

Budget 2020/21

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BUDGET BOOK
2020/21

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FOREWORD BY THE HEAD OF FINANCE

Introduction

This Budget Book has been produced to provide information to the public, Councillors and Officers on the Council's finances for 2020/21 in a concise form and an easily usable format. If you have any comments on the contents or presentation of this document, or if you would like more information on the Council's budget, then either I or a member of the Finance staff would be pleased to help. For details of how to contact Finance staff please refer to the table on page 1.

Budget Strategy – 2020/21

The Constitution sets out the process for the completion of the Council's estimates. The Cabinet is responsible for consulting on the budget proposals and preparing the budget for recommendation to the Council.

The first stage of the process involved the completion of a financial strategy in November. This determined the key priorities for the coming year's budget and established the financial principles on which the budget would be based. The Council's key priorities are set out in detail in the Council's Corporate Plan.

In order to produce an initial Budget Forecast for 2020/21, the 2019/20 budget was 'rolled forward' to take account of inflation and any changes in the base level of expenditure and income.

Around this time all Heads of Service went through the Corporate Challenge process in which the Head of Service, with the two Corporate Directors and Head of Finance, reviewed all areas of each Service's budget and looked for options to reduce net expenditure.

The options identified were set out in a report to the Cabinet on 6th November 2019 that was available for all interested parties to consider. Prior to this, the Overview and Scrutiny Committee's Budget Panel had scrutinised all of the options at its meeting on 10th October 2019 and had no recommendations to make to Cabinet.

The budget strategy was prepared on the basis that Council Tax would increase by £5 in 2020/21. This increase, along with £927,000 worth of savings and additional income enabled the budget to be balanced.

Based on the above information, the recommended budget was debated and subsequently approved by Council on 26th February 2020. A diagram setting out the full Budget Cycle is set out on page 5.

Estimates 2020/21

The result of the budget exercise was to produce a Council Tax Requirement of £9.361M for the General Fund. The overall General Fund Summary is shown on pages 9 and 10.

A proportion of this spending relates to activities in the parish of Andover. The Council receives income from a Special Expenses Levy paid by Council Tax payers in the area to meet these costs. The amount to be charged in 2020/21 has been reduced to £21.12 for a band D property. This will provide a contribution to the General Fund of £344,513 in the year.

Capital Programme

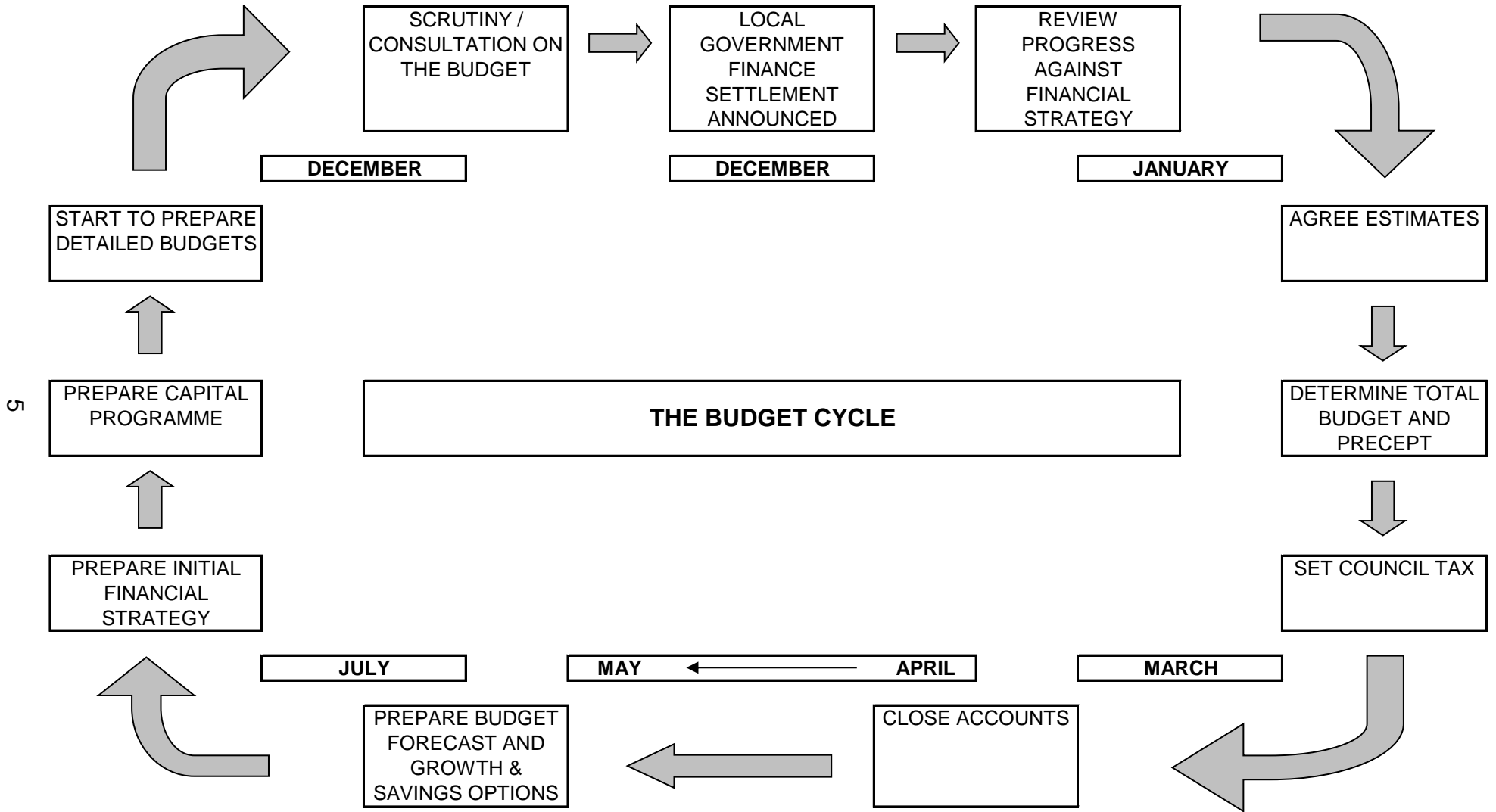
The Council's capital spending proposals are set out on pages 169 to 180 and include new schemes which are designed to take forward the Council's main priorities.

Summary

The budget preparation for 2020/21 was particularly influenced by the need to address a gap in revenue resources resulting from continuing reductions in government support grants. Setting a balanced budget for 2020/21 is a huge achievement. Maintaining a balanced budget over the coming years will be a significant challenge.

The completion of the budget is the result of much hard work by Councillors and officers from all Services, together with the dedication of the Finance staff who have once again completed a very successful estimates process. I express my appreciation and thanks to all of those involved.

William Fullbrook, CPFA
Head of Finance, March 2020



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**GENERAL FUND
REVENUE INFORMATION
2020/21**

GENERAL FUND SUMMARY

The General Fund is the account through which all of the Council's day to day activities are financed. The majority of the Council's final accounts are prepared from General Fund transactions including the Comprehensive Income & Expenditure Statement and the Balance Sheet.

	Actual 2018/19 £'000	Original Estimate 2019/20 £'000	Forecast 2019/20 £'000	Original Estimate 2020/21 £'000
Service Requirements				
Chief Executive's	180	0	0	0
Community & Leisure	2,619	2,225	3,343	2,183
Environmental Service	5,404	5,019	5,212	5,374
Finance	17	0	0	0
Housing & Environmental Health	1,108	3,189	3,407	3,920
I.T.	127	0	0	0
Legal & Democratic	554	0	0	0
Planning & Building	2,386	1,662	2,109	2,052
Planning Policy & Economic Development	861	926	1,222	1,080
Property & Asset Management	(7,182)	(5,341)	(6,274)	(6,073)
Revenues	1,685	2,366	1,591	1,584
Net Cost of Services	7,759	10,046	10,610	10,120
Other Requirements				
Benefits	(155)	(200)	(200)	(200)
Corporate & Democratic Core	4,819	2,771	3,233	2,045
	12,423	12,617	13,643	11,965
Corporate Requirements				
Contingency Provision	0	613	251	441
Depreciation & Capital Costs	(2,745)	(4,660)	(5,507)	(5,250)
Investment Income & Borrowing Costs	(579)	(410)	(561)	(475)
Minimum Revenue Provision	0	131	187	191
Other Government Grants	(1,767)	(2,276)	(2,273)	(2,183)
New Homes' Bonus	(3,837)	(3,788)	(3,788)	(3,561)
Provision for NDR Surplus 'levy'	1,608	2,038	2,038	2,120
100% Retention of NDR from Renewable Energy	(770)	(436)	(436)	(420)
Year End Write Offs	25	0	0	0
Net General Fund Expenditure	4,358	3,829	3,554	2,828
Transfer to Earmarked Reserves	1,865	3,250	3,863	3,990
Transfer to Asset Management reserves	3,886	2,117	1,562	2,217
Transfer to Capital Reserves	2,722	2,706	2,923	2,503
Transfer from General Fund balances	0	0	0	0
GENERAL FUND REQUIREMENTS	12,831	11,902	11,902	11,538

GENERAL FUND SUMMARY (Cont)

	Actual 2018/19 £'000	Original Estimate 2019/20 £'000	Forecast 2019/20 £'000	Original Estimate 2020/21 £'000
GENERAL FUND REQUIREMENTS	12,831	11,902	11,902	11,538
Revenue Support Grant	(56)	0	0	0
Locally Retained Non-domestic Rates	(5,159)	(4,577)	(4,577)	(4,897)
Parish Precepts on Collection Fund	1,508	1,598	1,598	1,717
Share of Collection Fund Surplus / (Defici	(520)	(54)	(54)	1,003
COUNCIL TAX REQUIREMENT	8,604	8,869	8,869	9,361
Financed by				
General Expenses	6,799	6,924	6,924	7,299
Parish Precepts	1,508	1,598	1,598	1,717
Special Expenses	297	347	347	345
SUMMARY OF COUNCIL TAX REQUIREMENT	8,604	8,869	8,869	9,361

DEFINITION OF HEADINGS IN THE GENERAL FUND SUMMARY

Service Requirements

This represents the net requirements (expenditure less income) for each of the Council's services. The sums shown for each service are the same as the totals on the summary page for each service within the detailed estimates.

Contingency Provision

A contingency sum is provided to cover those items where the estimated costs are not yet fully known. It also provides central funds for things that may or may not happen (e.g. projected losses of income or legal fees in respect of appeals against the Council).

Depreciation & Capital Costs

Where Services use a Council owned asset to deliver their Services, the depreciation is charged as a cost to the Service. Similarly, capital expenditure incurred by the Council that does not generate a new asset (e.g. capital grants) is also charged to the Service making the payment.

These costs are shown within the Net Cost of Services, however, they should not be borne by the Council Taxpayer. To ensure this, they are credited out of total expenditure on this line.

Investment Income & Borrowing Costs

This represents the income generated from the Council's cash investments, offset by any borrowing costs the Council may incur to cover day-to-day operating activities. It is anticipated the Council will have an average cash investment portfolio of £60M throughout the year.

Minimum Revenue Provision

There is a statutory requirement to make an annual provision for the repayment of external borrowing.

Other Government Grants

The Council may receive grants from the Government towards expenditure incurred. An example is the Small Business Rate Relief.

New Homes' Bonus

The Council receive a grant from the Department for Communities and Local Government equivalent to approximately 80% of the Council Tax bill for each new residential property built for a five year period. The amount received will be transferred to an earmarked reserve and spent in accordance with the approved Budget Strategy.

Provision for NDR surplus 'Levy'

The Council is forecasting growth in Business rates. 50% of this amount is due to the Government as a levy, so a provision is made for this amount.

100% Retention of NDR from Renewable Energy

The Council is entitled to retain the full amount of Business Rate income from Renewable Energy Schemes within the borough.

Transfer to / from Earmarked Reserves

Aside from General Fund reserves available to the Council for any purpose, the Council has earmarked reserves put aside for specific purposes and transfers are made to / from these reserves as required.

Transfer to Asset Management Reserve

The Council maintains a reserve to meet the costs of repairing properties and replacing life expired items of plant and machinery. The net transfer to or from this reserve represents the difference between the expected revenue expenditure in the year on these items and the amount being placed in the reserve to finance them.

Transfer to Capital Reserves

Some projects included in the Council's Capital Programme have been approved on the basis that they will generate revenue savings. In order to fund the initial outlay the initial savings are harvested and re-instated to capital resources.

Transfer from General Fund balances

The Council maintains revenue reserves to deal with any unforeseen expenditure that may arise during the year. General reserves are held at £2M which is the prudent minimum level recommended by the Head of Finance. This balance is expected to remain unchanged throughout 2020/21.

Revenue Support Grant

The Government provided grants to local authorities towards annual expenditure. This reduced the amount that was needed to be met from Council Tax. From 2019/20, the amount of RSG has been reduced to nil.

Locally Retained Non-Domestic Rates

Since 2013/14 Councils have retained an element of the Non-Domestic rates they collect. The government has set a base level that it believes the Council should be able to collect and based on this figure set a budget for the Council to retain. The Council will also retain a share of any additional income collected but also bear the cost of reductions in business rates if the amount collected is lower than budgeted.

Parish Precepts on Collection Fund

In addition to the charge made by Test Valley Borough Council, most properties in the Borough will also receive a charge from their parish council. The total charge precepted by parish councils is shown on this line.

Share of Collection Fund Surplus / (Deficit)

The Collection Fund is a separate account through which all Council Tax and Business Rates are collected. Where the amount collected in any year exceeds the amount budgeted there is a surplus in the Collection Fund. This is then distributed to the major preceptors in the following year. Where the amount collected is lower than the amount budgeted, there is a deficit in the Collection Fund. This is then collected from the major preceptors in the following year.

General Expenses

All properties are charged a General Expenses precept for the services provided by the Borough Council. The amount of the charge is determined by the property's band which is set according to the property value.

Special Expenses

The Council carries out some duties in Andover that are carried out by Parish Councils in other parts of the Borough. These duties include managing sports grounds, playgrounds, cemeteries and public halls. The costs associated with these expenses are charged to residents of Andover as a Special Expenses Levy.

GENERAL FUND SUBJECTIVE SUMMARY

This summary shows a breakdown of the Council's budget, as shown on page 9, by class of expenditure.

	Actual 2018/19 £'000	Original Estimate 2019/20 £'000	Forecast 2019/20 £'000	Original Estimate 2020/21 £'000
<u>Expenditure</u>				
Employee Costs	21,074	19,839	19,838	19,865
Premises Costs	4,725	3,237	4,821	4,506
Transport Costs	1,972	1,864	1,970	1,816
Supplies & Services	6,209	6,418	7,924	6,896
Contract Costs	691	520	445	636
Transfer Payments	25,633	31,156	31,208	31,155
Support Service Costs	11,027	10,446	14,643	13,947
Capital Financing	2,745	4,660	5,507	5,250
Total Expenditure	74,076	78,140	86,356	84,071
<u>Income</u>				
Fees, Charges & Government Grants	(50,626)	(55,077)	(58,070)	(58,159)
Recharge Income	(11,027)	(10,446)	(14,643)	(13,947)
Total Income	(61,653)	(65,523)	(72,713)	(72,106)
Net Cost of Services	12,423	12,617	13,643	11,965
Depreciation reversal and capital charges	(2,745)	(4,660)	(5,507)	(5,250)
Investment Income & Borrowing Costs	(579)	(410)	(561)	(475)
Minimum Revenue Provision	0	131	187	191
Non-Ringfenced Government Grants	(5,604)	(6,064)	(6,061)	(5,744)
Provision for NDR surplus levy	1,608	2,038	2,038	2,120
100% Retention of NDR from Renewable Energy	(770)	(436)	(436)	(420)
Year End write offs	25	0	0	0
Net Total	4,358	3,216	3,303	2,387
Provisions	0	613	251	441
Transfers to reserves	8,473	8,073	8,348	8,710
General Fund Requirements	12,831	11,902	11,902	11,538

DEFINITION OF EXPENDITURE AND INCOME HEADINGS IN DETAILED ESTIMATES AND SUBJECTIVE SUMMARY

Expenditure and income for Services are grouped together in standard headings used by local authorities. These headings and the items included are as follows:

Employee Costs

Employee costs include all costs relating to the employment of staff. In addition to salary costs and employer's pension and National Insurance contributions, they also include recruitment costs and post-entry training expenses.

Premises Costs

Comprising the direct costs of the provision and upkeep of buildings, plant and land and includes utility charges and premises insurance.

Transport Costs

Includes all costs associated with the provision, maintenance, hire or use of transport by Councillors and officers.

Supplies & Services

This covers operating costs not included in the above categories. Examples are general office expenses, grants and equipment / material costs.

Contract Costs

These represent payments made to external contractors and internal trading units, including the contract payment for the management of certain leisure facilities in the Borough.

Transfer Payments

These are payments to individuals for which the Council receives no goods or services in return e.g. benefit payments.

Service Support Costs

These are charges for work carried out by one service in support of another or the provision of centrally managed facilities (e.g. office accommodation, Customer Services).

Capital Financing

This covers depreciation and charges for capital expenditure where no asset is created e.g. capital grants.

Fees, Charges & Government Grants

This category includes all income received for which the Council makes a charge, for example, Planning Applications or car parking income and grants received from government agents.

Recharge Income

This category includes all income that is recharged from one Service to another. This is the predominant source of income for support services such as IT or Finance.

**CHIEF EXECUTIVE'S
ESTIMATES
2020/21**

CHIEF EXECUTIVE'S OFFICE

Aim:

Our aim is to provide organisational leadership and corporate support to ensure the effective management and development of the Council and its services.

Summary:

The Chief Executive is the Head of Paid Service and his Office has the responsibility for providing organisational leadership and corporate support on matters of structure, human resources, strategy, general policy, public relations (including complaints handling), public consultation and corporate communications.

The Chief Executive's Office is structured with the Chief Executive being supported by two Corporate Directors. The Chief Executive and Corporate Directors together with Heads of Service oversee the direction and co-ordination of the Council's Services.

The Chief Executive's Office and Human Resources functions are included within the Leader's Portfolio.

Principal Activities	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Chief Executive's Office	146,486	0	0	(1)
Human Resource's Service	26,213	(40,100)	(37,000)	(40,704)
Human Resource's Function	7,341	40,100	37,000	40,700
Net Expenditure	180,040	0	0	(5)

SUBJECTIVE SUMMARY

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	1,464,434	1,349,730	1,429,490	1,504,615
Premises Costs	42	0	0	0
Transport Costs	23,858	19,280	14,810	12,640
Supplies & Services	78,671	75,030	81,260	81,540
Contract Costs	77,789	77,500	154,200	86,410
Support Service Costs	312,286	0	51,490	42,040
Total Expenditure	1,957,080	1,521,540	1,731,250	1,727,245
Recharge Income	(1,777,040)	(1,521,540)	(1,731,250)	(1,727,250)
Net Expenditure	180,040	0	0	(5)

CHIEF EXECUTIVE'S OFFICE

Aim:

The Chief Executive's Office is responsible for corporate management and setting the direction of the Council's Services.

Additional Information

The Office also provides leadership in the development of community planning and strategic partnerships with external bodies and agencies.

Other expenditure for which the Chief Executive's Office is responsible is included in the Corporate and Democratic Core budget under Corporate Public Relations, Information & Consultation, and Delivering Public Services Electronically.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	1,134,376	1,051,050	1,106,830	1,186,419
Premises Costs	42	0	0	0
Transport Costs	21,207	17,280	12,810	10,640
Supplies & Services	34,275	33,740	36,190	33,260
Support Service Costs	249,226	0	39,090	31,650
Total Expenditure	1,439,126	1,102,070	1,194,920	1,261,969
Recharge Income	(1,292,640)	(1,102,070)	(1,194,920)	(1,261,970)
Net Expenditure	146,486	0	0	(1)

HUMAN RESOURCES SERVICE

Purpose

The Human Resources Service provides professional HR advice to managers across the Council on all aspects of people management. The service supports developing the organisation and its leadership, to ensure the organisation is dynamic, fit for purpose and cohesive. In addition HR are responsible for managing the recruitment and retention process, getting and keeping good people as an employer of choice. HR manage the Payroll and HR system and outsourced managed payroll service. HR is also responsible for the provision of corporate training and development, maintaining the job evaluation scheme and any matters relating to terms and conditions of employment. The service is responsible for ensuring a consistent approach across all Council services and compliance with legislation and good practice by producing employment related policies and procedures in consultation with trade union representatives. Where appropriate, these are approved by Councillors following consultation with management and the recognised trade unions. All policies are available to employees via the intranet or in hard copy where the employee does not have access to the intranet as a result of the type of work they undertake.

Additional Information

The Human Resources Service budget records the cost of providing the staffing and administration necessary to provide a suitable level of support to all other services across the Council. The payroll for the Borough Council's employees and Councillors is outsourced.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	334,245	291,980	322,660	318,196
Transport Costs	2,651	2,000	2,000	2,000
Supplies & Services	8,168	7,890	8,070	7,580
Contract Costs	77,789	77,500	154,200	86,410
Support Service Costs	63,060	0	12,400	10,390
Total Expenditure	485,913	379,370	499,330	424,576
Recharge Income	(459,700)	(419,470)	(536,330)	(465,280)
Net Expenditure / (Income)	26,213	(40,100)	(37,000)	(40,704)

HUMAN RESOURCES FUNCTION

Purpose

The Human Resources Function is a support function designed to provide a structured employee developmental programme and to support the physical and emotional well-being of the Council's employees.

Additional Information

The Human Resources Function budget contains the costs of the Employee Support Service, which provides a counselling service for staff and an annual corporate training programme.

Currently the Occupational Health service is being well used by Services and the costs of management referrals are recharged to the Services who make use of this facility. The Counselling Service is well used and feedback has been positive. Learning and Development supports individual needs as well as delivering corporate learning priorities, such as management development and e-learning.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employees Costs	(4,187)	6,700	0	0
Employee Support Service	4,388	6,500	7,300	9,500
Occupational Health Costs	480	800	0	0
External Training Costs	31,360	26,100	29,700	31,200
Total Expenditure	32,041	40,100	37,000	40,700
Recharge Income	(24,700)	0	0	0
Net Expenditure	7,341	40,100	37,000	40,700

**COMMUNITY & LEISURE SERVICE
ESTIMATES
2020/21**

COMMUNITY & LEISURE SERVICE

Aim:

The Community and Leisure Service improves the quality of life of our residents by enabling and providing a range of leisure, cultural, community and recreational opportunities. We support the Test Valley Borough Council Corporate Plan by supporting people, communities and the local environment to grow their potential.

Summary:

The Community and Leisure Service are responsible for a wide range of community facilities, initiatives and activities.

The Service comprises three key business areas:

- Parks, Countryside, Sport and Play

(Includes the management of green space, cemeteries, nature reserves, woodlands and trees, in and outdoor sports facilities sports and play areas)

- Arts and Culture

(Includes the management of The Lights Theatre, the delivery of the public art strategy and organisation of a programme of town centre events in Andover)

- Communities

(Includes grant management, Councillor and community support and community planning)

The Service also provides the operational lead on development and implementation of the Safeguarding Policy, as well as implementation of Community Safety initiatives through the Test Valley Partnership.

COMMUNITY & LEISURE SERVICE

SUMMARY ESTIMATES

Principal Activities	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Community & Leisure Management	3,816	0	0	3,299
Parks, Countryside & Sport & Play				
Managed Sports Facilities	(1,399,890)	(737,447)	(728,844)	(1,213,820)
Outdoor Sports Facilities	454,050	432,694	512,250	415,763
Playgrounds	180,764	167,856	194,970	182,690
Sports Development	31,565	18,070	25,120	25,970
Cemeteries	(10,052)	(85,370)	(16,000)	(79,090)
Grounds Maintenance	348,162	99,950	365,440	113,300
Urban Parks and Open Spaces	471,937	367,291	430,140	395,114
Nature Reserves	128,779	131,393	211,080	137,147
Total - Parks, Countryside & Sport	205,315	394,437	994,156	(22,926)
Community Engagement	1,460,529	1,182,374	1,713,190	1,535,492
Arts & Culture				
Andover Town Summit	13,080	11,170	14,540	15,640
Heritage	51,476	59,040	57,320	60,350
Arts Function	31,003	26,326	10,390	28,324
The Lights	854,094	551,716	553,480	562,801
Total - Arts & Culture	949,653	648,252	635,730	667,115
Net Total Expenditure	2,619,313	2,225,063	3,343,076	2,182,980

SUBJECTIVE SUMMARY

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	1,545,458	1,368,310	1,433,220	1,446,006
Premises Costs	1,696,622	545,685	1,115,040	585,170
Transport Costs	38,456	38,105	36,120	30,610
Supplies & Services	1,279,953	1,148,560	1,253,704	1,030,200
Contract Costs	389,400	(1,555,860)	9,770	9,400
Support Service Costs	997,113	1,296,368	1,605,720	1,526,986
Capital Financing	(357,479)	1,063,638	1,450,780	1,222,000
Total Expenditure	5,589,522	3,904,806	6,904,354	5,850,372
<u>Income</u>				
Fees & Charges Income	(2,248,352)	(912,555)	(2,638,238)	(2,781,376)
Recharge Income	(721,857)	(767,188)	(923,040)	(886,016)
Total Income	(2,970,209)	(1,679,743)	(3,561,278)	(3,667,392)
Net Expenditure	2,619,313	2,225,063	3,343,076	2,182,980

MANAGEMENT & SUPPORT

Purpose

The Community & Leisure Service Management Team provides strategic direction and operational management for the service, and is responsible for the implementation of national and local policy initiatives and for the planning of future leisure provision throughout the Borough.

Additional Information

The budget below shows the cost of the Head of Community and Leisure and the Leisure Support team.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	215,076	188,838	199,060	198,275
Premises Costs	250	0	0	0
Transport Costs	2,573	1,190	280	0
Supplies & Services	21,460	21,500	26,640	34,780
Support Service Costs	276,457	555,660	697,060	656,260
Total Expenditure	515,816	767,188	923,040	889,315
Recharge Income	(512,000)	(767,188)	(923,040)	(886,016)
Net Expenditure	3,816	0	0	3,299

MANAGED SPORTS FACILITIES

Purpose

The Council provides affordable leisure and sporting facilities to the residents of the Borough in recognition of its role in promoting healthy lifestyles and encouraging more people to become physically active.

Additional Information

With the exception of the Sports Academy (which is managed by Andover Community Services) all major Leisure Centres are operated by Places Leisure. A brand new ALC opened on 01 April 2018 and Places Leisure continue to explore ways to encourage residents to be active.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	648,263	32,610	77,220	25,740
Supplies & Services	169,344	166,200	235,908	0
Management Contract	380,000	(1,565,260)	0	0
Support Service Costs	(94,980)	50,440	68,140	7,110
Capital Financing	(1,239,000)	578,563	529,760	529,760
Total Expenditure	(136,373)	(737,447)	911,028	562,610
<u>Income</u>				
Fees & Charges Income	(1,263,517)	0	(1,639,872)	(1,776,430)
Net Expenditure / (Income)	(1,399,890)	(737,447)	(728,844)	(1,213,820)

OUTDOOR SPORTS FACILITIES

Purpose

These sites include Charlton Sports and Leisure Centre, Saxon Fields Sports Ground, London Road Sports Ground, Hunts Farm Sports Centre, Romsey Sports, Picket Twenty and Augusta Park. Abbotswood Sports Ground opened during 2019 and Ganger Farm Sports Ground is currently under construction.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	78,099	75,246	79,230	80,703
Grounds Maintenance Costs	50,936	43,730	49,010	43,810
Other Premises Costs	112,751	57,700	145,430	78,200
Transport Costs	1,060	1,560	1,560	1,560
Supplies & Services	27,102	9,910	12,540	10,130
Contract Costs	0	0	370	0
Support Service Costs	49,660	47,580	62,700	58,830
Capital Financing	220,641	243,718	215,000	215,000
Total Expenditure	540,249	479,444	565,840	488,233
<u>Income</u>				
Fees & Charges Income	(78,119)	(46,750)	(53,590)	(72,470)
Recharge Income	(8,080)	0	0	0
Total Income	(86,199)	(46,750)	(53,590)	(72,470)
Net Expenditure	454,050	432,694	512,250	415,763

PLAYGROUNDS

Purpose

The Council provides playgrounds in recognition of its role in promoting healthy lifestyles and encouraging physical activity in a safe environment.

There are a total of 106 sites in Test Valley, for which the Council is responsible for the development and maintenance.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	16,103	0	25,350	0
Supplies & Services	8,975	8,970	8,620	8,970
Support Service Costs	7,600	2,280	8,940	4,030
Capital Financing	148,396	156,606	152,060	169,690
Total Expenditure	181,074	167,856	194,970	182,690
Recharge Income	(310)	0	0	0
Net Expenditure	180,764	167,856	194,970	182,690

SPORTS DEVELOPMENT

Purpose

The Sports Development function aims to promote active and healthy lifestyles through work in schools, leisure centres and with local sports clubs and community groups.

Additional Information

Initiatives include promoting activities at the new sports sites, supporting coaching schemes with a focus on extreme sports, Sports Club promotion and development, as well as implementing “Energise Me” initiatives.

TVBC is a member of the Hampshire and Isle of Wight County Sports Partnership. Involvement with this agency enables access to many support workers and National Governing Bodies to assist in the delivery of the Council's sports development initiatives. This includes developing our Sports and Recreation Strategy to be updated for the first quarter of 2020.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Transport Costs	47	0	0	0
Supplies & Services	13,698	14,410	14,420	14,410
Support Service Costs	17,820	3,660	10,700	11,560
Total Expenditure	31,565	18,070	25,120	25,970

CEMETERIES

Purpose

The Council is a burial authority with powers to provide and maintain cemeteries within the Borough under the Local Government Act 1972.

Additional Information

Cemeteries in the north are located at Charlton and St Mary's in Andover. In the south of the Borough there are cemeteries at Botley Road, Romsey and Woodley. The Council also has responsibility to manage a number of closed cemeteries including those in West Tytherley, Stockbridge, North Garth at Romsey Abbey, Shipton Bellinger, and most recently, with effect from 2019, Barton Stacey.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Grounds Maintenance Costs	29,348	37,750	36,500	37,800
Other Premises Costs	31,673	8,160	61,760	7,250
Supplies & Services	3,343	7,830	8,080	7,830
Support Service Costs	32,270	13,640	23,910	15,380
Capital Financing	2,810	0	0	0
Total Expenditure	99,444	67,380	130,250	68,260
Fees & Charges Income	(109,496)	(152,750)	(146,250)	(147,350)
Net Expenditure / (Income)	(10,052)	(85,370)	(16,000)	(79,090)

GROUNDS MAINTENANCE

Purpose

This is the area of the service responsible for updating and improving the green spaces as well as proactive management of the council tree stock throughout the Borough.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Grounds Maintenance Costs	119,554	117,080	108,660	125,360
Other Premises Costs	237,847	1,200	222,700	1,240
Supplies & Services	3,931	4,200	12,800	4,200
Support Service Costs	40,430	31,080	74,890	36,110
Total Expenditure	401,762	153,560	419,050	166,910
Fees & Charges Income	(53,600)	(53,610)	(53,610)	(53,610)
Net Expenditure	348,162	99,950	365,440	113,300

URBAN PARKS & OPEN SPACES

Purpose

The Council has a responsibility to manage its parks and open spaces and to ensure that the quality and diversity of the local environment is sustained for future generations to enjoy.

Additional Information

Our open spaces include formal parks, play areas, informal green space, cemeteries, woodlands, trees and sports grounds. Our Strategy for Green Space will be updated in 2020 (along with Playing Pitch Strategy and Sports and Recreation Strategy).

Quality green space contributes to a healthy community and an ecologically diverse environment. Our Open Spaces are managed to offer a safe and enjoyable experience where people can participate in informal recreation and sport or come into contact with nature.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	259,654	236,930	254,470	254,024
Grounds Maintenance Costs	45,182	36,960	53,860	59,260
Other Premises Costs	156,915	15,010	59,950	15,530
Transport Costs	7,305	9,355	8,160	6,620
Supplies & Services	49,804	52,350	50,120	50,680
Support Service Costs	187,546	88,468	94,550	107,186
Capital Financing	6,125	7,153	7,160	5,100
Total Expenditure	712,531	446,226	528,270	498,400
<u>Income</u>				
Fees & Charges Income	(68,317)	(78,935)	(98,130)	(103,286)
Recharge Income	(172,277)	0	0	0
Total Income	(240,594)	(78,935)	(98,130)	(103,286)
Net Expenditure	471,937	367,291	430,140	395,114

NATURE RESERVES

Purpose

The Council has a responsibility to manage its nature reserves to ensure sites remain in positive management.

Additional Information

The Council manages a number of nature reserves including Valley Park woodlands and Anton Lakes and numerous countryside sites such as Ladies Walk and Harewood Common in Andover, and Valley Park woodlands, and Tadburn Meadows in Romsey. The team work to conserve and enhance biodiversity and offer a whole host of opportunities for the community to become actively involved in site management. Environmental Stewardship grant funding assists with ecologically enhancing the condition of a number of sites in Andover, and Romsey. The service also manage the delivery of key projects such as River Anton Enhancement Scheme and the Romsey Waterways initiative.

Fishlake Meadows Nature reserve was secured into public ownership in 2017 and is now managed by Hampshire and Isle of Wight Wildlife Trust on a day to day basis. The site will continue to be sensitively managed to ensure it fulfils its potential to be a wonderful resource to benefit both wildlife and residents.

An area set aside for the nature conservation on the Abbostwood development was be transferred to the Council during 2018 and in 2019 and an area of SANG land in Sherfield English has been secured and is now accessible to the public.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	38,953	34,406	45,140	46,957
Grounds Maintenance Costs	124,731	106,990	155,040	107,480
Other Premises Costs	17,416	0	10,700	0
Transport Costs	3,473	2,590	3,040	1,660
Supplies & Services	9,903	9,680	9,690	9,650
Support Service Costs	48,950	38,920	48,660	45,590
Capital Financing	19,955	18,227	18,230	5,230
Total Expenditure	263,381	210,813	290,500	216,567
<u>Income</u>				
Fees & Charges Income	(105,412)	(79,420)	(79,420)	(79,420)
Recharge Income	(29,190)	0	0	0
Total Income	(134,602)	(79,420)	(79,420)	(79,420)
Net Expenditure	128,779	131,393	211,080	137,147

COMMUNITY ENGAGEMENT

Purpose

One of the corporate aims within the Council's corporate plan is to 'grow the potential of communities to be empowered, connected and able to build upon their strengths'. The Community and Leisure Service have a major part to play in achieving this aim and contribute towards its success in the following ways:

The Community Engagement team provide ward based support to local communities and work with ward councillors to ensure that local people are consulted with, and are able to make decisions and take action on matters that are important to them. The team are able to assist with this process through grant funding / Councillor Community Grants and by offering advice and support to community and voluntary groups. The Community Asset Fund has been a hugely important enabler for community leadership through funding from the New Homes Bonus, and work continues to support the role of Members and Community Leaders and activists.

Additional Information

Councillor Support

The Community Engagement Team work across all wards to offer tailored support to councillors, their role is to assist with Community Engagement and Consultations, Supporting Local Events and managing the Community Grant Scheme.

Community Engagement

- Provide support for strategic projects including Andover Vision and Romsey Future.

- Development of locally led community planning prioritisation and action planning, in particular support of the Neighbourhood Planning process, Parish Planning and Community Action Plans.

- Supporting troubled families and vulnerable groups.

- Supporting the integration of communities living on new developments.

- Working with our strategic partners to produce a local Community Safety Plan as required under the Crime and Discovered Act (1998).

Grants

- This team is also responsible for administering and monitoring the Council's Community Grants and 'signposting' to other opportunities. The Council's own grant funding streams include;

 - Councillor Community Grant Scheme

 - Revenue Grants Scheme

 - Community Asset Fund

The team provide the lead for the Council's Safeguarding agenda, and work to assist older people maintain independence through the support of older peoples forums, these areas of work are traditionally linked with the corporate ambition to support vulnerable people.

The Service through its programme of work is able to offer a range of volunteering opportunities:

- Bright Sparks / The Lights

- Health Walks.

- Conservation

- Work with Unity to provide wider opportunities.

COMMUNITY ENGAGEMENT CONT.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	517,646	448,170	462,760	458,422
Premises Costs	1,616	1,530	1,570	1,240
Transport Costs	22,169	21,800	21,540	19,160
Supplies & Services	534,375	465,110	435,220	465,610
Contract Costs	9,400	9,400	9,400	9,400
Support Service Costs	212,950	246,980	310,370	332,860
Capital Financing	194,452	8,124	491,720	258,120
Total Expenditure	1,492,607	1,201,114	1,732,580	1,544,812
Fees & Charges Income	(32,078)	(18,740)	(19,390)	(9,320)
Net Expenditure	1,460,529	1,182,374	1,713,190	1,535,492

ANDOVER TOWN EVENTS

Purpose

A number of town centre events including regular monthly artisan markets, business fairs, four Fun Fridays and the Annual Christmas Light Switch On are organised from the Lights, creating a wide range of opportunities for local performers and traders and boosting footfall in the town centre.

Additional Information

The budget below represents the Council's financial contribution to these events and, where possible, we will work with the new BID co and seek further external funding to ensure an attractive programme of events is delivered.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Supplies & Services	17,385	13,300	17,270	17,350
Support Service Costs	2,470	3,370	3,760	4,790
Total Expenditure	19,855	16,670	21,030	22,140
Fees & Charges Income	(6,775)	(5,500)	(6,490)	(6,500)
Net Expenditure	13,080	11,170	14,540	15,640

HERITAGE CENTRE, ROMSEY

Purpose

The Council is committed to supporting key leisure and arts facilities for the residents of, and visitors to, the Borough.

Additional Information

The Heritage sites include King John's House and Tudor Cottage, as well as the Heritage Centre, in Romsey.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	760	1,460	1,460	1,460
Transport Costs	1,360	1,360	1,360	1,360
Grants	44,066	44,270	44,260	44,470
Support Service Costs	5,290	11,950	10,240	13,060
Net Expenditure	51,476	59,040	57,320	60,350

ARTS FUNCTION

Purpose

The Council supports a wide range of local and national arts initiatives in both an advisory capacity and by facilitating work with schools, artists and other agencies.

Additional Information

Test Valley has a thriving arts and cultural scene. The Council works in partnership with numerous bodies, such as Test Valley Arts Foundation, to promote a wide range of arts and cultural activities, and actively seeks to enhance this programme with funding from external partners and other providers. Local arts groups and organisations can apply for a grant to help with running costs, events and projects.

A public art strategy provides a framework for best practice for commissioning public art through s106 agreements, providing opportunities for people to participate in arts activities that will engage them with the place and community in which they live.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	18,723	20,136	5,310	20,984
Premises Costs	3,222	0	0	0
Transport Costs	248	100	50	100
Supplies & Services	(2,926)	800	12,286	780
Support Service Costs	12,820	5,290	4,350	6,460
Total Expenditure	32,087	26,326	21,996	28,324
Fees & Charges Income	(1,084)	0	(11,606)	0
Net Expenditure	31,003	26,326	10,390	28,324

THE LIGHTS

Purpose

The Lights is a cultural hub for Andover and sits at the very heart of the aims of the Corporate Plan with the Council committing to support its key leisure and arts facilities.

Additional Information

The Lights offers a professional theatre programme alongside educational, business and community focused activities. It is also the base for a number of local dance and drama schools and societies, and will be at the heart of proposals for the Cultural Quarter for Andover as the masterplan for the town centre progresses.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	417,307	364,584	387,250	386,641
Premises Costs	100,055	85,505	105,830	80,800
Transport Costs	221	150	130	150
Supplies & Services	379,493	330,030	365,850	361,340
Support Service Costs	197,830	197,050	187,450	227,760
Capital Financing	289,142	51,247	36,850	39,100
Total Expenditure	1,384,048	1,028,566	1,083,360	1,095,791
Fees & Charges Income	(529,954)	(476,850)	(529,880)	(532,990)
Net Expenditure	854,094	551,716	553,480	562,801

**ENVIRONMENTAL SERVICE
ESTIMATES
2020/21**

ENVIRONMENTAL SERVICE

Aim:

Our aim is to deliver a range of high quality and good value environment enhancing and protecting services that meet the needs of our customers.

Our service aim supports the Council's Corporate Plan 2019-2023 and contributes most significantly to one of its four priorities, growing the potential of the local environment for current and future generations.

Summary:

Located at Portway Depot, Andover and Bourne House Depot, Romsey, the Environmental Service is an in-house team providing the following direct frontline services to the public : Waste and Recycling Collection, Garden Waste Collection, Street Cleansing, Grounds Maintenance, Transport.

All cost centres within the Environmental Service are part of the Council's Environmental Portfolio.

Principal Activities	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Grounds Maintenance	1,425,619	1,386,411	1,322,760	1,359,472
Waste and Recycling Collection	2,585,566	2,323,969	2,605,421	2,571,300
Garden Waste Collection	(38,224)	(103,768)	(77,653)	(92,288)
Street Cleansing	1,245,136	1,243,356	1,191,006	1,095,426
Vehicle Workshop	159,534	144,662	146,060	140,315
ES Technical	0	0	0	287,320
Operational Overheads	26,735	24,255	24,080	12,986
Net Total Expenditure	5,404,366	5,018,885	5,211,674	5,374,531

SUBJECTIVE SUMMARY

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	4,650,432	4,436,186	4,476,431	4,719,219
Premises Costs	283,076	230,800	252,740	232,240
Transport Costs	1,725,345	1,599,740	1,727,459	1,604,545
Supplies & Services	936,973	830,220	858,980	940,370
Contract Costs	34,039	43,210	43,070	43,210
Support Service Costs	526,040	429,380	590,790	562,130
Capital Financing	639,377	743,009	696,160	805,180
Total Expenditure	8,795,282	8,312,545	8,645,630	8,906,894
<u>Income</u>				
Fees & Charges Income	(1,711,570)	(1,639,990)	(1,723,940)	(1,630,032)
Recharge Income	(1,679,346)	(1,653,670)	(1,710,016)	(1,902,331)
Total Income	(3,390,916)	(3,293,660)	(3,433,956)	(3,532,363)
Net Expenditure	5,404,366	5,018,885	5,211,674	5,374,531

GROUNDS MAINTENANCE

Purpose

The Grounds Maintenance team is responsible for the maintenance of public parks and open spaces, playground inspections and cemeteries and burials.

Additional Information

The Grounds Maintenance Team uses a fleet of specialist equipment to carry out our grounds maintenance functions including mowing, preparation of sports pitches, shrub bed maintenance, planting and maintenance of floral displays, interments and the formal inspections of more than 100 playgrounds.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	1,235,130	1,286,359	1,250,938	1,275,713
Premises Costs	89,830	73,050	79,450	73,760
Transport Costs	339,826	311,680	316,690	278,310
Supplies & Services	224,984	202,015	212,652	248,069
Contract Costs	13,644	14,140	14,000	14,140
Support Service Costs	98,333	99,170	104,170	98,920
Capital Financing	147,301	187,407	164,700	220,730
Total Expenditure	2,149,048	2,173,821	2,142,600	2,209,642
<u>Income</u>				
Fees & Charges Income	(260,537)	(268,120)	(302,760)	(308,090)
Recharge Income	(462,892)	(519,290)	(517,080)	(542,080)
Total Income	(723,429)	(787,410)	(819,840)	(850,170)
Net Expenditure	1,425,619	1,386,411	1,322,760	1,359,472

WASTE AND RECYCLING COLLECTION

Purpose

The Council has a statutory duty to make arrangements for the collection of household waste.

Additional Information

There are currently 55,500 properties in the borough and the Council operate fourteen waste collection rounds collecting household waste and recyclable materials, alternating each week. The Council also provides bulky waste and clinical waste collections and we maintain a network of over 100 local recycling centres.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	1,658,079	1,528,153	1,588,296	1,492,086
Premises Costs	86,025	70,440	74,980	66,850
Transport Costs	640,334	557,240	673,760	512,220
Supplies & Services	381,393	330,945	335,065	265,714
Support Service Costs	187,516	155,160	243,470	231,830
Capital Financing	265,481	314,231	313,770	338,800
Total Expenditure	3,218,828	2,956,169	3,229,341	2,907,500
Fees & Charges Income	(633,262)	(632,200)	(623,920)	(336,200)
Net Expenditure	2,585,566	2,323,969	2,605,421	2,571,300

GARDEN WASTE COLLECTION

Purpose

The Garden Waste collection team collects garden waste from those households that subscribe to the Garden Waste Collection scheme.

Additional Information

We have more than 14,500 households subscribing to our Garden Waste Collection Service which collects garden waste for composting.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	250,198	232,646	252,176	229,541
Premises Costs	8,408	6,800	7,250	6,880
Transport Costs	99,651	103,210	87,550	112,420
Supplies & Services	37,701	29,040	33,161	36,141
Support Service Costs	79,276	18,260	70,120	66,990
Capital Financing	42,357	42,356	42,360	42,360
Total Expenditure	517,591	432,312	492,617	494,332
Fees & Charges Income	(555,815)	(536,080)	(570,270)	(586,620)
Net Income	(38,224)	(103,768)	(77,653)	(92,288)

STREET CLEANSING

Purpose

The street cleansing team is responsible for the maintenance of the street scene across the Borough. We mechanically sweep the road channels and pavements and also litter pick, remove fly tips, empty litter and dog bins.

Additional Information

Each year we remove around 1100 fly tips.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	901,842	845,138	831,470	736,523
Premises Costs	17,845	15,320	15,660	14,800
Transport Costs	222,955	237,360	225,720	200,260
Supplies & Services	144,797	133,125	134,656	131,673
Contract Costs	20,395	29,070	29,070	29,070
Support Service Costs	87,569	82,960	93,340	88,690
Capital Financing	176,856	169,753	155,910	169,270
Total Expenditure	1,572,259	1,512,726	1,485,826	1,370,286
<u>Income</u>				
Fees & Charges Income	(216,924)	(161,410)	(184,940)	(167,220)
Recharge Income	(110,199)	(107,960)	(109,880)	(107,640)
Total Income	(327,123)	(269,370)	(294,820)	(274,860)
Net Expenditure	1,245,136	1,243,356	1,191,006	1,095,426

VEHICLE WORKSHOP

Purpose

The Transport team is responsible for the Council's vehicle fleet and procurement of vehicles, plant and equipment.

Additional Information

The team maintains approximately 90 Council vehicles and a range of mechanical plant valued at over £5 million. The vehicles maintained vary from refuse collection vehicles to mowers and provide a necessary support function to all the Council teams that run vehicles and plant.

The team also provides Hackney Carriage and Private Hire roadworthiness inspections on behalf of the Council and operates a successful MOT testing centre.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	360,731	330,445	326,034	311,177
Premises Costs	80,968	64,840	71,800	65,320
Transport Costs	24,974	28,120	28,590	29,040
Supplies & Services	87,257	76,215	81,586	90,898
Support Service Costs	53,596	73,830	76,800	72,930
Capital Financing	7,382	29,262	19,420	34,020
Total Expenditure	614,908	602,712	604,230	603,385
<u>Income</u>				
Fees & Charges Income	(45,032)	(42,180)	(42,050)	(47,520)
Recharge Income	(410,342)	(415,870)	(416,120)	(415,550)
Total Income	(455,374)	(458,050)	(458,170)	(463,070)
Net Expenditure	159,534	144,662	146,060	140,315

VEHICLE WORKSHOP (FUEL)

Purpose

The vehicle workshop is responsible for the Council's diesel and red diesel fuel systems.

Additional Information

The vehicle workshop fuel system issues fuel to the Council vehicles. These issues are recharged to the service units.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Transport Costs	386,644	351,280	384,150	396,230
Supplies & Services	3,081	4,030	3,080	3,080
Total Expenditure	389,725	355,310	387,230	399,310
Recharge Income	(389,725)	(355,310)	(387,230)	(399,310)
Net Expenditure	0	0	0	0

ES TECHNICAL

Purpose

The ES Technical team investigate a range of waste and environmental crimes including abandoned vehicles and fly tips and also issue fixed penalty notices for litter and dog fouling.

Additional Information

The teams work is underpinned by recycling and litter education and awareness campaigns which are delivered across the borough.

The Clean Team carries out a wide range of tasks including clearing graffiti and removing/returning abandoned trolleys. The team also operate the glass collection service - serving over 250 modular glass banks.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	0	0	0	294,212
Premises Costs	0	0	0	4,280
Transport Costs	0	0	0	62,925
Supplies & Services	0	0	0	110,385
Total Expenditure	0	0	0	471,802
<u>Income</u>				
Fees & Charges Income	0	0	0	(184,382)
Recharge Income	0	0	0	(100)
Total Income	0	0	0	(184,482)
Net Expenditure	0	0	0	287,320

OPERATIONAL OVERHEADS

Purpose

This represents the cost of the operational overheads of the Environmental Service. The corporate team provides support and ensures the service fulfils its aims. It also provides the Service's business support function.

Additional Information

The team provides assistance where necessary, monitors the Service's complaints and compliments, ensures the Service's projects are kept to the agreed deadlines and maintains its suite of performance indicators.

The team also includes the Council's Health and Safety Officer who, as well as ensuring the Council meets its statutory requirements under health and safety legislation, ensures all our teams remain safe at work through regular training and inspections. The net cost of the Operational Overheads is re-allocated across the other service units, apart from a small proportion allocated for Corporate Health and Safety.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	244,452	213,445	227,517	379,967
Premises Costs	0	350	3,600	350
Transport Costs	10,961	10,850	10,999	13,140
Supplies & Services	57,760	54,850	58,780	54,410
Support Service Costs	19,750	0	2,890	2,770
Total Expenditure	332,923	279,495	303,786	450,637
Recharge Income	(306,188)	(255,240)	(279,706)	(437,651)
Net Expenditure	26,735	24,255	24,080	12,986

**FINANCE SERVICE
ESTIMATES
2020/21**

FINANCE SERVICE

The Finance Service is managed by the Head of Finance, Accountancy Manager, Audit Partnership Manager and Financial Services Manager.

All cost centres within the Finance Service are part of the Council's Finance Portfolio.

Summary Estimates - by Activity

The Finance Service undertakes the core financial work of the Council. The costs of the Service are recovered through a recharging mechanism whereby other services are charged for work undertaken by the Service. The level of recharge is reviewed periodically, which helps to explain the variance in net expenditure each year.

Finance is also responsible for ensuring the Council is adequately insured and for managing the Council's leased car fleet. In both cases, Finance bears the initial cost and fully recharges those amounts to other services across the Council.

	Actuals 2018/19	Original Estimate 2019/20	Forecast 2019/20	Original Estimate 2020/21
Principal Activities	£	£	£	£
Finance Service	16,529	0	0	0
Net Total Expenditure	16,529	0	0	0

SUBJECTIVE SUMMARY

	Actuals 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	890,318	823,690	850,320	839,310
Transport Costs	6,925	7,360	8,730	8,420
Supplies & Services	45,477	56,280	59,630	80,760
Support Service Costs	264,061	0	49,140	40,110
Total Expenditure	1,206,781	887,330	967,820	968,600
<u>Income</u>				
Fees & Charges Income	(8,172)	(2,820)	(2,820)	(2,820)
Recharge Income	(1,182,080)	(884,510)	(965,000)	(965,780)
Total Income	(1,190,252)	(887,330)	(967,820)	(968,600)
Net Expenditure	16,529	0	0	0

FINANCE SERVICE

Purpose

Section 151 of the Local Government Act 1972 requires the Council to appoint an officer to be responsible for the proper administration of its financial affairs. The Head of Finance is the appointed officer for this Authority and he is supported by a number of teams to assist him in carrying out this statutory role.

Additional Information

The activities of the Service are divided between three teams and cover areas including the provision of financial support and advice to Councillors and all other services within the Council, production of statutory final accounts, budget preparation, treasury management, VAT and internal audit. The Financial Services team is responsible for debtor, creditor, insurance and car lease functions, car loans and procurement.

The Financial Services team currently processes approximately 4,500 debtor invoices and 15,800 creditor invoices per annum.

	Actuals 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	890,318	823,690	850,320	839,310
Transport Costs	6,925	7,360	8,730	8,420
Supplies & Services	45,477	56,280	59,630	80,760
Support Service Costs	264,061	0	49,140	40,110
Total Expenditure	1,206,781	887,330	967,820	968,600
<u>Income</u>				
Fees & Charges	(8,172)	(2,820)	(2,820)	(2,820)
Recharge Income	(1,182,080)	(884,510)	(965,000)	(965,780)
Total Income	(1,190,252)	(887,330)	(967,820)	(968,600)
Net Expenditure	16,529	0	0	0

**HOUSING & ENVIRONMENTAL HEALTH
SERVICE ESTIMATES
2020/21**

HOUSING & ENVIRONMENTAL HEALTH SERVICE

Our aim is to deliver easy access to the right help and support, at the right time, and for only as long as people need it. This aim sits within the context of safeguarding the environmental health of the Borough, assessing local housing need and securing the provision of affordable homes.

The Housing & Environmental Health Service incorporates the Council's strategic housing function and environmental health responsibilities.

The Housing teams are responsible for undertaking the Council's statutory housing responsibilities. This includes housing strategies, private sector housing, housing standards, disabled facilities grants, housing needs and housing advice, plus preventing and relieving homelessness. These teams are also responsible for administering the Joint Housing Register and our involvement in the sub-regional choice based lettings scheme, Hampshire Home Choice, and furthermore, enabling the provision of new affordable housing developed mainly by registered housing providers.

The Environmental Health Unit consists of the Health Protection Team, the Environmental Protection Team, plus 1 x Animal Welfare Officer and 2 x Pest Control Officers. The main functional areas of the Health Protection Team include conducting food hygiene and health & safety inspections, investigating food complaints, workplace accidents, incidents of foodborne illness and certain other infectious disease cases, the registration of hairdressers and skin piercers, animal licensing (including for dangerous wild animals, riding schools, pet shops, and zoos) and issuing street trading consents.

The main functional areas of the Environmental Protection Team include the investigation of statutory nuisance problems (including neighbour noise, bonfire smoke and intrusive lighting) and public health concerns, giving advice to the Planning & Building Service regarding the impacts of new development, issuing Environmental Permits, dealing with land contamination issues and the monitoring of local air quality and the drinking water quality from private water supplies.

The Animal Welfare Officer's role involves various dog control functions (such as dealing with stray dogs, aggressive behaviour of dogs, dog barking complaints and dog fouling) and ensuring that animal welfare standards are upheld by dog breeders as well as in catteries and commercial kennels. The Pest Control Officers undertake affordable pest control treatments for local residents and assist other Environmental Health staff to investigate and tackle pest control problems.

All cost centres within the Housing & Environmental Health Service are part of the Council's Housing & Environmental Health Portfolio.

HOUSING & ENVIRONMENTAL HEALTH SERVICE

Summary Estimates - by Activity

The net cost of the Business Support Unit is apportioned across the service according to criteria agreed by the Head of Service.

Principal Activities	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Housing Activities				
General Management	1,918	0	0	1,719
Housing Options	574,962	709,398	1,164,215	1,251,077
Hampshire Home Choice	14,245	1,654	1,020	1,856
Housing Development	67,299	1,129,754	947,140	1,135,914
Business Support	1,196	0	0	1,573
Total - Housing Activities	659,620	1,840,806	2,112,375	2,392,139
Health Activities				
Pest Control	127,799	71,176	135,470	118,040
Environmental Protection	312,418	340,100	405,640	398,842
Housing Standards	(394,360)	328,861	107,780	383,622
Animal Welfare	103,880	112,476	127,150	120,958
Health Protection	298,619	495,727	518,110	505,997
Total - Health Activities	448,356	1,348,340	1,294,150	1,527,459
Net Total Expenditure	1,107,976	3,189,146	3,406,525	3,919,598

SUBJECTIVE SUMMARY

The total expenditure estimate shows significant variations across the budgets shown, due in the main to changes in Capital Financing costs and Support Service costs.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	1,843,800	1,765,233	1,737,232	1,997,582
Premises Costs	3,392	2,750	3,070	2,720
Transport Costs	42,299	53,105	37,440	38,760
Supplies & Services	293,183	251,430	449,013	352,831
Transfer Payments	179,557	175,000	233,000	180,000
Support Service Costs	1,186,493	1,356,521	2,009,680	1,904,359
Capital Financing	554,625	2,125,148	2,138,940	2,290,600
Total Expenditure	4,103,349	5,729,187	6,608,375	6,766,852
<u>Income</u>				
Fees & Charges Income	(927,551)	(731,650)	(893,640)	(802,425)
Government Grant	(1,261,518)	(1,000,000)	(1,212,260)	(1,000,000)
Recharge Income	(806,304)	(808,391)	(1,095,950)	(1,044,829)
Total Income	(2,995,373)	(2,540,041)	(3,201,850)	(2,847,254)
Net Total Expenditure	1,107,976	3,189,146	3,406,525	3,919,598

GENERAL MANAGEMENT

Purpose

This represents the cost of the strategic and operational management of the Housing and Environmental Health Service.

Additional Information

The budget for General Management includes the direct costs of the Head of Service and the recharged time costs of the other service managers.

The net cost of General Management is re-allocated across the other service activities in accordance with CIPFA's Best Value accounting guidance.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	111,982	102,796	108,060	106,879
Transport Costs	166	200	200	200
Supplies & Services	1,391	1,410	1,540	1,350
Support Service Costs	93,539	574,610	796,580	756,280
Total Expenditure	207,078	679,016	906,380	864,709
Recharge Income	(205,160)	(679,016)	(906,380)	(862,990)
Net Expenditure	1,918	0	0	1,719

HOUSING OPTIONS

Purpose

The Council has a statutory duty to assess housing need and assist those who are homeless or threatened with homelessness under Part 7 of the Housing Act 1996 (as amended – including by the Homelessness Reduction Act 2017). Furthermore, the Council has a strategic role which includes the formulation of strategies to meet the needs that have been identified.

Additional Information

The Housing Options Team administers our involvement in the Hampshire Home Choice sub-regional choice based lettings scheme, liaises with the Council's housing association partners and provides nominations when vacancies occur within the affordable housing stock. There are currently approximately 2,200 applicants on the Housing Register, including those tenants who need to move to more suitable housing. The team makes approximately 490 nominations in 2018/19 to registered housing providers.

The team also provides housing advice which is aimed at preventing and relieving homelessness. In 2018/19, 2,929 households approached the Council for advice and assistance with regard to their housing situation. This represented an increase of 50% compared with the previous year. During the same period, the team processed 519 applications for assistance under the statutory homelessness framework. 66% of cases triggering the prevention duty were resolved at that stage, 93% of cases triggering the relief duty were resolved at that stage, and 5 cases went on to have the main housing duty accepted. There were 46 households in temporary accommodation at the end of March 2019. At the end of December 2019, there were 25 households residing in temporary accommodation provided by the Council under a statutory duty. This represents a reduction of 46% in the number of households residing in temporary accommodation.

In April 2018, the housing options team underwent transformation and implemented “asset-based” or “strengths-based” assessments, and have been pursuing increasing amounts of work with the wider system to identify, address and tackle the underlying causes of homelessness. From April 2019, this approach became ‘business as usual’. Over 83% of all customers approaching the Housing Options Service and who are homeless or threatened with homelessness, now have an asset-based assessment and the Council’s policy position continues to go beyond the requirements of the Housing Act 1996, Part 7, in the interests of preventing and relieving rough sleeping through the provision of a universal service.

The Council conducts an annual Rough Sleeping count/estimate. In November 2018, 9 people were identified as sleeping rough on a single night. This figure reduced to 6 on a single night in November 2019 (representing a decrease of 33%). The latest snapshot count in January 2020, found 4 people sleeping rough.

During 2020/21, the Housing Options Team will also deliver on projects funded as a result of successful bids to the Ministry for Housing, Communities & Local Government, including Rough Sleeper Initiative Year 3 funding and Private Rented Sector Access funding. The Housing Options Team now includes a TVBC funded “Resettlement Service” to complement the Council’s work to deliver support for people in temporary accommodation and proactive ‘personal housing plans’.

HOUSING OPTIONS

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	519,162	488,424	498,625	655,662
Premises Costs	407	360	360	280
Transport Costs	9,133	9,965	7,780	5,750
Supplies & Services	105,322	66,720	272,030	166,540
Transfer Payments	179,557	175,000	233,000	180,000
Support Service Costs	325,270	300,480	521,110	487,790
Capital Financing	59,929	59,929	224,170	224,170
Total Expenditure	1,198,780	1,100,878	1,757,075	1,720,192
<u>Income</u>				
Fees & Charges Income	(550,418)	(391,480)	(592,860)	(469,115)
Recharge Income	(73,400)	0	0	0
Total Income	(623,818)	(391,480)	(592,860)	(469,115)
Net Expenditure	574,962	709,398	1,164,215	1,251,077

HAMPSHIRE HOME CHOICE

Purpose

Hampshire Home Choice is the choice based lettings partnership involving East Hampshire, Eastleigh, Havant, Test Valley and Winchester councils.

Additional Information

The scheme is overseen by the Hampshire Home Choice Manager employed by Test Valley. Revenue funding is provided by the partner Registered Providers (RPs) and this income pays for the manager post and Civica IT system. A reserve fund accrued since the start of the Partnership is held by the Borough Council on behalf of the Partnership and is retained to cover any costs that may arise should the Partnership's requirements change or be dissolved.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	64,349	57,424	59,607	61,115
Transport Costs	769	700	500	700
Supplies & Services	41,112	39,490	43,943	42,451
Support Service Costs	6,310	560	380	310
Total Expenditure	112,540	98,174	104,430	104,576
Fees & Charges Income	(98,295)	(96,520)	(103,410)	(102,720)
Net Expenditure	14,245	1,654	1,020	1,856

HOUSING DEVELOPMENT

Purpose

The Housing Development team co-ordinates the Council's Housing Strategy to meet housing needs in the Borough. The Team enables affordable homes to be developed by Registered Providers and investigates other initiatives aimed at increasing the supply of affordable homes. The team has close links with Planning Control and Planning Policy colleagues within the Council, to ensure approaches and processes are aligned in the interests of maximising affordable housing delivery and achieving a mix of tenures that meet locally identified needs.

Additional Information

The Council plans to ensure more people in need are housed each year through a range of initiatives including the delivery of a specified number of new affordable homes; bringing empty properties back into use wherever possible and working in partnership with other local authorities and housing associations to develop new affordable rural housing. In 2019, the team worked with Planning colleagues along with developers and Registered Provider partners, to deliver 279 new affordable homes.

The Council is a member of the Hampshire Homes Hub which aims to increase the supply of new rural affordable homes. The partnership also researches new policies and initiatives aimed at addressing local rural housing needs. Additionally, the Council is a member of the National Community Land Trust Network with a view to assisting Community Land Trusts to develop affordable housing schemes in Test Valley.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	173,863	158,444	130,030	164,384
Premises Costs				
Transport Costs	805	1,200	800	1,200
Supplies & Services	10,644	11,530	11,470	11,550
Support Service Costs	47,310	61,180	57,440	66,780
Capital Financing	0	950,000	800,000	950,000
Total Expenditure	232,622	1,182,354	999,740	1,193,914
<u>Income</u>				
Fees & Charges Income	(34,473)	(52,600)	(52,600)	(58,000)
Recharge Income	(130,850)	0	0	0
Total Income	(165,323)	(52,600)	(52,600)	(58,000)
Net Expenditure	67,299	1,129,754	947,140	1,135,914

BUSINESS SUPPORT

Purpose

The administrative support costs of the Housing and Environmental Health teams are centralised and managed by the Housing Development Manager.

Additional Information

All of the day-to-day office costs for the different teams within the service are contained within this budget heading, including staff training requirements and service printing and stationery needs.

The team provides a mixture of general and specific administrative support, including for the following functions; housing grant administration, food premises registration, low risk food inspections, hygiene certificates, street trading consents, animal licencing, IT support and service database management.

The salary costs of administrative staff are charged directly to this cost centre and total costs are apportioned to all other cost centres within the service at the end of the year.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	66,756	86,455	73,940	77,522
Premises Costs	0	0	50	50
Transport Costs	636	400	0	700
Supplies & Services	29,498	42,520	33,650	34,070
Support Service Costs	259,220	0	81,930	71,070
Total Expenditure	356,110	129,375	189,570	183,412
Recharge Income	(354,914)	(129,375)	(189,570)	(181,839)
Net Expenditure	1,196	0	0	1,573

PEST CONTROL

Purpose

The Council has a number of statutory duties in relation to pest control in the borough and also provides a range of discretionary pest control services to householders and businesses.

Additional Information

The staff team comprises two full time pest control officers who carry out pest control service treatments and also help the Environmental Protection Team and Health Protection Team to investigate certain public health pest control problems, including taking enforcement action where appropriate. An external contractor is sometimes used to deal with pest control treatment requests during periods of high demand to avoid unacceptable response times affecting service requests.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	87,263	83,420	79,870	86,710
Premises Costs	2,962	2,370	2,640	2,380
Transport Costs	10,067	12,940	9,000	10,110
Supplies & Services	15,971	15,340	13,470	15,110
Support Service Costs	50,920	23,180	65,940	55,110
Capital Financing	3,076	3,076	2,050	3,710
Total Expenditure	170,259	140,326	172,970	173,130
Fees & Charges Income	(42,460)	(69,150)	(37,500)	(55,090)
Net Expenditure	127,799	71,176	135,470	118,040

ENVIRONMENTAL PROTECTION

Purpose

The aims of the Environmental Protection Team include protecting the wellbeing and quality of life for local people, protecting the environment and helping ensure legal compliance with various aspects of Environmental Health law. The Council has a statutory obligation to undertake a wide range of environmental protection functions, such as the investigation of noise and other nuisance problems, the monitoring of local air quality, the checking of the quality of water taken from private water supplies, the control of industrial emissions from certain processes, and the investigation and regulation of land contamination matters.

Additional Information

This is a busy area of the Council's front line activities with regular contact with residents and elected members. Among the key areas of work for the team, helping to prevent nuisance problems from occurring, protecting the environment and minimising the effects of all types of pollution are fundamental.

The team is also responsible for the control of other public health issues including some drainage and pest control problems and the implementation of the Council's Contaminated Land Strategy.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	255,744	229,860	249,510	253,602
Premises Costs	23	20	20	10
Transport Costs	3,999	5,000	4,000	4,000
Supplies & Services	13,399	18,470	23,070	25,100
Support Service Costs	105,900	115,750	157,440	144,530
Total Expenditure	379,065	369,100	434,040	427,242
<u>Income</u>				
Fees & Charges Income	(24,667)	(29,000)	(28,400)	(28,400)
Recharge Income	(41,980)	0	0	0
Total Income	(66,647)	(29,000)	(28,400)	(28,400)
Net Expenditure	312,418	340,100	405,640	398,842

HOUSING STANDARDS

Purpose

The Council has a number of powers and duties in relation to unsatisfactory housing and providing disabled facilities grants to help meet the cost of essential housing adaptations to enable disabled people to remain in their own homes.

Additional Information

The remit of the team includes the licensing of caravan sites, Houses in Multiple Occupation, empty homes, administration of disabled facilities and housing renewal grants and loans, and the provision of advice and information on private sector housing, housing standards and energy efficiency in residential properties. The team is involved in developing and supporting a range of initiatives to keep older, disabled and vulnerable people healthy and safe in their homes.

Capital Financing costs represent the element of private sector grant payments that are financed by the Government's Better Care Fund. As this expenditure does not increase the value of the Council's assets, the accounting convention is that these costs are shown as part of the cost of the Service. As these costs are met from the Capital Programme, a corresponding credit is made through the Depreciation & Capital Costs account before the amount to be raised from Council Tax is calculated.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	248,669	188,580	172,200	222,963
Transport Costs	7,590	9,250	6,410	6,500
Supplies & Services	26,832	11,540	5,820	11,510
Support Service Costs	152,894	74,491	80,810	97,249
Capital Financing	491,447	1,110,000	1,110,000	1,110,000
Total Expenditure	927,432	1,393,861	1,375,240	1,448,222
<u>Income</u>				
Fees & Charges Income	(60,274)	(65,000)	(55,200)	(64,600)
Government Grant	(1,261,518)	(1,000,000)	(1,212,260)	(1,000,000)
Total Income	(1,321,792)	(1,065,000)	(1,267,460)	(1,064,600)
Net Expenditure / (Income)	(394,360)	328,861	107,780	383,622

ANIMAL WELFARE

Purpose

The Council has a range of statutory duties in relation to the welfare of animals.

Additional Information

The Animal Welfare Officer is responsible for animal welfare throughout the borough which includes advice, education and enforcement, plus the inspection and licensing of animal establishments. More specifically, where dogs are concerned, advice is given on responsible dog ownership, the seizure of stray dogs, the re-homing of unclaimed stray dogs, licensing requirements, and responding to complaints and enquiries regarding nuisances caused by dogs. In 2018, the Council was awarded the RSPCA "Platinum Stray Dogs Footprint Award" in recognition of the high quality service being delivered.

The Council has reception arrangements with a private contractor in respect of stray dogs that may be identified out of hours.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	44,510	37,963	39,930	39,548
Transport Costs	4,540	7,950	5,060	4,600
Supplies & Services	37,944	37,370	35,530	37,710
Support Service Costs	44,740	37,550	50,180	44,880
Capital Financing	173	2,143	2,720	2,720
Total Expenditure	131,907	122,976	133,420	129,458
<u>Income</u>				
Fees & Charges Income	(28,027)	(10,500)	(6,270)	(8,500)
Net Expenditure	103,880	112,476	127,150	120,958

HEALTH PROTECTION

Purpose

The primary aims of the Health Protection Team are to protect the health of people living and working in Test Valley, and to help ensure compliance with various aspects of Environmental Health law. The Health Protection Team is responsible for the enforcement of the legislative controls for food hygiene, food sampling, infectious diseases, health and safety, consent street trading and hairdressing and skin piercing registration.

Additional Information

Enforcement, education and risk based interventions are used to improve standards within food businesses (in excess of 1,100) for which the team is responsible. The Food Standards Agency and the Health & Safety Executive play a part in directing the work of the team and they seek to support local business in the interests of a thriving local community and economy, and to ensure local food establishments are meeting the highest hygiene standards possible.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	271,502	331,867	325,460	329,197
Transport Costs	4,594	5,500	3,690	5,000
Supplies & Services	11,070	7,040	8,490	7,440
Support Service Costs	100,390	168,720	197,870	180,360
Total Expenditure	387,556	513,127	535,510	521,997
<u>Income</u>				
Fees & Charges Income	(88,937)	(17,400)	(17,400)	(16,000)
Net Expenditure	298,619	495,727	518,110	505,997

**I.T. SERVICE
ESTIMATES
2020/21**

I.T. SERVICE

Aim:

To provide a secure, sustainable and fit for purpose IT Service which has the vision and capability to support and drive Test Valley Borough Council's activities and ambitions.

The IT Service is a mission critical service supporting all departments across the organisation. Scope of the service includes but is not limited to:

Operational day to day management and maintenance of IT systems and support for end users.

Design and development of IT and communications infrastructure including Design, development and implementation of IT security and policy frameworks.

Ensuring and maintaining the Confidentiality, Integrity and Availability of Information Assets.

Protecting the Council against cyber threats and attacks ensuring that all the required technical and process controls are in place and audited/tested on annual basis.

Supporting the evaluation, procurement and implementation of new Business Systems and services.

Supporting and advising Business Transformation and Digital Development projects on both technology and implementation of solutions.

From 2012 onwards the IT Service has successfully delivered projects to rationalise and consolidate IT resources and assets with Winchester City Council as part of the shared IT service, enabling ongoing savings and avoidance of capital funding to both organisations. In addition to staff and assets, systems and applications (including third party) are being considered on a case by case basis to be rationalised and consolidated where feasible and appropriate in order to realise further benefits and savings relating to economies of scale. In addition to this IT Service will actively educate, promote and support the emerging culture of digital delivery of services and use of data and digital information driven by the Business Transformation team.

IT strategy sets out 5 year plan to design and deploy IT process and technology architecture which will enable the Council to deliver its services in cost efficient and flexible manner and at the same time supporting the emerging opportunities to change the service delivery model if or where required. This strategy will ensure that not only the traditional aspects of capacity, performance and availability are being met and constantly evaluated under the ethos "Evergreen IT" but also that the development of technology solutions and processes is driven by the user requirements focusing especially on usability and reliability regardless of the location.

Summary Estimates - by Activity

Principal Activities	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Management Team	(714,733)	(967,237)	(929,360)	(962,769)
Service Desk	5,201	66,700	51,530	70,484
Infrastructure	548,386	568,214	530,650	549,248
Corporate Services	288,313	332,320	347,180	343,035
Net Total Expenditure / (Income)	127,167	(3)	0	(2)

SUBJECTIVE SUMMARY

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	804,674	850,596	860,250	891,618
Premises Costs	1,506	1,440	1,430	120
Transport Costs	5,937	9,130	2,650	3,700
Supplies & Services	487,574	489,030	445,850	453,030
Support Service Costs	309,951	0	52,850	43,560
Capital Charges	96,312	74,081	108,630	58,820
Total Expenditure	1,705,953	1,424,277	1,471,660	1,450,848
<u>Income</u>				
Fees & Charges Income	(137,328)	(218,080)	(227,260)	(223,380)
Recharge Income	(1,441,458)	(1,206,200)	(1,244,400)	(1,227,470)
Total Income	(1,578,786)	(1,424,280)	(1,471,660)	(1,450,850)
Net Expenditure / (Income)	127,167	(3)	0	(2)

MANAGEMENT TEAM

Purpose

The Management Team sets the Council's IT strategy, undertakes reporting against targets and performance, and provides management, procurement and financial planning for the IT operation across the shared service.

Additional Information

As well as its responsibilities overseeing the management of the operation of the Council's IT systems, the team is also responsible for managing revenue and capital budgets.

The Management Team's key focus is to enhance the efficiency of the Council through appropriate deployment of information based systems. Further infrastructure savings and improvements will be sought through sharing IT Service resources and initiatives with Winchester City Council and development, maintenance and management of the Continual Service Improvement Programme (CSIP).

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	115,742	175,441	180,030	185,191
Premises Costs	41	0	0	0
Transport Costs	2,439	6,730	1,300	1,500
Supplies & Services	25,108	24,140	22,850	23,200
Support Service Costs	234,381	0	49,590	40,960
Capital Charges	45,593	23,362	58,680	15,500
Total Expenditure	423,303	229,673	312,450	266,351
<u>Income</u>				
Fees & Charges Income	(12,082)	(51,940)	(52,010)	(54,850)
Recharge Income	(1,125,954)	(1,144,970)	(1,189,800)	(1,174,270)
Total Income	(1,138,036)	(1,196,910)	(1,241,810)	(1,229,120)
Net Income	(714,733)	(967,237)	(929,360)	(962,769)

SERVICE DESK

Purpose

The IT Service Desk provides a quality, ITIL3 compliant helpdesk to its user base. Support is provided to all IT users and Councillors in both Test Valley and Winchester Councils.

Additional Information

The Service Desk acts as a first point of contact for users who have IT issues or requests for service. A service desk system is used to log and manage calls set against agreed service levels. The team liaises with all third party service and system providers to ensure these agreed service levels are achieved.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	241,000	228,110	222,460	234,694
Transport Costs	2,256	1,000	750	1,000
Supplies & Services	2,132	2,330	2,670	2,420
Support Service Costs	25,340	0	0	0
Total Expenditure	270,728	231,440	225,880	238,114
<u>Income</u>				
Fees & Charges Income	(123,871)	(164,740)	(174,350)	(167,630)
Recharge Income	(141,656)	0	0	0
Total Income	(265,527)	(164,740)	(174,350)	(167,630)
Net Expenditure / (Income)	5,201	66,700	51,530	70,484

INFRASTRUCTURE

Purpose

The Operations Team provides the core support to all users for the IT systems (both data processing and voice services) used throughout the shared service. The Operations Team will implement and maintain all corporate IT infrastructure and procedures and policies aligned with business needs, working closely with the Business Support Team.

Additional Information

The Operations Team supports all aspects of providing ICT services to partners' including data processing, storage and telephony systems, servers, networks and desktop clients.

The Operations Team also manage and monitor all aspects of infrastructure performance and availability. Support is provided for Internet and Intranet access and online services underpinning transformational government and service improvement initiatives. Leading industry standard technologies located in the councils' computer suites supply highly available business-critical systems to over 900 users' across the shared service partnership.

Corporate security including PSN (Public Services Network) security standards and technical architecture are also managed within the Service Support Team.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	298,735	312,245	316,430	326,808
Premises Costs	1,315	1,320	1,310	0
Transport Costs	1,103	1,200	600	1,000
Supplies & Services	174,424	205,980	165,610	181,370
Support Service Costs	25,340	0	0	0
Capital Charges	47,469	47,469	46,700	40,070
Total Expenditure	548,386	568,214	530,650	549,248

CORPORATE SERVICES

Purpose

The Business Development Team provides support and maintenance to all core line of business applications. In many cases this involves working closely with suppliers upgrading systems to ensure the IT systems are fully maintained to supported levels.

It is the responsibility of the Business Development Team to ensure all core business applications are fit for purpose and available for our customers. This team also delivers bespoke development and support functions including full GIS services, web development and database administration and application performance monitoring.

Additional Information

The Business Support Team supports the IT Management Team including all aspects of procurement, financial and budget administration functions to both partner organisations.

Although operational IT service management sits within the Service Support and Business Development, the Business Support Team will act as a liaison with the business to measure service performance. As primary liaison the team will also strategically identify new requirements that may contain initial 'first pass' business analysis work. This is then passed to the IT Management Team to consider as part of strategic direction and development of an IT Strategy.

The Business Support Team is responsible for the management of IT software and hardware licensing and all contract administration and third party management to ensure that agreements with partners and suppliers meet agreed service levels and ensure contractual obligations are met.

The Business Support Team also has significant contribution to the 'Change Control' process in conjunction with the Service Support Team acting as the lead in the CAB (Change Advisory Board). This team also provides IT Project and Programme Management support working alongside the other IT Team and any corporate Project Managers and external Third party Project teams.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	149,197	134,800	141,330	144,925
Premises Costs	150	120	120	120
Transport Costs	139	200	0	200
Supplies & Services	285,910	256,580	254,720	246,040
Support Service Costs	24,890	0	3,260	2,600
Capital Charges	3,250	3,250	3,250	3,250
Total Expenditure	463,536	394,950	402,680	397,135
<u>Income</u>				
Fees & Charges Income	(1,375)	(1,400)	(900)	(900)
Recharge Income	(173,848)	(61,230)	(54,600)	(53,200)
Total Income	(175,223)	(62,630)	(55,500)	(54,100)
Net Expenditure	288,313	332,320	347,180	343,035

**LEGAL & DEMOCRATIC SERVICE
ESTIMATES
2020/21**

LEGAL & DEMOCRATIC SERVICE

The Legal function is responsible for the provision of a wide range of legal services to the Council (both Councillors and Officers). In addition, the Head of Service is the Council's Monitoring Officer and Data Protection Officer.

The Service has overall responsibility for leading on the Data Protection Act 2018, General Data Protection Regulation 2016 ('GDPR'), Environmental Information Regulations 2014 and Freedom of Information Act 2000 functions.

The Democratic function is responsible for a variety of duties including the management of the Council's committees and decision making function, the Civic Office and Councillor support.

The Service is responsible for licensing functions and also has responsibility for the management of Local Land Charges and Assets of Community Value.

The Service is responsible for all electoral service functions.

The Service is responsible for the Council's emergency planning function and business continuity.

Principal Activities	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Legal				
Legal Function	190,884	(277,940)	(361,190)	(134,232)
Land Charges	(75,504)	(90,780)	(82,210)	(74,179)
Total - Legal	115,380	(368,720)	(443,400)	(208,411)
Democratic				
Council Elections	273,889	326,400	380,660	152,055
Registration of Electors	160,114	80,770	84,560	85,750
Total - Democratic	434,003	407,170	465,220	237,805
Licensing				
Betting, Gaming & Lotteries	24,923	(7,220)	(7,010)	(7,172)
Alcohol & Entertainment Licensing	(40,671)	(33,740)	(28,230)	(35,026)
Scrap Metal Dealer Licences	2,457	(120)	960	2,288
Hackney Carriages & Private Hire Vehicles	17,507	2,630	12,460	10,516
Total - Licensing	4,216	(38,450)	(21,820)	(29,394)
Net Total Expenditure	553,599	0	-	0

SUBJECTIVE SUMMARY

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	991,702	1,044,570	1,034,320	1,092,570
Premises Costs	3,690	29,760	91,600	31,060
Transport Costs	7,729	10,850	31,700	11,280
Supplies & Services	272,444	421,560	948,250	452,000
Support Service Costs	615,792	0	72,470	60,550
Total Expenditure	1,891,357	1,506,740	2,178,340	1,647,460
<u>Income</u>				
Fees & Charges Income	(505,088)	(461,900)	(1,046,400)	(689,260)
Recharge Income	(832,670)	(1,044,840)	(1,131,940)	(958,200)
Total Income	(1,337,758)	(1,506,740)	(2,178,340)	(1,647,460)
Net Expenditure	553,599	0	0	0

LEGAL AND DEMOCRATIC FUNCTION

Purpose

The main responsibility of the Legal Function is to provide a wide range of legal advice and expertise to the Council.

Additional Information

Advice and expertise provided includes: -

- Legal advice, including advice in Council and the Committees of the Council
- Conduct of litigation in the courts and at tribunals and inquiries.
- Preparation of contracts and agreements
- Preparation of statutory orders and notices
- Conveyancing, including sales and purchases of land, industrial leases and related matters, licences, agreements, easements, wayleaves and similar matters.
- Advice and representation in matters of information law.

The Head of Legal and Democratic has been given the statutory role of the Council's Monitoring Officer. The Monitoring Officer is responsible for ensuring that the Council complies with the law, that the Council's Constitution is kept up to date and that ethical standards are maintained throughout the Council making statutory reports and where necessary, conducting or arranging for investigations into alleged breaches of the Councillor Code of Conduct at Borough and Parish level.

Democratic Services main role is to administer and support the Council, Cabinet, Committee and other meetings of the Council providing support and guidance for officers and councillors as part of the decision making process. Democratic Services provides support for Councillors including administration of the Councillors Allowance Scheme and Member Development. The service also provides support for the Mayoral Office.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	687,811	749,100	699,870	768,368
Transport Costs	3,149	2,700	2,700	2,700
Supplies & Services	67,052	57,100	61,960	57,990
Support Service Costs	303,622	0	58,220	46,910
Total Expenditure	1,061,634	808,900	822,750	875,968
<u>Income</u>				
Fees & Charges Income	(74,740)	(42,000)	(52,000)	(52,000)
Recharge Income	(796,010)	(1,044,840)	(1,131,940)	(958,200)
Total Income	(870,750)	(1,086,840)	(1,183,940)	(1,010,200)
Net Expenditure / (Income)	190,884	(277,940)	(361,190)	(134,232)

LAND CHARGES

Purpose

The Council has a statutory duty to maintain a register of certain charges against land within its boundaries. A Local Land Charges team is employed to maintain this register and to assist members of the public in carrying out searches of the register.

Additional Information

Each full search request requires obtaining data from other teams in the Council including Building Control, Environmental Health, Development Control, and also from Hampshire County Council, and ensures that data is accurate.

The level of search fee is set locally and reviewed annually. Search requests are completed on average within 10 working days.

The Localism Act 2011 introduced the Community Right to Bid. The legislation requires that the Council maintains a list of Assets of Community Value. Appeals against registration are heard by Corporate Directors with the support of Legal and Democratic officers.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	54,383	69,150	68,090	76,001
Premises Costs	0	0	130	0
Transport Costs	307	500	500	500
Supplies & Services	66,665	84,570	92,240	92,560
Support Service Costs	36,910	0	1,830	1,760
Total Expenditure	158,265	154,220	162,790	170,821
Fees & Charges Income	(233,769)	(245,000)	(245,000)	(245,000)
Net Income	(75,504)	(90,780)	(82,210)	(74,179)

COUNCIL ELECTIONS

Purpose

The Council Elections team is responsible for carrying out the statutory function of the Authority to make arrangements for Parliamentary, European Parliamentary, County, Borough and Parish Council Elections, as well as any Referenda that occur.

Additional Information

Responsibilities include liaising with candidates and their agents, organising the supply of official election documents including ballot papers and postal voting packs, dispatch, opening and processing of postal votes, locating and staffing of polling stations, counting the ballot papers, declaring the result and preparing official returns.

Approximately 90 polling stations are used together with approximately 230 polling and 120 count staff at a normal local government election.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	133,559	123,270	156,820	139,915
Premises Costs	3,690	29,760	91,470	31,060
Transport Costs	318	3,900	24,850	4,330
Supplies & Services	21,348	169,470	678,840	184,910
Support Service Costs	129,620	0	0	0
Total Expenditure	288,535	326,400	951,980	360,215
<u>Income</u>				
Fees & Charges Income	(12,476)	0	(571,320)	(208,160)
Recharge Income	(2,170)	0	0	0
Total Income	(14,646)	0	(571,320)	(208,160)
Net Expenditure	273,889	326,400	380,660	152,055

REGISTRATION OF ELECTORS

Purpose

Maintaining the accuracy and completeness of the Register of Electors is a statutory function that the Council must conduct. A canvass must be carried out each year, with Household Enquiry Forms and reminders sent to the occupiers of all dwellings between July and December each year, with follow up actions required depending on the information contained in the return of the Household Enquiry Forms. The Register is updated from the information contained within the forms and a revised register is published on 1st December.

Additional Information

Individual Electoral Registration (IER) has been in place since June 2014 and electors have the requirement to register individually, rather than as a household. In order to be verified and confirmed on the register, potential electors have to provide National Insurance Numbers and dates of birth, along with other information to complete their registration. Electors are able to register to vote online, and can provide their details via email or over the telephone, as well as completing a hard copy registration form. Electors are able to be added and deleted from the Register throughout the year (except during the months of September to November when the annual canvass is taking place).

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	2,679	0	0	0
Transport Costs	2,660	3,000	3,000	3,000
Supplies & Services	94,535	94,270	93,690	95,090
Support Service Costs	78,400	0	4,870	4,660
Total Expenditure	178,274	97,270	101,560	102,750
Fees & Charges Income	(18,160)	(16,500)	(17,000)	(17,000)
Net Expenditure	160,114	80,770	84,560	85,750

BETTING, GAMING AND LOTTERIES

Purpose

The Council is required to maintain a register of permits issued for small lottery registrations and gaming machines. The Council also receives statutory returns for small lotteries.

Additional Information

The Gambling Act 2005 has resulted in the Council becoming responsible for the licensing of all premises relating to betting, gaming and lotteries (except the National Lottery). When determining applications under the Act the Council must have regard to the three licensing objectives: preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime; ensuring gambling is conducted in a fair and open way; and protecting children and other vulnerable persons from being harmed or exploited by gambling.

The fees for all licences and permits are set by the Council up to a maximum level which is determined by central government. Licences and permits for gambling premises, members' clubs, small lotteries and public houses with more than two gaming machines are subject to an annual fee. Currently, the Council licences eleven gambling premises and there are approximately 120 small lottery registrations. Public houses and similar alcohol licensed premises are automatically entitled to have two gaming machines and are required to merely notify the Council and pay a one-off fee of £50.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employees Costs	6,311	5,500	5,880	5,718
Supplies & Services	285	280	110	110
Support Service Costs	32,190	0	0	0
Total Expenditure	38,786	5,780	5,990	5,828
Fees & Charges Income	(13,863)	(13,000)	(13,000)	(13,000)
Net Expenditure / (Income)	24,923	(7,220)	(7,010)	(7,172)

ALCOHOL & ENTERTAINMENT LICENSING

Purpose

The licensing of places used for the provision of regulated entertainment, sale of alcohol and provision of late night refreshment is a duty imposed on Borough Councils by the Licensing Act 2003.

Additional Information

In licensing such places the Council must ensure that the four licensing objectives are met. These are; the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm.

Licence fees are set by central government and income relates to the annual fees premises are required to pay together with fees for applications for new licences and variations to existing licences.

The Council has a statutory responsibility for issuing a range of other licences. The Licensing Team deals with those relating to charitable street and house to house collections, scrap metal dealers, sex establishments and pavement cafes. The team also administers the use of four approved charity banners sites which can be used by community groups and others to advertise community events.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	62,508	54,870	58,290	57,814
Transport Costs	1,295	750	650	750
Supplies & Services	8,862	5,640	5,600	5,360
Support Service Costs	19,270	0	4,230	4,050
Total Expenditure	91,935	61,260	68,770	67,974
<u>Income</u>				
Fees & Charges Income	(103,996)	(95,000)	(97,000)	(103,000)
Recharge Income	(28,610)	0	0	0
Total Income	(132,606)	(95,000)	(97,000)	(103,000)
Net Income	(40,671)	(33,740)	(28,230)	(35,026)

SCRAP METAL DEALER LICENCES

Purpose

The Scrap Metal Dealers Act 2013 came into force on 1st October 2013 and replaced the existing registration schemes for scrap metal dealers and motor salvage operators. It introduced a revised regulatory regime for the scrap metal dealing and vehicle dismantling industries. The Act also provides local authorities and police officers with suitable powers of entry and inspection. Local authorities have to pass details of licences issued to the Environment Agency who will establish a national register of scrap metal dealers.

Additional Information

The Act is a response to the national problem of metal theft. The key features of the Act include: a requirement for all individuals and businesses to complete an enhanced application process to obtain a scrap metal dealer licence; local authorities have the power to turn down unsuitable applicants and revoke a licence; requiring all sellers of metal to provide personal identification at the point of sale, which is then recorded by the scrap metal dealer; extending the offence of buying metal with cash to itinerant metal collectors i.e. there will be no cash sales in any circumstances; new powers for the police and local authorities to enter and inspect sites; widening the definition of a scrap metal dealer to include motor salvage operators; and creating a new central public register, hosted by the Environment Agency, of all individuals and businesses licensed as scrap metal dealers.

Because central government has not amended the Functions Regulations the Act is deemed to be an Executive function and so matters are dealt with by the Cabinet and not the Licensing Committee. This may change in the future. The Council is able to charge a fee for the issuing of licences, albeit on a cost recovery basis only. There are two types of licence, site and collector. The higher fee for sites reflects the position that sites are likely to require more detailed inspections of records.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	3,155	2,750	2,930	2,858
Supplies & Services	32	30	30	30
Support Service Costs	60	0	0	0
Total Expenditure	3,247	2,780	2,960	2,888
Fees & Charges Income	(790)	(2,900)	(2,000)	(600)
Net Expenditure / (Income)	2,457	(120)	960	2,288

HACKNEY CARRIAGES & PRIVATE HIRE VEHICLES

Purpose

The Council has statutory responsibility for the issue of licences for Hackney Carriages and Private Hire Vehicles. This responsibility includes ensuring that drivers and operators / proprietors observe the relevant legal provisions and safeguard, as far as possible, the safety of the public.

Additional Information

All vehicles are inspected at least once a year (every six months for vehicles over six years old) and reports are received from the Disclosure and Barring Service and the Driver and Vehicle Licensing Agency before driver licences are issued.

It is estimated that approximately 240 vehicles will be licensed in the year along with over 300 drivers and approximately 75 operators.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	41,296	39,930	42,440	41,896
Supplies & Services	13,665	10,200	15,780	15,950
Support Service Costs	15,720	0	3,320	3,170
Total Expenditure	70,681	50,130	61,540	61,016
<u>Income</u>				
Fees & Charges Income	(47,294)	(47,500)	(49,080)	(50,500)
Recharge Income	(5,880)	0	0	0
Total Income	(53,174)	(47,500)	(49,080)	(50,500)
Net Expenditure	17,507	2,630	12,460	10,516

**PLANNING & BUILDING SERVICE
ESTIMATES
2020/21**

PLANNING & BUILDING SERVICE

The Planning & Building Service is primarily engaged with the processing of planning and building regulation applications, enforcement of planning legislation and compliance with building regulations, Building Act and Land Drainage Act. It also provides advice and guidance on conservation matters, listed buildings, tree preservation orders and landscape.

Aims

To conserve and enhance the natural, man-made and historic environment of Test Valley and to ensure that new development is of a high quality of design and construction and contributes to improving housing and community facilities, economic prosperity, sustainable integrated transport and social wellbeing.

Principal Activities	Actual 2018/19	Original Estimate 2019/20	Forecast 2019/20 £	Original Estimate 2020/21 £
Development Control & Enforcement	2,323,955	1,691,932	2,130,951	2,052,273
Building Control	61,548	(29,586)	(21,676)	98
Net Total Expenditure	2,385,503	1,662,346	2,109,275	2,052,371

SUBJECTIVE SUMMARY

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	2,538,229	2,327,066	2,415,398	2,492,721
Premises Costs	932	660	730	660
Transport Costs	38,960	48,710	36,427	36,380
Supplies & Services	343,903	303,450	359,420	269,460
Support Service Costs	1,197,924	782,980	1,141,030	1,070,810
Total Expenditure	4,119,948	3,462,866	3,953,005	3,870,031
<u>Income</u>				
Fees & Charges Income	(1,734,445)	(1,774,040)	(1,816,800)	(1,790,340)
Recharge Income	0	(26,480)	(26,930)	(27,320)
Total Income	(1,734,445)	(1,800,520)	(1,843,730)	(1,817,660)
Net Total Expenditure	2,385,503	1,662,346	2,109,275	2,052,371

DEVELOPMENT CONTROL AND ENFORCEMENT

Purpose

The primary task of this team is the statutory processing of planning applications and defending associated appeals. Responsibilities also include the enforcement of planning control and checking compliance with planning conditions.

Additional Information

In addition the Service provides pre-application advice for applicants and agents. It also provides advice and guidance on the policy aspects of conservation, design and landscape. It prepares Tree Preservation Orders and is responsible for dealing with applications for works to trees.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	2,216,307	1,987,912	2,075,011	2,134,903
Premises Costs	932	660	730	660
Transport Costs	22,404	25,600	22,100	21,600
Other Supplies & Services	316,469	267,260	329,320	234,520
Support Service Costs	1,130,344	782,980	1,119,520	1,050,210
Total Expenditure	3,686,456	3,064,412	3,546,681	3,441,893
<u>Income</u>				
Fees & Charges Income	(1,362,501)	(1,346,000)	(1,388,800)	(1,362,300)
Recharge Income	0	(26,480)	(26,930)	(27,320)
Total Income	(1,362,501)	(1,372,480)	(1,415,730)	(1,389,620)
Net Expenditure	2,323,955	1,691,932	2,130,951	2,052,273

BUILDING CONTROL

Purpose

The Building Control Consultancy is responsible for ensuring that alterations and extensions to existing buildings and the construction of new buildings comply with the statutory requirements of Building Regulations. The Consultancy is also responsible for dealing with dangerous structures reported to the Council, demolition of buildings and land drainage issues. These responsibilities are set out in the Building Act 1984 and the Land Drainage Act 1991.

Sewerage: Sewerage and Drainage

In accordance with Council policy, a reactive service is provided in respect of any cases of flooding being reported within the Borough.

The Building Control Consultancy investigates and helps to resolve any matter relating to the blockage or obstruction of land drainage ditches.

Additional Information

Charges relating to the Building Regulation element of the work are required to be set with an aim of a full cost recovery on a year on year basis ensuring that users of the service only pay for the service received.

In order to do this, surveyors allocate their time between fee and non-fee earning work. Fee earning work consists of the administration of the regulations and allied legislation and involves the examination of plans and the inspection of any building works subject to compliance. Non-fee earning work covers the other areas that Building Control is responsible for and includes dealing with dangerous structures, demolition works and land drainage issues.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	321,922	339,154	340,387	357,818
Transport Costs	16,556	23,110	14,327	14,780
Supplies & Services	27,434	36,190	30,100	34,940
Support Service Costs	67,580	0	21,510	20,600
Total Expenditure	433,492	398,454	406,324	428,138
Fees & Charges Income	(371,944)	(428,040)	(428,000)	(428,040)
Net Expenditure / (Income)	61,548	(29,586)	(21,676)	98

**PLANNING POLICY & ECONOMIC
DEVELOPMENT
ESTIMATES
2020/21**

Planning Policy & Economic Development

Aim:

Our aim is to deliver the strategic planning, climate change and economic development function for the Borough and to help deliver the infrastructure required to support our communities.

Summary:

The role of the Planning Policy teams are to produce the development plan for the Borough to set out the vision and broad objectives for development for the next 20 years, the policies to deliver them and the locations for development including housing, employment, retail, leisure and transport. The officers advise the Council on strategic planning matters at a national, county, sub regional and local level. The Service also works with the Borough's communities on the delivery of community planning including neighbourhood plans and village design statements, infrastructure delivery and working with organisations to enhance public and community transport and promoting sustainable travel choices in the borough.

The Service also leads on the Council's response to the declared climate emergency.

The Economic Development function of the Service covers various elements of the Council's economic activities, many of which involve partnerships with other organisations and agencies. It includes promoting economic activity throughout Test Valley including Andover and Romsey town centres, the rural economy, the tourism sector and on business parks. It provides business support directly through the Business Incentive Grant, Independent Retailer Grant and Andover Skills Training Fund and indirectly through many initiatives, including the Test Valley Business Awards, Business networking events, etc.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Principal Activities				
Planning Policy	506,241	577,068	744,640	768,677
Local Development Framework	95,654	155,151	201,500	108,064
Total Planning Policy	601,895	732,219	946,140	876,741
Economic Development & Promotion	108,261	76,170	82,240	80,920
Promotion of Tourism	114,735	97,950	172,270	101,420
Total Economic Development and Promotion	222,996	174,120	254,510	182,340
Town Centre Management	35,750	19,370	21,280	20,740
Net Total Expenditure	860,640	925,709	1,221,930	1,079,821

SUBJECTIVE SUMMARY

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	442,362	430,599	489,480	532,131
Premises Costs	8,892	4,870	71,400	5,180
Transport Costs	6,718	4,910	10,860	10,880
Supplies & Services	463,563	417,790	802,460	379,440
Contract Costs				
Support Service Costs	353,811	132,600	222,150	206,810
Capital Charges				
Total Expenditure	1,275,346	990,769	1,596,350	1,134,441
<u>Income</u>				
Fees & Charges Income	(144,734)	(42,500)	(350,140)	(28,500)
Recharge Income	(269,972)	(22,560)	(24,280)	(26,120)
Total Income	(414,706)	(65,060)	(374,420)	(54,620)
Net Expenditure	860,640	925,709	1,221,930	1,079,821

PLANNING POLICY

Purpose

The primary purpose of the team is to prepare the Development Plan for the borough in accordance with Government requirements. This comprises a number of documents including; the Revised Borough Local Plan DPD, a future Gypsy & Traveller DPD along with the Statement of Community Involvement, Local Development Scheme and Supplementary Planning Documents (SPD). An Authorities Monitoring Report (AMR) to monitor progress is also produced. These documents are significant for all of the Council's strategic priorities as identified in the Corporate Plan. The team leads on the implementation of the Council's Climate Emergency.

Additional Information

The key challenge for the coming year will be implementing the adopted Revised Local Plan DPD and continuing work on the next version of the local plan. The adopted document sets out the vision and broad objectives for development in the borough for the next 20 years, the policies to deliver them and the locations for development including housing, employment, retail, leisure and transport. Continued engagement with the community and collecting evidence will be a task for the coming year.

Within the borough there are four new neighbourhoods under construction, at Augusta Park, Picket Piece, Picket Twenty and Abbotswood. The Planning Policy Team lead the officer working group which is co-ordinating the work of the Council in implementing the section 106 agreements.

The Community Infrastructure Levy (CIL) has been adopted and mechanisms put in place which allow for organisations to bid for funds.

The team covers the Infrastructure Planning function for the Council. This covers working with organisations to deliver and enhance infrastructure provision including community transport. The team also promotes sustainable travel choices in the borough.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	380,379	388,338	465,390	507,427
Premises Costs	230	350	350	350
Transport Costs	3,567	1,670	7,600	7,580
Grants	49,272	50,040	50,020	50,430
Other Supplies & Services	26,074	26,630	27,790	26,380
Support Service Costs	316,691	132,600	217,770	202,630
Total Expenditure	776,213	599,628	768,920	794,797
Recharge Income	(269,972)	(22,560)	(24,280)	(26,120)
Net Expenditure	506,241	577,068	744,640	768,677

LOCAL DEVELOPMENT FRAMEWORK

Purpose

The primary purpose of the team is to prepare the Development Plan for the borough in accordance with Government requirements. This comprises a number of documents including; the Revised Borough Local Plan DPD, a future Gypsy & Traveller DPD along with the Statement of Community Involvement, Local Development Scheme and Supplementary Planning Documents (SPD). An Authorities Monitoring Report (AMR) to monitor progress is also produced. These documents are significant for all of the Council's strategic priorities as identified in the Corporate Plan. The team leads on the implementation of the Council's Sustainability Framework.

The team leads on the implementation of the Council's Climate Emergency.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	61,983	42,261	24,090	24,704
Premises Hire	51	0	0	0
Transport Costs	152	230	230	230
Supplies & Services	143,725	127,660	498,680	83,130
Support Service Costs	930	0	0	0
Total Expenditure	206,841	170,151	523,000	108,064
Fees & Charges Income	(111,187)	(15,000)	(321,500)	0
Net Expenditure	95,654	155,151	201,500	108,064

ECONOMIC DEVELOPMENT & PROMOTION

Purpose

Economic development and promotion is an important area of work across the Borough as reflected in the Corporate Plan. This area of the service covers various elements of the Council's economic activities, many of which involve partnerships with other organisations and agencies.

Additional Information

The diversity of activities includes:

Promoting economic activity throughout Test Valley including Andover and Romsey town centres, on business parks, the rural economy (e.g. through LEADER Programmes), Andover's manufacturing/engineering sector and the tourism sector.

Business Support directly through the Business Incentive Grant, Independent Retailer Grant and Andover Skills Training Fund and indirectly through many initiatives, including Meet the Buyer and the Test Valley Business Awards.

Provision of accommodation for start-up businesses on flexible terms (e.g. Walworth Enterprise Centre and the Basepoint Andover Business and Innovation Centre).

Assisting business organisations, such as Enterprise Agency and working with rural businesses.

Promoting learning and skills training, particularly in Andover, by delivering the £500,000 Andover Skills Training Fund; annual Andover Junior Graduation ceremonies; and throughout the Borough by the Test Valley Skills Zone Partnership and using S.106 agreements to secure construction apprenticeships.

Manage the delivery of the Economic Development Strategy action plan.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	1,322	0	240	240
Transport Costs	1,639	1,650	1,670	1,710
Supplies & Services	128,536	102,020	105,440	104,230
Support Service Costs	10,260	0	3,390	3,240
Total Expenditure	141,757	103,670	110,740	109,420
<u>Income</u>				
Fees & Charges Income	(33,496)	(27,500)	(28,500)	(28,500)
Net Expenditure	108,261	76,170	82,240	80,920

PROMOTION OF TOURISM

Purpose

The Council is committed to improving the visitor opportunities within the Borough and seeks ways of encouraging visitors from within and outside the Borough to make use of its attractive environment and facilities on offer. It is responsible for the Tourist Information Centre in Romsey by funding Tourism South East to manage the facility.

Additional Information

Test Valley has a wide range of attractions for local residents and visitors to enjoy. The Council aims to advertise and promote the Borough as a tourist destination, producing promotional literature. Examples include the annual Test Valley Visitor Guide, Test Valley Churches, Sprat and Winkle Line, Test Valley Vineyards and Get Out and Walk to promote the area's attractive countryside and extensive rights of way. The Council supports tourist accommodation through the local quality assessment scheme and by hosting regular liaison events for businesses and the hospitality sector including the Hampshire Hospitality Awards.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	7,289	4,520	70,810	4,590
Transport Costs	1,360	1,360	1,360	1,360
Grants	72,180	72,180	72,900	73,630
Other Supplies & Services	28,077	19,890	27,130	21,640
Support Service Costs	5,880	0	210	200
Total Expenditure	114,786	97,950	172,410	101,420
<u>Income</u>				
Fees & Charges Income	(51)	0	(140)	0
Net Expenditure	114,735	97,950	172,270	101,420

TOWN CENTRE MANAGEMENT

Purpose

One of the Council's key priorities is to enhance the quality and vitality of Andover and Romsey town centres. It aims to do this by supporting new initiatives to improve the range and quality of what the town can offer to residents, businesses and visitors.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Grants	15,000	19,370	20,500	20,000
Other Supplies & Services	700	0	0	0
Support Service Costs	20,050	0	780	740
Net Expenditure	35,750	19,370	21,280	20,740

**PROPERTY AND ASSET MANAGEMENT
SERVICE
ESTIMATES
2020/21**

PROPERTY AND ASSET MANAGEMENT SERVICE

Aim:

The Service offers Property and Asset Management solutions to meet the needs of Test Valley Borough Council, its citizens and businesses.

Summary:

The property and Asset Management Service is responsible for managing properties owned by the Council which contribute towards the Council's Corporate Plan 2019-23 priorities.

The Service is managed by the Head of Property and Asset Management, assisted by three managers. These are a Senior Valuer who deals with asset management through commercial and industrial lettings; a Principle Building Surveyor who is responsible for reactive, planned and cyclical maintenance encapsulated in the Council's Asset Management Plan and an Engineering and Transport Manager who is responsible for the management and enforcement of the Council's off-street car parks, the management of on-street parking restrictions, providing advice on planning applications and delivery of transport schemes. It also undertakes street naming and numbering and their maintenance along with maintenance of Council owned bus shelters.

PROPERTY AND ASSET MANAGEMENT SERVICE

SUMMARY ESTIMATES

Principal Activities	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Estates Support Unit	953,817	1,934,230	59,960	51,262
Property Portfolio				
Andover Market	(19,319)	(29,690)	5,290	4,480
Business Park Development	(5,723,570)	(5,903,320)	(5,640,850)	(5,769,186)
Investment Properties	(1,061,272)	(1,138,870)	(1,055,600)	(1,189,056)
Union Street	(82,212)	(76,630)	(36,430)	(39,360)
Chantry Centre	(1,375,171)	(371,400)	(353,320)	(54,400)
Corporate Properties	(318,012)	(570,060)	(489,470)	(501,015)
Total - Property Portfolio	(8,579,556)	(8,089,970)	(7,570,380)	(7,548,537)
Premises Management				
Public Halls	424,389	288,005	532,580	477,710
Leisure Facilities	47,614	45,110	35,620	38,510
Andover Bus Station	15,184	15,910	110,520	95,080
Public Conveniences	212,129	154,940	208,670	194,660
Office Accommodation	(9,027)	692,700	230,070	246,249
Depot Costs	(7,165)	(6,500)	69,510	66,200
Andover Magistrates Court	72,783	73,670	80,810	74,010
Maintenance Works	245,251	132,990	177,240	227,625
Reactive / Planned Maintenance	7	395,730	106,490	302,730
Building Cleaning	78,164	2,710	91,150	93,140
Total - Premises Management	1,079,329	1,795,265	1,642,660	1,815,914
Transportation				
Engineers	97,517	194,960	528,570	317,329
Highways	160,422	7,800	11,330	13,830
Parking	(947,760)	(1,244,355)	(1,000,740)	(778,216)
Community Transport	54,785	61,000	55,000	55,000
Total - Transportation	(635,036)	(980,595)	(405,840)	(392,057)
Net Total Income	(7,181,446)	(5,341,070)	(6,273,600)	(6,073,418)

SUBJECTIVE SUMMARY

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	2,295,177	2,309,350	2,024,110	2,201,395
Premises Costs	2,691,271	2,415,550	3,274,970	3,644,160
Transport Costs	47,701	40,190	34,260	25,380
Supplies & Services	829,481	1,007,070	1,087,410	1,440,810
Contract Costs	183,016	385,000	235,080	492,660
Transfer Costs	54,785	61,000	55,000	55,000
Support Service Costs	1,471,906	820,870	2,639,850	2,556,220
Capital Charges	1,743,188	595,470	1,064,790	863,720
Total Expenditure	9,316,525	7,634,500	10,415,470	11,279,345
<u>Income</u>				
Fees & Charges Income	(12,768,116)	(11,766,200)	(13,323,400)	(14,098,103)
Recharge Income	(3,729,855)	(1,209,370)	(3,365,670)	(3,254,660)
Total Income	(16,497,971)	(12,975,570)	(16,689,070)	(17,352,763)
Net Income	(7,181,446)	(5,341,070)	(6,273,600)	(6,073,418)

ESTATES SUPPORT UNIT

Purpose

The Estates Support Unit manages the Council's commercial property portfolio as well as providing property and valuation advice to the Council and its respective Services. The unit also maintains the Council's corporate property records and the property asset register.

Additional Information

At 31 March 2019 the Service was responsible for land and property with a value of around £130M, this now includes Car Parks. Rental income generated by these assets is approximately £10M per annum. Rental income for 2020/21 is estimated to be approximately £10M due to the purchase of new investment properties (This does not include Car Park

The Estates Service Team also operates the Council room booking system, which allows members of the public to use The Rendezvous, Guildhall, Crosfield Hall and meeting rooms at Beech Hurst. Bookings for Andover High Street are also managed by the team.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	956,949	970,940	828,540	844,442
Premises Costs	168	0	970	0
Transport Costs	10,464	9,160	4,080	6,000
Supplies & Services	91,055	159,740	97,400	93,270
Support Service Costs	257,231	820,870	893,240	843,500
Total Expenditure	1,315,867	1,960,710	1,824,230	1,787,212
<u>Income</u>				
Recharge Income	(362,050)	(26,480)	(1,764,270)	(1,735,950)
Net Expenditure	953,817	1,934,230	59,960	51,262

ANDOVER MARKET

Purpose

Andover Charter Market encourages the promotion of local economic sustainability, together with the provision of market stalls that complement the existing High Street retail facilities. It provides excellent quality and value with opportunity for entrepreneurial spirit, and is a significant factor in increasing town centre footfall.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	9,921	10,310	10,540	10,310
Support Service Costs	10,760	0	34,750	34,170
Total Expenditure	20,681	10,310	45,290	44,480
Fees & Charges Income	(40,000)	(40,000)	(40,000)	(40,000)
Net Income	(19,319)	(29,690)	5,290	4,480

BUSINESS PARK DEVELOPMENT

Purpose

The Council owns the freehold of Andover's major commercial areas; Walworth and East and West Portway Business Parks. This area of the service deals with the letting and management of these sites.

Additional Information

The three commercial areas in Andover cover approximately 400 acres and are home to about 400 businesses employing some 5,000 people. One of the Council's key aims is to develop a vision for Andover's business parks. Work on the rejuvenation of Walworth Business Park with Kier is currently underway, as part of a 15 year partnership.

Walworth Enterprise Centre, now under the management of Kier, consists of 38 small business units. Lettings are operated on an 'easy in / easy out' all inclusive basis and are thus ideally suited for new, small businesses who do not wish to be tied to long term lease arrangements.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	187,934	125,050	156,840	111,910
Supplies & Services	219,359	215,950	226,510	223,000
Support Service Costs	120,240	0	347,480	341,720
Sub-Contractor Costs	0	0	130	0
Total Expenditure	527,533	341,000	730,960	676,630
Fees & Charges Income	(6,251,103)	(6,244,320)	(6,371,810)	(6,445,816)
Net Income	(5,723,570)	(5,903,320)	(5,640,850)	(5,769,186)

INVESTMENT PROPERTIES

Purpose

To increase the revenue stream to the Council

Additional Information

The Council has purchased several investment properties both within and outside the Borough.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	72,553	26,670	34,730	20,260
Supplies & Services	7,092	0	8,300	4,000
Support Service Costs	0	0	86,870	85,430
Total Expenditure	79,645	26,670	129,900	109,690
Fees & Charges Income	(1,140,917)	(1,165,540)	(1,185,500)	(1,298,746)
Net Income	(1,061,272)	(1,138,870)	(1,055,600)	(1,189,056)

UNION STREET

Purpose

Union Street was originally constructed to provide replacement shops for those displaced from the town centre in the 1960's.

Additional Information

Union Street is also home to The Rendezvous community facility.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	4,129	4,190	4,290	3,630
Supplies & Services	1,235	0	500	0
Support Service Costs	1,500	0	52,070	51,280
Total Expenditure	6,864	4,190	56,860	54,910
Fees & Charges Income	(89,076)	(80,820)	(93,290)	(94,270)
Net Income	(82,212)	(76,630)	(36,430)	(39,360)

CHANTRY CENTRE

Purpose

The Council owns the freehold to the Chantry Centre in Andover. This facility provides a range of shops under one roof and is directly linked to Andover Bus Station.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	0	0	0	52,250
Premises Costs	5,669	3,200	895,930	1,373,820
Supplies and Services	0	0	186,000	556,790
Support Service Costs	18,510	0	69,490	68,350
Third Party Payments	0	0	0	257,660
Capital Charges	0	0	359,800	359,800
Total Expenditure	24,179	3,200	1,511,220	2,668,670
Fees & Charges Income	(1,399,350)	(374,600)	(1,864,540)	(2,723,070)
Net Income	(1,375,171)	(371,400)	(353,320)	(54,400)

CORPORATE PROPERTIES

Purpose

In addition to its investment property, the Council also owns and manages its operational property; offices, depots, community facilities, leisure facilities, public halls, public conveniences, sports pavilions and cemeteries. A miscellaneous investment portfolio of shops, offices, workshops and agricultural land is also held throughout the Borough.

Additional Information

The Service generates income of approximately of £650,000 through lettings to third parties. Included in this figure is the Council's income share from the Odeon Cinema development.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	163,682	69,570	76,130	47,880
Supplies & Services	19,907	11,300	11,360	11,100
Third Party Payments	0	0	200	0
Support Service Costs	192,060	0	86,870	85,430
Capital Charges	6,462	6,460	6,460	6,460
Total Expenditure	382,111	87,330	181,020	150,870
<u>Income</u>				
Fees & Charges Income	(700,123)	(657,390)	(670,490)	(651,885)
Net Income	(318,012)	(570,060)	(489,470)	(501,015)

PUBLIC HALLS & HIGH STREET BOOKINGS

Purpose

The Council maintains a number of community centres as well as public halls across the Borough to provide facilities for the local community to hold meetings and events.

The prosperity of the High Street is supported by providing bookable space for groups to book and use the High Street. The 'Time Ring' provides centrally located accessible High Street space.

Additional Information

The main halls included are the Upper Guildhall and The Rendezvous in the north of the Borough and Crosfield Hall in the south, for which buildings management and booking services are carried out. The main conference rooms within the Beech Hurst office complex are also available for hire. Both the Andover Guildhall and Crosfield Hall have undergone substantial renovation; Crosfield Hall has also gained an extended and improved annexe.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	183,838	90,015	135,590	90,670
Supplies & Services	18,378	14,730	13,290	13,540
Support Service Costs	125,730	0	277,980	273,380
Capital Charges	154,019	237,340	170,850	170,850
Total Expenditure	481,965	342,085	597,710	548,440
Fees & Charges Income	(57,576)	(54,080)	(65,130)	(70,730)
Net Expenditure	424,389	288,005	532,580	477,710

LEISURE FACILITIES

Purpose

The Estates Service is responsible for the utility bills for some of the Borough's Leisure facilities.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	47,614	45,110	35,620	38,510
Total Expenditure	47,614	45,110	35,620	38,510

ANDOVER BUS STATION

Purpose

To operate the Bus Station financed primarily by Hampshire County Council. This cost is partly covered by rental income from the facility, particularly from Stagecoach.

Additional Information

The Premises cost includes the non-domestic rates charge.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	88,388	68,730	76,560	70,800
Supplies & Services	697	200	1,300	940
Support Service Costs	0	0	69,490	68,350
Total Expenditure	89,085	68,930	147,350	140,090
<u>Income</u>				
Fees & Charges Income	(73,901)	(53,020)	(36,830)	(45,010)
Total Income	(73,901)	(53,020)	(36,830)	(45,010)
Net Expenditure / (Income)	15,184	15,910	110,520	95,080

PUBLIC CONVENIENCES

Purpose

The Council currently provides public conveniences across the Borough, all of which are free to use and have baby changing rooms and facilities for disabled people - and also operates the Community Toilet Scheme in Andover.

Additional Information

The service is responsible for the cleaning and maintenance of the facilities that it owns.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	0	54,970	0	57,820
Premises Costs	155,719	131,090	128,660	111,600
Supplies & Services	5,039	12,540	9,550	12,500
Support Service Costs	40,503	0	52,120	51,260
Capital Charges	10,868	10,870	18,340	18,340
Total Expenditure	212,129	209,470	208,670	251,520
Recharge Income	0	(54,530)	0	(56,860)
Net Expenditure	212,129	154,940	208,670	194,660

OFFICE ACCOMMODATION

Purpose

This Service is responsible for the day to day provision, running and maintenance of the Council's main office accommodation for staff at Beech Hurst, Andover and the Former Magistrates Court, Romsey.

The Service is also responsible for the Council's depot accommodation at Macadam Way, Portway Business Park, Andover and Bourne House, Romsey.

Additional Information

The amounts shown in the capital charges represent depreciation of the Council's office buildings.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Beech Hurst, Andover				
<u>Expenditure</u>				
Premises Costs	730,079	482,060	604,180	484,620
Supplies & Services	27,326	22,370	27,570	26,190
Contract Costs	27,701	33,000	32,500	33,000
Support Service Costs	15,950	0	34,750	34,170
Capital Charges	1,377,832	159,740	109,190	110,260
Total Expenditure	2,178,888	697,170	808,190	688,240
Fees & Charges Income	(200,220)	(178,030)	(177,690)	(178,030)
Net Expenditure	1,978,668	519,140	630,500	510,210
Former Magistrates Court, Romsey				
<u>Expenditure</u>				
Premises Costs	60,207	50,870	54,890	50,390
Supplies & Services	4,576	4,100	4,370	4,100
Support Services Costs	0	0	34,750	34,170
Third Party Payments	0	0	100	0
Capital Charges	18,946	18,950	18,950	18,950
Total Expenditure	83,729	73,920	113,060	107,610
Fees & Charges Income	(37,114)	(37,110)	(37,110)	(37,110)
Net Expenditure	46,615	36,810	75,950	70,500

OFFICE ACCOMMODATION (Cont.)

Purpose

The Premises Management budget includes all salaries and office costs incurred in carrying out the Council's premises management function.

Additional Information

The staff costs of the directly controlled public halls are included within the Employee Costs heading below and recharged to the Public Halls cost centres as Support Services costs. Only costs of employees working entirely on this function are charged here. Other office based staff are charged to the Estates Support Unit.

	Actual 2018/19	Original Estimate 2019/20	Forecast 2019/20	Original Estimate 2020/21
	£	£	£	£
Premises Management				
<u>Expenditure</u>				
Employee Costs	108,663	129,380	119,440	138,159
Transport Costs	162	100	130	100
Supplies & Services	5,705	7,270	6,110	5,340
Support Service Costs	28,940	0	34,890	34,310
Total Expenditure	143,470	136,750	160,570	177,909
Recharge Income	(155,260)	0	0	0
Net Expenditure / (Income)	(11,790)	136,750	160,570	177,909
General Office Accommodation				
Recharge Income	(2,022,520)	0	(636,950)	(512,370)
Net Expenditure/ (Income)	(9,027)	692,700	230,070	246,249

DEPOT COSTS

Purpose

The service is also responsible for the Council's depot accommodation at Macadam Way, Portway Business Park, Andover and Bourne House, Romsey.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	221,308	166,190	194,940	172,800
Supplies & Services	2,576	1,680	6,650	2,040
Support Service Costs	7,800	0	69,500	68,340
Third Party Payments	0	0	150	0
Capital Charges	64,471	69,250	65,030	69,700
Total Expenditure	296,155	237,120	336,270	312,880
Recharge Income	(303,320)	(243,620)	(266,760)	(246,680)
Net Expenditure / (Income)	(7,165)	(6,500)	69,510	66,200

ANDOVER MAGISTRATES COURT

Purpose

This building has been purchased to facilitate future plans for this location.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Premises Costs	57,021	67,340	74,480	67,680
Supplies & Services	9,434	0	0	0
Capital Charges	6,328	6,330	6,330	6,330
Total Expenditure	72,783	73,670	80,810	74,010

MAINTENANCE WORKS

Purpose

Planned repairs are based on a rolling programme of condition surveys, from which is derived a prioritised programme of repairs.

Additional Information

The Property Services team manage responsive, cyclical and planned maintenance of the Council's properties. There are some 84 industrial, commercial and operational sites, including the main Council offices at Beech Hurst and the Former Magistrates Court, depots, leisure facilities, public toilets and indirectly and directly controlled public halls. All works necessary to maintain, repair and keep safe Council buildings are co-ordinated through the Property Services team.

Planned Maintenance work is undertaken through the Asset Management Plan which is delivered annually. This is based on a programme of condition surveys, from which is derived a prioritised programme of repairs. The work includes high cost projects and enables these to be budgeted over a suitable period.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	287,079	311,910	276,720	328,495
Premises Costs	16,885	13,150	18,280	13,240
Transport Costs	21,935	19,900	20,050	12,460
Supplies & Services	79,868	140,780	99,450	100,990
Sub-Contractor Costs	155,315	350,000	200,000	200,000
Support Service Costs	155,339	0	86,870	85,430
Capital Charges	7,477	24,040	12,350	28,600
Total Expenditure	723,898	859,780	713,720	769,215
<u>Income</u>				
Recharge Income	(478,647)	(726,790)	(536,480)	(541,590)
Net Expenditure	245,251	132,990	177,240	227,625

REACTIVE / PLANNED MAINTENANCE

Purpose

Each year the Service completes a schedule of cyclical maintenance. Cyclical maintenance tasks ensure the need for more expensive repairs is minimised. Cyclical maintenance is also necessary to ensure statutory compliance, testing and certifying that buildings and building services are in a safe condition and fit for purpose.

Throughout the year the Service provides reactive maintenance cover, undertaking or managing urgent repairs and attending to malfunctions as the need arises to minimise disruption to the delivery of Council services and to protect the Council's properties. Reactive maintenance extends to projects that the Council needs completed at short notice.

Additional Information

The Property Services Team deal with reactive repairs and provide an out-of-hours service. All maintenance costs are charged to the relevant premises budget as they occur, so the outturn at the end of the year is £nil. Planned / cyclical costs are budgeted against the relevant premises budget.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Reactive Maintenance	7	395,730	106,490	302,730
Total Expenditure	7	395,730	106,490	302,730

BUILDING CLEANING

Purpose

Cleaning is provided by in-house staff, who are a part of the maintenance team. They feed back vital building condition information, whilst removing litter and controlling grime.

Additional Information

The team clean the offices at Beech Hurst, Portway Depot, the Lights in Andover, the Former Magistrates Court and Bourne House Depot in Romsey, as well as the public halls across the Borough. The Service also manages specialist and contract cleaners as necessary to supplement the in-house cleaning staff.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	147,526	133,080	138,660	141,520
Premises Costs	886	0	650	0
Supplies & Services	23,557	25,580	24,180	25,400
Sub-Contractor Costs	0	2,000	2,000	2,000
Support Service Costs	55,183	0	86,870	85,430
Total Expenditure	227,152	160,660	252,360	254,350
<u>Income</u>				
Recharge Income	(148,988)	(157,950)	(161,210)	(161,210)
Net Expenditure	78,164	2,710	91,150	93,140

ENGINEERS

Purpose

The principal function of the project engineers' team is the delivery of the transport schemes in the Borough on behalf of the County Council and its own schemes and projects in the capital programme.

The Team is responsible for the maintenance of the Council's public car parks. It also provides advice to other Services on engineering issues and delivery of schemes. The Team are also responsible for the maintenance of street nameplates and Council owned bus shelters.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	400,581	308,090	278,510	317,999
Premises Costs	1,029	790	1,540	790
Transport Costs	10,121	6,400	5,200	4,000
Supplies & Services	16,821	16,160	14,700	14,920
Support Service Costs	84,860	0	102,800	99,530
Capital Financing	40,615	25,490	260,490	25,490
Total Expenditure	554,027	356,930	663,240	462,729
<u>Income</u>				
Fees & Charges Income	(199,550)	(161,970)	(134,670)	(145,400)
Recharge Income	(256,960)	0	0	0
Total Income	(456,510)	(161,970)	(134,670)	(145,400)
Net Expenditure	97,517	194,960	528,570	317,329

HIGHWAYS

Purpose

The naming and numbering of properties within the borough and the provision and maintenance of street name plates.

The maintenance of bus shelter owned by the Council and town centre street furniture along with Council land at Andover High Street.

Additional Information

The Council generates an income from the naming and numbering of new properties and renaming of existing.

The Council also generate an income from the sale of advertising rights on bus shelters, which contributes towards the cost of maintaining the shelters.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Highways: Non-Agency				
<u>Expenditure</u>				
Premises Costs	46,661	47,050	50,440	42,140
Supplies and Services	12	0	0	0
Support Service Costs	23,510	0	140	140
Total Expenditure	70,183	47,050	50,580	42,280
Fees & Charges Income	(37,560)	(28,450)	(28,450)	(28,450)
Net Expenditure	32,623	18,600	22,130	13,830

HIGHWAYS (Cont.)

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Highways: Agency				
<u>Expenditure</u>				
Premises Costs	30	0	0	0
Supplies & Services	14,829	16,800	0	0
Support Service Costs	181,990	0	0	0
Total Expenditure	196,849	16,800	0	0
<u>Income</u>				
Fees & Charges Income	(69,050)	(27,600)	(10,800)	0
Total Income	(69,050)	(27,600)	(10,800)	0
Net Expenditure / (Income)	127,799	(10,800)	(10,800)	0
Net Expenditure for Highways	160,422	7,800	11,330	13,830

PARKING

Purpose

To manage the provision of the Council's car parks.

Additional Information

The primary costs included in the budget are for management, patrolling and maintenance of the Council's off street pay and display car parks. The Council manages 16 car parks in Andover and 8 in Romsey.

Previously the Council also managed on-street parking within the borough on behalf of HCC. This arrangement terminated on 31st Mar 2020

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	394,379	400,980	382,240	320,710
Premises Costs	637,543	618,435	613,220	630,380
Transport Costs	5,019	4,630	4,800	2,820
Supplies & Services	282,015	357,870	350,170	346,690
Support Service Costs	151,800	0	218,920	211,830
Capital Financing	56,170	37,000	37,000	48,940
Total Expenditure	1,526,926	1,418,915	1,606,350	1,561,370
<u>Income</u>				
Fees & Charges Income	(2,472,576)	(2,663,270)	(2,607,090)	(2,339,586)
Recharge Income	(2,110)	0	0	0
Total Income	(2,474,686)	(2,663,270)	(2,607,090)	(2,339,586)
Net Income	(947,760)	(1,244,355)	(1,000,740)	(778,216)

COMMUNITY TRANSPORT

Purpose

The Council supports community based organisations that provide transport for residents outside of the Concessionary Travel Scheme. The Service provides the lead with respect to the Council's involvement in community transport schemes.

Additional Information

The Council works closely with the community organisations and the County Council to support local transport schemes.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Transfer Payments	54,785	61,000	55,000	55,000
Total Expenditure	54,785	61,000	55,000	55,000

**REVENUES SERVICE
ESTIMATES
2020/21**

REVENUES SERVICE

Our aim is to provide a service that meets the needs of the customers and provides value for money. We will do this by:

- providing a contact centre that focuses on resolving customer enquiries at first contact; delivers on promises and creates lasting customer relationships;
- developing self-serve processes that make it easier for customers to transact online;
- paying the right people, the right amount of benefit at the right time;
- preventing and reducing fraud;
- issuing accurate bills and maximising collection rates.

The Revenues Service is responsible for four main areas. These are Customer Service, Housing Benefit, Council Tax (including Council Tax Support), and Business Rates. It is a large customer-facing Service, coming into contact with every household and business in the Borough. A large proportion of the work undertaken is a statutory requirement of Local Authorities.

The Customer Services Unit is the public face of the Council and provides a vital link between customers and Council services.

The Revenues Service is responsible for the assessment and payment of Housing Benefit to qualifying residents on a low income. An important area of work for this team is assisting residents to apply for the benefits they are entitled to, serving some of the most vulnerable residents in the Borough. This area of the Service's work is subject to significant external inspection.

The Revenues Service is responsible for ensuring that accurate Council Tax and Business Rates bills are sent to all liable parties after making allowances for any discounts, support or reliefs that may be applicable. The Service is also responsible for ensuring that, once billed, Council Tax and Business Rates are collected to ensure that income is maximised for the provision of local services.

The key challenges faced by the Service are; maintaining performance against key indicators; managing resources to respond to an increased demand for online services and a continually rising number of new properties; maintaining collection rates; liaising with external partners ensuring assistance is provided to vulnerable people; implementing various changes to legislation and Welfare Reforms, including Universal Credit and Business Rate Relief, often working to challenging deadlines.

REVENUES SERVICE
SUMMARY ESTIMATES

Principal Activities	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Revenues & Welfare	818,659	636,200	773,318	918,036
Council Tax Support Administration	445,309	426,130	451,990	445,460
Housing Benefit - Homelessness	38,707	10,000	10,000	10,000
Housing Benefit - Rent Allowances	(194,047)	(210,000)	(210,000)	(210,000)
Housing Benefit - Rent Allowances Administration	256,125	338,890	365,750	211,233
Customer Services Unit	165,305	965,040	0	9,680
Net Total Expenditure	1,530,058	2,166,260	1,391,058	1,384,409

SUBJECTIVE SUMMARY

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	1,906,042	1,826,940	1,793,610	1,871,426
Transport Costs	9,163	8,840	6,330	8,890
Supplies & Services	603,732	674,430	655,980	659,070
Transfer Payments	25,398,191	30,920,000	30,920,000	30,920,000
Support Service Costs	796,312	846,120	834,100	782,820
Total Expenditure	28,713,440	34,276,330	34,210,020	34,242,206
<u>Income</u>				
Fees & Charges	(174,079)	(163,080)	(162,990)	(157,370)
Subsidy Income	(26,117,491)	(31,763,910)	(31,760,300)	(31,836,230)
Other Government Grants	(187,233)	(180,000)	(188,242)	(186,187)
Recharge Income	(704,579)	(3,080)	(707,430)	(678,010)
Total Income	(27,183,382)	(32,110,070)	(32,818,962)	(32,857,797)
Net Total Expenditure	1,530,058	2,166,260	1,391,058	1,384,409

REVENUES & WELFARE

Purpose

The Council has a duty under the Local Government Finance Act 1992 to collect Council Tax from every domestic dwelling in the Borough on behalf of Hampshire County Council, the Hampshire Police & Crime Commissioner, Hampshire Fire & Rescue Service, Parish Councils within the Borough and to meet its own requirements.

Under the Local Government Finance Act 1988, the Council has a duty to collect Non-Domestic Rates from all non-domestic properties in the Borough. The level of Non-Domestic Rates is set by the Government and a proportion of rates collected is retained by the Council.

Additional Information

This budget covers the administration, billing, collection and recovery of Council Tax and Non-Domestic Rates.

The Council owns and maintains various buildings used for business purposes across the Borough and these properties are subject to charges for Non-Domestic Rates. These costs are included within premises costs on the relevant pages throughout this book.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	621,139	592,610	566,450	714,143
Transport Costs	4,207	2,750	1,010	2,750
Supplies & Services	221,464	168,010	163,590	172,750
Support Service Costs	333,161	215,910	393,500	371,950
Total Expenditure	1,179,971	979,280	1,124,550	1,261,593
<u>Income</u>				
Government Grant	(187,233)	(180,000)	(188,242)	(186,187)
Fees & Charges Income	(174,079)	(163,080)	(162,990)	(157,370)
Total Income	(361,312)	(343,080)	(351,232)	(343,557)
Net Expenditure	818,659	636,200	773,318	918,036

COUNCIL TAX SUPPORT ADMINISTRATION

Purpose

The Council has a statutory duty to provide Council Tax Support to qualifying residents and has some discretion in the amount of support it offers to working age claimants.

Additional Information

A grant is paid by Central Government for the administration of the Council Tax Support scheme. The full cost of Council Tax Support is shared with major precepting authorities.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	336,084	313,050	303,690	306,190
Transport Costs	1,648	2,150	1,700	2,150
Supplies & Services	47,594	44,400	34,650	37,840
Support Service Costs	150,064	160,300	204,020	191,790
Total Expenditure	535,390	519,900	544,060	537,970
<u>Income</u>				
Subsidy Income	(90,081)	(93,770)	(92,070)	(92,510)
Net Expenditure	445,309	426,130	451,990	445,460

HOUSING BENEFIT - HOMELESSNESS

Purpose

The Council provides Housing Benefit to homeless people and to families in short-term accommodation. Part of this cost is borne by the Council and not by the Department for Work & Pensions through the subsidy system.

Additional Information

The cost of benefits (shown below) is shown as income within the Housing Options section of the Housing & Environmental Health Service estimates. The costs derive from the rent payments made for bed & breakfast accommodation above the Council's current threshold as set by Central Government.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Homelessness Benefit Paid	71,686	20,000	20,000	20,000
Subsidy Income	(32,979)	(10,000)	(10,000)	(10,000)
Net Expenditure	38,707	10,000	10,000	10,000

HOUSING BENEFIT - RENT ALLOWANCES

Purpose

The Council has a statutory obligation to provide Housing Benefit to qualifying residents and seeks to ensure benefits are paid only to those people entitled to receive them.

Subsidy income is paid by the Department for Work & Pensions for the administration of the Housing Benefit scheme.

Additional Information

The net position on this activity is dependent on the amount of benefit subsidy being paid by the Government on overpayments, which is itself dependent on the performance of the Council's Benefit Unit and the performance on overpayment recovery. For this reason, the percentage borne by the Council may vary from year to year. Included in the expenditure estimate is the bad debt provision for each year.

The Expenditure and subsidy income for Housing Benefit Rent Allowances is expected to fall due to the transfer of cases to Universal Credit.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Bad Debt Provision	140,300	310,000	310,000	310,000
Housing Benefit Rent Allowances	25,326,505	30,900,000	30,900,000	30,900,000
Total Expenditure	25,466,805	31,210,000	31,210,000	31,210,000
Subsidy Income & Recoveries	(25,660,852)	(31,420,000)	(31,420,000)	(31,420,000)
Net Income	(194,047)	(210,000)	(210,000)	(210,000)

HOUSING BENEFIT - RENT ALLOWANCES ADMINISTRATION

Purpose

The Council has a statutory obligation to provide Housing Benefit to qualifying residents and seeks to ensure benefits are paid only to those people entitled to receive them.

Additional Information

The Department for Work & Pensions pays a subsidy to the Council in respect of the Housing Benefit paid out and provides a grant for the administration of the Housing Benefit scheme.

The overall caseload for Housing Benefit is reducing as residents transition from Housing Benefit to Universal Credit.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	368,462	350,010	330,130	275,213
Transport Costs	1,703	2,150	1,700	2,150
Supplies and Services	79,132	60,050	60,700	48,880
Support Service Costs	140,407	166,820	211,450	198,710
Total Expenditure	589,704	579,030	603,980	524,953
Subsidy Income	(333,579)	(240,140)	(238,230)	(313,720)
Net Expenditure	256,125	338,890	365,750	211,233

CUSTOMER SERVICES UNIT

Purpose

The Customer Services Unit is the public face of the Council and provides a vital link between customers and Council services.

Additional Information

The Unit aspires to provide a positive customer experience for everyone contacting the Council across the full range of contact methods.

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
<u>Expenditure</u>				
Employee Costs	580,357	571,270	593,340	575,880
Transport Costs	1,605	1,790	1,920	1,840
Supplies & Services	115,242	91,970	87,040	89,600
Support Service Costs	172,680	303,090	25,130	20,370
Total Expenditure	869,884	968,120	707,430	687,690
Recharge Income	(704,579)	(3,080)	(707,430)	(678,010)
Net Expenditure / (Income)	165,305	965,040	0	9,680

CAPITAL PROGRAMME
2019/20 - 2021/22

GENERAL FUND CAPITAL PROGRAMME

In addition to the Revenue budgets shown throughout this book, the Council also operates a capital programme. The capital programme is overseen by an officer led working party, with updates reported to Cabinet three times a year.

The proposed capital programme for 2020/21 was presented to Cabinet on 12th February 2020 and subsequently approved by Council on 26th February 2020.

Capital expenditure broadly falls under two categories; firstly the purchase or material improvement of an asset that will be shown in the Council's asset register; and secondly, expenditure that may be given in grant form to other individuals or organisations for which the Council receives no asset (e.g. grants to Parish Councils or Disabled Facilities Grants). In these cases or where the expenditure does not enhance the value or expected life of an asset it is shown in the relevant Service account as Capital Financing expenditure as seen throughout this book.

Summary Estimates

The total capital programme for identified schemes over a three year cycle 2019/20 to 2021/22 is expected to spend £23.575M and will draw £5.31M from capital reserves.

If all capital receipts and identified schemes expenditure are incurred as shown on the following pages, there will be no deficit on the capital programme. The costs associated with the current capital programme deficit have been incorporated in the budget pages throughout this book.

GENERAL FUND CAPITAL PROGRAMME AND FINANCING

SUMMARY ESTIMATES

	Forecast Estimate 2019/20 £'000	Original Estimate 2020/21 £'000	Original Estimate 2021/22 £'000
IDENTIFIED SCHEMES			
CAPITAL EXPENDITURE			
Asset Management Projects	1,962.8	2,788.0	
Community & Leisure	4,161.5	2,612.0	
Property & Asset Management	4,261.2	579.0	
Project Enterprise	3,035.1	196.5	
Housing & Environmental Health	800.0	950.0	
I.T.	9.3		
Affordable Housing	810.0	1,110.0	300.0
Total Approved Projects	15,039.9	8,235.5	300.0
CAPITAL FINANCING			
Capital Grants	750.0	850.0	
General Fund Capital Receipts	6,453.2	50.0	50.0
PWLB Loan	1,550.0		
Capital Contributions	8,001.7	7,359.4	1,151.9
Total	16,754.9	8,259.4	1,201.9
Required draw from / (contribution to) Balances	(1,715.0)	(23.9)	(901.9)
Total Financing	15,039.9	8,235.5	300.0

GENERAL FUND CAPITAL PROGRAMME AND FINANCING

SUMMARY ESTIMATES

	Forecast Estimate 2019/20 £'000	Original Estimate 2020/21 £'000	Original Estimate 2021/22 £'000
UNIDENTIFIED SCHEMES			
CAPITAL EXPENDITURE			
Community & Leisure	0.0	250.0	250.0
Project Enterprise	1,587.6	3,000.0	3,000.0
Total	1,587.6	3,250.0	3,250.0
CAPITAL FINANCING			
Capital Contributions	0.0	250.0	250.0
Total	0.0	250.0	250.0
Required draw from Balances	1,587.6	3,000.0	3,000.0
Total Financing	1,587.6	3,250.0	3,250.0

ASSET MANAGEMENT PROJECTS
CAPITAL PROGRAMME

Scheme	Forecast Estimate 2019/20 £'000	Original Estimate 2020/21 £'000	Original Estimate 2021/22 £'000
Land and Property Projects	617.5	1,420.0	
Vehicle and Plant Projects	1,132.7	1,275.0	
IT Equipment Projects	212.6	93.0	
Total Approved Programme	1,962.8	2,788.0	0.0

COMMUNITY & LEISURE
CAPITAL PROGRAMME

Scheme	Actual Expenditure to 2018/19 £'000	Forecast Estimate 2019/20 £'000	Original Estimate 2020/21 £'000	Original Estimate 2021/22 £'000
Ganger Farm - Sports & Recreation	4.5	635.5		
East Anton Public Art	52.0	26.5		
Charlton Lakes Footpath	42.0	2.0		
RSC Skate Park	7.5	172.5		
Knightwood Skate Park	148.9	10.5		
Andover War Memorial	5.7	19.3		
Upgrade War Memorial Park Play area	57.0	3.1		
Leisure Centre Contract	17,113.6	2,073.0	398.5	
Fitness Equipment - Valley Park		20.0		
Play Areas - Jubilee Park, Nursling	0.2	69.8		
Fishlake Meadows	184.3	170.5		
Public Art - Adanac Park	30.3	29.7		
Fitness Trail - Romsey		35.0		
Boundary fencing & hedging - land purchase	4.4	23.9	29.7	
Picket Twenty - Pavilion/pitch changes			1,400.0	
Picket Twenty - Phase 4 play area			148.1	
SANG - Sherfield English	2.0	80.0	100.0	
Kings Somborne Community Building Contribution		95.0		
Land Protection		54.5		
Ampfield Recreation Ground		122.0		
Abbotswood Pitches		39.3		
Plaza Theatre Stage House Rebuild			200.0	
Longparish Playground Redevelopment			40.0	
Charlton Lakes Bridge			100.4	
Valley Park Community Centre			79.5	
Over Wallop War Memorial			20.0	
Braishfield Village Hall			95.8	
Community Asset Fund - New projects 2018/19		250.0		
Community Asset Fund - O/S projects		229.4		
Total Approved Projects	17,652.4	4,161.5	2,612.0	0.0
Community Asset Fund Projects (not yet identified)			250.0	250.0
Total Community & Leisure Capital Programme	17,652.4	4,161.5	2,862.0	250.0

PROPERTY & ASSET MANAGEMENT SERVICE
CAPITAL PROGRAMME

Scheme	Actual Expenditure to 2018/19 £'000	Forecast Estimate 2019/20 £'000	Original Estimate 2020/21 £'000	Original Estimate 2021/22 £'000
Hampshire Community Bank	250.0	125.0	125.0	
Pocket Park, Town Mill Access & Environmental Enhancement	0.9	1,250.0		
Romsey Flood Alleviation Scheme		235.0		
Generator - Business Continuity		40.0		
Footpath link - Smannell to Augusta			164.0	
Strategic purchase		447.2		
Purchase Chantry Centre	7,780.3	71.5		
Chantry Centre Toilet Refurbishment		173.0		
Multi Storey Car Park Lift Refurbishment		136.4		
High St, Retail Units		1,549.0		
New Car Park Ticket Machines		179.1		
Southampton Rd, Pedestrian & Cycle Route			270.0	
Botley Rd, Informal Crossing Point		35.0		
The Old Creamery Footway		5.0	20.0	
Andover Town Centre WiFi		15.0		
Total Approved Programme	8,031.2	4,261.2	579.0	0.0

PROJECT ENTERPRISE
CAPITAL PROGRAMME

Scheme	Actual Expenditure to 2018/19 £'000	Forecast Estimate 2019/20 £'000	Original Estimate 2020/21 £'000	Original Estimate 2021/22 £'000
Columbus Quarter		1,000.0		
Solar Panels, Ganger Farm Pavilion		60.0		
Domestic Investment Property 14 - Galahad Close		181.1		
Domestic Investment Property 15		186.0		
Domestic Investment Property 16		195.6		
Domestic Investment Property 17			196.5	
Commercial Investment		1,412.4		
Total Approved Projects	0.0	3,035.1	196.5	0.0
Purchase of investment properties - yet to be identified		1,587.6	3,000.0	3,000.0
Total Project Enterprise Capital Programme	0.0	4,622.7	3,196.5	3,000.0

HOUSING & ENVIRONMENTAL HEALTH
CAPITAL PROGRAMME

Scheme	Forecast Estimate 2019/20 £'000	Original Estimate 2020/21 £'000	Original Estimate 2021/22 £'000
Renovations and Minor Works Grants	50.0	100.0	
Disabled Facilities Grants	750.0	850.0	
Total Approved Programme	800.0	950.0	0.0

I.T. SERVICE
CAPITAL PROGRAMME

Scheme	Forecast Estimate 2019/20 £'000	Original Estimate 2020/21 £'000	Original Estimate 2021/22 £'000
Sharepoint Server	9.3		
Total Approved Programme	9.3	0.0	0.0

AFFORDABLE HOUSING
CAPITAL PROGRAMME

Scheme	Forecast Estimate 2019/20 £'000	Original Estimate 2020/21 £'000	Original Estimate 2021/22 £'000
<u>Testway Covenant</u>			
Nightingale Lodge	810.0	810.0	
Registered providers		300.0	300.0
Total Housing Capital Programme	810.0	1,110.0	300.0

PORTFOLIO REVENUE INFORMATION

The Council's activities are divided into eight portfolios. All income and expenditure is attributable to a portfolio, with each portfolio being under the responsibility of a designated member of the Cabinet.

The current Portfolio holders are:

Portfolio	Portfolio Holder
Leader & Corporate Management	Cllr North
Deputy Leader & Planning	Cllr Adams-King
Community & Leisure	Cllr Jeffrey
Corporate	Cllr Mrs Tasker
Economic Development & Tourism	Cllr Drew
Environmental	Cllr Mrs Johnston
Finance	Cllr Mrs Flood
Housing & Environmental Health	Cllr Bundy

The following pages show the Service revenue budgets re-stated by Portfolio.

PORTFOLIO REVENUE INFORMATION

SUMMARY ESTIMATES

	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Leader & Corporate Management	1,827,602	561,205	730,962	670,465
Deputy Leader & Planning	2,480,566	1,533,823	2,727,963	2,547,055
Community & Leisure	2,567,844	2,166,023	3,285,756	2,122,630
Corporate	4,008,932	3,164,413	2,447,070	1,373,512
Economic Development & Tourism	310,222	252,530	333,110	263,430
Environmental	5,405,118	5,029,885	5,222,674	5,374,531
Finance	(5,285,209)	(3,280,108)	(4,511,390)	(4,306,632)
Housing & Environmental Health	1,107,972	3,189,146	3,406,525	3,919,598
Total - All Portfolios	12,423,047	12,616,917	13,642,670	11,964,589

PORTFOLIO REVENUE INFORMATION

LEADER & CORPORATE PORTFOLIO	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Chief Executive's Office				
Chief Executive's Office	146,485	0	0	(1)
Human Resources Service	26,214	(40,100)	(37,000)	(40,704)
Human Resources Function	7,341	40,100	37,000	40,700
Total Expenditure	180,040	0	0	(5)
Corporate & Democratic Core				
Advising Other Public Bodies	580	0	0	0
Corporate Subscriptions	22,455	22,260	22,000	23,020
Corporate Public Relations, Information & Consultation	165,464	12,300	14,470	14,800
Corporate Management	1,343,883	511,925	681,242	617,950
Delivering Public Services Electronically	43,940	12,000	12,000	12,000
Strategic Partnership	71,240	2,720	1,250	2,700
Total Expenditure	1,647,562	561,205	730,962	670,470
Net Revenue Expenditure for LEADER'S PORTFOLIO	1,827,602	561,205	730,962	670,465

PORTFOLIO REVENUE INFORMATION

DEPUTY LEADER & PLANNING PORTFOLIO	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Planning Policy & Economic Development				
Planning Policy	599,752	671,630	779,328	768,677
Local Development Framework	95,184	144,151	190,500	108,064
Total Expenditure	694,936	815,781	969,828	876,741
Corporate & Democratic Core				
Romsey Future	8,595	10,000	10,000	10,000
South of Romsey Town Centre Project	0	0	44,700	0
Total Expenditure	8,595	10,000	54,700	10,000
Premises & Asset Management				
Estates Support Unit	26,568	26,291	0	0
Engineers	88,879	195,160	528,770	317,529
Highways	169,060	7,600	11,130	13,630
Parking	(947,761)	(1,244,355)	(1,000,740)	(778,216)
Community Transport	54,785	61,000	55,000	55,000
Total Income	(608,469)	(954,304)	(405,840)	(392,057)
Planning & Building				
Development Control & Enforcement	2,323,956	1,691,932	2,130,951	2,052,273
Building Control	61,548	(29,586)	(21,676)	98
Total Expenditure	2,385,504	1,662,346	2,109,275	2,052,371
Net Revenue Expenditure for PLANNING AND BUILDING PORTFOLIO	2,480,566	1,533,823	2,727,963	2,547,055

PORTFOLIO REVENUE INFORMATION

COMMUNITY & LEISURE PORTFOLIO	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Community & Leisure				
Leisure Management				
Leisure Management	3,815	0	0	3,299
Total Expenditure	3,815	0	0	3,299
Parks, Countryside & Sport				
Managed Sports Facilities	(1,399,891)	(737,447)	(728,844)	(1,213,820)
Outdoor Sports Facilities	454,052	432,694	512,250	415,763
Playgrounds	180,764	167,856	194,970	182,690
Sports Development	31,565	18,070	25,120	25,970
Cemeteries	(10,052)	(85,370)	(16,000)	(79,090)
Grounds Maintenance	348,162	99,950	365,440	113,300
Nature Reserves	128,778	131,393	211,080	137,147
Urban Parks & Open Spaces	471,936	367,291	430,140	395,114
Total Expenditure	205,314	394,437	994,156	(22,926)
Community Development				
Community Engagement	1,460,529	1,182,374	1,713,190	1,535,492
Total Expenditure	1,460,529	1,182,374	1,713,190	1,535,492
Arts & Culture				
Andover Events Programme	13,080	11,170	14,540	15,640
Arts Function	31,002	26,326	10,390	28,324
The Lights	854,104	551,716	553,480	562,801
Total Expenditure	898,186	589,212	578,410	606,765
Net Revenue Expenditure for COMMUNITY & LEISURE PORTFOLIO	2,567,844	2,166,023	3,285,756	2,122,630

PORTFOLIO REVENUE INFORMATION

CORPORATE PORTFOLIO	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Corporate & Democratic Core				
Emergency Planning	33,159	33,640	35,280	33,753
Councillors	832,421	458,780	480,590	471,020
Councillor Meetings	456,448	403,400	430,050	420,800
Officer/Member Working Groups	2,130	0	0	0
Monitoring Officer	61,370	17,120	17,280	18,380
Mayoral Office	87,213	38,240	36,630	38,000
Civic Ceremonies	10,632	6,500	7,000	7,500
Allocated Central Overheads	26,630	19,256	201,350	158,172
Non-Distributable Costs	1,652,860	1,222,440	1,238,890	216,210
Total Expenditure	3,162,863	2,199,376	2,447,070	1,363,835
Information Technology				
Management Team	(714,733)	(967,237)	(929,360)	(962,769)
Service Desk	5,201	66,700	51,530	70,484
Infrastructure	548,386	568,214	530,650	549,247
Corporate Services	288,313	332,320	347,180	343,035
Total Expenditure / (Income)	127,167	(3)	0	(3)
Legal & Democratic				
Legal Service	190,884	(277,940)	(361,190)	(134,232)
Land Charges	(75,504)	(90,780)	(82,210)	(74,179)
Council Elections	273,888	326,400	380,660	152,055
Registration of Electors	160,115	80,770	84,560	85,750
Lotteries, Amusements & Gaming Permits	24,922	(7,220)	(7,010)	(7,172)
Alcohol & Entertainment Licensing	(40,672)	(33,740)	(28,230)	(35,026)
Scrap Metal Dealers	2,457	(120)	960	2,288
Hackney Carriages & Private Hire Vehicles	17,507	2,630	12,460	10,516
Total Expenditure	553,597	0	0	0
Revenues Service				
Customer Services Unit	165,305	965,040	0	9,680
Total Expenditure / (Income)	165,305	965,040	0	9,680
 Net Revenue Expenditure for CORPORATE PORTFOLIO	 4,008,932	 3,164,413	 2,447,070	 1,373,512

PORTFOLIO REVENUE INFORMATION

ECONOMIC DEVELOPMENT & TOURISM PORTFOLIO	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Community & Leisure				
Heritage	51,476	59,040	57,320	60,350
Total Expenditure	51,476	59,040	57,320	60,350
Planning Policy & Economic Development				
Economic Development & Promotion	108,261	76,170	82,240	80,920
Promotion of Tourism	114,735	97,950	172,270	101,420
Town Centre Management	35,750	19,370	21,280	20,740
Total Expenditure	258,746	193,490	275,790	203,080
Net Revenue Expenditure for ECONOMIC DEVELOPMENT & TOURISM PORTFOLIO	310,222	252,530	333,110	263,430

PORTFOLIO REVENUE INFORMATION

ENVIRONMENTAL PORTFOLIO	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Environmental Service				
Grounds Maintenance	1,425,619	1,386,411	1,322,760	1,359,472
ES Technical	0	0	0	287,320
Waste Collection	2,585,567	2,323,969	2,605,421	2,571,300
Garden Waste Collection	(38,224)	(103,768)	(77,653)	(92,288)
Street Cleansing	1,245,136	1,243,356	1,191,006	1,095,426
Vehicle Workshop (inc Fuel)	159,534	144,662	146,060	140,315
Operational Overheads	26,736	24,255	24,080	12,986
Total Expenditure	5,404,368	5,018,885	5,211,674	5,374,531
Planning Policy & Economic Development				
Sustainability	750	11,000	11,000	0
Total Expenditure	750	11,000	11,000	0
 Net Revenue Expenditure for ENVIRONMENTAL PORTFOLIO	 5,405,118	 5,029,885	 5,222,674	 5,374,531

PORTFOLIO REVENUE INFORMATION

FINANCE PORTFOLIO	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Estates, Economic Development & Transport				
Estates Support Unit	833,738	1,813,377	25,272	51,262
Business Park Development	(5,723,570)	(5,903,320)	(5,640,850)	(5,769,186)
Investment Properties	(1,061,272)	(1,138,870)	(1,055,600)	(1,189,056)
Corporate Properties	(318,013)	(570,060)	(489,470)	(501,015)
Union Street	(82,212)	(76,630)	(36,430)	(39,360)
Chantry Centre	(1,375,172)	(371,400)	(353,320)	(54,400)
Andover Bus Station	15,184	15,910	110,520	95,080
Andover Magistrates Court	72,783	73,670	80,810	74,010
Andover Market	(19,319)	(29,690)	5,290	4,480
High Street Bookings & Farmers Market	(704)	(440)	66,580	65,900
Public Halls	425,092	288,445	466,000	411,810
Public Conveniences	212,129	154,940	208,670	194,660
Office Accommodation	(9,028)	692,700	230,070	246,249
Building Maintenance	245,259	528,720	283,730	530,355
Building Cleaning	78,164	2,710	91,150	93,140
Depot Costs	(7,165)	(6,500)	69,510	66,200
Leisure Facilities	47,614	45,110	35,620	38,510
Total Income	(6,666,492)	(4,481,328)	(5,902,448)	(5,681,361)
Finance				
Finance Service	16,530	0	0	0
Total Expenditure	16,530	0	0	0
Revenues Service				
Council Tax Support Administration	445,308	426,130	451,990	445,460
Housing Benefit	100,785	138,890	165,750	11,233
Local Taxation Services	818,660	636,200	773,318	918,036
Total Expenditure	1,364,753	1,201,220	1,391,058	1,374,729
Net Revenue Income for FINANCE PORTFOLIO	(5,285,209)	(3,280,108)	(4,511,390)	(4,306,632)

PORTFOLIO REVENUE INFORMATION

HOUSING & ENVIRONMENTAL HEALTH PORTFOLIO	Actual 2018/19 £	Original Estimate 2019/20 £	Forecast 2019/20 £	Original Estimate 2020/21 £
Housing & Environmental Health				
General Management	1,918	0	0	1,719
Housing Options	574,961	709,398	1,164,215	1,251,077
Hampshire Home Choice	14,244	1,654	1,020	1,856
Housing Development	67,300	1,129,754	947,140	1,135,914
Business Support	1,195	0	0	1,573
Pest Control	127,799	71,176	135,470	118,040
Environmental Protection	312,417	340,100	405,640	398,842
Housing Standards	(394,360)	328,861	107,780	383,622
Animal Welfare	103,879	112,476	127,150	120,958
Health Protection	298,619	495,727	518,110	505,997
Total Expenditure	1,107,972	3,189,146	3,406,525	3,919,598
Net Revenue Expenditure for HOUSING & ENVIRONMENTAL HEALTH PORTFOLIO	1,107,972	3,189,146	3,406,525	3,919,598

COUNCIL TAX RESOLUTION 2020/21

The Test Valley Borough Council as Billing Authority for the Test Valley Borough Council area, on the 26th day of February 2020

Resolved:

- 1 That, having approved the revised revenue forecast for the year 2019/20 and the revenue estimates for the year 2020/21, together with the revised capital programme for the year 2019/20 and the capital programme for the year 2020/21.
- 2 That for the purposes of Section 35 (2) (d) of the Local Government Finance Act 1992 as amended (the Act), the sum of **£344,513**, being the aggregate sum of expenses in relation to public halls, burial grounds, sports grounds and playgrounds incurred by the Council in performing in the parish of Andover the functions not performed by the Town Council, shall be treated as Special Expenses and any expenditure other than the **£344,513** herein specified shall be treated as general expenses. This equates to an amount of £21.12 per Band D Council Tax.
- 3 That it be noted that the Head of Revenues, in consultation with the Head of Finance, calculated the Council Tax Base for 2020/21 for the whole Borough area as 49,855 (Item T in the formula in Section 33(1) of the Act) and, in those parts of its area to which a Parish precept relates as per the table below:-

Parish of	Tax Base
Abbotts Ann	646
Ampfield	892
Amport	553
Andover Town	16,313
Appleshaw	271
Ashley	40
Awbridge	357
Barton Stacey	394
Bossington	22
Braishfield	355
Broughton	558
Bullington	61
Charlton	861
Chilbolton	535
Chilworth	663
East Dean	95
East Tytherley	91
Enham Alamein	260
Facombe	46
Fyfield	139
Goodworth Clatford	414
Grateley	253
Houghton	218
Hurstbourne Tarrant	387
Kimpton	170
King's Somborne	716
Leckford	60
Linkenholt	25
Little Somborne	41
Lockerley	373

Parish of	Tax Base
Longparish	341
Longstock	217
Melchet Park & Plaitford	132
Michelmersh & Timsbury	446
Monxton	137
Mottisfont	147
Nether Wallop	392
North Baddesley	2,516
Nursling & Rownhams	2,355
Over Wallop	774
Penton Grafton	355
Penton Mewsey	174
Quarley	77
Romsey Extra	2,283
Romsey Town	5,780
Sherfield English	335
Shipton Bellinger	502
Smannell	142
Stockbridge	337
Tangley	298
Thrupton	290
Upper Clatford	649
Valley Park	3,007
Vernham Dean	292
Wellow	1,509
West Tytherley, Frenchmoor & Buckholt	309
Wherwell	250
	49,855

4 That the following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 32 to 34 and 36 of the Act and subsequent regulations: -

4(a) **£115,948,415** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2) of the Act taking into account all precepts issued to it by Parish/Town Councils.

4(b) **£106,587,810** being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) of the Act.

4(c) **£9,360,605** being the amount by which the aggregate at 4(a) above exceeds the aggregate at 4(b) above, calculated by the Council in accordance with Section 32(4) of the Act as its Council Tax requirement for the year (Item R in the formula in Section 33(1) of the Act).

4(d) **£187.76** being the amount at 4(c) above (Item R), divided by 3 above (Item T), calculated by the Council in accordance with Section 33 of the Act, as the basic amount of its Council Tax for the year (including Parish/Town precepts).

4(e) **£2,061,353** being the aggregate amount of all special items (the amount at 2 above and Parish/Town precepts) referred to in Section 34(1) of the Act.

4(f) £146.41

being the amount at 4(d) above less the result given by dividing the amount at 4(e) above by 3 above (Item T), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish/Town precept relates.

4(g) Part of the Council's area

Parish of	£
Abbotts Ann	194.40
Ampfield	189.84
Amport	167.21
Andover Town	188.63
Appleshaw	194.38
Awbridge	171.26
Barton Stacey	196.91
Braishfield	203.03
Broughton	195.69
Bullington	193.95
Charlton	169.64
Chilbolton	173.51
Chilworth	191.66
East Dean	183.25
East Tytherley	186.70
Enham Alamein	175.08
Fyfield	211.16
Goodworth Clatford	209.00
Grateley	179.61
Houghton	199.16
Hurstbourne Tarrant	185.94
Kimpton	202.29
King's Somborne	231.56
Lockerley	196.51
Longparish	203.76
Longstock	183.28
Melchet Park & Plaitford	170.65
Michelmersh & Timsbury	181.16
Monxton	198.53
Mottisfont	190.69
Nether Wallop	230.02
North Baddesley	202.30
Nursling & Rownhams	173.16
Over Wallop	187.75
Penton Grafton	174.58
Penton Mewsey	215.38
Quarley	186.67
Romsey Extra	169.65
Romsey Town	199.94
Sherfield English	176.26
Shipton Bellinger	208.16
Smannell	165.76
Stockbridge	205.76
Tangley	178.29
Thrupton	199.00

Parish of	£
Upper Clatford	170.57
Valley Park	159.11
Vernham Dean	180.66
Wellow	192.12
West Tytherley, Frenchmoor & Buckholt	193.34
Wherwell	182.41
All other parts of the Council's area	146.41

being the amounts given by adding to the amount at 4(f) above, the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the Council Tax Base for that part of the Council's area, calculated by the Council in accordance with Section 34(3) of the Act as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

4(h) Part of the Council's area

Valuation Bands

Parish of	A £	B £	C £	D £	E £	F £	G £	H £
Abbotts Ann	129.60	151.20	172.80	194.40	237.60	280.80	324.00	388.80
Ampfield	126.56	147.65	168.74	189.84	232.03	274.21	316.40	379.68
Amport	111.48	130.05	148.63	167.21	204.37	241.52	278.69	334.42
Andover Town	125.76	146.71	167.67	188.63	230.55	272.47	314.39	377.26
Appleshaw	129.59	151.18	172.78	194.38	237.58	280.77	323.97	388.76
Awbridge	114.18	133.20	152.23	171.26	209.32	247.37	285.44	342.52
Barton Stacey	131.28	153.15	175.03	196.91	240.67	284.42	328.19	393.82
Braishfield	135.36	157.91	180.47	203.03	248.15	293.26	338.39	406.06
Broughton	130.46	152.20	173.94	195.69	239.18	282.66	326.15	391.38
Bullington	129.30	150.85	172.40	193.95	237.05	280.15	323.25	387.90
Charlton	113.10	131.94	150.79	169.64	207.34	245.03	282.74	339.28
Chilbolton	115.68	134.95	154.23	173.51	212.07	250.62	289.19	347.02
Chilworth	127.78	149.06	170.36	191.66	234.26	276.84	319.44	383.32
East Dean	122.17	142.52	162.89	183.25	223.98	264.69	305.42	366.50
East Tytherley	124.47	145.21	165.95	186.70	228.19	269.68	311.17	373.40
Enham Alamein	116.72	136.17	155.62	175.08	213.99	252.89	291.80	350.16
Fyfield	140.78	164.23	187.70	211.16	258.09	305.01	351.94	422.32
Goodworth Clatford	139.34	162.55	185.78	209.00	255.45	301.89	348.34	418.00
Grateley	119.74	139.69	159.65	179.61	219.53	259.44	299.35	359.22
Houghton	132.78	154.90	177.03	199.16	243.42	287.67	331.94	398.32
Hurstbourne Tarrant	123.96	144.62	165.28	185.94	227.26	268.58	309.90	371.88
Kimpton	134.86	157.33	179.81	202.29	247.25	292.20	337.15	404.58
King's Somborne	154.38	180.10	205.83	231.56	283.02	334.47	385.94	463.12
Lockerley	131.01	152.84	174.67	196.51	240.18	283.85	327.52	393.02
Longparish	135.84	158.48	181.12	203.76	249.04	294.32	339.60	407.52
Longstock	122.19	142.55	162.91	183.28	224.01	264.74	305.47	366.56
Melchet Park & Plaitford	113.77	132.72	151.69	170.65	208.58	246.49	284.42	341.30
Michelmersh & Timsbury	120.78	140.90	161.03	181.16	221.42	261.67	301.94	362.32
Monxton	132.36	154.41	176.47	198.53	242.65	286.76	330.89	397.06
Mottisfont	127.13	148.31	169.50	190.69	233.07	275.44	317.82	381.38
Nether Wallop	153.35	178.90	204.46	230.02	281.14	332.25	383.37	460.04
North Baddesley	134.87	157.34	179.82	202.30	247.26	292.21	337.17	404.60
Nursling & Rownhams	115.44	134.68	153.92	173.16	211.64	250.12	288.60	346.32
Over Wallop	125.17	146.02	166.89	187.75	229.48	271.19	312.92	375.50

	A	B	C	D	E	F	G	H
Parish of	£	£	£	£	£	£	£	£
Penton Grafton	116.39	135.78	155.18	174.58	213.38	252.17	290.97	349.16
Penton Mewsey	143.59	167.51	191.45	215.38	263.25	311.10	358.97	430.76
Quarley	124.45	145.18	165.93	186.67	228.16	269.63	311.12	373.34
Romsey Extra	113.10	131.95	150.80	169.65	207.35	245.05	282.75	339.30
Romsey Town	133.30	155.50	177.72	199.94	244.38	288.80	333.24	399.88
Sherfield English	117.51	137.09	156.67	176.26	215.43	254.60	293.77	352.52
Shipton Bellinger	138.78	161.90	185.03	208.16	254.42	300.67	346.94	416.32
Smannell	110.51	128.92	147.34	165.76	202.60	239.43	276.27	331.52
Stockbridge	137.18	160.03	182.90	205.76	251.49	297.21	342.94	411.52
Tangley	118.86	138.67	158.48	178.29	217.91	257.53	297.15	356.58
Thrupton	132.67	154.77	176.89	199.00	243.23	287.44	331.67	398.00
Upper Clatford	113.72	132.66	151.62	170.57	208.48	246.38	284.29	341.14
Valley Park	106.08	123.75	141.43	159.11	194.47	229.82	265.19	318.22
Vernham Dean	120.44	140.51	160.58	180.66	220.81	260.95	301.10	361.32
Wellow	128.08	149.42	170.77	192.12	234.82	277.51	320.20	384.24
W Tytherley, Frenchmoor & Buckholt	128.90	150.37	171.86	193.34	236.31	279.27	322.24	386.68
Wherwell	121.61	141.87	162.14	182.41	222.95	263.48	304.02	364.82
All other parts of the Council's area	97.61	113.87	130.14	146.41	178.95	211.48	244.02	292.82

being the amounts given by multiplying the amounts at 4(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which, in that proportion, is applicable to dwellings listed in valuation band D, calculated by the Council in accordance with Section 36(1) of the Act as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 5 That in accordance with Section 52B of the Act, the Council's basic amount of Council Tax for the year 2020/21 is not excessive.
- 6 That the following details in respect of precept authorities be noted:
- 6(a) For the year 2020/21, the **Hampshire County Council** have stated the following amounts in precepts issued to the Council, in accordance with the requirements of the Act, for each of the categories of dwellings shown below:

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
857.52	1,000.44	1,143.36	1,286.28	1,572.12	1,857.96	2,143.80	2,572.56

- 6(b) For the year 2020/21, the **Police and Crime Commissioner for Hampshire** has stated the following amounts in precepts issued to the Council, in accordance with the requirements of the Act, for each of the categories of dwellings shown below:

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
140.97	164.47	187.96	211.46	258.45	305.44	352.43	422.92

- 6(c) For the year 2020/21, the **Hampshire Fire and Rescue Authority** have stated the following amounts in precepts issued to the Council, in accordance with the requirements of the Act, for each of the categories of dwellings shown below:

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
46.04	53.71	61.39	69.06	84.41	99.75	115.10	138.12

- 7 That having calculated the aggregate in each case of the amounts at 4(h) and 6(a), 6(b) and 6(c) above, the Council, in accordance with the requirements of the Act, hereby sets the following amounts as the amounts of Council Tax for each of its areas for the year 2020/21 for each of the categories of dwellings shown below:

Valuation Bands

Parish of	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Abbotts Ann	1,174.13	1,369.82	1,565.51	1,761.20	2,152.58	2,543.95	2,935.33	3,522.40
Ampfield	1,171.09	1,366.27	1,561.45	1,756.64	2,147.01	2,537.36	2,927.73	3,513.28
Amport	1,156.01	1,348.67	1,541.34	1,734.01	2,119.35	2,504.67	2,890.02	3,468.02
Andover Town	1,170.29	1,365.33	1,560.38	1,755.43	2,145.53	2,535.62	2,925.72	3,510.86
Appleshaw	1,174.12	1,369.80	1,565.49	1,761.18	2,152.56	2,543.92	2,935.30	3,522.36
Awbridge	1,158.71	1,351.82	1,544.94	1,738.06	2,124.30	2,510.52	2,896.77	3,476.12
Barton Stacey	1,175.81	1,371.77	1,567.74	1,763.71	2,155.65	2,547.57	2,939.52	3,527.42
Braishfield	1,179.89	1,376.53	1,573.18	1,769.83	2,163.13	2,556.41	2,949.72	3,539.66
Broughton	1,174.99	1,370.82	1,566.65	1,762.49	2,154.16	2,545.81	2,937.48	3,524.98
Bullington	1,173.83	1,369.47	1,565.11	1,760.75	2,152.03	2,543.30	2,934.58	3,521.50
Charlton	1,157.63	1,350.56	1,543.50	1,736.44	2,122.32	2,508.18	2,894.07	3,472.88
Chilbolton	1,160.21	1,353.57	1,546.94	1,740.31	2,127.05	2,513.77	2,900.52	3,480.62
Chilworth	1,172.31	1,367.68	1,563.07	1,758.46	2,149.24	2,539.99	2,930.77	3,516.92
East Dean	1,166.70	1,361.14	1,555.60	1,750.05	2,138.96	2,527.84	2,916.75	3,500.10
East Tytherley	1,169.00	1,363.83	1,558.66	1,753.50	2,143.17	2,532.83	2,922.50	3,507.00
Enham Alamein	1,161.25	1,354.79	1,548.33	1,741.88	2,128.97	2,516.04	2,903.13	3,483.76
Fyfield	1,185.31	1,382.85	1,580.41	1,777.96	2,173.07	2,568.16	2,963.27	3,555.92
Goodworth Clatford	1,183.87	1,381.17	1,578.49	1,775.80	2,170.43	2,565.04	2,959.67	3,551.60
Grateley	1,164.27	1,358.31	1,552.36	1,746.41	2,134.51	2,522.59	2,910.68	3,492.82
Houghton	1,177.31	1,373.52	1,569.74	1,765.96	2,158.40	2,550.82	2,943.27	3,531.92
Hurstbourne Tarrant	1,168.49	1,363.24	1,557.99	1,752.74	2,142.24	2,531.73	2,921.23	3,505.48
Kimpton	1,179.39	1,375.95	1,572.52	1,769.09	2,162.23	2,555.35	2,948.48	3,538.18
King's Somborne	1,198.91	1,398.72	1,598.54	1,798.36	2,198.00	2,597.62	2,997.27	3,596.72
Lockerley	1,175.54	1,371.46	1,567.38	1,763.31	2,155.16	2,547.00	2,938.85	3,526.62
Longparish	1,180.37	1,377.10	1,573.83	1,770.56	2,164.02	2,557.47	2,950.93	3,541.12
Longstock	1,166.72	1,361.17	1,555.62	1,750.08	2,138.99	2,527.89	2,916.80	3,500.16
Melchet Park & Plaitford	1,158.30	1,351.34	1,544.40	1,737.45	2,123.56	2,509.64	2,895.75	3,474.90

	A	B	C	D	E	F	G	H
Parish of	£	£	£	£	£	£	£	£
Michelmersh & Timsbury	1,165.31	1,359.52	1,553.74	1,747.96	2,136.40	2,524.82	2,913.27	3,495.92
Monxton	1,176.89	1,373.03	1,569.18	1,765.33	2,157.63	2,549.91	2,942.22	3,530.66
Mottisfont	1,171.66	1,366.93	1,562.21	1,757.49	2,148.05	2,538.59	2,929.15	3,514.98
Nether Wallop	1,197.88	1,397.52	1,597.17	1,796.82	2,196.12	2,595.40	2,994.70	3,593.64
North Baddesley	1,179.40	1,375.96	1,572.53	1,769.10	2,162.24	2,555.36	2,948.50	3,538.20
Nursling & Rownhams	1,159.97	1,353.30	1,546.63	1,739.96	2,126.62	2,513.27	2,899.93	3,479.92
Over Wallop	1,169.70	1,364.64	1,559.60	1,754.55	2,144.46	2,534.34	2,924.25	3,509.10
Penton Grafton	1,160.92	1,354.40	1,547.89	1,741.38	2,128.36	2,515.32	2,902.30	3,482.76
Penton Mewsey	1,188.12	1,386.13	1,584.16	1,782.18	2,178.23	2,574.25	2,970.30	3,564.36
Quarley	1,168.98	1,363.80	1,558.64	1,753.47	2,143.14	2,532.78	2,922.45	3,506.94
Romsey Extra	1,157.63	1,350.57	1,543.51	1,736.45	2,122.33	2,508.20	2,894.08	3,472.90
Romsey Town	1,177.83	1,374.12	1,570.43	1,766.74	2,159.36	2,551.95	2,944.57	3,533.48
Sherfield English	1,162.04	1,355.71	1,549.38	1,743.06	2,130.41	2,517.75	2,905.10	3,486.12
Shipton Bellinger	1,183.31	1,380.52	1,577.74	1,774.96	2,169.40	2,563.82	2,958.27	3,549.92
Smannell	1,155.04	1,347.54	1,540.05	1,732.56	2,117.58	2,502.58	2,887.60	3,465.12
Stockbridge	1,181.71	1,378.65	1,575.61	1,772.56	2,166.47	2,560.36	2,954.27	3,545.12
Tangley	1,163.39	1,357.29	1,551.19	1,745.09	2,132.89	2,520.68	2,908.48	3,490.18
Thrupton	1,177.20	1,373.39	1,569.60	1,765.80	2,158.21	2,550.59	2,943.00	3,531.60
Upper Clatford	1,158.25	1,351.28	1,544.33	1,737.37	2,123.46	2,509.53	2,895.62	3,474.74
Valley Park	1,150.61	1,342.37	1,534.14	1,725.91	2,109.45	2,492.97	2,876.52	3,451.82
Vernham Dean	1,164.97	1,359.13	1,553.29	1,747.46	2,135.79	2,524.10	2,912.43	3,494.92
Wellow	1,172.61	1,368.04	1,563.48	1,758.92	2,149.80	2,540.66	2,931.53	3,517.84
W Tytherley, Frenchmoor & Buckholt	1,173.43	1,368.99	1,564.57	1,760.14	2,151.29	2,542.42	2,933.57	3,520.28
Wherwell	1,166.14	1,360.49	1,554.85	1,749.21	2,137.93	2,526.63	2,915.35	3,498.42
All other parts of the Council's area	1,142.14	1,332.49	1,522.85	1,713.21	2,093.93	2,474.63	2,855.35	3,426.42

**Finance Service
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