

GOSPORT BOROUGH COUNCIL

BUDGET 2003/2004

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APPENDIX 1

**ANALYSIS OF MAIN VARIATIONS BETWEEN 2002/2003 ORIGINAL, 2002/2003 REVISED
AND 2003/2004 ESTIMATE**
(Figures prefixed with a minus sign represent reduced expenditure or increased income)

	VARIANCE	
	2002/2003 REVISED £	2003/2004 ESTIMATE £
COMMUNITY AND ENVIRONMENT BOARD		
Open Market		
Income from operator	38,450	38,450
Public Conveniences		
Premises Maintenance - Special maintenance & painting		-3,680
Third Party Payments - cleaning contract (Estimated increase 7.45%)		8,270
Dog Control/Enforcement		
Transport - New vehicle leases		3,510
Cemetery		
Third Party Payments - Grounds Maint. inflation increase (Est. 7.45%)		5,680
Income - Fees & Charges	4,360	
Waste Recycling		
Contractor Payments - Kerbside Collection	3,490	-10,220
Income - Kerbside	-3,410	5,610
Street Cleansing		
Contractor Payments		51,620
- Contract Up-Lift plus Additional Properties at Priddy's Hard		
Income - Recharges to other Committees		-18,210
Abandoned / Unwanted Vehicles		
Contractor Payments - Reduction in vehicles	-31,240	-29,440
Income - Reduction in HCC contribution	9,480	9,740
Holbrook Recreation Centre		
Supplies & Services - Equipment Maintenance	4,930	4,940
Third Party Payments - Management Contract (Estimated inflation increase)		3,500
Non G.B.C. Leisure Facilities		
St. Vincent - Supplies & Services - Contribution to outside bodies		-6,910
Urban Land Management		
Premises - Open Spaces - Special Maintenance & Utilities		-3,600
Third Party Payments - Open Spaces - GM contract uplift est 7.45%		27,650
Playgrounds - Premesis - Special Maintenance		-5,000
Income - Recharge of utility costs & sponsorship	-7,370	-7,980
Outdoor Sports		
Premises - Repair & Maintenance	4,310	9,800

Third Party Payments GM Contracts (7.45% estimated uplift)		9,730
Income - Rents, Lettings & Wayleaves	-5,000	-5,340
Tenanted Buildings		
Premises - Special Maintenance	4,240	-3,760
Income - Rowner Cottages - Unoccupied & due to be sold 03/04		-2,200
Countryside Management		
Employees charged direct to service, increments and pay award		4,110
Museum		
Third Party Payments - Museum contract		4,550
Community Recreation		
Income - Play & Childcare - Funding from HCC	-14,000	-14,000
Income - Playscheme - grants, donations & sponsorship	-4,260	-2,800
Nursery		
Employees - Overtime & pay awards	4,420	
Premises - Utility savings	-3,970	-3,900
Income		-6,760
Arts and Events		
Employees - budget moved from Admin Recharges	28,380	29,750
Supplies & Services - Event Costs	6,800	-12,750
Income - Donations & Sponsorship of both Events & Employee Costs	-11,680	-5,950
Waste Collection		
Contractor Payments	3,490	24,650
Income	-4,250	-10,530
- Increased Collection of Bulky Household Waste plus Inflation on Contract		
Highways (GBC)		
Cycleway Improvements - Premises	-4,000	-4,000
- Maintenance of Grounds, Budget Carried Forward		
Pedestrian Facilities - Premises	-10,000	
- Maintenance of Grounds		
Footpath Lighting - Premises	3,700	
- Special Maintenance, Budget Carried Forward & Energy Charges		
Flower Bed & Shrub Maintenance - increased County contribution		-22,000
Christmas Decorative Lighting - Third Party Payments		3,900
- Lighting Contract		
Forton Lake Opening Bridge		
- Supplies & Services - Consultants		-4,920
- Income, Sale of Equipment	-6,500	
Car Parks - Off Street Car Parks		
Income - Parking Fines	-15,400	-17,400
- Increased Number of Parking Fines		
Car Parks - Foreshore Car Parks		
Income - Car Park Fees	4,540	
- Reduction in Fees Collected		
Income - Permits	6,860	
- Reduction in Permits Issued		

Landing Stage		
Premises - Special Maintenance		-5,000
Concessionary Travel		
Bus Tokens		
Reduced number of tokens issued	-20,440	-20,440
Introduction of Travel Concessions for Men aged 60 plus		21,910
Estimated cost of increasing the Concession by £1		15,000
Farepass		
Revised estimate of number of Farepasses	8,230	14,710
Environmental Health Services - Commercial		
Income - Public Health - Donations		-3,250
Environmental Health Services - Residential and Pollution		
Supplies & Services -		
Gypsies & Traveller Services		5,000
Environmental Protection Act - Consultants		4,000
Pollution - Consultants & equipment maintenance		6,580
Forward Planning		
Supplies & Services - Local Plan Review Printed internally	-10,000	-10,000
Supplies & Services - Budget Carried Forward	7,000	
Development Control		
Supplies & Services - Increased Advertising of Planning Applications	2,940	1,500
Income - Planning Fees - Increased volume	-18,000	-28,000
Income - Planning Grant		-75,000
	-23,900	-28,880

HOUSING BOARD - GENERAL FUND SERVICES

Homelessness		
Bed & Breakfast	61,500	64,000
Mobile Home Park		
Premises	-2,670	-3,010
Income - Rents and commission	-3,400	-9,000
	55,430	51,990

POLICY AND ORGANISATION BOARD

Land Charges		
Supplies & Services	10,220	0
Income	-51,200	-81,200
Housing Benefit		
Rent Rebates - Local Element	-39,500	-39,500
Rent Allowance payments net of Government Subsidy	-33,080	-40,820
Admin Grant - increase in 2003/04 due to scheme changes & RSG	7,300	-84,290
Local Tax Rebates		

Council Tax rebates net of Government Subsidy	19,410	23,000
Admin Grant - increase in 2003/04 due to scheme changes & RSG	500	-79,650
Local Tax Collection		
Supplies & Services - Bailiffs	0	2,500
Income - Court Costs	-10,000	-12,500
National Non-Domestic Rates		
Discretionary Relief	-1,200	-5,930
Willmott Lane Depot		
Premises - repairs & maintenance	2,500	1,000
Increase in Rental Income	0	-10,000
Economic Development		
Supplies & Services - SRB6	15,000	12,000
Contributions to Harbour Forum etc	-7,200	-10,000
CCTV Running Costs - Inflation and inc costs from new cameras	4,540	8,840
Marketing and Tourism		
Contribution to Southern Tourist Board	1,330	2,550
Marketing and Tourism Initiatives	2,440	1,940
Priddy's Hard		
Premises - Maintenance	35,120	25,340
Museum Running Costs	40,000	0
Supplies and Services - including Consultants	-5,110	-28,980
Income - delay in achieving rental income	50,000	50,000
Assistance to Voluntary Organisations		
Grant Aid Payments	-1,520	-2,100
Income - Nobes Hall	-2,800	
Income - Red Cross Centre		2,540
Civic Events		
Civic Day Concert	2,790	0
Falklands Commemoration	6,640	0
Supplies & Services	0	730
Members Expenses		
Members Allowances	2,920	6,250
Municipal Elections		
Supplies & Services	2,700	-37,830
Other Miscellaneous Services		
Coastline	0	3,560
Coastline - advertising income	0	-1,800
Vacancy / NI & pension / Restructure Savings	72,430	7,070
Corporate Plan	-10,000	-10,000
Community Strategy	51,260	68,230
Investors in People	0	-2,940
Insurances, valuations	4,050	4,050
Debt Management Admin - reduced charges to HRA	10,430	17,810
Property Management - transferred to Corporate Services	-20,000	-20,000

Early Retirement/Pension Payments	5,110	12,950
E Government Initiatives - ongoing costs		20,000
Other Corporate Areas		
Asset Management Revenue Account	67,830	185,410
Audit Commission Fees	-7,800	-6,900
Subscriptions	1,690	2,460
	226,800	-16,210
All Boards	258,330	6,900
Administration Recharge		
Pay Inflation	30,000	322,000
Other - Details shown in separate list	175,140	73,870
Recharge from HRA, Agency and Capital	-157,810	69,190
Other Minor Variations	32,070	-27,850
Reserves	-337,730	77,070
Total Change from 2002-2003 Original Budget	0	521,180

ANALYSIS OF MAIN VARIATIONS BETWEEN 2002/2003 ORIGINAL, 2002/2003 REVISED AND 2003/2004 ESTIMATE
(Figures prefixed with a minus sign represent reduced expenditure or increased income)

	VARIANCE	
	2002/2003 REVISED £	2003/2004 ESTIMATE £
GENERAL FUND BUSINESS UNIT ACCOUNTS		
Leisure and Amenities		
Contracts - Restructuring Costs	32,150	
Contracts - Advertising (Other than Staff)		4,750
Leisure Maintenance Team - Software purchase		-5,000
Leisure Maintenance Team - Vehicle Leases		2,820
Leisure - Equipment, furniture & subscriptions	4,540	
Regulatory Services		
Environmental Health - Agency Staff	2,360	
Environmental Health - Statutory Maternity Pay	-7,570	
Environmental Health - Early Retirement Payments	17,150	
Environmental Health - Car Allowance Ess. User Mileage	-4,290	-3,770
Environmental Health - Various Supplies & Services	4,200	6,090
Central Policy Section		
Employees	-3,370	0
Corporate Services		
Staff Advertising	30,000	0
Telephone Calls	4,000	0
Consultants	0	-2,000
Mitel Digital Cards	5,000	2,500
Inprint - Lease	2,190	0

Inprint - External Printing	0	-2,000
Registry - Severance	1,640	0
Cashiers - Lease	5,670	5,670
Cashiers - Equipment Mtce	2,500	4,700
IT - Courses & Seminars	0	-1,000
IT - Equipment Mtce	0	-6,800
Property Services - Total costs	82,160	86,680
Borough Solicitor's Unit		
External Legal Fees/Consultants	0	-15,160
Electoral Registration Equipment	0	3,000
Councillor Management System	0	7,000
Legal Books	2,840	2,840
Financial Services		
Audit - Overtime	0	8,600
Accountancy - additional hours to meet statutory requirements	0	16,300
Accountancy - Subscriptions	2,010	2,010
Payroll (Stock)	-3,000	-3,000
Housing Benefits - contractual upgrades of new software system	11,250	11,250
Housing Benefits - Additional costs towards Tax Credits	21,000	52,130
Housing Benefits - Govmt Grant towards Tax Credit costs	-21,000	-52,130
Housing Benefits - Postage	-4,600	-4,600
Housing Benefits - Furniture	3,640	40
Council Tax - Postages	7,400	7,900
Accommodation		
Town Hall - Electricity, Air Conditioning, NNDR, Maint.	-9,480	-41,700
Rents & Wayleaves	-13,250	-13,250
Total variation from 2002-2003 original budget	175,140	73,870

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GENERAL FUND BUDGET

Summary 2002/2003 Revised, Estimate 2003/2004

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
<u>BOARD</u>			
COMMUNITY AND ENVIRONMENT	7,496,220	7,680,930	7,794,280
HOUSING	323,520	392,640	392,250
POLICY AND ORGANISATION	2,220,670	2,304,570	2,297,990
Total Net Expenditure	10,040,410	10,378,140	10,484,520
Transfer from Capital Reserve	(84,000)	(421,730)	
Transfer from Working Balance			(6,930)
BUDGET TOTAL	9,956,410	9,956,410	10,477,590

COMMUNITY AND ENVIRONMENT BOARD
SUMMARY OF REVENUE ESTIMATES 2003/2004

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
Open Market	(373,980)	(347,340)	(347,010)
Public Conveniences	226,880	224,420	227,140
Dog Control / Enforcement	93,360	110,420	105,780
Cemetery	63,300	36,180	38,700
Coast Protection	484,490	490,740	492,280
Waste Recycling	62,800	80,820	75,510
Street Cleansing	487,590	478,230	513,520
Abandoned / Unwanted Vehicles	79,300	49,890	55,120
Holbrook Recreation Centre	296,740	321,300	326,370
Non G.B.C Leisure Facilities	119,850	121,520	114,910
Urban Land Management	1,473,910	1,523,550	1,536,880
Outdoor Sports	282,880	359,830	372,520
Tenanted Buildings	66,850	67,140	59,620
Countryside Management	84,150	79,840	85,560
Museum	86,920	87,820	90,360
Community Recreation	106,380	118,370	127,980
Coastal Services	42,940	29,710	29,010
Allotments	39,470	43,030	44,030
Nursery	29,630	27,720	16,210
Arts & Events	109,890	102,760	92,700
Waste Collection	1,067,210	1,064,630	1,075,070
Environmental Strategy	4,230	0	0
Highways (GBC)	363,960	340,030	334,240
Bus Station	46,070	49,090	50,460
Car Parks	229,510	290,070	284,780
Landing Stage	77,930	76,720	81,650
Town Quay	440	650	580
Concessionary Travel	567,710	552,320	615,230
Regulatory Services	960,710	977,960	958,720
Forward Planning, Redevelopment Areas & Planning Implementation	315,100	323,510	336,360
Board Total	7,496,220	7,680,930	7,794,280

HOUSING BOARD

SUMMARY OF REVENUE ESTIMATES 2003/2004

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
Home Improvement Grants	69,280	81,760	80,450
Private Sector Housing	138,980	108,440	112,390
Homelessness	144,980	209,550	211,990
Mobile Home Park	(29,720)	(7,110)	(12,580)
Board Total	<u>323,520</u>	<u>392,640</u>	<u>392,250</u>

POLICY AND ORGANISATION BOARD

SUMMARY OF REVENUE ESTIMATES 2003/2004

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
Registration of Electors	160,010	149,180	166,740
Local Land Charges	(139,740)	(170,360)	(203,830)
Housing Benefits	838,960	816,150	775,160
Local Tax Rebates	288,800	333,660	277,420
Local Tax Collection	445,670	461,930	481,300
National Non-Domestic Rates	42,140	47,410	42,420
Depot (Landlord account)	(50,650)	(28,530)	(41,490)
Economic Development & Improvements	616,230	607,980	612,140
Marketing and Tourism	122,000	155,430	94,860
Priddy's Hard	1,047,790	1,169,310	1,076,950
Assistance to Voluntary Organisations	170,430	170,400	180,160
Corporate & Civic Expenses	1,474,010	1,536,300	1,587,870
Miscellaneous Services	329,330	410,430	413,630
Other Corporate Areas	(3,124,310)	(3,354,720)	(3,165,340)
Board Total	2,220,670	2,304,570	2,297,990

COMMUNITY AND ENVIRONMENT BOARD

SUMMARY OF REVENUE ESTIMATES 2003/2004

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £	Page
Open Market	(373,980)	(347,340)	(347,010)	9
Public Conveniences	226,880	224,420	227,140	9
Dog Control / Enforcement	93,360	110,420	105,780	9
Cemetery	63,300	36,180	38,700	11
Coast Protection	484,490	490,740	492,280	11
Waste Recycling	62,800	80,820	75,510	11
Street Cleansing	487,590	478,230	513,520	13
Abandoned / Unwanted Vehicles	79,300	49,890	55,120	13
Holbrook Recreation Centre	296,740	321,300	326,370	15
Non G.B.C Leisure Facilities	119,850	121,520	114,910	15
Urban Land Management	1,473,910	1,523,550	1,536,880	17
Outdoor Sports	282,880	359,830	372,520	19
Tenanted Buildings	66,850	67,140	59,620	21
Countryside Management	84,150	79,840	85,560	21
Museum	86,920	87,820	90,360	21
Community Recreation	106,380	118,370	127,980	23
Coastal Services	42,940	29,710	29,010	25
Allotments	39,470	43,030	44,030	25
Nursery	29,630	27,720	16,210	25
Arts & Events	109,890	102,760	92,700	27
Waste Collection	1,067,210	1,064,630	1,075,070	27
Environmental Strategy	4,230	0	0	27
Highways (GBC)	363,960	340,030	334,240	29
Bus Station	46,070	49,090	50,460	29
Car Parks	229,510	290,070	284,780	31
Landing Stage	77,930	76,720	81,650	33
Town Quay	440	650	580	33
Concessionary Travel	567,710	552,320	615,230	33
Regulatory Services	960,710	977,960	958,720	37
Forward Planning, Redevelopment Areas & Planning Implementation	315,100	323,510	336,360	39
Board Total	7,496,220	7,680,930	7,794,280	

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

OPEN MARKET

An open air market is held every Tuesday and Saturday in the pedestrianised area of the High Street in Gosport. The management of the market is contracted out to Hughmark International.

Its not operated under a licence, the management of the Market is contracted out to Hughmark

PUBLIC CONVENIENCES

Managing the public convenience facilities in the Borough including general building maintenance and repairs, cleaning and utility costs i.e. electricity, water.

There are currently 19 public conveniences in the Borough. 11 of these have separate facilities for disabled persons.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 1 full time equivalent person.

DOG CONTROL / ENFORCEMENT

The enforcement of Council bye-laws as they apply to seafronts, open spaces and Council parks.

Various measures are undertaken to control dogs in the Borough, including the enforcement of the "Poop - Scoop" bye-law and the kennelling of stray dogs.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 1 full time equivalent person.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
OPEN MARKET			
Premises	500	500	500
Supplies and Services	200	230	230
Administration Recharges	16,370	4,530	4,860
	<hr/>	<hr/>	<hr/>
	17,070	5,260	5,590
Income	391,050	352,600	352,600
NET INCOME	<hr/>	<hr/>	<hr/>
	(373,980)	(347,340)	(347,010)

PUBLIC CONVENIENCES

Employees	2,870	2,900	2,950
Premises	44,650	46,940	40,970
Supplies and Services	2,660	920	930
Contractor Payments	83,680	83,680	91,950
Administration Recharges	29,260	26,220	28,200
Asset Rental	63,910	63,910	62,290
	<hr/>	<hr/>	<hr/>
	227,030	224,570	227,290
Income	150	150	150
NET EXPENDITURE	<hr/>	<hr/>	<hr/>
	226,880	224,420	227,140

DOG CONTROL / ENFORCEMENT

Employees	42,230	42,430	34,520
Transport	5,510	5,280	9,020
Supplies and Services	13,910	14,670	14,500
Administration Recharges	36,510	54,040	55,240
	<hr/>	<hr/>	<hr/>
	98,160	116,420	113,280
Income	4,800	6,000	7,500
NET EXPENDITURE	<hr/>	<hr/>	<hr/>
	93,360	110,420	105,780

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

CEMETERY

The Council provides burial facilities at Ann's Hill Cemetery. An extension was opened in 1983. Ann's Hill Cemetery covers an area of approx. 30 acres, including a Commonwealth War Graves section.

Estimate 2003/2004 -

The Employee costs for this Service represent 2 full time equivalent persons.

The Administration Recharges for this service represent approximately 2 full time equivalent persons.

COAST PROTECTION

The Council has a duty under the Coast Protection Act, 1949, to maintain the sea walls and groynes which are situated along the shoreline of the Borough to prevent land erosion and restrict sand/shingle movement. After completion of the major scheme at Lee on the Solent, beach monitoring is being undertaken at Lee on the Solent and at Stokes Bay.

A major scheme has been completed at Falklands Gardens / Esplanade frontage and a detailed study of the coastline from Haslar Lake to Forton Lake is currently in progress.

Investigations are also taking place into the defences around the Priddy's Hard conservation area.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 0.75 full time equivalent person.

WASTE RECYCLING

The Council operates recycling collection centres for glass, paper, cans and textiles at ten major sites and thirty micro centres throughout the Borough.

A scheme for paper collection from domestic properties was successfully introduced during 1996 and is being expanded further.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 1.5 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
CEMETERY			
Employees	64,510	49,080	53,010
Premises	25,090	26,420	22,410
Transport	5,210	5,280	5,490
Supplies and Services	8,000	8,770	8,890
Contractor Payments	75,670	75,720	81,350
Administration Recharges	57,730	44,340	48,530
Asset Rental	1,240	1,240	1,020
	<hr/>	<hr/>	<hr/>
	237,450	210,850	220,700
Income - Fees and Charges	50,700	46,340	48,600
Income - PHC Joint Board	102,500	102,500	105,000
Income - Recharges to Other Boards	20,950	25,830	28,400
	<hr/>	<hr/>	<hr/>
	174,150	174,670	182,000
NET EXPENDITURE	<hr/>	<hr/>	<hr/>
	63,300	36,180	38,700
 COAST PROTECTION			
Premises - Maintenance of Seawalls	940	1,910	0
Supplies and Services - Beach Monitoring	5,500	5,650	3,650
Administration Recharges	10,920	7,500	22,100
Asset Rental	467,130	475,680	466,530
	<hr/>	<hr/>	<hr/>
NET EXPENDITURE	484,490	490,740	492,280
 WASTE RECYCLING			
Supplies and Services	12,600	12,650	10,700
Contractor Payments	109,540	113,030	99,320
Administration Recharges	46,410	64,300	65,660
Asset Rental	500	500	470
	<hr/>	<hr/>	<hr/>
	169,050	190,480	176,150
Income	106,250	109,660	100,640
	<hr/>	<hr/>	<hr/>
	106,250	109,660	100,640
NET EXPENDITURE	<hr/>	<hr/>	<hr/>
	62,800	80,820	75,510

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

STREET CLEANSING

Sweeping and cleansing of highways is the responsibility of the Borough Council.

This service also includes the cleansing of Leisure and Housing land for which an appropriate recharge is made.

Regular daily emptying is carried out from approximately 200 designated dog waste bins in addition to the emptying of approximately 500 litter bins within the Borough.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 2.5 full time equivalent persons.

ABANDONED / UNWANTED VEHICLES

The Borough Council operates a service to remove unwanted cars. Approximately 900 enquiries are dealt with annually.

It is Council policy to deal with abandoned vehicles as quickly as possible, and to keep to a minimum the problems they cause.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 2.0 full time equivalent person.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
STREET CLEANSING			
Supplies and Services	10,000	10,010	10,740
Contractor Payments	622,720	622,720	674,340
Administration Recharges	78,980	71,610	74,610
	<u>711,700</u>	<u>704,340</u>	<u>759,690</u>
Income - HCC Contribution	21,910	21,910	23,540
Income - Recharges to Other Boards	201,200	201,200	219,410
Income - General	1,000	3,000	3,220
	<u>224,110</u>	<u>226,110</u>	<u>246,170</u>
NET EXPENDITURE	<u>487,590</u>	<u>478,230</u>	<u>513,520</u>
ABANDONED / UNWANTED VEHICLES			
Contractor Payments	78,440	47,200	49,000
Administration Recharges	57,800	50,150	53,320
	<u>136,240</u>	<u>97,350</u>	<u>102,320</u>
Income	56,940	47,460	47,200
NET EXPENDITURE	<u>79,300</u>	<u>49,890</u>	<u>55,120</u>

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

HOLBROOK RECREATION CENTRE

The Centre, situated in the northern half of the Borough, is available to the general public on payment of entrance fees, and is open seven days a week. The Centre provides a 25 metre swimming pool with a learner pool, three squash courts, activity rooms, fitness suite, health suite, vending facilities and a purpose built playgroup room.

An outdoor paddling is provided at Stokes Bay, and is open during the summer.

The management of the centre and outdoor pool was externalised in April 1997.

Estimate 2003/2004 -

The Administration Recharges for this service represent less than 0.5 full time equivalent person.

NON G.B.C. LEISURE FACILITIES

Gosport Ice Rink was opened in 1991 and is located adjacent to Holbrook Recreation Centre. The Council made a contribution to the development of the facility which is reflected in the deferred charges.

There are occasional joint leisure and recreational activity packages which are available between the Ice Rink and the Recreation Centre.

St. Vincent Leisure Centre is located in the southern half of the Borough on the campus of the 6th Form Community College. The facility comprises a swimming pool, multi-purpose sports hall, three activity rooms, three squash courts, outdoor pitches, full sized floodlit red-gra pitch, plus social facilities.

The Council have contributed to facility provisions and improvements at the Centre which are reflected in the deferred charges.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
HOLBROOK RECREATION CENTRE			
Premises	4,100	4,500	3,600
Supplies and Services	3,970	8,900	8,910
Contractor Payments	184,000	182,500	187,500
Administration Recharges	14,010	14,040	15,000
Asset Rental	90,660	111,360	111,360
NET EXPENDITURE	<u>296,740</u>	<u>321,300</u>	<u>326,370</u>

NON G.B.C. LEISURE FACILITIES

Employees	1,730	1,750	1,770
Supplies and Services	7,050	7,130	140
Administration Recharges	4,140	4,510	4,870
Asset Rental	106,930	108,130	108,130
NET EXPENDITURE	<u>119,850</u>	<u>121,520</u>	<u>114,910</u>

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

URBAN LAND MANAGEMENT

This budget incorporates areas of land located in parks, seafronts and general open spaces. It also includes the Council's 28 children's play areas, disused churchyards and ancient monuments.

A rolling programme of fencing, safety surfacing, and upgrading of play areas has continued.

The management of the Council's trees continues to be progressed via selected private contractors.

A proportion of the cost of maintaining communal areas and open spaces is charged to the General Fund to reflect the use of these areas by non HRA tenants. 28% of the charge to Housing for grounds maintenance and street cleaning in 2002-2003 and 28% of the charge in 2003-2004.

Estimate 2003/2004 -

The total Administration Recharges for this service represent approximately 8 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
URBAN LAND MANAGEMENT			
Employees	50,010	0	0
Premises	88,450	91,160	86,850
Transport	7,760	100	100
Supplies and Services	57,470	55,240	54,030
Contractor Payments	409,300	412,320	443,120
Administration Recharges	247,950	258,340	264,290
Asset Rental (reversed in P & O board)	750,760	775,360	763,390
	<u>1,611,700</u>	<u>1,592,520</u>	<u>1,611,780</u>
Income - Rents, Letting and Wayleaves	115,240	115,240	115,240
Income - Trading Concessions	14,890	14,890	14,890
Income - Recharge	74,030	0	0
Income - General	19,980	27,350	27,960
	<u>224,140</u>	<u>157,480</u>	<u>158,090</u>
	<u>1,387,560</u>	<u>1,435,040</u>	<u>1,453,690</u>
Children's Play Areas			
Employees	190	200	200
Premises - Maintenance etc.	14,500	14,000	9,500
Supplies and Services	7,280	7,230	5,980
Administration Recharges	48,840	49,890	51,350
Asset Rental	31,330	31,400	30,520
	<u>102,140</u>	<u>102,720</u>	<u>97,550</u>
Income - Recharge to HRA	15,790	14,210	14,360
	<u>86,350</u>	<u>88,510</u>	<u>83,190</u>
Net Expenditure Urban Land Management	<u>1,473,910</u>	<u>1,523,550</u>	<u>1,536,880</u>

Note: Net employees costs now included in Admin Recharges

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

OUTDOOR SPORTS

The Borough provides a range of facilities for sports at various locations. Facilities include -

23 football, 4 rugby and 5 cricket pitches;
11 hard surface and 7 grass tennis courts
7 outdoor bowling greens
1 putting green
4 basketball courts
1 5-a-side football pitch

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 1.25 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
OUTDOOR SPORTS			
Employees	3,700	2,630	2,710
Premises	35,500	39,810	45,300
Supplies and Services	6,500	6,480	7,740
Contractor Payments	133,830	133,600	143,560
Administration Recharges	38,610	50,080	53,750
Asset Rental	119,480	187,770	181,570
	<hr/>	<hr/>	<hr/>
	337,620	420,370	434,630
Income - Rents, Lettings and Wayleaves	24,960	29,960	30,300
Income - Sports Hirings	29,100	28,560	29,740
Income - General	680	2,020	2,070
	<hr/>	<hr/>	<hr/>
	54,740	60,540	62,110
Net Expenditure	<hr/>	<hr/>	<hr/>
	282,880	359,830	372,520

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

TENANTED BUILDINGS

Tenanted Buildings includes all the buildings from which the Community and Environment Board receives income by way of rent.

The buildings are:

- Alverbank Hotel
- Cemetery Lodge
- Day Huts & Sites - Lee and Stokes Bay
- Grange Farm Depot
- Kingfisher Caravan Site
- Lee Café
- Middle Barn Cottage
- Park Lodge
- Rowner Cottages (These properties are in the process of being put on the market for sale)

The Old Cemetery Lodge is let to the Portsmouth Housing Association thus generating income from a previously unused dwelling.

Estimate 2003/2004 -

The Administration Recharges for this service represent less than 1 full time equivalent person.

COUNTRYSIDE MANAGEMENT

Countryside Management includes responsibility for the upkeep of the Wildgrounds Nature Reserve, Oxstall Meadow (Educational Enclosure), Alver Valley and Interpretation Centre.

The Reserve covers 60 acres and is open to the public from March to October inclusive. Controlled entry is by monthly permits with up to a maximum of 800 being available each year from 1st March to 31st October inclusive. In addition organised groups are given guided tours by the Countryside staff.

The Reserve is adjacent to the location of a reconstructed 17th Century Hamlet.

With the help of external funding over a period of 10 years major reedbed restoration works have been undertaken in the Alver Valley resulting in the area becoming of national importance as a habitat for wildlife.

Estimate 2003/2004 -

The Employee costs for this service represent approximately 3 full time equivalent persons.

The Administration Recharges for this service represent approximately 0.5 full time equivalent person.

MUSEUM

The Museum is jointly managed through the Hampshire County Museums Service. The Local History Gallery tells the story of the Borough, the Geology Gallery displays the rocks and fossils of Hampshire, and the Gosport Gallery has regular touring exhibitions including history, art and craft. There is also a coffee shop. All galleries are situated on the ground floor making them accessible to disabled users.

COMMUNITY AND ENVIRONMENT BOARD

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
TENANTED BUILDINGS			
Premises	25,030	29,270	21,270
Supplies and Services	2,520	2,510	2,510
Administration Recharges	28,210	24,720	24,160
Asset Rental	79,260	79,260	77,650
	<u>135,020</u>	<u>135,760</u>	<u>125,590</u>
Income - Rents	68,170	68,620	65,970
NET EXPENDITURE	<u>66,850</u>	<u>67,140</u>	<u>59,620</u>

COUNTRYSIDE MANAGEMENT

Employees	53,450	52,410	57,560
Premises	4,920	7,090	7,020
Transport	2,420	1,930	1,930
Supplies and Services	8,970	8,010	8,000
Contractor Payments	460	360	460
Administration Recharges	12,950	8,560	9,100
Asset Rental	3,770	3,800	3,770
	<u>86,940</u>	<u>82,160</u>	<u>87,840</u>
Income	2,790	2,320	2,280
NET EXPENDITURE	<u>84,150</u>	<u>79,840</u>	<u>85,560</u>

MUSEUM

Premises	1,630	2,710	2,810
Supplies and Services	190	230	240
Contractor Payments	81,000	81,000	85,550
Administration Recharges	1,300	1,080	1,160
Asset Rental	2,800	2,800	600
NET EXPENDITURE	<u>86,920</u>	<u>87,820</u>	<u>90,360</u>

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

COMMUNITY RECREATION

The Council operates playschemes for 5-11 year olds, and activity schemes for older children 9-14 years of age, at various Gosport schools and community facilities for up to 4 weeks in the summer holidays. Attendance in 2001 was 15,200. In 2002 was 14,050

A wide range of open access supervised activities are provided through partnership working with other providers, local clubs and community facilities.

Staff give advice on grant aid, process grant applications for the Council's community grant aid. In addition to this staff support and advise on other forms of funding, in particular NOF application for funding new childcare and play opportunities.

A service supporting all sections of the community in 3 main areas; childcare, sports and community.

They provide a training service for developing skills for the local community.

The work of the team also includes health related fitness activities through joint initiatives with health organisations through the Gosport Healthy Alliance.

Liaison between clubs and schools in support of national and regional initiatives is an integral part of the team's sport development work.

Estimate 2003/2004 -

The total Employee costs for this Service represents approximately 3 full time equivalent persons.

The total Administration Recharges for this service represent approximately 2.5 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
COMMUNITY RECREATION			
General			
Employees	320	310	320
Premises	150	210	200
Transport	980	1,720	1,730
Supplies and Services	5,640	5,900	5,830
Administration Recharges	50,770	65,620	71,770
	<hr/>	<hr/>	<hr/>
	57,860	73,760	79,850
Income	710	14,860	14,860
Net Expenditure	<hr/>	<hr/>	<hr/>
	57,150	58,900	64,990
Playschemes			
Employees	25,660	26,130	24,860
Premises	2,000	2,040	2,050
Transport	650	800	1,000
Supplies and Services	6,020	5,720	5,370
Administration Recharges	21,400	35,540	39,010
	<hr/>	<hr/>	<hr/>
	55,730	70,230	72,290
Income	6,500	10,760	9,300
Net Expenditure	<hr/>	<hr/>	<hr/>
	49,230	59,470	62,990
TOTAL NET EXPENDITURE FOR COMMUNITY RECREATION	<hr/>	<hr/>	<hr/>
	106,380	118,370	127,980

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

COASTAL SERVICES

The installation and maintenance of shore and sea related facilities including:

- Slipway repair, maintenance and clearance.
- Oil pollution with its associated problems of sea cleansing and beach clearance.
- Navigational aids (the provision of hazard marker buoys and maintenance of waterside buoys).
- Water safety (including the supply of life saving equipment in places where the highway is adjacent to the sea).

All the Council's sluices are now on a planned maintenance programme with regular flushing undertaken to maintain water quality and levels.

Estimate 2003/2004 -

The Administration Recharges for this Service represents approximately 0.50 full time equivalent person.

ALLOTMENTS

The Council owns 56.73 acres of allotment land (Statutory 33.50 acres, non-statutory 23.23 acres). This is split into plots available for rent by individuals from the Council. There are allotments at 10 locations around the Borough.

Significant improvements have been made to the car parks, footpaths, and perimeter security fencing at a number of sites.

To improve the efficient use and turnover of vacant allotments, all agreements will run from January to December.

Estimate 2003/2004 -

The Administration Recharges for this Service represents approximately 1.25 full time equivalent persons

NURSERY

The Nursery covers two acres and the current greenhouses were constructed in 1981. Seasonal bedding plants and decorations are propagated and cultivated. Displays are provided for Civic Functions and may be hired by private organisations. There are occasional sales of surplus plants to the public.

The Nursery staff design commemorative displays in the carpet bedding areas at the Falklands Gardens, and make up hanging baskets and barrier planters for the Borough displays.

Estimate 2003/2004 -

The Employee costs for this service represent 3 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
COASTAL SERVICES			
Employees	1,860	1,730	1,880
Premises	13,220	13,370	12,630
Supplies and Services	5,110	6,220	4,570
Administration Recharges	23,400	9,850	11,430
Asset Rental	1,050	1,220	1,180
	<u>44,640</u>	<u>32,390</u>	<u>31,690</u>
Income	1,700	2,680	2,680
Net Expenditure	<u>42,940</u>	<u>29,710</u>	<u>29,010</u>
ALLOTMENTS			
Employees	1,600	1,600	1,600
Premises	8,220	8,720	7,570
Supplies and Services	850	850	850
Contractor Payments	1,350	1,000	1,000
Administration Recharges	38,120	43,370	46,230
	<u>50,140</u>	<u>55,540</u>	<u>57,250</u>
Income	10,670	12,510	13,220
NET EXPENDITURE	<u>39,470</u>	<u>43,030</u>	<u>44,030</u>
NURSERY			
Employees	64,280	68,700	62,450
Premises	11,290	7,320	7,390
Transport	2,140	2,050	2,060
Supplies and Services	26,070	26,140	27,650
Administration Recharges	8,090	5,750	5,930
Asset Rental	7,850	7,850	7,580
	<u>119,720</u>	<u>117,810</u>	<u>113,060</u>
Income	90,090	90,090	96,850
NET EXPENDITURE	<u>29,630</u>	<u>27,720</u>	<u>16,210</u>

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

ARTS & EVENTS

The Council is involved in promoting and co-ordinating arts and events which raise the Borough's profile both locally and nationally.

The programme of events which take place throughout the year, includes a range of art forms and musical tastes, some of which are arranged in workshop format to encourage greater participation. The Council also undertakes a role of Arts Development throughout the Borough to broaden the opportunities available to the wider community. Support is available through advice and guidance for other organisers and providers in developing their own activities.

Estimate 2003/2004 -

The net employee costs for this service represent 0.8 full time equivalent person as St Vincent College fund 0.2 of the post.

The Administration Recharges for this service represent approximately 1.5 full time equivalent persons.

WASTE COLLECTION

A weekly domestic refuse collection service operates throughout the Borough, with wheeled bins supplied to all properties if requested. Collections are made from approximately 33,600 dwellings.

A service is also provided on request for Councillors' Amenity Bins (which are provided free of charge), and for Unwanted Domestic Items (for which a charge is made).

All waste arising in the Borough that is not recycled is transported to the landfill site at Paulsgrove.

Collection Services comprises the following elements:-

	<u>Est.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est.2003/2004</u>
	£	£	£
Domestic Refuse Collection	899,400	899,400	918,700
Garden Waste Collection	16,100	15,180	15,410
Amenity Bin Service	35,790	35,800	36,520
Clinical Waste Collection	16,380	16,380	16,520
Special Collections	3,090	3,090	3,060
Household Waste/Bedding List	35,600	40,000	40,800
	<u>1,006,360</u>	<u>1,009,850</u>	<u>1,031,010</u>

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 2.5 full time equivalent persons.

ENVIRONMENTAL STRATEGY

The Council's third Environmental Strategy directs and monitors the Council's environmental services and initiatives. The Local Agenda 21 process continues to emphasise the importance of closer working relationships between the Council and the local community.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
ARTS & EVENTS			
Employees	0	28,380	29,750
Administration Recharges	66,390	35,760	40,150
Events - Harbour Event	10,000	14,920	8,000
- 800 Anniversary	0	0	10,000
- Other Events	33,500	35,380	12,750
	<u>109,890</u>	<u>114,440</u>	<u>100,650</u>
Income	0	11,680	7,950
NET EXPENDITURE	<u>109,890</u>	<u>102,760</u>	<u>92,700</u>

WASTE COLLECTION

Employees	13,250	13,520	13,930
Supplies and Services	11,690	11,690	12,070
Contractor Payments	1,006,360	1,009,850	1,031,010
Administration Recharges	66,480	64,390	59,160
	<u>1,097,780</u>	<u>1,099,450</u>	<u>1,116,170</u>
Income	30,570	34,820	41,100
NET EXPENDITURE	<u>1,067,210</u>	<u>1,064,630</u>	<u>1,075,070</u>

ENVIRONMENTAL STRATEGY

Administration Recharges	4,230	0	0
NET EXPENDITURE	<u>4,230</u>	<u>0</u>	<u>0</u>

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

HIGHWAYS (GBC)

Under this heading are items which are either outside the Hampshire County Council Agency Agreements or in excess of the standards and levels required by those agreements.

- Agency Administration Deficiency:-	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est.2003/2004</u>
	£	£	£
Administration Recharges *	199,290	196,260	198,990
Agency Reimbursement	137,560	138,020	136,840
Administration Deficiency	61,730	58,240	62,150

This account represents the difference between the administration costs incurred on the agencies and the reimbursements by Hampshire County Council. The difference is the result of enhanced Gosport Standards.

- Footpath and other Amenity Lighting - Energy and maintenance of lighting that is outside the agency.
- Flower Beds etc. - The Borough Council provides flower beds, shrubberies and grass cuts to an enhanced standard not required by HCC under the agency agreement. The cost is borne by the Borough
- Street Name Plates - provision for repair is a Borough Council responsibility.

Estimate 2003/2004 -

Hampshire County Council ended the Highways Agency agreement with this Council on the 30th April 2002 and all associated Highway functions are now operated by the County Council.

This Council will continue to provide Traffic Functions and Grounds Maintenance on highway land via agencies for Hampshire County Council.

BUS STATION

The bus station, adjacent to the ferry landing stage, is owned and maintained by the Council. It is the terminus for all services operating throughout the Borough, with direct services also being available to Fareham and Southampton. The landlord costs include maintenance, cleaning and lighting of public areas with rental income from the Provincial Bus Company and from the lessees of the shop units within the bus station complex.

COMMUNITY AND ENVIRONMENT BOARD

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
HIGHWAYS (GBC)			
Traffic Agency Deficiency	61,730	58,240	62,150
Cycleway Improvements	4,400	400	400
Road Safety	1,000	1,000	1,000
Pedestrian Facilities	10,000	0	10,000
Bus Shelter Maintenance	8,000	9,000	8,000
Maintenance of Street Furniture & Landscaping	6,500	6,460	4,460
Street Name Plates - Maintenance	12,000	12,000	12,000
Footpath Lighting - Energy and Maintenance	12,500	16,200	14,200
Flower Bed & Shrubbery Maintenance	112,480	112,300	90,400
Christmas Decorative Lighting	27,000	27,000	30,000
Other Expenses - Traffic Regulation Orders	2,000	3,500	2,000
Forton Lake Bridge	17,460	11,700	15,110
Administration Recharges	88,890	82,230	84,520
NET EXPENDITURE	363,960	340,030	334,240

BUS STATION

Premises	20,660	17,890	20,570
Supplies and Services	3,500	3,670	2,490
Contractor Payments	3,340	3,340	3,590
Administration Recharges	1,840	6,700	7,090
Asset Rental	66,230	66,230	66,230
	95,570	97,830	99,970
Income	49,500	48,740	49,510
NET EXPENDITURE	46,070	49,090	50,460

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

CAR PARKS

Off Street Car Parks

Approximately 2,000 off-street car parking places are provided throughout the Borough.

Car parks in the Town Centre are designated for either short stay or long stay parking. Short stay is for up to 3 hours and inspectors are employed to enforce this restriction.

The car parks are regularly maintained, swept and lined.

Estimate 2003/2004 -

The total Administration Recharges for this Service represents approximately 1.5 full time equivalent persons.

Foreshore Car Parks

Approximately 950 spaces are provided adjacent to the waterfront. Two of the car parks are for the exclusive use of permit holders and the disabled. Between April and September charges are levied but from October to March parking is free.

2,759 resident permits and 10 non resident permits have been issued in 2002/03, each costing £10 and £50 respectively.

Estimate 2003/2004 -

The total Administration Recharges for this Service represents approximately 0.75 full time equivalent person.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
CAR PARKS			
Off Street Car Parks			
Premises	51,280	48,400	51,000
Supplies and Services	500	500	1,300
Contractor Payments	11,910	11,910	12,800
Administration Recharges	60,020	65,860	70,840
Asset Rental	78,660	123,650	121,270
	<hr/> 202,370	<hr/> 250,320	<hr/> 257,210
Income	20,000	35,400	37,400
Net Expenditure	<hr/> 182,370	<hr/> 214,920	<hr/> 219,810
Foreshore Car Parks			
Employees	14,590	13,710	14,960
Premises	2,740	2,940	3,020
Transport	20	0	20
Supplies and Services	540	330	450
Contractor Payments	8,000	8,340	8,620
Administration Recharges	37,770	18,960	20,160
Asset Rental	42,480	78,470	76,740
	<hr/> 106,140	<hr/> 122,750	<hr/> 123,970
Income - Parking fees	29,000	24,460	29,000
Income - Permits	30,000	23,140	30,000
	<hr/> 59,000	<hr/> 47,600	<hr/> 59,000
Net Expenditure	<hr/> 47,140	<hr/> 75,150	<hr/> 64,970
TOTAL NET EXPENDITURE ON CAR PARKS	<hr/> 229,510	<hr/> 290,070	<hr/> 284,780

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

LANDING STAGE

The ferry interchange is provided by the Borough Council. It is a vital link in the local travel network with continuous services to and from Portsmouth provided by the Portsmouth Harbour Ferry Co. and other services.

The Portsmouth Harbour Ferry Co. have an agreement with the Council and are responsible for the day to day management and maintenance.

TOWN QUAY

The Borough Council now owns only part of the Town Quay.

CONCESSIONARY TRAVEL

Concessionary travel is available to certain disabled residents and all men and women age 60 and above. Residents have the choice of Tokens or Farepass which offers half fare bus travel throughout Hampshire.

Estimated participants for 2003/2004:

Tokens	-	12,508
Farepass	-	2,587

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 1.50 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
LANDING STAGE			
Premises - Special Maintenance	7,000	2,000	2,000
Supplies and Services	0	5,000	0
Administration Recharges	11,040	5,080	18,550
Asset Rental (reversed in P & O Board)	60,650	66,190	63,250
	<u>78,690</u>	<u>78,270</u>	<u>83,800</u>
Income	760	1,550	2,150
NET EXPENDITURE	<u>77,930</u>	<u>76,720</u>	<u>81,650</u>

TOWN QUAY

Supplies and Services	200	200	0
Administration Recharges	40	250	280
Asset Rental	300	300	300
	<u>540</u>	<u>750</u>	<u>580</u>
Income	100	100	0
NET EXPENDITURE	<u>440</u>	<u>650</u>	<u>580</u>

CONCESSIONARY TRAVEL

Employees	2,590	2,790	3,090
Premises	650	660	670
Transport	50	50	50
Supplies and Services	3,710	4,210	3,660
Transfer Payments - Bus Tokens	437,530	417,090	454,000
Transfer Payments - Farepass (net)	84,330	92,560	99,040
Administration Recharges	38,850	34,960	54,720
NET EXPENDITURE	<u>567,710</u>	<u>552,320</u>	<u>615,230</u>

COMMUNITY AND ENVIRONMENT BOARD

REGULATORY SERVICES

Environmental Health Services - Commercial

These services comprise:

- Food, Safety and Hygiene

	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est.2003/2004</u>
Net Expenditure	£120,100	£126,800	£131,400

The expenditure relates to the inspection of food to ensure its fitness for human consumption; investigation of food complaints, inspection of premises where food is manufactured, prepared, stored or sold, to ensure satisfactory standards of hygiene are maintained. Inspections are also carried out on mobile food vendors, food delivery vehicles and market stalls. Legal proceedings are instituted when necessary in respect of food complaints and breaches of food hygiene. There are in excess of 550 premises in the Borough subject to food hygiene inspections.

- Public Health

	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est.2003/2004</u>
Net Expenditure	£127,910	£110,750	£114,870

The expenditure relates to general public health issues including health education and promotion, the investigation and control of infectious disease and home safety initiatives.

- Health and Safety

	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est.2003/2004</u>
Net Expenditure	£84,540	£80,250	£83,420

The expenditure relates to the enforcement of health, safety and welfare provisions in offices, shops and other commercial and catering premises of which there are in excess of 900 in the Borough; the investigation of accidents and complaints relating to working conditions is also carried out.

Estimate 2003/2004 -

The Administration Recharges for these services represent approximately 8 full time equivalent persons.

Environmental Health Services - Residential & Pollution

These services comprise:

- Pollution Control

	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est.2003/2004</u>
Net Expenditure	£232,980	£219,710	£241,700

The expenditure relates to the statutory investigation and control of pollution relating to air, water and land; the investigation and control of statutory noise nuisances; environmental sampling and monitoring for air and water quality, including that for radiation in conjunction with the Southern England Radiation Monitoring Group. Also the regulation of certain industrial processes in order to limit the release of pollutants to the atmosphere.

- Rodent and Pest Control

	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est.2003/2004</u>
Net Expenditure	£74,150	£102,230	£101,320

The expenditure relates to the provision of information, advice and treatment of various pests. A free service is provided to domestic premises for the treatment of rats and mice although a charge is made for the treatment of wasps and other insects such as fleas, cockroaches and bed-bugs. A charge is made for all pest control treatments in non-domestic premises.

- Gypsy and Traveller Services

	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est.2003/2004</u>
Net Expenditure	£0	£6,050	£9,230

The control of unauthorised occupation of Council owned land by gypsies and travellers; the development of services aimed at increasing public awareness of gypsy matters and mitigating the adverse effects of unlawful trespass.

Estimate 2003/2004 -

The Administration Recharges for these services represent approximately 6.50 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
REGULATORY SERVICES			
Environmental Health Services - Commercial			
Transport	1,700	1,700	1,700
Supplies and Services	30,420	30,980	29,170
Administration Recharges	302,230	290,170	303,870
	<hr/> 334,350	<hr/> 322,850	<hr/> 334,740
Income	1,800	5,050	5,050
	<hr/> 1,800	<hr/> 5,050	<hr/> 5,050
NET EXPENDITURE	<hr/> 332,550	<hr/> 317,800	<hr/> 329,690
Environmental Health Services - Residential & Pollution			
Employees	39,250	38,020	41,270
Premises	5,760	6,000	3,770
Transport	4,220	3,980	4,450
Supplies and Services	28,220	29,270	45,300
Contractor Payments	500	500	300
Administration Recharges	231,120	252,160	260,210
Asset Rental	12,310	12,310	11,870
	<hr/> 321,380	<hr/> 342,240	<hr/> 367,170
Income	14,250	14,250	14,920
	<hr/> 14,250	<hr/> 14,250	<hr/> 14,920
NET EXPENDITURE	<hr/> 307,130	<hr/> 327,990	<hr/> 352,250

COMMUNITY AND ENVIRONMENT BOARD

REGULATORY SERVICES

Development Control

The Council is required under Town and Country Planning legislation to process all applications for development. Prospective applicants are advised on the acceptable form and content of future submissions. Planning Officers investigate and act upon unauthorised development. A proportion of planning costs is recovered from the fees levied for planning applications. Number of planning application decisions in 2001/02 - 685

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 7.50 full time equivalent persons.

Building Control Partnership

This is a service provided jointly by Gosport and Fareham Borough Councils. Proposals for new buildings and alterations to buildings need to comply with building regulations and associated legislation. Applications are submitted for approval and then building work supervised. Building Control liaises with builders and developers to ensure that regulations are complied with and that standards relating to construction, conservation of fuel, and fire precautions are upheld. Building Control ensure that the necessary action is taken in relation to dangerous structures, demolitions, road naming, postal numbering, scaffolding structures and access for the disabled. A proportion of the cost of the Building Control service is recovered from the charges levied for applications.

The total number of Building Control applications in 2000/01 (including those for cavity fill) was 775.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 5.25 full time equivalent persons.

Licensing & Registration

This heading includes the licensing of hackney carriages, private hire vehicles, cinemas, theatres, places of public entertainment, pet shops, street trading, and various other licences including the issue of permits for machines for amusement with prizes and the registration of food premises, food hawkers, acupuncturists, ear-piercers, hairdressers, etc.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 3 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
REGULATORY SERVICES			
Development Control			
Supplies and Services	11,000	13,940	12,500
Administration Recharges	292,010	316,940	350,760
	<u>303,010</u>	<u>330,880</u>	<u>363,260</u>
Income - Planning Fees	150,000	168,000	178,000
Income - Planning Grant	0	0	75,000
	<u>150,000</u>	<u>168,000</u>	<u>253,000</u>
Net Expenditure	<u>153,010</u>	<u>162,880</u>	<u>110,260</u>
Building Control Services			
Supplies and Services - Specialists	2,650	2,650	2,650
Administration Recharges	248,920	245,910	236,100
	<u>251,570</u>	<u>248,560</u>	<u>238,750</u>
Income	139,550	139,550	139,550
Net Expenditure	<u>112,020</u>	<u>109,010</u>	<u>99,200</u>
Licensing & Registration			
Premises	500	500	500
Supplies and Services	3,370	3,370	5,430
Administration Recharges	105,710	111,880	117,940
	<u>109,580</u>	<u>115,750</u>	<u>123,870</u>
Income	53,580	55,470	56,550
NET EXPENDITURE	<u>56,000</u>	<u>60,280</u>	<u>67,320</u>
TOTAL NET EXPENDITURE ON REGULATORY SERVICES	<u>960,710</u>	<u>977,960</u>	<u>958,720</u>

COMMUNITY AND ENVIRONMENT BOARD

FORWARD PLANNING, REDEVELOPMENT AREAS & PLANNING IMPLEMENTATION

Forward Planning

The Forward Planning Section progresses a wide range of planning projects and initiatives. These currently include the first Review of the Borough Local Plan, major Planning Briefs for sites released by the MOD and various initiatives designed to protect the town's heritage. The section is also involved jointly with other Authorities with the preparation of the County Structure Plan Review, the Portsmouth Harbour Plan Review and related studies, and the Daedalus Development Strategy.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 6.25 full time equivalent persons.

Redevelopment Areas

This estimate provides for asset rental charges incurred on land and property acquired for subsequent development. Income is received from leases of the land and property.

Planning Implementation

Concern for the preservation of the environment is reflected in the provision for conservation activities including the conservation and enhancement of particular areas in the Borough and the preservation of historic buildings. The Historic Building Grant Scheme provides grant aid to private owners for conservation work on listed buildings and buildings situated within conservation areas. There are currently sixteen designated conservation areas in Gosport.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 0.50 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
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FORWARD PLANNING, REDEVELOPMENT AREAS & PLANNING IMPLEMENTATION

Forward Planning

Supplies and Services	10,000	7,000	2,500
Administration Recharges	240,490	284,750	299,870

Net Expenditure	<u>250,490</u>	<u>291,750</u>	<u>302,370</u>
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Redevelopment Areas

Administration Recharges	260	220	230
Asset Rental	800	800	800
	<u>1,060</u>	<u>1,020</u>	<u>1,030</u>

Income - Rents	520	520	520
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Net Expenditure	<u>540</u>	<u>500</u>	<u>510</u>
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Planning Implementation

Premises	550	500	520
Supplies and Services	14,180	13,950	13,990
Administration Recharges	49,340	16,810	18,970

Net Expenditure	<u>64,070</u>	<u>31,260</u>	<u>33,480</u>
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**TOTAL NET EXPENDITURE ON FORWARD PLANNING,
REDEVELOPMENT AREAS &
PLANNING IMPLEMENTATION**

	<u>315,100</u>	<u>323,510</u>	<u>336,360</u>
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HOUSING BOARD

SUMMARY OF REVENUE ESTIMATES 2003/2004

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £	Page
SERVICE				
Home Improvement Grants	69,280	81,760	80,450	43
Private Sector Housing	138,980	108,440	112,390	43
Homelessness	144,980	209,550	211,990	43
Mobile Home Park	(29,720)	(7,110)	(12,580)	45
Board Total	<u>323,520</u>	<u>392,640</u>	<u>392,250</u>	

HOUSING BOARD

SERVICE

HOME IMPROVEMENT GRANTS

The Council provides a range of home improvement grants, subject to budget availability. Mandatory grants are paid towards eligible disabled adaptations. All other grants are dependant upon Council policy which is reviewed annually.

The Council contributes towards the running costs of a local Home Improvement Agency. This provides practical advice and support for vulnerable clients who wish to improve or adapt their homes.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 1.75 full time equivalent persons.

PRIVATE SECTOR HOUSING

The expenditure relates to inspection of premises for their fitness for human habitation, structural defects, enforcing standards for overcrowding and houses in multiple occupation, and remedying conditions which might constitute a nuisance or danger to health. Statutory notices to remedy defects and unsatisfactory conditions are served when necessary.

The promotion of domestic energy efficiency improvements in order to meet statutory targets. The service includes the provision of direct financial assistance but relies primarily upon education and awareness raising to bring about changes in public attitude and behaviour.

This category also includes Housing Advances and Housing Associations. Housing advances are given for private house improvements made under various Housing Acts. Currently improvement loans are only given to finance the balance of work carried out with the aid of home improvement grants. The Council has also financially assisted a number of local housing associations in the construction or improvement of houses and has, in return, been allowed to nominate a proportion of the tenants. This assistance is expected to increase significantly through the provision of Local Authority Housing Association Grant, although this will have no effect on the revenue budget.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 3.5 full time equivalent persons.

HOMELESSNESS

The Council has a duty under the Housing Act 1996, Part VII to provide temporary accommodation for persons who become homeless. Hostel places are available for 23 families and use is made of local bed and breakfast establishments where there is no other alternative. In addition to temporary accommodation the Council uses a local Housing Association as a Managing Agent (a scheme whereby private sector properties are used in the discharge of homelessness responsibilities as an alternative option from allocating council property). There are currently around 60 properties available through this scheme. In addition the Council has a new scheme for direct placements in private sector in partnership with David Seymoor who currently has about 80 lodgings as an alternative to conventional bed and breakfast.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 3.5 full time equivalent persons.

HOUSING BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
HOME IMPROVEMENT GRANTS			
Administration Recharges	58,280	70,760	69,450
Contribution to Southern Focus Trust	11,000	11,000	11,000
NET EXPENDITURE	<u>69,280</u>	<u>81,760</u>	<u>80,450</u>

PRIVATE SECTOR HOUSING

Supplies and Services	10,540	10,780	11,000
Administration Recharges	130,330	99,550	103,480
Asset Rental	3,570	3,570	3,370
	<u>144,440</u>	<u>113,900</u>	<u>117,850</u>
Income	5,460	5,460	5,460
NET EXPENDITURE	<u>138,980</u>	<u>108,440</u>	<u>112,390</u>

HOMELESSNESS

HAMA	42,230	42,230	42,230
Bed and Breakfast	8,500	70,000	72,500
Administration Recharges	94,250	97,320	97,260
NET EXPENDITURE	<u>144,980</u>	<u>209,550</u>	<u>211,990</u>

HOUSING BOARD

SERVICE

MOBILE HOME PARK

This account shows the cost of managing and operating the mobile home park at Stokes Bay. There are 55 mobile homes at the park. The asset rentals include an interim revaluation of the land.

HOUSING BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
MOBILE HOME PARK			
Premises	24,840	22,170	21,830
Supplies and Services	7,400	7,400	7,400
Contractor Payments	500	500	500
Administration Recharges	3,520	4,310	4,780
Asset Rental	19,270	47,160	47,160
	<u>55,530</u>	<u>81,540</u>	<u>81,670</u>
Income - Rents and Commission	85,250	88,650	94,250
NET INCOME / EXPENDITURE	<u>(29,720)</u>	<u>(7,110)</u>	<u>(12,580)</u>

HOUSING COMMITTEE

SERVICE

HOUSING REVENUE ACCOUNT

Provisions governing the operation of the Housing Revenue Account (HRA) are contained in the Local Government and Housing Act 1989. Expenditure falls within the broad categories of management (including administration), repair and maintenance and net financing charges. Income is derived from rents, interest on mortgages on sold Council houses and government subsidy. The subsidy includes an element for rent rebates and, in fixing the amount, the Secretary of State makes assumptions about an authority's increases in expenditure and rent levels.

As well as the items charged or credited to the account being defined, the HRA is also "ring fenced". This means that contributions are not allowed between the HRA and the General Fund.

The average number of dwellings during 2002/2003 is expected to be about 3,790.

The reduction in stock is the result of the current legislation under the Right to Buy scheme and approximately 100 dwellings are expected to be sold during 2002/2003 to secure tenants of Gosport Borough Council

In April 2001 ODPM introduced a new financial framework for Local Authority Housing. This has brought about significant change to the way in which the HRA is accounted for at present. This authority has used the new format from actual results for 2001/2002.

COUNCIL HOUSING
THE HOUSING REVENUE ACCOUNT

	ACTUAL 2001/2002 £000	ORIGINAL 2002/2003 £000	REVISED 2002/2003 £000	ESTIMATE 2003/2004 £000
Expenditure				
Management	2,221	2,226	2,303	2,369
Maintenance	3,114	2,622	2,544	2,540
Rents, Rates, Taxes, Other Charges	49	25	42	42
Rent Rebates	4,955	5,300	5,280	5,300
Cost Of Capital/Impairment/Deferred Charges	6,243	5,355	6,251	3,640
Depreciation	2,341	2,380	2,380	2,410
Debt Management Expenses	15	13	7	0
	<u>18,938</u>	<u>17,921</u>	<u>18,807</u>	<u>16,301</u>
Income				
Dwelling Rents	10,145	10,215	9,847	9,625
Shops & Garages	233	216	230	237
Service Charges	210	140	450	450
HRA Subsidy(including MRA)	2,799	2,960	2,860	2,749
	<u>13,387</u>	<u>13,531</u>	<u>13,387</u>	<u>13,061</u>
Net Cost Of Services	<u>5,551</u>	<u>4,390</u>	<u>5,420</u>	<u>3,240</u>
TFR AMRA (Difference between cost of capital and impairment/ deferred charges and HRA interest costs)				
	(5,990)	(5,147)	(6,163)	(3,638)
Amortised Premiums/discounts	39	39	39	39
HRA Investment income/mortgage interest	(77)	(79)	(61)	(61)
	<u>(6,028)</u>	<u>(5,187)</u>	<u>(6,185)</u>	<u>(3,660)</u>
Net Operating Expenditure	<u>(477)</u>	<u>(797)</u>	<u>(765)</u>	<u>(420)</u>
Appropriations				
Revenue Contributions to Capital	915	796	796	419
HRA set-aside	112	86	62	6
Housing Revenue Account Balance				
Surplus/(-)Deficit at beginning of Year	1,141	635	591	498
Surplus/(-)Deficit for Year	(550)	(85)	(93)	(5)
Surplus(-)/Deficit at end of Year	591	550	498	493

POLICY AND ORGANISATION BOARD

SUMMARY OF REVENUE ESTIMATES 2003/2004

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £	Page
SERVICE				
Registration of Electors	160,010	149,180	166,740	51
Local Land Charges	(139,740)	(170,360)	(203,830)	51
Housing Benefits	838,960	816,150	775,160	53
Local Tax Rebates	288,800	333,660	277,420	53
Local Tax Collection	445,670	461,930	481,300	55
National Non-Domestic Rates	42,140	47,410	42,420	55
Depot (Landlord account)	(50,650)	(28,530)	(41,490)	55
Economic Development & Improvements	616,230	607,980	612,140	57
Marketing and Tourism	122,000	155,430	94,860	59
Priddy's Hard	1,047,790	1,169,310	1,076,950	59
Assistance to Voluntary Organisations	170,430	170,400	180,160	59
Corporate & Civic Expenses	1,474,010	1,536,300	1,587,870	61
Miscellaneous Services	329,330	410,430	413,630	63
Other Corporate Areas	(3,124,310)	(3,354,720)	(3,165,340)	63
Board Total	<u>2,220,670</u>	<u>2,304,570</u>	<u>2,297,990</u>	

POLICY AND ORGANISATION BOARD

SERVICE

REGISTRATION OF ELECTORS

The Register of Electors is published annually and remains in force for a period of 12 months commencing 1 December. Information for inclusion in the register is obtained by way of a canvass of all domestic properties in the Borough, which is carried out in the autumn of each year. The register is a list of persons eligible to vote at elections and includes the names of "attainers" who will reach the age of 18 years during the life of the register. The register is used in respect of Borough, County, Parliamentary and European Parliamentary elections.

The number of electors shown in the 2002 Register of Electors (as published) was 59,706. The 2003 Register of Electors contains 58,585 names.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 3 full time equivalent persons.

LOCAL LAND CHARGES

The Register containing local land charges is maintained by the Council. A search of entries in the register is carried out whenever land or buildings are sold or there is a change of ownership, mortgages etc. A fee is payable to the Authority for carrying out a land charges search. The total number of searches processed in 2001/2002 was 3250.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 2.75 full time equivalent persons.

POLICY AND ORGANISATION BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
REGISTRATION OF ELECTORS			
Supplies and Services	24,740	24,740	24,740
Administration Recharges	136,770	125,940	143,500
	<hr/> 161,510	<hr/> 150,680	<hr/> 168,240
Income	1,500	1,500	1,500
NET EXPENDITURE	<hr/> 160,010	<hr/> 149,180	<hr/> 166,740
LOCAL LAND CHARGES			
Supplies and Services	10,150	20,370	10,450
Administration Recharges	93,910	104,270	110,720
	<hr/> 104,060	<hr/> 124,640	<hr/> 121,170
Income	243,800	295,000	325,000
NET INCOME	<hr/> (139,740)	<hr/> (170,360)	<hr/> (203,830)

POLICY AND ORGANISATION BOARD

SERVICE

HOUSING BENEFITS

Included in this category are Rent Allowance payments, Non-Housing Revenue Account Rent Rebates, the local element and the administration of all housing benefits. The local element borne by the authority disregards War Widows and War Disablement Pensions as income for benefit purposes.

Government grant reimburses 95% of basic rent allowances and part of the administration costs.

Number of private tenants receiving housing benefit as at 31 March 2002 - 1,733.

Average weekly housing benefit in 2001/02 - £65.17.

Estimate 2003/2004 -

The Administration Recharges for Rent Rebates represent approximately 7 full time equivalent persons.

The Administration Recharges for Rent Allowances represent approximately 10.25 full time equivalent persons.

LOCAL TAX REBATES

The Government reimburses 95% of the Council Tax rebates in addition to giving a grant towards administrative costs. The balance and cost of enhancements to the scheme which are given by the Council are a charge on the General Fund.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 8 full time equivalent persons.

POLICY AND ORGANISATION BOARD

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
HOUSING BENEFITS			
Rent Rebates			
- Administration Recharges	180,700	191,040	222,480
- Rent Rebates (Local element)	90,000	50,500	50,500
Rent Allowances			
- Administration Recharges	360,700	392,830	419,730
- Rent Allowances	6,437,310	6,647,170	6,813,350
	<hr/> 7,068,710	<hr/> 7,281,540	<hr/> 7,506,060
Income			
- Exchequer Grant	6,125,750	6,368,690	6,542,610
- Administration Grant	104,000	96,700	188,290
	<hr/> 6,229,750	<hr/> 6,465,390	<hr/> 6,730,900
NET EXPENDITURE	<hr/> 838,960	<hr/> 816,150	<hr/> 775,160

LOCAL TAX REBATES

Administration Recharges	253,910	278,860	299,180
Council Tax Rebates	2,378,980	2,364,400	2,423,500
	<hr/> 2,632,890	<hr/> 2,643,260	<hr/> 2,722,680
Income			
- Exchequer Grant	2,264,090	2,230,100	2,285,610
- Administration Grant	80,000	79,500	159,650
	<hr/> 2,344,090	<hr/> 2,309,600	<hr/> 2,445,260
NET EXPENDITURE	<hr/> 288,800	<hr/> 333,660	<hr/> 277,420

POLICY AND ORGANISATION BOARD

SERVICE

LOCAL TAX COLLECTION

In 2003/2004, approximately £28M is due to be collected after discounts, exemptions and reductions but not Council Tax benefit.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 14 full time equivalent persons.

NATIONAL NON-DOMESTIC RATES

The Council acts as a collection agency and pays the Government a set monthly sum based on the estimated rates to be collected and in return receives a proportion of all rates collected nationally. Offset against the monthly sum payable to the Government are the estimated costs of collection borne by the Council.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 3 full time equivalent persons.

DEPOT (LANDLORD ACCOUNT)

This account shows the cost of undertaking minor maintenance repairs to specific client areas within the Wilmott Lane Depot, which were not included within the lease with SITA(GB) Ltd.

POLICY AND ORGANISATION BOARD

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
LOCAL TAX COLLECTION			
Administration Recharges	529,670	555,930	575,300
Other Expenses - Court Costs etc.	6,000	6,000	8,500
	<u>535,670</u>	<u>561,930</u>	<u>583,800</u>
Income - Court Costs (net)	90,000	100,000	102,500
NET EXPENDITURE	<u>445,670</u>	<u>461,930</u>	<u>481,300</u>

NATIONAL NON - DOMESTIC RATES

Administration Recharges	106,320	112,960	112,900
Other Costs - Discretionary Relief	25,250	24,050	19,320
	<u>131,570</u>	<u>137,010</u>	<u>132,220</u>
Income			
- Exchequer Grant	81,930	82,000	82,100
- Court Costs	7,500	7,600	7,700
	<u>89,430</u>	<u>89,600</u>	<u>89,800</u>
NET EXPENDITURE	<u>42,140</u>	<u>47,410</u>	<u>42,420</u>

DEPOT (LANDLORD ACCOUNT)

Premises	500	3,000	1,500
Supplies and Services - RPS Fees	1,290	1,560	1,610
Administration Recharges	1,710	3,420	1,910
Asset Rental	43,500	61,140	61,140
	<u>47,000</u>	<u>69,120</u>	<u>66,160</u>
Income - Rents	97,650	97,650	107,650
NET INCOME	<u>(50,650)</u>	<u>(28,530)</u>	<u>(41,490)</u>

POLICY AND ORGANISATION BOARD

SERVICE

ECONOMIC DEVELOPMENT AND IMPROVEMENTS

The Policy and Organisation Board is primarily concerned with

- carrying out the Council's Economic Development functions;
- developing policy initiatives and strategies aimed at improving the Borough's environment;
- promoting and co-ordinating events which raise the Borough's economic profile both locally and nationally.
- securing funding from Central Government, the European Union and other external agencies, to assist in meeting the Council's economic regeneration objectives.

The Board has established Groundwork Gosport and Gosport Development Trust to assist in delivering the Council's overall economic regeneration objectives.

CCTV

The first phase CCTV system in Gosport town centre became operational on 1 October 1997. There were original ten cameras providing surveillance of the town centre and surrounding car parks. The second phase of seven cameras providing surveillance in Stoke Road shopping area, Clarence Road and Holbrook Sports Centre became operational in March 1998. From February 2000 two further cameras at "the Crossways" became operational. In December 2002 a further twelve cameras go on line in Gosport. It is anticipated a further two cameras will be installed around Rowner in spring 2003.

The CCTV cameras are monitored 24 hours a day 365 days a year, at a purpose built control centre jointly funded with Fareham Borough Council.

Estimate 2003/2004 -

The total Administration Recharges for this service represents approximately 5 full time equivalent persons.

POLICY AND ORGANISATION BOARD

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
ECONOMIC DEVELOPMENT AND IMPROVEMENTS			
Economic Development			
Job Creation and Other Initiatives	52,200	60,000	55,000
Crime and Disorder Strategy	116,710	143,680	143,730
Administration Recharges	200,560	183,840	191,540
	<u>369,470</u>	<u>387,520</u>	<u>390,270</u>
Income	106,110	132,780	132,780
Net Expenditure	<u>263,360</u>	<u>254,740</u>	<u>257,490</u>
Mill Lane Training Centre			
Administration Recharges	350	0	0
Net Expenditure	<u>350</u>	<u>0</u>	<u>0</u>
Gosport Development and Groundwork Trusts			
Administration Recharges	29,870	21,360	19,560
Contribution to the Trusts	45,300	46,000	48,000
Net Expenditure	<u>75,170</u>	<u>67,360</u>	<u>67,560</u>
CCTV			
Administration Recharges	21,720	28,520	33,910
Contribution to Running Costs	115,120	119,660	123,960
Asset Rental (reversed in P & O Board)	123,460	123,460	116,580
Net Expenditure	<u>260,300</u>	<u>271,640</u>	<u>274,450</u>
Environmental Improvements			
Premises	3,940	3,990	2,560
Supplies and Services	720	770	730
Administration Recharges	3,210	1,500	1,610
Asset Rental	9,180	7,980	7,740
Net Expenditure	<u>17,050</u>	<u>14,240</u>	<u>12,640</u>
TOTAL NET EXPENDITURE	<u>616,230</u>	<u>607,980</u>	<u>612,140</u>

POLICY AND ORGANISATION BOARD

SERVICE

MARKETING AND TOURISM

In 2003/2004 Marketing and Tourism will retain its primary focus on promotional activity in the areas of economic development and tourism. The budget will fund the marketing of the Borough's inward investment and development opportunities, tourism destination marketing in collaboration with partners around Portsmouth Harbour, a range of maritime events, in addition to a variety of other marketing initiatives.

The Board fulfils the client role in respect of the Gosport Tourist Information Centre which is managed on the Council's behalf by the Southern Tourist Board.

PRIDDY'S HARD

The Council is the owner of the 28 acre Heritage Area of this important harbourside site. Working with partner agencies it opened, as part of the Millennium project, a major new visitor attraction in March 2001, the Explosion Museum.

There are continuing maintenance requirements for buildings and grounds, together with some site clearance, and health and safety requirements.

	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est. 2003/2004</u>
Museum Operation - Contribution to Trustees	100,160	200,000	
- GBC from December 2002 - Rates		16,000	51,000
- GBC from December 2002 - Other		24,000	85,000
Utilisation of Developer Contributions (P&O 1st July 2002)		(100,000)	
Income from Remainder of Site / Partnership Economies			(36,000)
	<u>100,160</u>	<u>140,000</u>	<u>100,000</u>

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 0.75 full time equivalent persons.

ASSISTANCE TO VOLUNTARY ORGANISATIONS

This heading includes grants to the Citizen's Advice Bureau, local voluntary and sporting organisations as well as costs associated with some Council owned buildings currently let to voluntary organisations.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 0.5 full time equivalent person.

POLICY AND ORGANISATION BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
MARKETING AND TOURISM			
Employees	0	6,580	1,550
Premises TIC	30	530	30
Contribution to the STB	38,720	40,050	41,270
Tall Ships Contribution (funded from reserves)	40,000	40,000	0
Marketing and Tourism Initiatives	35,000	59,170	37,340
TIC Capital Charges (reversed in P & O Board)	4,820	4,820	4,680
Administration Recharges	3,430	11,790	9,990
	<hr/> 122,000	<hr/> 162,940	<hr/> 94,860
Income	0	7,510	0
NET EXPENDITURE	<hr/> 122,000	<hr/> 155,430	<hr/> 94,860
PRIDDY'S HARD			
Premises - Maintenance	30,600	65,720	55,940
Museum Operation	100,160	140,000	100,000
Supplies and Services - Insurance etc.	39,220	34,210	10,240
Administration Recharges	41,090	24,300	27,170
Asset Rental (reversed in P & O Board)	886,720	905,080	883,600
	<hr/> 1,097,790	<hr/> 1,169,310	<hr/> 1,076,950
Income from site	50,000	0	0
NET EXPENDITURE	<hr/> 1,047,790	<hr/> 1,169,310	<hr/> 1,076,950
ASSISTANCE TO VOLUNTARY ORGANISATIONS			
Citizens Advice - Bureau Grant	53,200	55,700	59,430
Citizens Advice - Bureau Rent	5,000	5,000	5,000
Gosport Victim Support	6,000	6,000	6,000
GVA	42,770	42,770	43,050
Relate	4,350	4,350	4,800
Dial-a-ride	19,390	19,290	19,870
Solent Sea Rescue	0	1,620	1,620
Grant Aid Payments	15,100	13,580	13,000
<i>Sub Total - Contributions</i>	<hr/> 145,810	<hr/> 148,310	<hr/> 152,770
Administration Recharges	17,410	18,140	18,370
Council Land and Buildings:			
- Red Cross Centre	9,540	9,540	9,370
- Nobes Hall	2,780	2,920	2,820
- Bridgemary Community Association	600	0	0
	<hr/> 176,140	<hr/> 178,910	<hr/> 183,330
Income from property rentals	5,710	8,510	3,170
NET EXPENDITURE	<hr/> 170,430	<hr/> 170,400	<hr/> 180,160

POLICY AND ORGANISATION BOARD

SERVICE

CORPORATE AND CIVIC EXPENSES

Mayoral Expenses

The estimate provides for the annual Mayoral Allowances, running costs of the Mayoral car, and Mayoral Town Hall Costs. The estimates also provide for the cost of Mayor Making and Remembrance Sunday arrangements.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 1.25 full time equivalent person.

Civic Events

The cost of civic events is met from this account. The estimates also provide for the cost of the floral decorations within the civic wing. In addition there is provision for the twinning exchanges between Gosport and the French town of Royan.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 1.25 full time equivalent person.

Council and Board Meetings

The estimate provision covers costs directly attributable to Council, Board and Sub-Board meetings.

No. of Council, Board, Sub-Board and Working Group Meetings in the year - approximately 130.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 8.5 full time equivalent persons.

Members and Election Expenses

The cost of Members' attendance allowances and travelling and subsistence expenses incurred while on official business for the Council is provided for in this estimate, together with Election Expenses.

No. of Council Members - 34 from May 2003-04

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 5 full time equivalent persons.

Corporate Expenses

The term 'Corporate' refers to the corporate and democratic core of the Authority and comprises the areas listed below. The nationally approved definition has been changed recently and time allocations continue to be improved in line with the Best Value Accounting Code of Practice resulting in the refinement of charges to Corporate.

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 22 full time equivalent persons.

The main areas of Corporate activity in the 2003-2004 budget are:	2003-2004 Estimate £
- Corporate Policy, advice and systems including Council Management Team	358,000
- Corporate Personnel, staff policies and training	182,000
- Corporate Finance, Corporate budget, Fraud prevention, financial policies, Govt. returns.	100,000
- Specific Corporate initiatives	35,000
- Press and Public Relations	34,000
- Production of Statutory Accounts	29,000
- Safety Committee	25,000
- Corporate Information Technology	24,000
- Other Corporate areas	13,240

800,240

POLICY AND ORGANISATION BOARD

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
CORPORATE AND CIVIC EXPENSES			
Mayoral Expenses			
Mayor's Allowance	7,650	7,650	7,880
Deputy Mayor's Allowance	1,740	1,740	1,790
Transport	3,590	4,020	4,740
Supplies and Services	2,000	2,390	2,330
Mayor Making	3,300	3,300	3,300
Remembrance Sunday	1,250	1,250	1,250
Administration Recharges	43,610	46,080	49,590
Net Expenditure	63,140	66,430	70,880
Civic Events			
Royan Twinning - Contribution to Fund	4,400	4,500	4,400
Civic Events	4,700	12,470	5,000
Supplies and Services	5,270	6,000	6,000
Administration Recharges	29,980	35,620	38,430
Net Expenditure	44,350	58,590	53,830
Council and Board Meetings			
Supplies and Services	1,200	(240)	(300)
Administration Recharges	373,900	322,280	372,510
Net Expenditure	375,100	322,040	372,210
Members and Election Expenses			
Members Allowances	177,910	180,830	184,160
Members Travelling Expenses	2,250	2,250	2,250
Other Expenses	19,770	21,970	21,850
Municipal Elections - Expenses	37,830	40,600	0
Administration Recharges	93,460	80,940	82,450
Net Expenditure	331,220	326,590	290,710
Corporate Expenses			
Administration Recharges			
- Accommodation	0	0	(24,800)
- Environmental Health	29,510	37,550	32,390
- Leisure	19,180	43,250	45,840
- Engineering	1,280	0	0
- Planning	42,870	65,110	67,670
- Chief Executive	20,750	23,470	24,360
- Strategy Unit	46,060	25,710	20,270
- Economic Development	7,480	0	0
- Corporate Services	172,910	191,660	212,740
- Borough Secretary	118,360	146,430	180,700
- Financial Services	201,800	229,470	241,070
	660,200	762,650	800,240
TOTAL NET EXPENDITURE FOR CORPORATE AND CIVIC EXPENSES	1,474,010	1,536,300	1,587,870

POLICY AND ORGANISATION BOARD

SERVICE

MISCELLANEOUS SERVICES

This area contains the following items :

	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est.2003/2004</u>
	£	£	£
Coastline expenditure	17,960	17,960	21,520
Meals-on-wheels	7,500	7,500	7,700
Portsmouth and Gosport Joint Board	1,200	1,200	1,200
Public Notice Boards	4,120	4,120	4,120
Town Centre Properties	8,250	11,100	11,100
Vacancy / NI and Pension / restructure savings	(138,300)	(65,870)	(131,230)
Community Planning	11,750	1,750	1,750
Community Strategy	0	51,260	68,230
Investors in People	2,940	1,740	0
Burials	1,250	1,440	1,500
Insurance admin, valuations & debt mangmnt.	42,700	57,180	64,560
Dangerous Structures	2,780	2,660	2,000
Revaluations / Rent reviews /Contributions	(20,000)	(27,000)	(27,000)
Staff Canteen subsidy	9,400	9,400	9,400
Land - rear of Bury Road (asset rental)	4,040	4,040	4,040
Other Corporate Expenses	12,320	12,150	12,560
Best Value	60,620	65,580	65,000
Property Management *	20,000	0	0
Added years pension- not for existing services	60,840	65,950	73,790
E Government Initiatives	0	0	20,000
	<u>109,370</u>	<u>222,160</u>	<u>210,240</u>

Estimate 2003/2004 -

The Administration Recharges for this service represent approximately 4.5 full time equivalent persons.

OTHER CORPORATE AREAS

The Asset Management Revenue Account contains the following items:

Reversal of Capital Charges - Asset Rentals	(1,963,390)	(2,185,760)	(2,115,680)
Reversal of Capital Charges - Depreciation	(1,090,250)	(1,168,390)	(1,168,180)
Reversal of Deferred Charges	(108,410)	(108,420)	(103,630)
External Interest Payable	401,250	320,000	238,100
External Interest Receivable	(142,000)	(150,000)	(158,000)
Cap.Fin.Res. Transfer re Commutation SCA	(113,070)	(63,080)	(38,460)
Net Internal Interest Payable	30,795	20,170	20,170
HRA Section 8 Transfer	(293,755)	(150,730)	27,970
	<u>(3,278,830)</u>	<u>(3,486,210)</u>	<u>(3,297,710)</u>

Estimate 2003/2004 -

The Capital Projects Administration Recharges represent approximately 1.5 full time equivalent persons.

POLICY AND ORGANISATION BOARD

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
SERVICE			
MISCELLANEOUS SERVICES			
Other Expenses (breakdown in note opposite)	109,370	222,160	210,240
Administration Recharges	247,160	216,910	233,830
	<u>356,530</u>	<u>439,070</u>	<u>444,070</u>
Income			
Coastline - Advertising	3,200	3,200	5,000
Town Centre Properties - Rents	12,750	12,750	12,750
Commission on Insurance premiums	11,250	12,690	12,690
	<u>27,200</u>	<u>28,640</u>	<u>30,440</u>
NET EXPENDITURE	<u>329,330</u>	<u>410,430</u>	<u>413,630</u>

OTHER CORPORATE AREAS

Asset Management Revenue Items (net)	(3,278,830)	(3,486,210)	(3,297,710)
Audit Fees	37,800	30,000	30,900
Administration Recharges - Capital Projects	60,230	46,680	49,850
Conference Expenses	3,900	4,200	4,000
Safety Panel	3,000	3,000	3,000
Administration Recharges	23,430	19,060	16,000
Modernising Agenda	0	700	0
Subscriptions	26,160	27,850	28,620
NET INCOME	<u>(3,124,310)</u>	<u>(3,354,720)</u>	<u>(3,165,340)</u>

ADMINISTRATION ACCOUNTS

SUMMARY OF REVENUE ESTIMATES 2003/2004

	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £	Page
SERVICE (BEFORE RE-ORGANISATION)				
Environmental Health and Leisure Services	1,243,500			
Housing Services	1,548,860			
Development Services	1,839,990			
Chief Executive	138,310			
Strategic Policy Group	149,910			
Economic Regeneration	287,030			
Corporate Services	1,546,930			
Borough Secretary	795,250			
Financial Services	2,150,210			
Office Accommodation	407,030			
	<u>10,107,020</u>			
Recharged to Services and Income *	(10,107,020)			
Net Expenditure	<u><u>0</u></u>			
SERVICE (AFTER RE-ORGANISATION)				
Leisure and Amenities Services		1,125,270	1,182,970	67
Housing Services		1,606,980	1,661,280	69
Regulatory Services		1,707,850	1,804,400	71
Chief Executive		164,790	172,360	73
Development and Environment		782,860	829,210	75
Corporate Services		1,639,710	1,634,370	77
Borough Secretary		745,930	835,360	79
Financial Services		2,267,140	2,457,400	81
Office Accommodation		439,990	418,570	83
		<u>10,480,520</u>	<u>10,995,920</u>	
Recharged to Services and Income *		(10,480,520)	(10,995,920)	
Net Expenditure		<u><u>0</u></u>	<u><u>0</u></u>	

* These totals include recharges between administration accounts and therefore substantially exceed the value of actual direct expenditure.

ADMINISTRATION ACCOUNTS

ENVIRONMENTAL HEALTH AND LEISURE SERVICES	£	
ENVIRONMENTAL HEALTH SERVICES	<u>Orig.2002/2003</u>	
Gross Expenditure		900,480

This account represents the total administrative cost of the Environmental Health Services Unit, including all professional, technical and administrative staff salaries and related expenses.

The cost is then recharged to the various specific services provided by the Unit, which include:

- Food, Safety and Hygiene
- Pollution Control
- Health and Safety
- Public Health
- Rodent and Pest Control
- Private Sector Housing Conditions
- Home Improvement Grants
- Licensing and Registration

LEISURE SERVICES	<u>Orig.2002/2003</u>	
Gross Expenditure		343,020

This account represents the total administrative cost of the Leisure unit. Work is undertaken on a variety of projects and initiatives, many of which have a strategic or policy role. The budget also covers tasks of a corporate nature. It is largely recharged to Service areas within the Council's budget, although in some instances, aspects of administrative work are more difficult to apportion.

Total Gross Expenditure	<u>1,243,500</u>	-	-
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ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
ENVIRONMENTAL HEALTH AND LEISURE SERVICES			
Employees	966,900		
Transport	35,670		
Supplies and Services	38,110		
Administration Recharges	202,820		
	1,243,500		
Income - Recharged to Services			
General Fund -			
Community and Environment	376,700		
Housing	169,450		
Regulatory	591,050		
Policy and Organisation	102,130		
Capital	920		
Income - Sponsorship	3,250		
	1,243,500		
NET EXPENDITURE	0		
LEISURE AND AMENITIES SERVICES			
Employees		863,960	909,970
Premises		200	0
Transport		36,540	40,630
Supplies and Services		45,580	43,840
Administration Recharges		178,990	188,530
		1,125,270	1,182,970
Income - Recharged to Services			
General Fund -			
Community and Environment		874,570	946,670
Housing		6,920	7,000
Regulatory		23,060	19,800
Policy and Organisation		114,200	118,060
HRA		81,940	78,830
Capital		16,190	3,920
Income - Fees & Charges		8,390	8,690
		1,125,270	1,182,970
NET EXPENDITURE		0	0

ADMINISTRATION ACCOUNTS

SERVICE

HOUSING SERVICES

This account shows the total costs of administration of the Council Housing Service and includes :

- (a) The Housing Services Unit, based at the Town Hall, the prime contact point for tenants and applicants for housing.
- (b) An administration recharge for the cost of housing services provided by the other Units of the Council.

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
HOUSING SERVICES			
Housing Services			
Employees	1,186,330	1,235,900	1,298,210
Premises	7,170	11,370	6,370
Transport	18,100	17,760	17,960
Supplies and Services	161,200	146,280	144,060
Administration Recharges	171,460	191,070	190,080
Asset Rental	4,600	4,600	4,600
	1,548,860	1,606,980	1,661,280
Income - Recharged to Services			
General Fund -			
Housing	85,000	87,500	87,500
Policy and Organisation	12,000	0	0
HRA	1,451,860	1,519,480	1,573,780
Income - Fees and Charges	0	0	0
	1,548,860	1,606,980	1,661,280
NET EXPENDITURE	0	0	0

ADMINISTRATION ACCOUNTS

REGULATORY SERVICES

£

ENGINEERING SERVICES

Orig.2002/2003

Gross Expenditure 1,019,970

This account details the cost of Engineering Services. The cost is recovered by a recharge to other service areas for work undertaken on their behalf by Engineering Services. This work includes design and supervision of civil engineering works, traffic management, highways management and maintenance, public lighting, supervision of the refuse collection and recycling, bye law enforcement, car parking, coast protection and the Area Inspector Service.

Most elements of the highways management service are being transferred to Hampshire County Council in 2002-2003. This involves the transfer of a number of Engineering officers.

£

PLANNING AND BUILDING CONTROL SERVICES

Orig.2002/2003

Gross Expenditure 942,220

This account shows the total administrative cost of the Planning & Building Control business accounts. The total cost is recharged over the various Planning & Building Control Services on the basis of weekly timesheets completed by each member of staff.

Total

Total Gross Expenditure	1,962,190
Less recharges within the business unit	<u>122,200</u>
Total Expenditure	<u><u>1,839,990</u></u>

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
DEVELOPMENT SERVICES			
Employees	1,475,040		
Transport	50,450		
Supplies and Services	70,760		
Administration Recharges	243,740		
	<hr/>		
	1,839,990		
Income - Recharged to Services			
General Fund -			
Community and Environment	718,440		
Housing	0		
Regulatory	810,270		
Policy and Organisation	166,730		
HRA	68,070		
Capital	48,360		
Holding Accounts	3,050		
Income - Recharges to Business Units	16,220		
Income - Fees and Charges	8,850		
	<hr/>		
	1,839,990		
NET EXPENDITURE		<hr/> <hr/>	<hr/> <hr/>
		0	0
REGULATORY SERVICES			
Employees		1,303,910	1,388,370
Transport		44,360	44,850
Supplies and Services		69,420	68,490
Administration Recharges		290,160	302,690
		<hr/>	<hr/>
		1,707,850	1,804,400
Income - Recharged to Services			
General Fund -			
Community and Environment		247,960	261,760
Housing		158,110	167,730
Regulatory		1,128,120	1,202,330
Policy and Organisation		143,220	136,060
HRA		1,600	1,660
Capital		0	0
Holding Accounts			
Income - Recharges to Business Units		17,790	27,060
Income - Fees and Charges		11,050	7,800
		<hr/>	<hr/>
		1,707,850	1,804,400
NET EXPENDITURE		<hr/> <hr/>	<hr/> <hr/>
		0	0

ADMINISTRATION ACCOUNTS

	£	£	£
CHIEF EXECUTIVE	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est. 2003/2004</u>
Gross Expenditure	138,310	164,790	172,360

The Chief Executive is the Head of Paid Service and is the Council's principal adviser on the policy and strategy needed to ensure that the Council's work has a clear purpose and corporate direction

CORPORATE POLICY SECTION	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est. 2003/2004</u>
Gross Expenditure	149,910	142,340	148,730

The Corporate Policy Section reports to the Director of Development & Environment and supports the enabling core of the Authority in developing and implementing the corporate strategies and policies of the Council. The Section is responsible for preparing and developing the Council's Corporate Plan, Best Value, Service Improvement Community Strategy, and Local Strategic Partnership, providing major project co-ordination and monitoring. The Section also assists Unit Managers in achieving actions that have a corporate significance and in the corporate delivery and implementation of Best Value and sustainable approaches in all areas of the Council's work.

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
CHIEF EXECUTIVE			
Employees	108,740	135,960	144,370
Transport	1,030	500	500
Supplies and Services	8,000	8,950	8,950
Administration Recharges	20,540	19,380	18,540
	138,310	164,790	172,360
Income - Recharged to Services			
General Fund -			
Policy and Organisation	110,640	137,190	143,670
HRA	27,670	27,600	28,690
	138,310	164,790	172,360
NET EXPENDITURE	0	0	0
 CORPORATE POLICY SECTION			
Employees	122,440	119,070	125,070
Transport	2,000	2,000	2,000
Supplies and Services	7,780	8,190	8,210
Administration Recharges	17,690	13,080	13,450
	149,910	142,340	148,730
Income - Recharged to Services			
General Fund -			
Community & Environment			
Policy and Organisation	130,680	126,360	132,880
HRA	2,350	3,030	2,880
Income - Recharges to Business Units	16,880	12,950	12,970
	149,910	142,340	148,730
NET EXPENDITURE	0	0	0

ADMINISTRATION ACCOUNTS

SERVICE

ECONOMIC REGENERATION

	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est. 2003/2004</u>
Gross Expenditure	287,030	176,190	183,900

The unit comprises five members of staff. It is responsible for all matters relating to the local economy, measures taken to improve the towns image, environment, social inclusion and crime / disorder matters

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
ECONOMIC REGENERATION			
Employees	233,010		
Transport	6,900		
Supplies and Services	9,240		
Administration Recharges	37,880		
	287,030		
Income - Recharged to Services			
General Fund -			
Community & Environment	18,660		
Regulatory	2,280		
Policy and Organisation	236,260		
HRA	0		
Capital	29,830		
Income - Recharges to Business Units	0		
Income - Fees & Charges			
	287,030		
NET EXPENDITURE	0		
DEVELOPMENT & ENVIRONMENT			
Employees		526,600	565,870
Transport		13,440	13,740
Supplies and Services		25,290	25,370
Administration Recharges		75,190	75,500
		640,520	680,480
Income - Recharged to Services			
General Fund -			
Community & Environment		13,360	12,060
Regulatory		310,300	329,890
Policy and Organisation		236,410	250,410
HRA		430	980
Capital		0	0
Income - Recharges to Business Units		77,820	85,140
Income - Fees & Charges		2,200	2,000
		640,520	680,480
NET EXPENDITURE		0	0

ADMINISTRATION ACCOUNTS

CORPORATE SERVICES	£	£	£
	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est. 2003/2004</u>
- Corporate Services Manager and Support	203,220	145,970	150,680

As well as managerial responsibility for IT/Telecomms, Personnel, Purchasing, Registry, Reception, Printing and Graphic and Property services the Corporate Services Manager is responsible for Data Protection, Corporate Communications, Training and aspects of facilities/risk management.

- Personnel Services	140,270	186,950	156,150
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The Unit is responsible, on behalf of the Council, for ensuring compliance with personnel policies, employment law and for providing professional support and advice with recruitment, selection, training discipline and grievance, conditions of service and industrial relations. The Unit also provides specialist advice to the Council, as an employer, on organisational structures and future employment practices

- Information Technology	710,960	705,070	712,670
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The Information Technology Section provides a comprehensive computer service to over 300 IT users. The Business Systems Support team consists of four staff who are involved in Systems Analysis, Design, Programming, Implementation and ongoing maintenance of major business systems, supporting many of the Council's activities. The Operations Team is responsible for the Council's central computer facility which supports all major business systems.

The PC / Network Support Team provides advice and guidance on all aspects of personal computing and is also responsible for the enhancement and maintenance of the corporate data and telecommunications networks and associated "office automation" systems. The Team also design and maintain the Council's World Wide Web and "intranet" sites.

- Inprint Centre and Graphic Design	272,460	278,390	282,980
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The Inprint Centre carries out the majority of in-house printing and photocopying as well as a small amount of work for external organisations. The team also offers a comprehensive print-finishing service including stapling, binders and numbers etc. The Graphic Design Section is responsible for the design and creative work involved in the promotion of Council services, events and issues. The team designs and produces everything from leaflets and newsletters to brochures and exhibitions, seeing everything through from rough visuals to finished artwork.

- Telephones and Reception	151,280	160,980	156,360
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The Borough Council operates a telephone exchange which, together with the main reception desk, is manned by a team of five officers, working in two shifts between 8.45 am to 5.05 pm, Monday to Friday.

- Cashiers	137,610	144,970	150,900
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The cashiers are situated at the town hall and receive and process all incoming payments to the Council

- Registry	29,170	35,120	33,400
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The registry team organise the Council's internal and external post for all Business Units at the Town Hall

- Purchasing	53,580	63,460	66,200
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The purchasing team buy and maintain the Council's equipment, stationery, furniture and service agreements

- Town Hall Keepers	29,170	31,270	32,150
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The Town Hall Keepers combine the duties of chauffeuring/ceremonial support for the Mayor with the caretaking and security requirements of the Town Hall.

- Property Services	0	82,160	86,680
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The property services section carry out a range of duties which includes the traditional 'landlord' client role looking after the Council's non-housing property portfolio. In addition the team is responsible for property/land valuations, asset management planning, land and property gazetter and business continuity arrangements

Total

Total Gross Expenditure	1,727,720	1,834,340	1,828,170
Less recharges within the business unit	177,320	194,630	193,800
Total Expenditure	1,550,400	1,639,710	1,634,370

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
CORPORATE SERVICES			
Employees	832,460	858,310	917,260
Candidates Expenses (Corporate Provision)	25,700	56,440	25,940
Training	7,470	7,470	2,470
Transport	2,130	5,000	4,500
Supplies and Services	553,530	588,040	560,200
Administration Recharges	119,600	118,410	120,750
Asset Rental	6,040	6,040	3,250
	<hr/> 1,546,930	<hr/> 1,639,710	<hr/> 1,634,370
Income - Recharged to Services			
General Fund -			
Community and Environment	18,840	19,830	20,030
Housing	4,220	11,890	12,180
Regulatory	32,670	18,430	17,810
Policy and Organisation	528,730	508,030	520,110
HRA	175,020	137,880	124,420
Income - Recharges to Business Units	768,650	920,030	918,950
Income - Fees and Charges	18,800	23,620	20,870
	<hr/> 1,546,930	<hr/> 1,639,710	<hr/> 1,634,370
NET EXPENDITURE	<hr/> <hr/> 0	<hr/> <hr/> 0	<hr/> <hr/> 0

ADMINISTRATION ACCOUNTS

SERVICE

BOROUGH SOLICITOR UNIT

	£	£	£
	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est. 2003/2004</u>
- Borough Solicitor			
Gross Expenditure	101,280	74,930	90,160

The Unit is responsible for a number of important administrative functions as well as the provision of legal services to the Council.

The unit is also the focal point for procedures to investigate customer complaints and Local Ombudsman enquiries.

- Democratic Services			
Gross Expenditure	<u>207,670</u>	<u>220,650</u>	<u>265,680</u>

Democratic Services is responsible for calling meetings of the Council and its Boards and the compilation of agendas giving details of the business of meetings, the preparation of minutes and recording their decisions. The team also ensures that the decisions taken are implemented and that arrangements are made for proper scrutiny of the activities of the Council.

It forms the principal point of contact with Members of the Borough Council about Council business.

Other important functions undertaken by the section include support for the Mayor (Mayors P A), arranging annual Council meetings (Mayor Making), ceremonial meetings and Freedom and other civic ceremonies.

- Electoral Registration			
Gross Expenditure	<u>110,830</u>	<u>104,410</u>	<u>116,050</u>

The electoral registration team produces, updates and maintains the register of all electors in the Borough. The team is also responsible for the administration of all elections.

- Land Charges Team			
Gross Expenditure	<u>81,330</u>	<u>82,540</u>	<u>88,040</u>

The Land Charges Team maintains the Register of Local Land Charges and responds to requests for official searches from all prospective purchasers of property within the Borough.

- Legal Services			
Gross Expenditure	<u>287,260</u>	<u>280,620</u>	<u>295,780</u>

The Legal Team provides a full range of legal services to and for the Council, including the provision of legal advice to the Council and its Boards. The Borough Solicitor, as the Council's Monitoring Officer has a legal duty to ensure that actions taken by the Council are lawful.

Total

Total Gross Expenditure	790,640	763,150	855,710
Less recharges within the business unit	22,560	17,220	20,350
Total Gross Expenditure	768,080	745,930	835,360

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
BOROUGH SOLICITOR UNIT			
Employees	553,810	506,110	596,630
Transport	1,500	1,050	700
Supplies and Services	93,820	96,300	96,300
Administration Recharges	146,120	142,470	141,730
	795,250	745,930	835,360
Income - Recharged to Services			
General Fund -			
Community and Environment	62,740	50,320	49,040
Housing	10,090	6,890	7,260
Regulatory	11,340	29,620	30,400
Policy and Organisation	555,820	583,370	681,280
HRA	69,460	45,590	36,700
Capital	0	0	0
Income - Recharges to Business Units	81,740	26,080	26,620
Income - Fees and Charges	4,060	4,060	4,060
	795,250	745,930	835,360
NET EXPENDITURE	0	0	0

ADMINISTRATION ACCOUNTS

SERVICE

FINANCIAL SERVICES

£ £ £

The unit provides a range of financial services including accountancy, payments, revenue collection and internal audit.

- Borough Treasurer and Financial Services Manager	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est. 2003/2004</u>
Gross Expenditure	159,770	164,200	168,630

- Audit Services	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est. 2003/2004</u>
Gross Expenditure	135,870	140,790	157,720

The provision of an internal audit service providing an independent appraisal function to the Council's management, reporting on the adequacy of internal control as a contribution to the proper, economic efficient and effective use of resources.

- Accountancy	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est. 2003/2004</u>
Gross Expenditure	578,690	577,460	611,180

The section provides a comprehensive range of financial services including:

- preparation of the annual Budget and Final Accounts in accordance with statutory requirements
- accounting for all Council income and expenditure, both capital and revenue.
- processing all debtor and creditor accounts
- provision of Management Accounting advice to other Business Units and, in consultation with other Business Units, implementing suitable budgetary control and management information systems
- management of the Council's insurance.
- the Council's Treasury Management function.

- Payroll and Admin	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est. 2003/2004</u>
Gross Expenditure	227,570	233,700	244,940

The section provides a number of financial services including:

- operating the Council's concessionary travel scheme
- the payment of wages, salaries and other employee payments
- management of the Council's insurance
- administrative support for the whole unit

- Revenues	<u>Orig.2002/2003</u>	<u>Rev.2002/2003</u>	<u>Est. 2003/2004</u>
Gross Expenditure	1,232,180	1,342,150	1,471,290

The Revenue Services Section is responsible for the following :

- the collection of council tax from 33,500 properties and national non-domestic rates from 1,615 businesses.
- the payment of benefits to approximately 5,000 Gosport residents in respect of rent rebates (Council housing), rent allowances (private accommodation) and council tax.

Total

Total Gross Expenditure	2,334,080	2,458,300	2,653,760
Less recharges within the business unit	183,870	191,160	196,360
Total Gross Expenditure	2,150,210	2,267,140	2,457,400

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
FINANCIAL SERVICES			
Employees	1,529,980	1,578,350	1,735,510
Supplies and Services	180,940	230,110	252,760
Transport	15,430	15,910	16,640
Administration Recharges	423,860	442,770	452,490
	<hr/> 2,150,210	<hr/> 2,267,140	<hr/> 2,457,400
Income - Recharged to Services			
General Fund -			
Community and Environment	161,400	147,250	164,950
Housing	14,620	9,310	7,400
Regulatory	21,980	24,170	17,650
Policy and Organisation	1,656,900	1,789,800	1,912,470
HRA	106,590	94,210	99,060
Capital	9,300	0	0
Holding Accounts	22,880	32,320	37,120
Income - Recharges to Business Units	156,540	149,080	166,750
Income - Government Grants	0	21,000	52,000
	<hr/> 2,150,210	<hr/> 2,267,140	<hr/> 2,457,400
NET EXPENDITURE	<hr/> <hr/> 0	<hr/> <hr/> 0	<hr/> <hr/> 0

ADMINISTRATION ACCOUNTS

SERVICE

OFFICE ACCOMMODATION

This account shows the cost of managing the Town Hall buildings and associated open space

The costs include employees, maintenance, asset rentals and insurances, with income from charges to occupying services together with rent from Hampshire County Council for the accommodation of the Registrar of Births and Deaths and the Highways Section.

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2002/2003 £	REVISED 2002/2003 £	ESTIMATE 2003/2004 £
OFFICE ACCOMMODATION			
Employees	111,020	109,810	114,740
Premises	177,950	171,090	144,030
Supplies and Services	30,300	32,100	32,300
Third Party Payments	4,770	4,770	4,770
Administration Recharges	26,380	42,510	44,450
Asset Rental	56,610	79,710	78,280
	<hr/> 407,030	<hr/> 439,990	<hr/> 418,570
Income - Recharged to Services			
Policy and Organisation	27,310	44,390	45,240
Community & Environment	1,810	1,850	1,890
Income - Recharges to Business Units	361,160	363,750	341,440
Income - Fees and Charges	16,750	30,000	30,000
	<hr/> 407,030	<hr/> 439,990	<hr/> 418,570
NET EXPENDITURE	<hr/> <hr/> 0	<hr/> <hr/> 0	<hr/> <hr/> 0

**CAPITAL
PROGRAMME**

2002 / 2003 TO 2008 / 2009

CAPITAL PROGRAMME 2002/2003 TO 2008/2009

HOUSING BOARD (HRA)

SCHEME	Category	Total cost of works £,000	Expense to Mar-02 £,000	Revised 2002 /2003 £,000	2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	Notes	Funding Notes (2003/2004) (includes external funding & specific internal funding)
(1) L.A. Tenants Disabled Persons Grant	E			50	50	50	50	50	50	50		HRA revenue 50
(2) Improvements to Housing Stock	E			3,126	3,126	3,126	3,126	3,126	3,126	3,126		HRA Revenue 369 MRA 2,417 BCA 340
Board Total				3,176	3,176	3,176	3,176	3,176	3,176	3,176		3,176

Key to Funding Notes	
HRA	Housing Revenue Account
MRA	Major Repairs Allowance
BCA	Basic Credit Approval
SCA	Supplementary Credit Approval
DEFRA	Department for the Environment, Food & Rural Affairs
HCC	Hampshire County Council
SRB	Single Regeneration Budget
FBC	Fareham Borough Council

CAPITAL PROGRAMME 2002/2003 TO 2008/2009

HOUSING BOARD (GENERAL FUND)

SCHEME	Category	Total cost of works £,000	Expense to Mar-02 £,000	Revised 2002 /2003 £,000	2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	Notes	Funding Notes (2003/2004)
(1) Local Authority Social Housing Grant												
- New Schemes	E			413	367	476	476	376	376	376	①	
(2) Disabled Facilities	E			170	225	225	225	225	225	225	①	SCA
(3) Housing Renewal	E			162	162	162	162	162	162	162	①	
(4) Community Facilities	E			30	30	30	30	30	30	30	①	
Board Total				775	784	893	893	793	793	793		135

KEY TO CATEGORIES

E. Exempt from category system

NOTES:

① Schemes will only proceed if sufficient Credit Approval is obtained.

CAPITAL PROGRAMME 2002/2003 TO 2008/2009

COMMUNITY AND ENVIRONMENT BOARD (1)

SCHEME	Category	Total cost of works £,000	Expense to Mar-02 £,000	Revised 2002 /2003 £,000	2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	Notes	Funding Notes (2003/2004)
(1) Aid to Voluntary Organisations	E	25 pa		25	25	25	25	25	25	25	①	
(2) Haslar Lake Sea Wall	2	500			100	200	200				②	DEFRA & HCC Grant 78 SCA 22
(3) Regional Coastline Monitoring	1			17	30	17	17	17	17	17	②	DEFRA & HCC Grant 23 SCA 7
(4) Marine Parade Central - PC	3	100		100								
(5) Waste Recycling	E	624		26	598							DEFRA 598
(6) Town Centre Historic Parks	1	972	372	35	565							Heritage Lottery 405 Commuted Sums 134
(7) Leesland Park	2	109	77	32								SRB3 13 Operators Conbn 5
(8) Stokes Bay Slipway	2	55		55								
(9) Alver Valley - GBC contribution	3	120	40		20	20	20	20				
(10) Inn off the Post - Heating	3	6		6								
(11) Rowner Cricket Pavilion	3	8		3	5							
(12) Stokes Bay Changing Rooms	3	10			10							
(13) St Vincent - Swimming Pool	2	100		20	20	20	20	20				
(14) Holbrook Pool Maintenance	2	25		25								
(15) Bastion No 1	2	210			210							English Heritage 105

CAPITAL PROGRAMME 2002/2003 TO 2008/2009

COMMUNITY AND ENVIRONMENT BOARD (2)

SCHEME	Category	Total cost of works £,000	Expense to Mar-02 £,000	Revised 2002 /2003 £,000	2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	Notes	Funding Notes (2003/2004)
(16) Elson Rec. Play Area	2	20	2	18								Sports Lottery Fund 426 Rugby Club Conbn 32
(17) Gosport & Fareham Rugby Club	2	735			735						<input checked="" type="checkbox"/>	Sponsorship 75 Fareham Council 50 Hants Playing Fields 2
(18) Adventure Golf - Stokes Bay	2	50		50								HCC 10
(19) St Vincent - Artificial Turf Pitch GBC Contribution	2	255		5	250							Barrats Developer Conbn 250
(20) Privett Park Enc Improvements	2	127		127								
(21) Car Park Improvements	3		34	25	25	25	25	25	25	25	①	
(22) High Street Refurbishment	3	150		150								
(23) Landing Stage Repairs	1	90	70		20							
(24) Replacement Landing Stage	3	2,130		10	60	60	1,000	1,000			<input type="checkbox"/>	HCC 30
(25) Holbrook Feasibility Study	2	9	2	7								
(26) Alverstoke Flood Protection	3	200				200					②◆	
(27) Forton Flood Protection	3	175				175					②◆	
(28) Solent Strategy Study	3	100			100						②	DEFRA,HCC,FBC Grant 89 SCA 11
(29) Cherque Farm Former Landfill Site - Clay Cap Survey	3	25			25							Possible HCC Conbn 25
(30) Provision of Youth Shelters	3	21		21								
Board Total				757	2,798	742	1,307	1,107	67	67		2,390

CAPITAL PROGRAMME 2002/2003 TO 2008/2009

POLICY & ORGANISATION BOARD

SCHEME	Category	Total cost of works £,000	Expense to Mar-02 £,000	Revised 2002 /2003 £,000	2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	Notes	Funding Notes (2003/2004)
Millennium Project:												
- Core schemes:												
Priddy's Hard	2	6,730	4,818									
Promenade (inc. CCTV)	2	3,331	3,313									
PHR-Newco etc	2	871	816									
- Other												
Gosport Millenium Bridge	2	2,435	2,035									
Waterbus Pontoons	2	66	66									
Fees (non Grant)	E	494	462									
Priddy's Heritage Area	2	1,294	1,291	139								
Priddys Hard Ramparts - Fencing						125						
Environmental Improvements												
Gosport Railway Station	3	50			50							
CCTV - General Replacement	3		2		30	30	30	30	30	30		
CCTV - New Camera Programme	2	272	1	282								
Economic Development and Improvements												
HCC Urban Regeneration (other)	3				50	50	50	50	50	50	HCC	50

CAPITAL PROGRAMME 2002/2003 TO 2008/2009

POLICY & ORGANISATION BOARD (2)

Other Schemes													
IT Equipment	E			300	370	120	120	120	120	120	†	E-Government Grant	200
Town Hall Improvements	E	234		55	44	60	25						
Purchase of 4 Colour Printing Press	E				50							Leasing	50
Board Total				776	594	385	225	200	200	200			300

Total Capital Programme				5,484	7,352	5,196	5,601	5,276	4,236	4,236			6,001
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KEY TO CATEGORIES

- 1. Tender Sum
- 2. Estimated cost of an approved scheme
- 3. Notional Cost of an unapproved scheme
- E. Exempt from category system

NOTES:

- ① Schemes will only proceed if sufficient Credit Approval is obtained.
- ② DEFRA Grant towards expenditure
- ☒ Dependant on Sports Lottery Bid / Football Foundation Bid
- ☐ Dependent on LRT/Waterbus outcome. Possibility of PHFC contribution and/or adoption
- ◆ Possibility of Environment Agency contribution and/or adoption
- † Dependant on funding being available from the E-government initiative

CAPITAL PROGRAMME 2002/2003 TO 2008/2009

SUMMARY FINANCING STATEMENT

	2002 /2003 £,000	2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000
Basic Credit Approval	578	678	438	438	438	438	438
Major Repairs Allowance - HRA	2,380	2,417	2,417	2,417	2,417	2,417	2,417
Supplementary Credit Approval	4	41	133	49	4	4	4
Specified Capital Grant/PSRSG	102	135	135	135	135	135	135
Capital Receipts	844	1,013	738	1,048	923	383	383
Revenue Contribution							
- Housing Revenue Account	796	419	796	796	796	796	796
- Capital Reserve	0	0	0	0	0	0	0
Commuted Sums	52	134	0	0	0	0	0
Other Grants and Contributions	728	2,515	539	718	563	63	63
Total funding	5,484	7,352	5,196	5,601	5,276	4,236	4,236

The cost of the capital programme, beyond any specific funding, is met, subject to availability, from Basic Credit Approval (BCA) and Capital Receipts.

CAPITAL CONSTRUCTION PROGRAMMES (PRE-CONTRACT PHASE)
DETAILS OF PROCEDURES FOR EACH STAGE OF A
PROJECTS IMPLEMENTATION

Inception Stage

The first step in the life of a project is its inclusion within the Council's approved three year capital programme, where the financial allocation is accorded a CATEGORY 3 rating which is a notional forecast based simply on experience, no estimates have been prepared. During the inception stage the Client Department's requirements, timescales and financial limits are established, from which the Technical Officers prepare basic solutions for the project, investigating alternative designs and construction approaches. The data contained in the inception stage report to Committee will be intentionally at a preliminary stage of preparation to ensure that if committee requires amendments to the proposals, these can be incorporated without involving work by the designer.

If the proposals find favour, the Committee will be recommended to instruct the Officers to proceed to the design stage, appoint any specialist Consultants and resolve to submit the scheme, where appropriate, to the Government Department, public participation, tenant consultation, planning and other bodies who may provide grants or financial support.

(Note: at this stage, it is not necessary to amend the Category rating of the project.)

Design Stage

During the design stage, the Technical Officers prepare the drawings, specifications and a cost plan for the scheme in accordance with the approved brief, the detail of this data being sufficient for the submissions referred to in the Committee's inception stage resolution. The culmination of this stage is a design stage report to the Committee which will also advise on the revenue implications of the project. These include projections of financing costs, amendments to staffing establishments, together with associated maintenance and running costs. If the proposals find favour with the committee it will be recommended to instruct the officers to proceed to the tender stage and approve a CATEGORY 2 rating for the project.

Tender Stage

This stage of a Project's life requires the greatest workload commitment as it should be understood that the drawings and other technical information presented at design stage provide simply sufficient details for planning purposes not for the Contractor to construct the scheme. Thus, during the tender stage the Technical Officers prepare production drawings, detailed specifications and Bill of Quantities, and with this data obtain tenders for the work.

The tender stage report will contain an appraisal of the tenders received, including arithmetical and technical checks carried out on the lowest tender, together with a financial analysis providing comparative figures between previous forecasts and the effect of the expenditure on the Capital Programme. If the proposals find favour with the Committee it will be recommended to accept a tender and incorporate the expenditure into its approved estimate, thus granting a CATEGORY 1 rating to the project.

ADMINISTRATION MANPOWER BUDGET

NUMBER OF POSTS IN BUDGET

	ORIGINAL 2002/2003	REVISED 2002/2003	ESTIMATE 2003/2004
SERVICES			
CHIEF EXECUTIVE & SUPPORT STAFF	7.0	2.0	3.0
CORPORATE AND INFORMATION TECHNOLOGY	33.0	36.7	36.7
ECONOMIC REGENERATION	5.7	0.0	0.0
LAW & ADMINISTRATION	22.5	16.2	17.2
HOUSING	70.0	68.3	70.3
FINANCIAL	60.8	63.0	65.0
LEISURE & AMENITIES	16.0	31.0	32.0
DEVELOPMENT & ENVIRONMENT	24.7	18.5	19.5
REGULATORY SERVICES	24.2	45.6	47.0
ENVIRONMENTAL HEALTH	26.3	0.0	0.0
	<u>290.2</u>	<u>281.3</u>	<u>290.7</u>

LABOUR MANPOWER BUDGET

SERVICE

CEMETERY	1.0	3.0	3.0
TREE GANG/LEISURE MAINTENANCE	3.0	3.0	3.0
NURSERY	3.0	3.0	3.0
BUILDING CLEANING	16.0	13.3	13.3
	<u>23.0</u>	<u>22.3</u>	<u>22.3</u>

All Figures are in Whole Time Equivalentents

GLOSSARY OF TERMS

Wherever possible the CIPFA standard narrative is used to describe the detail of the budgets within each service head. This enables comparison to be made both between budget heads within Committees and with other local authorities. Significant budget items are detailed separately.

Administration Recharges

The charge made to the service head for administrative and professional support from other business units. The charge is primarily on the basis of time allocation.

Consultants

The direct cost of engaging specialist staff from other organisations.

Employees

Includes salaries and wages of staff directly employed within the service head; employer's national insurance and pension contributions; post entry training; redundancy and severance payments.

Income

Most income comes from fees and charges or rents. A few service heads receive specific Government or County grant. This is distinct from the revenue support grant that reduces the overall level of the Council Tax.

Establishment Expenses

Includes items such as equipment, printing, telephones, insurance and transport costs (such as car allowances for staff vehicles or maintenance charges for Council vehicles).

Premises

The direct cost associated with maintaining and operating buildings and grounds and includes repairs, electricity, cleaning, rents and rates and the charge made for any share of the costs of the Town Hall and Depot.

Recharge to Services

The charge made to other service heads from Business Units for administrative or other support. The charge shows as an administration recharge within the expenditure analysis.

OTHER EXPRESSIONS COMMONLY USED INCLUDE THE FOLLOWING

Capital Finance

A charge for the use of an asset. This consists of two components, depreciation and notional interest. Depreciation spreads the reduction in value of the asset over the number of years it is used. Notional interest represents the cost of applying funds to that asset rather than alternative use.

Basic Credit Approval

An approval to borrow to finance capital expenditure.

Capitalised

Expenditure on assets usually of a long term nature, such as housing developments.

Capital Receipts

Sums raised by the sale of Council assets, principally Council Houses. In the case of Council House receipts 25% of the sum raised may be used to finance capital expenditure and are termed usable receipts. The other 75% must be put aside and may be used to repay debt. Generally, all other capital receipts are currently 100% usable

Collection Fund

The account that receives income from Council Tax payers and business ratepayers. The Borough, County Council and Police Authority precept on the fund to meet their budget needs after taking into account Government Grants and Business Rates received directly.

Contingency

Budget provision for an event that is likely to occur.

Minimum Revenue Provision

The amount that must be set aside from the revenue accounts to repay debt which is accumulated in the asset management revenue account. A minimum provision is specified by Government.

Operating Leases

Vehicles and certain items of equipment are purchased by leasing companies and rented to the Council. Direct purchase by the Council is may not be possible because of the limits placed on capital spending by Government.

Precepts

The process by which Borough, County Council, and Police Authority draw from the Collection Fund to finance budgeted expenditure.

Provision

Money set aside to meet some future event, such as arrears write-offs, the cost of which may be known or unknown.

PWLB

The Public Works Loans Board is a Government agency set up to provide loans for local authorities. Quotas are set limiting the amount individual authorities may borrow.

Revenue Contribution to Capital

Capital expenditure financed from revenue is shown as revenue contributions to capital.

Revenue Support Grant

The grant from central Government towards the overall level of the Council Tax.

Special Capital Grants

Government grants given towards certain capital expenditure, principally renovation and reinstatement grants and repurchase of defective dwellings.

Standard Spending Assessment

The measure used by the Government to assess the amount of revenue support grant payable. If the Borough spends at the SSA the council tax levied will be the national standard.

Supplementary Credit Approval

An addition to the borrowing powers given by the basic credit approval and relates to specific capital schemes.