606                          | Cleaning General               | 3,000        |          | 0            |          |
| 213062701                          | Service Charge                 | 10,000       |          | 0            |          |
| 213063902                          | Essential User Car Allowance   | 3,400        |          | 1,200        |          |
| 213064043                          | Printers consumables           | 1,200        |          | 0            |          |
| 213064306                          | Printing Art work and Design   | 5,000        |          | 0            |          |
| 213064401                          | Consultants fees               | 40,300       |          | 22,300       |          |
| 213064516                          | Mobile phones                  | 0            |          | 0            |          |

|           |                         |                       |                   |
|-----------|-------------------------|-----------------------|-------------------|
| 213064564 | Networking              | 5,000                 | 0                 |
| 213067013 | Other Government Grants | -42,000               | -181,900          |
| 213067067 | SCC reimbursement       | -54,000               | 0                 |
|           |                         | <b><u>117,500</u></b> | <b><u>300</u></b> |

| <b><u>Bus Station</u></b> | <b><u>26901</u></b> | <b>25/26 £</b>       | <b><u>24/25</u> £</b> |
|---------------------------|---------------------|----------------------|-----------------------|
| 269012216                 | Hard Surfaces       | 2,400                | 2,400                 |
| 269012404                 | Business Rates      | 20,800               | 20,800                |
| 269012405                 | Water Charges       | 0                    | 0                     |
| 269012412                 | Bid Levy            | 300                  | 300                   |
| 269012604                 | Contract cleaning   | 2,400                | 2,400                 |
|                           |                     | <b><u>25,900</u></b> | <b><u>25,900</u></b>  |

| <b><u>Asset Management Admin</u></b> | <b><u>30132</u></b>            | <b>25/26 £</b> | <b><u>24/25</u> £</b> |
|--------------------------------------|--------------------------------|----------------|-----------------------|
| 301321001                            | Salaries                       | 815,300        | 654,100               |
| 301321012                            | Agency Staff                   | 0              | 147,000               |
| 301321101                            | National Insurance             | 96,200         | 76,400                |
| 301321111                            | Superannuation                 | 141,200        | 113,400               |
| 301321120                            | AVC Salary Sacrifice           | 100            | 100                   |
| 301321209                            | Fire Wardens Allowance         | 0              | 0                     |
| 301321210                            | ILO allowance                  | 200            | 200                   |
| 301321601                            | Professional subscriptions     | 500            | 500                   |
| 301321606                            | Cash Alternative to leased car | 5,700          | 5,400                 |
| 301321701                            | Professional and CPD training  | 1,800          | 1,800                 |
| 301321803                            | Employee related insurance     | 700            | 700                   |
| 301323902                            | Essential User Car Allowance   | 12,400         | 11,200                |

|           |                                |                       |                       |
|-----------|--------------------------------|-----------------------|-----------------------|
| 301323905 | Car Mileage Allowance          | 400                   | 400                   |
| 301324301 | Internal printing              | 500                   | 500                   |
| 301324312 | Books & publications           | 0                     | 0                     |
| 301324315 | Microfilming                   | 0                     | 0                     |
| 301324401 | Consultants fees               | 72,900                | 171,500               |
| 301324403 | Valuers                        | 41,200                | 75,000                |
| 301324412 | Land registry                  | 2,800                 | 2,700                 |
| 301324507 | Postage Envelopes              | 0                     | 0                     |
| 301324511 | Telephones call charges        | 1,200                 | 1,200                 |
| 301324516 | Mobile phones                  | 0                     | 600                   |
| 301324552 | Computer Software              | 37,800                | 47,000                |
| 301324603 | Conference fees travel & subst | 0                     | 0                     |
| 301324701 | Subscriptions General          | 0                     | 0                     |
| 301324979 | Other Miscellaneous Expenses   | 0                     | 0                     |
| 301324983 | Unders/Overs                   | 0                     | 0                     |
| 301324990 | Set-aside contributions        | -495,600              | -480,800              |
| 301325012 | External Contracts             | 0                     | 0                     |
| 301327117 | Set A Side Funding             | 0                     | 0                     |
| 301327151 | Other Reimbursements           | -361,900              | -304,700              |
| 301327305 | Other fees - Premises          | -4,400                | -4,200                |
| 301327503 | Licences/ Wayleaves/ Easements | 0                     | 0                     |
|           |                                | <b><u>369,000</u></b> | <b><u>520,000</u></b> |

|                                       |                     |              |          |              |          |
|---------------------------------------|---------------------|--------------|----------|--------------|----------|
| <b><u>Knowle Green Relocation</u></b> | <b><u>30134</u></b> | <b>25/26</b> | <b>£</b> | <b>24/25</b> | <b>£</b> |
|---------------------------------------|---------------------|--------------|----------|--------------|----------|

|           |                  |   |   |
|-----------|------------------|---|---|
| 301344401 | Consultants fees | 0 | 0 |
|-----------|------------------|---|---|

| <u>Internal Printing</u> | <u>30502</u>                   | 25/26 | £           | 24/25 | £           |
|--------------------------|--------------------------------|-------|-------------|-------|-------------|
| 305024022                | Office Equipment Leasing       |       | 1,000       |       | 1,000       |
| 305024041                | Print Unit Printers Usage chg  |       | 0           |       | 0           |
| 305024042                | Printers Lease chg             |       | 12,800      |       | 12,500      |
| 305024043                | Printers consumables           |       | 500         |       | 500         |
| 305024051                | PrintUnit Supplies Letterheads |       | 0           |       | 1,000       |
| 305024052                | PrintUnit Supplies White Paper |       | 10,200      |       | 8,000       |
| 305024053                | PU Supplies Coloured Paper     |       | 0           |       | 1,000       |
| 305024057                | Print Unit Supplies Paper      |       | 1,600       |       | 1,600       |
| 305024308                | Printing recharge (Credit)     |       | -27,000     |       | -27,000     |
| 305024552                | Computer Software              |       | 600         |       | 600         |
|                          |                                |       | <u>-300</u> |       | <u>-800</u> |

| <u>External Printing</u> | <u>30504</u>               | 25/26 | £             | 24/25 | £             |
|--------------------------|----------------------------|-------|---------------|-------|---------------|
| 305044302                | External printing          |       | 16,100        |       | 16,100        |
| 305044308                | Printing recharge (Credit) |       | -6,000        |       | -6,000        |
|                          |                            |       | <u>10,100</u> |       | <u>10,100</u> |

| <u>Photocopying</u> | <u>30506</u>                  | 25/26 | £        | 24/25 | £        |
|---------------------|-------------------------------|-------|----------|-------|----------|
| 305064041           | Print Unit Printers Usage chg |       | 0        |       | 0        |
| 305064042           | Printers Lease chg            |       | 0        |       | 0        |
|                     |                               |       | <u>0</u> |       | <u>0</u> |

| <u>Facilities Management</u> | <u>30703</u> | 25/26 | £       | 24/25 | £       |
|------------------------------|--------------|-------|---------|-------|---------|
| 307031001                    | Salaries     |       | 192,800 |       | 186,700 |

|           |                                |         |         |
|-----------|--------------------------------|---------|---------|
| 307031002 | Overtime                       | 2,000   | 2,000   |
| 307031101 | National Insurance             | 20,700  | 19,800  |
| 307031111 | Superannuation                 | 33,600  | 32,500  |
| 307031120 | AVC Salary Sacrifice           | 100     | 100     |
| 307031202 | First Aid Allowance            | 500     | 400     |
| 307031209 | Fire Wardens Allowance         | 600     | 600     |
| 307031803 | Employee related insurance     | 500     | 500     |
| 307032201 | Grounds maintained noncontract | 0       | 0       |
| 307032301 | Electricity                    | 49,100  | 65,000  |
| 307032302 | Gas                            | 16,200  | 27,000  |
| 307032404 | Business Rates                 | 252,600 | 252,600 |
| 307032405 | Water Charges                  | 6,100   | 6,000   |
| 307032601 | Cleaning materials             | 0       | 0       |
| 307032602 | Window cleaning                | 2,400   | 2,400   |
| 307032603 | Trade waste collection         | 9,400   | 9,200   |
| 307032604 | Contract cleaning              | 54,100  | 52,000  |
| 307032606 | Cleaning General               | 0       | 0       |
| 307033001 | Commercial Vehicle Lease       | 0       | 0       |
| 307033201 | Commercial Vehicle Fuel        | 0       | 0       |
| 307033902 | Essential User Car Allowance   | 1,200   | 1,200   |
| 307034002 | Operational Equipment Maint.   | 10,200  | 10,000  |
| 307034003 | Operational equipment leasing  | 1,300   | 1,300   |
| 307034010 | Flexitime Expenses             | 5,000   | 4,900   |
| 307034103 | Tea Trolley provisions         | 6,100   | 6,000   |
| 307034202 | Uniforms                       | 1,000   | 1,000   |
| 307034301 | Internal printing              | 1,000   | 1,000   |

|           |                                |                       |                       |
|-----------|--------------------------------|-----------------------|-----------------------|
| 307034302 | External printing              | 3,100                 | 3,000                 |
| 307034316 | Shredding                      | 2,600                 | 2,500                 |
| 307034511 | Telephones call charges        | 1,800                 | 1,800                 |
| 307034512 | Telephone Maintenance          | 0                     | 0                     |
| 307034516 | Mobile phones                  | 0                     | 200                   |
| 307034930 | Knowle Green Office Moves      | 0                     | 0                     |
| 307034979 | Other Miscellaneous Expenses   | 2,100                 | 2,100                 |
| 307035012 | External Contracts             | 0                     | 0                     |
| 307037138 | Reimb Electric vehicle Points  | 0                     | 0                     |
| 307037151 | Other Reimbursements           | -17,400               | -23,000               |
| 307037441 | Lettings                       | 0                     | 0                     |
| 307037501 | Rents                          | 0                     | 0                     |
| 307037503 | Licences/ Wayleaves/ Easements | -6,700                | 0                     |
| 307037508 | SCC Adult Social Care          | 0                     | 0                     |
| 307037511 | Rents T.Bayliss                | 0                     | 0                     |
| 307037513 | Surrey Police                  | 0                     | 0                     |
| 307037515 | Surrey CC Rents                | 0                     | 0                     |
| 307037516 | Enterprise Zones               | 0                     | 0                     |
| 307037517 | Kempton Carr Croft             | 0                     | 0                     |
| 307037518 | Robertson Technologies         | 0                     | 0                     |
|           |                                | <b><u>652,000</u></b> | <b><u>668,800</u></b> |

| <b><u>Office Services</u></b> | <b><u>30705</u></b>        | <b>25/26</b> | <b>£</b> | <b>24/25</b> | <b>£</b> |
|-------------------------------|----------------------------|--------------|----------|--------------|----------|
| 307051002                     | Overtime                   | 0            |          | 0            |          |
| 307051803                     | Employee related insurance | 0            |          | 0            |          |
| 307054021                     | Office Equipment Purchase  | 4,300        |          | 9,100        |          |



|           |                              |                      |                      |
|-----------|------------------------------|----------------------|----------------------|
| 307054023 | Office Equipment Maintenance | 2,600                | 2,500                |
| 307054031 | Office Furniture Purchase    | 6,400                | 6,300                |
| 307054202 | Uniforms                     | 0                    | 0                    |
| 307054301 | Internal printing            | 0                    | 0                    |
| 307054311 | Office Stationery            | 10,700               | 10,500               |
| 307054314 | Document storage             | 0                    | 0                    |
| 307054507 | Postage Envelopes            | 4,400                | 4,300                |
| 307054511 | Telephones call charges      | 0                    | 0                    |
| 307054516 | Mobile phones                | 3,600                | 0                    |
|           |                              | <b><u>32,000</u></b> | <b><u>32,700</u></b> |

| <b><u>General Property Expenses</u></b> |                                | <b><u>31002</u></b> | <b>25/26</b> | <b>£</b> | <b>24/25</b> | <b>£</b> |
|---|--------------------------------|---------------------|--------------|----------|--------------|----------|
| 310022301                               | Electricity                    |                     | 0            |          | 0            |          |
| 310022302                               | Gas                            |                     | 0            |          | 0            |          |
| 310022401                               | Rents                          |                     | 5,900        |          | 5,800        |          |
| 310022404                               | Business Rates                 |                     | 0            |          | 2,700        |          |
| 310022405                               | Water Charges                  |                     | 1,600        |          | 1,600        |          |
| 310022411                               | Council tax (void property)    |                     | 0            |          | 0            |          |
| 310024401                               | Consultants fees               |                     | 0            |          | 0            |          |
| 310024403                               | Valuers                        |                     | 25,500       |          | 25,000       |          |
| 310024404                               | Surveyors                      |                     | 200          |          | 200          |          |
| 310024412                               | Land registry                  |                     | 0            |          | 0            |          |
| 310025012                               | External Contracts             |                     | 0            |          | 0            |          |
| 310027305                               | Other fees - Premises          |                     | 0            |          | 0            |          |
| 310027501                               | Rents                          |                     | -102,200     |          | -42,200      |          |
| 310027503                               | Licences/ Wayleaves/ Easements |                     | -23,400      |          | -23,400      |          |

|  |                     |                            |                            |
|--|---------------------|----------------------------|----------------------------|
|  |                     | <u>-92,400</u>             | <u>-30,300</u>             |
| <b><u>Staines Elmsleigh Centre</u></b> | <b><u>31101</u></b> | <b>25/26 £</b>             | <b><u>24/25 £</u></b>      |
| 311012403                              | Management fees     | 0                          | 0                          |
| 311014401                              | Consultants fees    | 0                          | 0                          |
| 311017502                              | Ground Rents        | -373,300                   | -364,100                   |
|  |                     | <u>-373,300</u>            | <u>-364,100</u>            |
| <b><u>Grand Total:</u></b>             |                     | <b><u>2,463,500.00</u></b> | <b><u>2,531,800.00</u></b> |

## Business, Infrastructure & Growth Committee

**Date of meeting: 16 January 2025**

|                                  |  |
|----------------------------------|--|
| <b>Title</b>                     | <i>Grant Application by the Spelthorne Business Forum</i>  |
| <b>Purpose of the report</b>     | To make a recommendation.  |
| <b>Report Author</b>             | <i>Chris Norrington, Economic Development Manager</i>  |
| <b>Ward(s) Affected</b>          | All Wards  |
| <b>Exempt</b>                    | No   |
| <b>Exemption Reason</b>          | N/A  |
| <b>Corporate Priority</b>        | Resilience   |
| <b>Recommendations</b>           | <b>Committee is asked to:</b><br><i>To recommend to Council to approve a grant application made by the Spelthorne Business Forum.</i>  |
| <b>Reason for Recommendation</b> | This application for a grant is from a business group and not from a community group, therefore the Business Infrastructure & Growth Committee is the recommended committee to consider the request and recommend to Council to approve the application. |

### 1. Summary of the report

| What is the situation  | Why we want to do something   |
|--|---|
| <ul style="list-style-type: none"> <li>The Spelthorne Business Forum has received grants from the Economic Development Budget which were previously approved by Council as part of the Growth Bid and Service Plan process.</li> </ul> | <ul style="list-style-type: none"> <li>To align the approval of business grants as per community grants which are currently approved by committee.</li> </ul> |
| This is what we want to do about it  | These are the next steps  |
| <ul style="list-style-type: none"> <li>Consider the application</li> </ul>   | <ul style="list-style-type: none"> <li>To approve the application or the Committee can reject the application.</li> </ul>                                     |

- 1.1 This report seeks to present an application by The Spelthorne Business Forum (Appendix A) that recommends approval by Council. The amount applied for is £10,000 for the financial year 2025- 2026. The amount is currently accounted for in Economic Development's Service Plan and therefore subject to Council approval as a part of the budget approval process.

## **2. Key issues**

- 2.1 The Council has supported the Spelthorne Business Forum in the past as it provided businesses with a representative body as there is not a Chamber of Commerce or similar business group in Spelthorne. Further information can be found on the [Spelthorne Business Forum website](#).
- 2.2 The Spelthorne Business Forum provides networking events, an online business directory and communications to the business community.
- 2.3 The grant will specifically be used to cover the employee cost of two persons who manage the events, finances and communications.
- 2.4 To continue to provide the services, the Spelthorne Business Forum requires a grant until it establishes alternative income streams in the future. It does not have any other ways of obtaining a grant other than through Spelthorne Borough Council. Spelthorne Business Forum does intend to raise sponsorship from its events and the Business Plan Competition to increase income and potentially reduce the need to request a grant.
- 2.5 The Spelthorne Business Forum regularly sends business communications via its newsletter to business contacts. Its activities include 10 networking events, 2 social events including the Riverboat Cruise which Council employees attend.
- 2.6 The Spelthorne Business Forum is also focussing on developing a [business directory](#) which will connect business services in the borough. Please refer to appendix A – the application for more detail.

## **3. Options analysis and proposal**

- 3.1 **Option 1 and preferred recommendation:** To recommend to Council that it approves the application for a grant of £10,000 to be awarded to The Spelthorne Business Forum which will ensure that activities in the application are carried out in the interests of the Council and the business community. This decision is subject to Council approving the Economic Development budget for 2025-26.
- 3.2 **Option 2:** To recommend to Council that the application of a grant of £10,000 to The Spelthorne Business Forum is denied. The consequence of this action will likely force the Spelthorne Business Forum to stop all activity in the short-term until alternative income streams are identified. The Economic Development Team have capacity to fulfil some of the functions but not all.

## **4. Financial management comments**

- 4.1 If **option 1** is preferred, provision for a grant of £10,000 is included in Economic Development's 2025/26 Growth Bid and Service Plan. This has already been approved by this committee subject to Council approving the Budget on 27 February 2025.
- 4.2 If **option 2** is preferred, the Economic Development Team will use the £10,000 to carry out the activities if the Spelthorne Business Forum is unable to.

## **5. Risk management comments**

- 5.1 If **option 1** is preferred, the Spelthorne Business Forum will continue to provide activities in collaboration with the Economic Development team.

There is a risk that the grant funding objectives may not be met by the Spelthorne Business Forum.

It is a requirement of the awarding of the grant to have an agreement between Spelthorne Borough Council and The Spelthorne Business Forum in place. This will ensure that bi-annual reports will be submitted for this Committee's information and review. This will also provide overview and scrutiny of the Spelthorne Business Forum's objectives and success in respect of the grant awarded. This will ensure the Council provides value for money and good practise in providing this grant.

- 5.2 If **option 2** is preferred, the Economic Development Team will conduct most of the activities instead of the Spelthorne Business Forum. The current team does not have capacity to manage an extra ten networking events, nor does it have the capacity to manage the Forum's Wayfinder directory as it stands as it is a commercial exercise.

**6. Procurement comments**

- 6.1 None arising from this report.

**7. Legal comments**

- 7.1 The Council has the powers to award grants to organisations using its general power of competence in section 1 of the Localism Act 2011.
- 7.2 Grant funding criteria and objectives must be met in order for the Council to evidence compliance with the statutory duty to deliver best value under the Local Government Act 1999.

**8. Other considerations**

- 8.1 N/A

**9. Equality and Diversity**

- 9.1 No impact

**10. Sustainability/Climate Change Implications**

- 10.1 No impact

**11. Timetable for implementation**

- 11.1 The grant will be paid in the financial year 2025-26.

**12. Contact**

- 12.1 Chris Norrington: [c.norrington@spelthorne.gov.uk](mailto:c.norrington@spelthorne.gov.uk)

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

**Background papers:**  
There are none.

**Appendices:**  
**Appendix A – Spelthorne Business Forum Grant Application**

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Spelthorne Borough Council

Annual Council Grant  
Application Form  
25/26



Thank you for your interest in applying for a Spelthorne Borough Council Annual Grant. Prior to making this application, please read the guidance provided and make sure you meet and can evidence meeting **all** the criteria. If you do not meet the criteria your application will not progress to panel consideration.

Please submit this form by 12 December 2024

If you require any further assistance with completing this form or require the form and guidance in an alternative format, please contact Chris Norrington  
[c.norrington@spelthorne.gov.uk](mailto:c.norrington@spelthorne.gov.uk) or call 01784 446 208

The criteria that you **MUST** satisfy are:

- a) You are applying on behalf of a voluntary or charitable organisation. We also consider applications from not-for-profit organisations.
- b) The organisation is located in Spelthorne and/or you provide services for people in Spelthorne.
- c) You support Spelthorne Borough Council's vision and comply with at least one of our key priorities.  
[Putting our residents at the heart of everything we do - Spelthorne Borough Council](#)
- d) You are not applying for salary costs for your Chief Executive.
- e) Your organisation is financially stable but is also not carrying large reserves.
- f) You must not be applying for multiple financial support for the same objective. (Unless you are specifically requesting grant match funding).
- g) You have clear outcomes for the additional funding applied for.
- h) You need to be able to monitor your performance towards your goals and demonstrate how you have successfully achieved them.
- i) That you have been able to flex and adapt your service provision, or would be able to, as a response to emerging need.

**Contact details**

|                                |  |
|--------------------------------|--|
| Name and position              | <b>Tracey Carter</b>                     |
| Organisation                   | <b>Spelthorne Business Forum CIC Ltd</b> |
| Charity number (if applicable) |  |

|                                     |   |
|-------------------------------------|---|
| Address of company                  | <b>Spirit House, 8 High Street,<br/>West Molesey, Surrey, United<br/>Kingdom, KT8 2NA</b> |
| Where will your service be provided | <b>In Spelthorne</b>  |
| Contact phone                       | <b>07919075092</b>  |
| Contact email                       | <b>tracey.carter@sbf.biz</b>  |

### **Financial status:**

Please provide your last set of audited accounts (if possible, for the previous year). If you are a small community group that does not need to produce audited accounts, please provide your treasurers accounts. Accounts are required for us to verify that your organisation is financially able to deliver what you are applying for. Please note that these will be treated in the strictest of confidence.

Please provide details of all funding that you have applied for, for the year 2025-2026. Please include any applications you have made for funding that remain pending, along with those refused, agreed or agreed in part. In addition, if you have been advised that an offer of match funding has been made, please include that in the table below.

Other grant or applications for financial assistance for the year 2025-2026

| Organisation applied for, for funding | Reason for grant application | Grant application amount | Current status of application |
|---------------------------------------|------------------------------|--------------------------|-------------------------------|
| None                                  |                              |                          |                               |
|                                       |                              |                          |                               |
|                                       |                              |                          |                               |
|                                       |                              |                          |                               |
|                                       |                              |                          |                               |

### **The Aims of your organisation:**

It is extremely helpful for the Grant's Panel to know about your organisation. How, why and when it was set up and for what purpose. What are your key objectives and how have these changed?



|  |  |
|--|--|
| When was your organisation set up?               | SBF have been in existence for over 15 years. It has been a CIC since 20 September 2018  |
| If you have charity status, when was it awarded? | We are a Community Interest Company  |
| Why was your organisation created?               | <p>Our mission is to help bring economic stability and prosperity to Spelthorne by providing a platform to deliver a range of benefits to our members including networking, support, workshops and mentoring.</p> <p>We exist to make Spelthorne a great place to do business</p>  |
| What are you aiming to achieve?                  | Our aim is to be the voice of Spelthorne businesses with local and central government, champion the innovative and create an environment where businesses can thrive. We have created a vibrant and connected business community that rivals that of any Surrey borough. Through our events, newsletters and partnership work we aim to continue being the leading voice for business in Spelthorne.   |
| How do you measure success?                      | <p>We measure our success by the number of subscribed members (currently 1004), the number of events we deliver (at least 10 per year) and the e-newsletters sent sharing business news and updates (at least one per month).</p> <p>It is estimated that the number of members based in Spelthorne is around 70%.</p> <p>It is hard to be exact as many businesses may be registered outside the Borough (ie with an Accountant) whilst trading in the borough. We also have a large number of partner organisations who offer support services to Spelthorne based businesses as part of our membership. Our new web launch in 2025 will allow us to collect more in depth data to allow us to be more accurate regarding membership location.</p> |

## Previous Year

|  |         |
|--|---------|
| Have you received a grant from Spelthorne Borough Council in the financial year 2024/25? | YES     |
| If YES, how much was this grant for?   | £10,000 |

Please provide a detailed report that clearly demonstrates what your objectives were, how you matched the grant funding to the objectives, did you meet your objectives and how did you measure your success? (there is no word limit).

### **Strategic Statement & Priorities**

The first priority was to increase our membership by increasing our engagement with business owners and employees across Spelthorne and create a reputation as a trusted and influential local business support organisation.

The goal was to increase the membership above 1000 members through company engagement via events, workshops, forums and social media posts.

We believe our diverse membership across many sectors, industries and professions gives us the opportunity to create a reputation as the leading conveyor and connector in the Spelthorne Business community.

We also understand that with the rapidly changing economic landscape with Covid 19 and Brexit and the cost of living crisis we need to engage and attract a more diverse membership from all ages and sectors to ensure we are truly representative of all businesses in the area.

This was done through monthly events, e newsletters and partnership working with other business support organisations and corporate partners.

Our strategy states that the SBF will be an important partner to Spelthorne Council in its economic recovery plan and must align its strategy to support the Councils objectives to ensure the best outcome for its members and local businesses.

|  |
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|  |
|--|

**Your application:**

**Submission deadline: 12 December 2024: 1700**

**Committee Date: 16 January 2025**

**Council Date: 27 February 2025**

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success of the grant funding.

Please provide as much detail as possible here including who are your beneficiaries/key service users and where and how your service will be provided.

Please detail the importance of this and why you believe this service to be necessary. Please refer to our vision and aims and detail which one/s your service supports.

|  |         |
|--|---------|
| Amount of grant applied for from Spelthorne Borough Council. | £10,000 |
|--|---------|

|  |   |
|--|---|
| Funding agreed from elsewhere.   | None  |
| What will our funding enable you to deliver? This needs to be a detailed description of how the grant money matched against objectives will be spent (specific projects or initiatives). | <p>1) Support the funding of two part time members of staff.</p> <p>2) Deliver a minimum of 10 Business Networking events plus special Social events including the Riverboat Cruise, Summer Social and Christmas Social.</p> <p>3) Send monthly e newsletters to members with the roundup of latest news and events</p>                       |
| How have you identified the community need?  | Through over 15 years of engagement with the local business community working in partnership with Spelthorne Council to help deliver support to businesses through some of the most challenging economic circumstances.   |
| Please show how this meets Spelthorne's values and priorities<br><a href="#">Putting our residents at the heart of everything we do - Spelthorne Borough Council</a>                     | Our strategy states that the SBF will be an important partner to Spelthorne Council in its economic recovery plan and must align its strategy to support the Council's objectives to ensure the best outcome for its members and local businesses.  |
| Please identify where services will be delivered.  | In Spelthorne   |
| Please identify who your key customers are.  | Businesses in Spelthorne  |
| <b>How will you measure success?</b><br>Please provide detail on targets you will set and how you will measure the effectiveness of your activities.                                     | <p>1) Increase our membership by 5% (currently 1004 members)</p> <p>2) Send 12 e-newsletters and maintain an open rate and click rate above the national average.</p> <p>3) Hold a minimum of 10 networking events plus 2 special events with a minimum of 20 attendees at each networking event and 30 attendees for each special event.</p> |

|  |  |
|--|--|
|  | 4) Send an annual business confidence questionnaire asking where they need support and what more the SBF can do. |
|--|--|

## **Safeguarding**

Does your organisation work with either children and young people or adults at risk?

No (delete as applicable)

**If yes**

**\*Please attach details of your safeguarding arrangements/policy/procedures and**

**\*Details of your process for undertaking Disclosure and Barring (DBS) checks (if necessary)**

## **Sustainability**

If your application is successful, we may ask you to engage with the Council Climate Change & Sustainability specialists. They will share information about support available to you to become more sustainable. Please indicate that you are happy to engage with our climate change and sustainability specialists

\*Yes

## **Reviewing the application**

Once your application has been received, it will be reviewed to ensure that it meets the criteria.

If the application does not meet the criteria, the application will not be taken further. We will endeavour to signpost you to other potential financial support available.

If it is obvious that an error has been made and crucial information has mistakenly been omitted, we will endeavour to contact you to give you the opportunity to provide the missing information.

It is important to note that meeting the criteria does not guarantee that you will receive a grant. Spelthorne Borough Council receive numerous applications from worthy organisations and with regret we cannot offer grants to all. The applications received within the specified time limit and those evidencing that they meet our criteria will be considered by a panel.

In some cases, the grant panel may ask you for further information or clarification. The panel does not have the final say and makes recommendations to be considered by Committee and then approved by Council in its February meeting.

The process takes several months. We are required to follow this process as we are using public money.

### **The final decision and payment**

The panel may decide to recommend to Committee:

- That your organisation gets awarded the full amount applied for.
- That your organisations receives an award for a lower amount than applied for.
- That your organisation has been unsuccessful for the current year.

Where we are unable to provide you with any grant funding, or in some cases, a smaller amount than you applied for, we will endeavour to signpost you to other potential funding sources to help you achieve your outcomes. In the cases of a partial award, we will ask you to review what is achievable with the smaller amount of funding awarded.

We will write to you with the decision at the end of February / beginning of March 2025. It is hoped that the funding will be paid into the relevant account by the start of the financial year.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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