

BUDGET BOOK
2013/14

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FOREWORD BY THE HEAD OF FINANCE

Introduction

This Budget Book has been produced to provide information to Councillors and Officers on the Council's finances for 2013/14 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.

Budget Strategy – 2013/14

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 October. 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 2013/14, the 2012/13 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 spend and looked for savings options.

The savings options identified were set out in a report to the Cabinet on 3rd October that was available for all interested parties to consider. The forecast budget gap at this time was £225,000. The Overview and Scrutiny Committee's Budget Panel reviewed the papers on 24th October and reported their comments and recommendations to the Cabinet.

Between October and December 2012 further savings were identified. December also saw the release of provisional Local Government Finance Settlement figures which increased the budget gap. A budget update was reported to the Cabinet in January 2013; at the time the forecast budget gap was £251,000.

In announcing the Council Tax referendum limits, the Communities and Local Government Secretary gave special dispensation to low-charging authorities enabling a maximum increase of £5 per band D equivalent property. He also announced that Councils that chose to freeze their Council Tax would receive a grant equivalent to 1% of Council Tax income for two years. Cabinet considered a range of options relating to Council Tax before recommending a £5 increase to Council.

Based on the above information, the recommended budget was debated and subsequently resolved by Council on 22nd February 2013. A diagram setting out the full Budget Cycle is set out on page 5.

Estimates 2013/14

The result of the budget exercise was to produce a Council Tax Requirement of £6.806M 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 2013/14 has been frozen at £24.03 for a band D property. This will provide a contribution to the General Fund of £282,304 in 2013/14.

In setting the budget, £387,000 has been drawn from revenue reserves earmarked to offset the impact of the cuts in central government grants.

Capital Programme

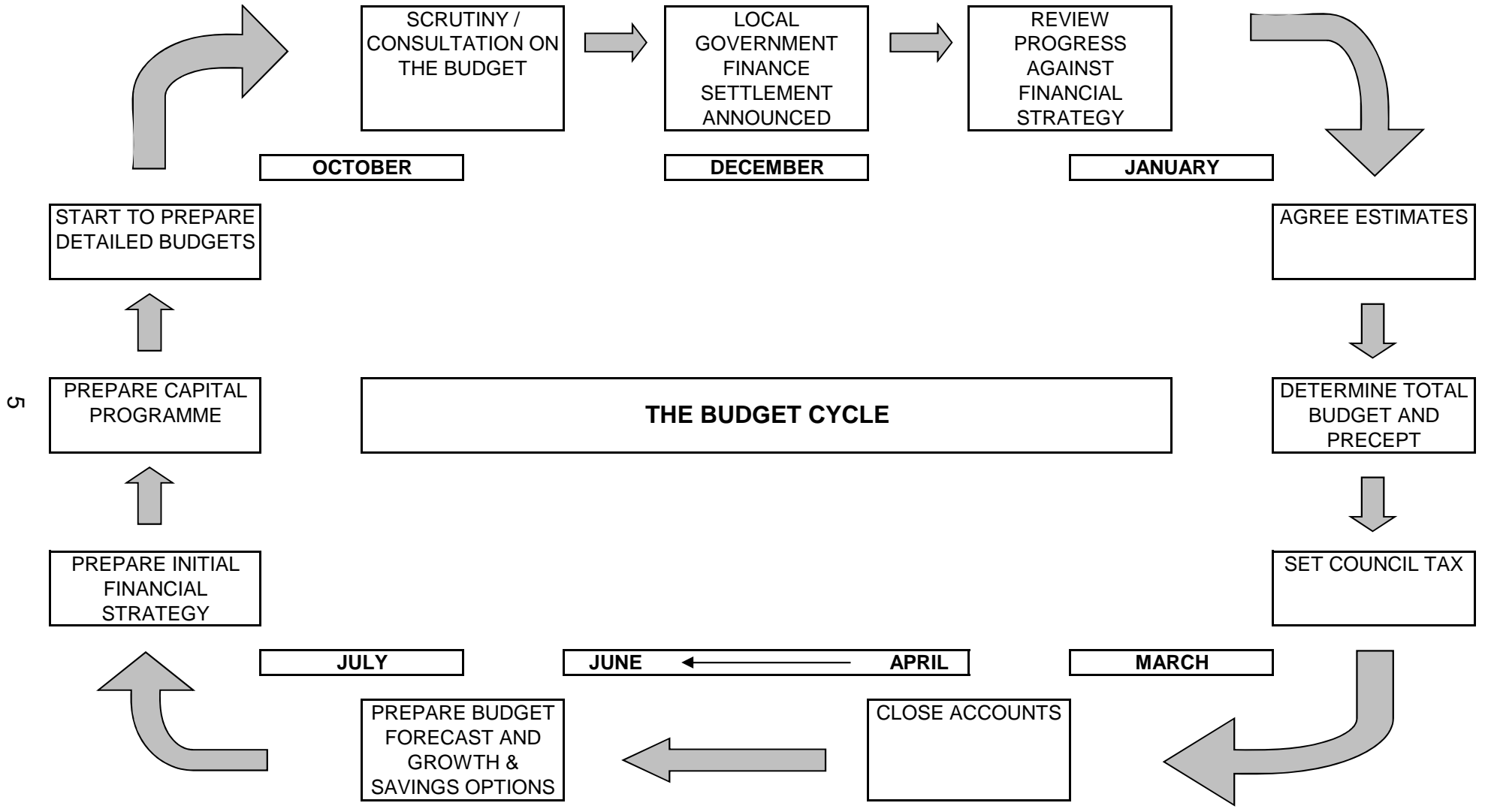
The Council's capital spending proposals are set out on pages 181 to 192 and include new schemes which are designed to take forward the Council's main priorities. Due to the reductions in property values over recent years it has not been appropriate to sell under-utilised assets leaving the capital programme with a temporary deficit of around £4.7M. It is expected that this deficit will be cleared in the medium term.

Summary

The budget preparation for 2013/14 was particularly influenced by the need to address a gap in revenue resources resulting from cuts in government grants. Setting a balanced budget for 2013/14 is a huge achievement. Maintaining a balanced budget over the coming years will be a significant challenge. Over the medium term the current forecast budget deficits are £1.453M in 2014/15 and a further £857,000 in 2015/16. Work has already begun on closing these forecast shortfalls.

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 2013



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**GENERAL FUND
REVENUE INFORMATION
2013/14**

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 Account and the Balance Sheet.

	Actual 2011/12 £'000	Original Estimate 2012/13 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000
Service Requirements				
Chief Executive's	(3)	(18)	19	(5)
Community & Leisure	3,497	3,718	3,978	3,771
Environmental Service	4,618	4,676	4,464	4,428
Estates & Economic Development	(3,678)	(3,971)	(3,695)	(3,631)
Finance	(2)	(46)	(3)	(37)
Housing & Environmental Health	2,747	2,660	3,727	3,091
I.T.	1	(41)	(24)	(43)
Legal & Democratic	505	373	382	357
Planning & Building	1,593	1,444	1,438	1,387
Planning Policy & Transport	392	74	67	(14)
Revenues	1,017	1,032	995	811
Net Cost of Services	10,687	9,901	11,348	10,115
Other Requirements				
Benefits	(287)	(150)	(150)	(27)
Corporate & Democratic Core	3,054	3,973	4,098	4,155
	13,454	13,724	15,296	14,243
Corporate Requirements				
Contingency Provision	0	354	34	262
Depreciation & Capital Costs	(4,045)	(2,638)	(3,715)	(3,262)
Investment Income & Borrowing Costs	(755)	(743)	(618)	(437)
Local Council Tax Support Grant	0	0	0	(14)
New Homes' Bonus	(480)	(869)	(799)	(1,676)
Council Tax Freeze Grant	(148)	(148)	(148)	0
Net General Fund Expenditure	8,026	9,680	10,050	9,116
Transfer to / (from) Earmarked Reserves	1,703	308	(87)	783
Transfer to Asset Management reserves	657	381	322	433
Transfer to Capital Reserves	1,220	694	778	731
Transfer from balances		0	0	0
GENERAL FUND REQUIREMENTS	11,606	11,063	11,063	11,063

GENERAL FUND SUMMARY (Cont)

	Actual 2011/12 £'000	Original Estimate 2012/13 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000
GENERAL FUND REQUIREMENTS	11,606	11,063	11,063	11,063
Revenue Support Grant	1,341	96	96	3,127
Non-Domestic Rates Re-Distribution	4,340	4,945	4,945	0
Locally Retained Non-domestic Rates	0	0	0	2,080
Parish Precepts on Collection Fund	(1,070)	(1,085)	(1,085)	(1,044)
Share of Collection Fund Surplus	38	80	80	94
COUNCIL TAX REQUIREMENT	6,957	7,027	7,027	6,806
Financed by				
General Expenses	5,570	5,622	5,622	5,479
Parish Precepts	1,070	1,085	1,085	1,044
Special Expenses	317	320	320	283
SUMMARY OF COUNCIL TAX REQUIREMENT	6,957	7,027	7,027	6,806

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 £59M throughout the year.

New Homes' Bonus

The Council will 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 six year period starting in 2011/12. The amount received will be transferred to an earmarked reserve and spent on one-off items as per the Budget Strategy.

Council Tax Freeze Grant

Following the decision to freeze Council tax in 2011/12 the Council is entitled to a grant from central government to cover the costs of foregone Council Tax income for a period of four years. From 2013/14 this figure is included in the Revenue Support Grant figure shown on page 10.

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.

Draws from reserves in 2013/14 include £387,000 to help balance the budget and other transfers to / from earmarked reserves for specific purposes.

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 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 2013/14.

Revenue Support Grant / Non-Domestic Rates Re-Distribution

The Government provides grants to local authorities towards annual expenditure. This reduces the amount that needs to be met from Council Tax. The Government determines the level of grant for each authority on the basis of its assessment of their spending need and resources.

Locally Retained Non-Domestic Rates

From 2013/14 Councils will retain an element of the Non-Domestic rate 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 in the amount collected is lower than budgeted.

Parish Precepts on Collection Fund

In addition to the charge made by Test Valley Borough Councils, 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.

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 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.

GENERAL FUND SUBJECTIVE SUMMARY

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

	Actual 2011/12 £'000	Original Estimate 2012/13 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000
<u>Expenditure</u>				
Employee Costs	15,476	15,928	16,062	16,087
Premises Costs	2,687	2,926	3,127	3,198
Transport Costs	2,136	2,109	1,989	2,065
Supplies & Services	6,865	6,457	7,243	6,196
Contract Costs	890	919	1,054	1,025
Transfer Payments	32,751	35,553	35,747	31,677
Support Service Costs	8,851	9,223	9,199	9,055
Capital Financing	4,042	2,638	3,715	3,262
Total Expenditure	73,698	75,753	78,136	72,565
<u>Income</u>				
Fees, Charges & Government Grants	(51,190)	(52,552)	(53,332)	(48,958)
Recharge Income	(9,054)	(9,477)	(9,508)	(9,364)
Total Income	(60,244)	(62,029)	(62,840)	(58,322)
Net Cost of Services	13,454	13,724	15,296	14,243
Depreciation reversal and capital charges	(4,045)	(2,638)	(3,715)	(3,262)
Investment Income & Borrowing Costs	(755)	(743)	(618)	(437)
Non-Ringfenced Government Grants	(628)	(1,017)	(947)	(1,690)
Net Total	8,026	9,326	10,016	8,854
Provisions	0	354	34	262
Transfers to / (from) reserves	3,580	1,383	1013	1947
General Fund Requirements	11,606	11,063	11,063	11,063

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 employee allowances and post-entry training expenses.

Premises Costs

Includes 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 / materials costs.

Contract Costs

These represent payments made to external contractors and internal trading units, including the contract payment to Valley Leisure Ltd 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

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

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 OFFICE
ESTIMATES
2013/14**

CHIEF EXECUTIVE'S OFFICE

Aim:

Our aim is to provide corporate direction, coordination, advice and 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 corporate direction, advice and 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.

Summary Estimates - by Activity

The net income of all three functions in 2013/14 is expected to be £5,060. The total costs of the functions are recharged across all Services on an appropriate basis.

Principal Activities	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Chief Executive's Office	(1,604)	(34,510)	5,740	(25,640)
Human Resource's Service	12,499	23,790	6,690	14,180
Human Resource's Function	(14,175)	(7,000)	6,850	6,400
Net Expenditure / (Income)	(3,280)	(17,720)	19,280	(5,060)

SUBJECTIVE SUMMARY

The net expenditure between the revised 2012/13 and original 2013/14 estimates has decreased by £24,340. The main reason for this is one off expenditure in 2012/13 for implementation of the shared HR service with Hampshire County Council.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	919,648	787,820	841,130	828,660
Transport Costs	24,061	26,400	23,930	25,840
Supplies & Services	91,673	68,190	84,670	69,090
Contract Costs	65,397	92,270	115,090	94,580
Support Service Costs	126,491	138,780	153,840	129,330
Total Expenditure	1,227,270	1,113,460	1,218,660	1,147,500
Recharge Income	(1,230,550)	(1,131,180)	(1,199,380)	(1,152,560)
Net Expenditure / (Income)	(3,280)	(17,720)	19,280	(5,060)

CHIEF EXECUTIVE'S OFFICE

Purpose

The Chief Executive's Office is responsible for 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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	664,452	632,730	657,690	649,340
Transport Costs	21,388	22,700	21,620	22,440
Supplies & Services	52,589	31,940	39,100	33,950
Support Service Costs	93,351	102,470	110,330	96,020
Total Expenditure	831,780	789,840	828,740	801,750
Recharge Income	(833,384)	(824,350)	(823,000)	(827,390)
Net (Income) / Expenditure	(1,604)	(34,510)	5,740	(25,640)

HUMAN RESOURCES SERVICE

Purpose

The Human Resources Service provides professional advice to managers across the Council on a wide range of employee management issues. The service supports organisational change, offering a range of expertise that adds value to the change process. In addition HR are responsible for managing the recruitment process and payroll delivery which are undertaken in partnership with Hampshire County Council, provision of corporate learning 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 and all policies are available to employees via the intranet or in hard copy where the internet is not available.

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. There has been a phased movement towards a shared service with Hampshire County Council which started in December 2010. The Council provide the payroll for 510 employees and 48 Councillors and the recruitment service is provided through Hampshire County Council's HR Resourcing Centre.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	250,504	148,690	176,750	172,920
Transport Costs	2,408	3,700	2,130	3,400
Supplies & Services	11,419	11,550	8,870	10,440
Contract Costs	65,397	92,270	115,090	94,580
Support Service Costs	33,140	36,310	43,510	33,310
Total Expenditure	362,868	292,520	346,350	314,650
Recharge Income	(350,369)	(268,730)	(339,660)	(300,470)
Net Expenditure	12,499	23,790	6,690	14,180

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 majority of the costs of having a nurse on-site for a maximum of 12 days per year are recharged to the Services who make use of this facility. Sickness levels have been steadily reducing over a number of years through increased management interventions, an improved Sickness Absence policy and procedure and focused sickness monitoring.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employees Costs	4,692	6,400	6,690	6,400
Transport Costs	265	0	180	0
Employee Support Service	3,555	4,500	3,500	4,500
Occupational Health Costs	945	800	800	800
External Training Costs	23,165	19,400	32,400	19,400
Total Expenditure	32,622	31,100	43,570	31,100
Recharge Income	(46,797)	(38,100)	(36,720)	(24,700)
Net Expenditure / (Income)	(14,175)	(7,000)	6,850	6,400

**COMMUNITY & LEISURE SERVICE
ESTIMATES
2013/14**

COMMUNITY & LEISURE SERVICE

Aim:

To assist in the improvement of physical, mental and social wellbeing by providing a comprehensive range of leisure, cultural and wellbeing initiatives.

To provide an environment where our communities feel safe and are encouraged to reach their full potential and empowered to lead on issues that are important to them.

The Community and Leisure Service is responsible for a wide range of activities, most of which are discretionary and include:

Keeping our communities safe, active and healthy, whilst providing them with the opportunity to enjoy the countryside, open spaces, arts and culture. Assisting communities to identify and prioritise their own needs and enable them to take the lead in resolving issues that are important to them.

The Service is managed by the Head of Community & Leisure and comprises the following areas; Parks & Countryside, Arts & Culture and Communities (which includes Community Development and Health & Active Recreation).

This includes delivery of the new three year business plan for 'The Lights', initiatives supported by the Green Space Strategy and Play Strategy, the Local Biodiversity Plan and the River Anton Enhancement Scheme, and development of proposals for the future of Andover Leisure Centre and Romsey Sports Centre, and the Sports and Recreation Strategy. The service will be working to develop new ways of working and cultural change for better Councillor support and will support the development of the Community Engagement Strategy.

Summary Estimates - by Activity

The net cost of Leisure is anticipated to reduce from £3,977,870 in the revised 2012/13 estimates to £3,770,640 in the original 2013/14 estimates. The main changes between 2012/13 and 2013/14 are the savings delivered from the Grants Review, deletion of two Wardens posts and the CCTV contract coming to an end.

COMMUNITY & LEISURE SERVICE

SUMMARY ESTIMATES

Principal Activities	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Community & Leisure Management				
Management & Support	0	(80)	0	0
Total - Community & Leisure Management	0	(80)	0	0
Health & Active Recreation				
Community Leisure Provision	29,591	10,000	14,800	0
Managed Sports Facilities	1,162,244	1,084,100	1,204,210	1,266,770
Outdoor Sports Facilities	307,246	283,360	349,500	338,830
Playgrounds	21,153	58,450	57,910	58,320
Sports Development	52,594	58,070	79,550	48,820
Community Engagement	805,375	741,870	815,020	750,090
Youth Engagement	79,960	98,680	92,060	82,130
Total - Health & Active Recreation	2,458,163	2,334,530	2,613,050	2,544,960
Community Development				
Community Safety	209,640	145,490	92,540	18,970
Neighbourhood Wardens' Scheme	271,963	318,870	265,230	264,910
Total - Community Development	481,603	464,360	357,770	283,880
Parks & Countryside				
Cemeteries	(48,348)	(47,570)	(30,900)	(42,260)
Urban Parks & Open Spaces	(102,077)	297,520	297,750	308,930
Grounds Maintenance	74,421	59,320	57,790	59,660
Nature Reserves	71,252	68,020	71,590	73,840
Total - Parks & Countryside	(4,752)	377,290	396,230	400,170
Arts & Culture				
Andover Events Programme	10,188	12,030	13,500	11,810
Andover Museum	104,451	96,160	94,260	86,370
Heritage	58,184	54,740	56,100	53,790
Arts Function	35,354	31,820	64,510	38,430
The Lights	353,272	347,140	382,450	351,230
Total - Arts & Culture	561,449	541,890	610,820	541,630
Net Total Expenditure	3,496,463	3,717,990	3,977,870	3,770,640

SUBJECTIVE SUMMARY

The total expenditure estimate has reduced by £207,230 between the revised 2012/13 estimates and the 2013/14 estimates. The most significant variations being reductions in employee costs (£67,720) and supplies and services (£147,590).

The amounts shown as Capital Financing costs represent depreciation of buildings and expenditure financed through the Council's Capital Programme from which no new asset was acquired or significantly enhanced. The amount identified below represents expenditure on Community Leisure, Open Spaces and Community Grants.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	1,287,264	1,160,700	1,181,830	1,114,110
Premises Costs	521,202	399,280	515,050	511,500
Transport Costs	58,288	64,870	48,310	50,910
Supplies & Services	1,380,982	1,105,140	1,282,100	1,134,510
Contract Costs	545,091	526,900	524,200	519,400
Support Service Costs	677,992	720,300	724,290	723,160
Capital Financing	856,257	862,950	864,330	876,900
Total Expenditure	5,327,076	4,840,140	5,140,110	4,930,490
<u>Income</u>				
Fees & Charges Income	(1,435,388)	(695,520)	(731,790)	(730,320)
Recharge Income	(395,225)	(426,630)	(430,450)	(429,530)
Total Income	(1,830,613)	(1,122,150)	(1,162,240)	(1,159,850)
Net Expenditure	3,496,463	3,717,990	3,977,870	3,770,640

MANAGEMENT & SUPPORT

Purpose

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

The service has undertaken a Community Development Review and is now leading on community engagement for the Council. This includes developing the way we work to respond to the different needs of our communities and developing new ways of working with members of the public and Councillors, assisting communities to identify and take a lead in resolving issues that are important to them.

Additional Information

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

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Expenditure				
Employee Costs	143,191	143,680	146,300	145,020
Premises Costs	125	0	930	130
Transport Costs	5,955	5,600	5,240	5,550
Supplies & Services	17,416	22,570	24,750	24,340
Support Service Costs	163,487	176,540	175,120	176,330
Total Expenditure	330,174	348,390	352,340	351,370
Income				
Fees & Charges Income	(179)	0	(50)	0
Recharge Income	(329,995)	(348,470)	(352,290)	(351,370)
Total Income	(330,174)	(348,470)	(352,340)	(351,370)
Net Expenditure	0	(80)	0	0

COMMUNITY LEISURE PROVISION

Purpose

Discretionary funding is made available to specific schools within the Borough to support the delivery of specific community initiatives and activities.

Additional Information

Grant funding has ceased from 2013/14 but provision for projects and initiatives has been made available through Community Engagement.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Contract Costs	29,591	10,000	14,800	0
Total Expenditure	29,591	10,000	14,800	0

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

Valley Leisure Limited (VL) currently run the contract for the managed sports facilities which include Andover Leisure Centre, Romsey Rapids, Knightwood Leisure Centre and Charlton Lakeside Pavilion.

The management arrangements for The Depot changed during 2010 resulting in the management of the site being transferred to Andover Sports Academy.

In 2011/12 there were 457,938 visitors to Andover Leisure Centre and 449,779 visitors to Romsey Rapids. Overall footfall was up 6% across VL portfolio of facilities.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	120,686	38,280	79,160	47,780
Supplies & Services	33,306	0	81,500	160,000
Management Contract	420,500	420,000	420,000	430,000
Support Service Costs	70,900	59,870	57,600	63,040
Capital Financing	567,952	567,950	567,950	567,950
Total Expenditure	1,213,344	1,086,100	1,206,210	1,268,770
Fees & Charges Income	(51,100)	(2,000)	(2,000)	(2,000)
Net Expenditure	1,162,244	1,084,100	1,204,210	1,266,770

OUTDOOR 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

These sites include Charlton Sports and Leisure Centre, Saxon Fields Sports Ground, London Road Sports Ground, Walworth Sports Ground, Hunts Farm Sports Centre and Romsey Sports Centre.

Romsey Sports Centre offers a variety of opportunities with the town's Rugby, Tennis and Cricket Clubs being based on site. Other facilities at the sports centre include squash, adventure golf and cricket nets. Children's holiday activities are run every half term and school holiday concentrating predominantly on arts and crafts, but also offering sports such as football and cricket.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	94,165	94,410	92,050	90,210
Grounds Maintenance Costs	34,628	36,720	35,000	35,000
Other Premises Costs	78,183	63,880	105,300	111,380
Transport Costs	2,859	2,580	2,530	2,380
Supplies & Services	23,210	20,620	30,590	20,290
Support Service Costs	40,201	39,460	38,120	36,710
Capital Financing	112,215	112,290	120,140	120,140
Total Expenditure	385,461	369,960	423,730	416,110
<u>Income</u>				
Fees & Charges Income	(70,135)	(78,520)	(66,150)	(69,200)
Recharge Income	(8,080)	(8,080)	(8,080)	(8,080)
Total Income	(78,215)	(86,600)	(74,230)	(77,280)
Net Expenditure	307,246	283,360	349,500	338,830

PLAYGROUNDS

Purpose

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

Additional Information

There are approximately 84 playgrounds in Test Valley, which the Council is responsible for maintaining.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Other Premises Costs	548	9,000	12,400	0
Supplies & Services	8,284	8,990	5,600	9,000
Support Service Costs	4,138	5,040	4,490	3,900
Capital Financing	8,493	35,730	35,730	45,730
Total Expenditure	21,463	58,760	58,220	58,630
Recharge Income	(310)	(310)	(310)	(310)
Net Expenditure	21,153	58,450	57,910	58,320

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

TVBC is a member of the Hampshire and Isle of Wight County Sports Partnership. Involvement with this agency allows access to many support workers and National Governing Bodies to assist in the delivery of the Council's sports development initiatives.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	23,201	29,120	32,090	20,880
Transport Costs	2,863	2,230	2,260	2,530
Supplies & Services	10,758	13,100	31,170	13,380
Support Service Costs	15,772	13,620	14,030	12,030
Total Expenditure	52,594	58,070	79,550	48,820

COMMUNITY ENGAGEMENT

Purpose

The Community Engagement Team provide ward based support to 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. Some of the ways the team are able to assist with this process is through grant funding and by offering advice and support to community, voluntary, arts and cultural groups.

Additional Information

The team also work to support older people to maintain independence through the support of older people forums, the Healthwalks scheme and work to provide stability classes for those who are frail and at risk of tripping or falling.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	187,190	105,940	164,990	151,050
Premises Costs	49	0	400	0
Transport Costs	13,082	14,730	9,500	10,540
Supplies & Services	614,992	528,070	508,590	453,080
Support Service Costs	53,950	56,060	93,110	96,990
Capital Financing	44,678	50,000	51,360	51,360
Total Expenditure	913,941	754,800	827,950	763,020
<u>Income</u>				
Fees & Charges Income	(108,566)	0	0	0
Recharge Income	0	(12,930)	(12,930)	(12,930)
Total Income	(108,566)	(12,930)	(12,930)	(12,930)
Net Expenditure	805,375	741,870	815,020	750,090

YOUTH ENGAGEMENT

Purpose

The objective of Youth Engagement work is to encourage Children and Young People to participate in a range of positive activities and pastimes that will improve their emotional, physical and social wellbeing and help reduce incidence of anti-social behaviour.

Additional Information

The work supports the delivery of the Test Valley Local Children's Partnership and its associated action plan and links with HCC's Children and Young Peoples Plan.

Work is carried out in collaboration with a wide range of external agencies and internally with the Anti-Social Behaviour Officers and Neighbourhood Wardens.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	32,152	32,720	33,710	29,260
Premises Costs	23	0	0	0
Transport Costs	3,733	5,630	2,030	3,030
Supplies & Services	29,617	34,740	39,820	26,460
Contract Costs	0	9,400	1,900	9,400
Support Service Costs	14,435	16,190	14,600	13,980
Total Expenditure	79,960	98,680	92,060	82,130

COMMUNITY SAFETY

Purpose

The Council has a duty under the Crime and Disorder Act (1998) to tackle crime and disorder and to help create safer communities. A priority area of work is therefore the co-ordination and development of the Test Valley Community Safety Plan, which aims through a multi-agency approach to reduce the level of crime and fear of crime with the Borough.

Additional Information

The Community Safety Partnership Plan has identified three priorities: acquisitive crime, anti-social behaviour and violent crime (night time economy and domestic abuse).

The reduction in spend is a result of a restructure of staffing and a change of contracts in relation to CCTV.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	65,193	52,630	0	0
Premises Costs	30	0	0	0
Transport Costs	953	950	0	0
Supplies & Services	120,988	54,650	69,970	1,060
Support Service Costs	22,476	37,260	22,570	17,910
Total Expenditure	209,640	145,490	92,540	18,970

NEIGHBOURHOOD WARDENS' SCHEME

Purpose

The Neighbourhood Wardens work across the Borough with communities and other agencies to address any crime hotspots or incidents of anti-social behaviour through Local Action Groups and targeted patrols.

Additional Information

As well as the Neighbourhood Warden function, the Neighbourhood Warden Team also host two specialist posts concentrating on anti-social behaviour casework.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	231,610	251,930	207,490	210,010
Premises Costs	250	100	140	100
Transport Costs	14,672	17,740	12,580	12,360
Supplies & Services	9,936	7,680	11,150	9,010
Support Service Costs	15,515	41,420	33,960	33,430
Total Expenditure	271,983	318,870	265,320	264,910
Fees & Charges Income	(20)	0	(90)	0
Net Expenditure	271,963	318,870	265,230	264,910

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

During 2013/14 the Service will continue to support the roll out of new rules and regulations in relation to cemeteries and will continue with capital improvements at Charlton and Woodley.

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 and Shipton Bellinger.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Grounds Maintenance Costs	27,682	31,570	24,700	26,860
Other Premises Costs	8,403	10,020	11,240	20,320
Supplies & Services	4,109	2,450	4,950	4,250
Support Service Costs	26,935	27,390	25,610	26,510
Total Expenditure	67,129	71,430	66,500	77,940
Fees & Charges Income	(115,477)	(119,000)	(97,400)	(120,200)
Net Income	(48,348)	(47,570)	(30,900)	(42,260)

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

Under the management of the Parks and Countryside team, over 180 hectares of open space across the borough have been improved for the benefit of residents. Open space is categorised as; formal parks, informal green space, countryside sites and 'green' corridors.

One of the Council's key objectives is to retain 'Green Flag' status for the War Memorial Park in Romsey, Rooksbury Mill in Andover and Valley Park Woodlands.

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. During 2013/14 the Green Space Strategy will be reviewed / updated (in its 5th year of a 10 year roll out).

The significant income showing in 2011/12 is in respect of two payments made by developers for the future maintenance of parks and open spaces.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	126,090	128,280	121,770	130,970
Grounds Maintenance Costs	21,105	22,440	24,390	19,000
Other Premises Costs	8,726	9,770	24,390	19,940
Transport Costs	8,130	8,720	7,550	8,200
Supplies & Services	63,167	52,170	46,460	53,450
Support Service Costs	127,706	129,390	122,880	124,450
Capital Financing	27,238	1,300	0	2,570
Total Expenditure	382,162	352,070	347,440	358,580
<u>Income</u>				
Fees & Charges Income	(456,589)	(26,900)	(22,040)	(22,000)
Recharge Income	(27,650)	(27,650)	(27,650)	(27,650)
Total Income	(484,239)	(54,550)	(49,690)	(49,650)
Net Expenditure / (Income)	(102,077)	297,520	297,750	308,930

GROUNDS MAINTENANCE

Purpose

This is the cost of updating and improving the green spaces as well as proactive management of the council tree stock throughout the Borough.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Grounds Maintenance Costs	108,299	80,170	84,170	85,780
Other Premises Costs	1,492	0	0	0
Supplies & Services	2,608	4,100	4,100	4,100
Support Service Costs	10,400	7,700	6,170	6,430
Total Expenditure	122,799	91,970	94,440	96,310
Fees & Charges Income	(48,378)	(32,650)	(36,650)	(36,650)
Net Expenditure	74,421	59,320	57,790	59,660

NATURE RESERVES

Purpose

The Council has a responsibility to manage its nature reserves to conserve and enhance biodiversity in line with government targets to maintain Site of Importance for Nature Conservation (SINCS) in positive management.

Additional Information

Sustaining the quality of the local environment in the face of growing pressures is one of the main priorities of the Council. One of the methods of achieving this is by encouraging greater personal awareness of, and responsibility for, the local environment.

The Council will continue to arrange school visits and to run a 'Wildtrek' scheme, where children are encouraged to participate in sustainability and environmental awareness initiatives such as pond dipping and nature trails. Support for volunteers and community groups is a prime focus of the team not only inspiring the local community to get involved but to take 'ownership' for their sustainable improvement.

The team have been successful in achieving Environmental Stewardship grant funding which will see the ecological condition of the River Anton, Ladies Walk and Anton Lakes suitably enhanced over the next ten years. Key actions within the Local Biodiversity Action Plan will also be delivered.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	26,107	19,590	28,680	29,340
Grounds Maintenance Costs	36,851	23,190	32,860	33,570
Transport Costs	2,868	4,650	4,610	4,360
Supplies & Services	10,371	11,350	21,530	15,900
Support Service Costs	32,253	32,250	31,580	31,360
Capital Financing	6,534	6,530	0	0
Total Expenditure	114,984	97,560	119,260	114,530
<u>Income</u>				
Fees & Charges Income	(14,542)	(350)	(18,480)	(11,500)
Recharge Income	(29,190)	(29,190)	(29,190)	(29,190)
Total Income	(43,732)	(29,540)	(47,670)	(40,690)
Net Expenditure	71,252	68,020	71,590	73,840

ANDOVER EVENTS PROGRAMME

Purpose

The Council is committed to improving the entertainment offered in Andover by supporting the Andover Vision events programme (Passionate Participation) in the town.

Additional Information

The Andover Events Programme is developed by partners of the Andover Vision with the support of the Community & Leisure Service who are responsible for managing the individual events.

The budget below represents the Council's financial contribution to these events and, where possible, external funding will be sought to ensure an attractive programme of events is delivered.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	500	0	0	0
Supplies & Services	30,988	10,000	34,800	10,000
Support Service Costs	4,030	2,030	3,520	1,810
Total Expenditure	35,518	12,030	38,320	11,810
Fees & Charges Income	(25,330)	0	(24,820)	0
Net Expenditure	10,188	12,030	13,500	11,810

ANDOVER MUSEUM

Purpose

The Council continues to work closely with Hampshire County Council to promote the use of cultural facilities such as Andover museum.

Additional Information

The Andover Museum and the Museum of the Iron Age is operated by Hampshire County Council. It provides visitors with a fascinating insight into the history and development of Andover and the surrounding area through the ages.

The Museum is jointly funded with Hampshire County Council and offers a complete historical journey, including a hands-on interactive display.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Contract Costs	95,000	87,500	87,500	80,000
Support Service Costs	9,451	8,660	6,760	6,370
Total Expenditure	104,451	96,160	94,260	86,370

HERITAGE

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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	1,328	0	2,280	2,120
Transport Costs	1,280	1,280	1,280	1,280
Grants	50,805	48,830	48,830	46,750
Support Service Costs	4,771	4,630	3,710	3,640
Total Expenditure	58,184	54,740	56,100	53,790

ARTS FUNCTION

Purpose

The Arts Function supports a wide range of local and national arts initiatives in an advisory capacity through work with schools, artists and other agencies. The Service is currently developing a Public Art Strategy.

Additional Information

Test Valley has a thriving arts and cultural scene and the Arts Function works in partnership with key facilities such as The Lights, Andover Museum and various heritage sites in Romsey.

The Arts Function works in partnership with numerous bodies 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.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	20,522	14,680	49,040	14,650
Premises Costs	0	4,450	0	10,000
Transport Costs	1,015	380	430	350
Supplies & Services	2,891	2,160	2,000	2,070
Support Service Costs	11,062	10,950	13,080	11,360
Total Expenditure	35,490	32,620	64,550	38,430
Fees & Charges Income	(136)	(800)	(40)	0
Net Expenditure	35,354	31,820	64,510	38,430

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 and is accessible to the entire local community.

The theatre receives funding from Hampshire County Council. Challenges in the new year will be to ensure the continued success of The Lights theatre in the current financial climate, and to deliver the new three year business plan to take the venue forward from 2012-15.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	337,343	287,720	305,710	292,720
Premises Costs	72,794	69,690	77,690	99,520
Transport Costs	878	380	300	330
Supplies & Services	347,536	283,660	316,290	281,370
Support Service Costs	50,510	51,840	57,380	56,910
Capital Financing	89,147	89,150	89,150	89,150
Total Expenditure	898,208	782,440	846,520	820,000
Fees & Charges Income	(544,936)	(435,300)	(464,070)	(468,770)
Net Expenditure	353,272	347,140	382,450	351,230

**CORPORATE & DEMOCRATIC CORE
ESTIMATES
2013/14**

CORPORATE & DEMOCRATIC CORE

The Corporate & Democratic Core has two principal areas of activity, neither of which fall under the specific focus of any of the Council's Services. Corporate Management involves setting a corporate direction, monitoring performance and public relations; while Democratic Representation includes the cost of Councillors, including the Mayor's and Deputy Mayor's allowances and the cost of the Council's committee meetings.

The management of the various budgets in this section is split between the Chief Executive's Office, Legal & Democratic Service and Finance Service.

Cost centres included in Corporate & Democratic Core fall under either the Leader's Portfolio or the Corporate Services Portfolio.

Summary Estimates - by Activity

The net cost of Corporate & Democratic activities in 2013/14 is expected to be £4.155M which is an increase of £182,800 from the original estimate for 2012/13. This is mainly due to the increase in Non-Distributable costs, which included a £610,000 fixed charge for the Pension Fund in respect of the Fund's deficit.

The increase in expenditure in Corporate Management is due to an increase in recharge costs from other Services.

Principal Activities	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Corporate Management				
Corporate Management	1,410,451	1,495,960	1,562,300	1,528,360
Delivering Public Services Electronically	112,576	118,050	148,610	106,710
Corporate Public Relations, Information & Consultation	120,481	120,510	119,600	116,420
Emergency Planning	30,804	30,090	28,730	27,980
Net Total Expenditure	1,674,312	1,764,610	1,859,240	1,779,470
Democratic Representation and Management				
Councillors	669,717	705,820	683,760	682,770
Councillor Meetings	439,568	459,300	442,830	443,700
Mayoral Office	98,659	107,590	99,280	102,020
Civic Ceremonies	6,364	6,740	6,730	6,740
Subscriptions	30,800	32,400	29,520	30,120
Representing Local Interests	10,537	10,810	10,490	10,550
Other Democratic Activities	106,800	113,000	107,490	106,760
Net Total Expenditure	1,362,445	1,435,660	1,380,100	1,382,660
Allocated Central Overheads	(2,855)	(66,330)	8,500	(20)
Non-Distributable Costs	20,335	838,560	850,200	993,190
Net Total Expenditure	3,054,237	3,972,500	4,098,040	4,155,300

SUBJECTIVE SUMMARY

The total expenditure estimate has increased by £182,800 from 2012/13 to 2013/14. This is due to an increase in Support Service Costs and lower Recharge Income offset against savings in Supplies & Services.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	20,835	840,620	848,270	849,380
Premises Costs	6,636	5,900	6,160	5,700
Transport Costs	28,694	35,500	35,610	35,810
Supplies & Services	915,715	896,360	909,000	844,170
Support Service Costs	2,462,441	2,652,470	2,656,240	2,777,480
Capital Financing Costs	35,013	35,010	41,630	41,630
Total Expenditure	3,469,334	4,465,860	4,496,910	4,554,170
<u>Income</u>				
Fees & Charges Income	(37,359)	(38,000)	(13,420)	(38,000)
Recharge Income	(377,738)	(455,360)	(385,450)	(360,870)
Total Income	(415,097)	(493,360)	(398,870)	(398,870)
Net Expenditure	3,054,237	3,972,500	4,098,040	4,155,300

CORPORATE MANAGEMENT

Purpose

The purpose of the Corporate Management budget is to separately identify the costs for management activities which are not directly attributable to individual services but which are necessary for the running of a multi-purpose Authority.

Additional Information

The budget includes items such as the cost of bank and external audit fees, corporate advertising, corporate legal fees, updating the Council's constitution, the running of the Council's Management Team, performance management, strategic corporate planning and the Corporate Equality scheme.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	6,165	4,900	5,040	5,120
Supplies & Services	250,127	232,640	196,420	195,220
Support Service Costs	1,183,660	1,287,920	1,359,090	1,350,900
Capital Financing Costs	0	0	6,620	6,620
Total Expenditure	1,439,952	1,525,460	1,567,170	1,557,860
Fees & Charges Income	(29,501)	(29,500)	(4,870)	(29,500)
Net Expenditure	1,410,451	1,495,960	1,562,300	1,528,360

DELIVERING PUBLIC SERVICES ELECTRONICALLY

Purpose

This is the cost of helping the Council to achieve its priority of doing things differently and doing things better and meeting the Government target for delivery of services by electronic means. Enhanced electronic delivery of services should enable the Council to meet its aims of improving access to its services and increasing efficiency in the delivery of those services.

Additional Information

This budget combines the Council's revenue funding for the development and maintenance of the intranet and internet services. The budget seeks to help secure and facilitate the most effective use of technology to manage and deliver information and services internally and externally. Where appropriate this is carried out in co-operation with partners in the public and private sectors.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Supplies & Services	21,006	14,200	56,200	14,200
Support Service Costs	91,570	103,850	92,410	92,510
Total Expenditure	112,576	118,050	148,610	106,710

CORPORATE PUBLIC RELATIONS, INFORMATION & CONSULTATION

Purpose

The Council seeks to engage the community through regular provision of information and consultation on its services, performance and initiatives.

Additional Information

Public consultation includes regular meetings and surveys with My Test Valley and partners on matters of strategy, policy and service delivery.

Staff and Councillors receive regular briefings and bulletins surrounding the main activities of the Council and matters affecting the local community. Test Valley News is produced twice a year and distributed to all Borough residents. The March edition is distributed with the Council Tax bills.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Supplies & Services	32,797	29,880	29,150	25,430
Support Service Costs	95,484	99,130	98,950	99,490
Total Expenditure	128,281	129,010	128,100	124,920
Fees & Charges Income	(7,800)	(8,500)	(8,500)	(8,500)
Net Expenditure	120,481	120,510	119,600	116,420

EMERGENCY PLANNING

Purpose

The Council has a statutory duty in accordance with the Civil Contingencies Act 2000 to be in a position to respond to any major incident which could affect the residents of Test Valley.

Additional Information

In order to comply with its statutory duty the Council has entered into a Service Level Agreement with Hampshire County Council.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	714	0	650	650
Supplies & Services	29,860	29,850	27,850	27,100
Support Service Costs	230	240	230	230
Total Expenditure	30,804	30,090	28,730	27,980

COUNCILLORS

Purpose

There are 48 Councillors who are elected every four years to represent the community and to manage the business of the Authority.

Additional Information

This budget represents the direct costs and overheads incurred by the Council in enabling the Councillors to carry out their public duties.

The main costs incurred are the allowances claimed by Councillors and the officer time spent supporting them in their roles.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employees Costs	12,802	16,000	16,000	16,000
Premises Costs	57	0	120	60
Transport Costs	15,597	18,950	19,480	18,980
Supplies & Services	407,921	418,900	424,360	424,450
Support Service Costs	233,340	251,970	223,800	223,280
Total Expenditure	669,717	705,820	683,760	682,770

COUNCILLOR MEETINGS

Purpose

The business of the Council is conducted through a regular cycle of Council and Committee Meetings held in Andover and Romsey.

Additional Information

This budget includes the cost of running these meetings, supporting Panels and any other informal meetings of Councillors. These costs mainly consist of officer time in the set up, preparation and attendance at meetings, and for refreshments provided.

There are six Committee cycles each year. It is estimated that each cycle will cost £73,950 in 2013/14.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	167	0	0	0
Transport Costs	34	150	130	100
Supplies & Services	36,657	39,450	38,850	36,800
Support Service Costs	402,710	419,700	403,850	406,800
Total Expenditure	439,568	459,300	442,830	443,700

MAYORAL OFFICE

Purpose

As a Borough Council, Test Valley has a Mayor who, as the First Citizen of the Borough, has a number of responsibilities which include presiding over meetings of the Council and attending Civic and ceremonial functions as the Council's representative.

Additional Information

This budget includes the expenses directly attributable to the Mayor and Deputy Mayor in carrying out their respective duties.

Costs included within this budget are the Mayor's and Deputy Mayor's allowances, their travelling expenses and the cost of providing Civic gifts for presentation at Civic functions.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Transport Costs	13,030	16,400	16,000	16,730
Supplies & Services	30,368	30,610	28,330	31,900
Support Service Costs	55,261	60,580	54,950	53,390
Total Expenditure	98,659	107,590	99,280	102,020

CIVIC CEREMONIES

Purpose

There are a number of annual Civic Ceremonies which are funded by the Council.

Additional Information

These ceremonies include the Mayor Making, Civic Day and Evening, Remembrance Sunday and St George's Day.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	247	0	0	0
Transport Costs	33	0	0	0
Supplies & Services	5,598	6,240	6,240	6,240
Support Service Costs	486	500	490	500
Total Expenditure	6,364	6,740	6,730	6,740

SUBSCRIPTIONS

Purpose

The Council is a member of many Local Government organisations. Membership of these groups ensures the Council is represented at all levels where there is a local interest.

Additional Information

The budget provided includes subscriptions to bodies such as the Local Government Association, South East Employers (Provincial Council), South East England Councils and the Hampshire & Isle of Wight Association of Local Authorities.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Supplies & Services	30,768	32,360	29,480	30,080
Support Service Costs	32	40	40	40
Total Expenditure	30,800	32,400	29,520	30,120

REPRESENTING LOCAL INTERESTS

Purpose

A key role of the Council is to represent the interests of the whole community by representing the Borough's views in meetings with, for example, other public bodies on significant issues which impact on the residents of the Borough.

Additional Information

All of the costs represent recharges of staff time.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Support Service Costs	10,537	10,810	10,490	10,550
Total Expenditure	10,537	10,810	10,490	10,550

OTHER DEMOCRATIC ACTIVITIES

Purpose

This budget encompasses those Democratic activities which do not easily fit into any of the other budget categories of Democratic costs.

Additional Information

This budget covers a range of duties including the direct costs incurred on the Strategic Partnership and time recharges for carrying out the statutory Monitoring Officer duties and attending various Member / Officer working groups.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	0	1,000	1,000	520
Supplies & Services	5,722	2,720	3,700	2,250
Support Service Costs	101,078	109,280	102,790	103,990
Net Expenditure	106,800	113,000	107,490	106,760

ALLOCATED CENTRAL OVERHEADS

Purpose

The Council undertakes a number of activities which are accounted for centrally to achieve economies of scale and value for money, but for which individual services receive a benefit and an appropriate charge.

Additional Information

Included in Allocated Central Overheads (ACO's) are direct costs such as Hay Evaluation Panel fees, Data Protection and the running costs of the Council's accounting system. The majority of the charges to ACO's are staff time spent on activities which benefit the entire Authority. These include activities such as the Health, Safety & Welfare Group, First Aid duties and I.T. Office Experts Group. All Services receive an apportionment of these costs which are distributed on a suitable basis.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	7,319	7,620	7,620	7,730
Supplies & Services	64,891	59,510	68,420	50,500
Support Service Costs	267,718	286,890	282,950	267,610
Capital Financing Costs	35,013	35,010	35,010	35,010
Total Expenditure	374,941	389,030	394,000	360,850
<u>Income</u>				
Fees & Charges Income	(58)	0	(50)	0
Recharge Income	(377,738)	(455,360)	(385,450)	(360,870)
Total Income	(377,796)	(455,360)	(385,500)	(360,870)
Net Expenditure / (Income)	(2,855)	(66,330)	8,500	(20)

NON-DISTRIBUTABLE COSTS

Purpose

In contrast to Allocated Central Overheads, there are a number of costs which are accounted for centrally over which services have no control and receive no benefit, and therefore these costs are retained centrally and not re-allocated to services.

Additional Information

Costs deemed to be non-distributable to services include the cost of unused IT facilities, costs of other long term unused but unrealisable assets and residual pension fund costs of former employees.

Since April 2011 a fixed monthly charge has been made by the Pension Fund in respect of the fund's deficit. This amount has been offset throughout the budget book by a reduction in the employer's contribution made by the Council in respect of all staff in the pension scheme. Accounting convention requires that only costs associated with current pension liabilities are shown in the Council's accounts, therefore the actual amount paid is adjusted at the end of the year, so that the outturn figure is £nil.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	0	817,000	824,000	825,000
Support Service Costs	20,335	21,560	26,200	168,190
Total Expenditure	20,335	838,560	850,200	993,190

**ENVIRONMENTAL SERVICE
ESTIMATES
2013/14**

ENVIRONMENTAL SERVICE

Aim:

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

Summary:

Located at Portway Depot, Andover and Bourne House, Romsey, the Environmental Service is an in-house team providing a range of direct front line services to the public.

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

Principal Activities	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Grounds Maintenance	1,051,042	1,117,210	1,149,920	1,133,990
Waste Collection	2,289,628	2,290,710	2,049,310	2,050,220
Garden Waste Collection	80,649	35,630	34,810	14,080
Street Cleansing	1,164,243	1,206,050	1,195,150	1,205,640
Vehicle Workshop	32,247	25,820	34,470	24,090
Operational Overheads	1	130	0	90
Net Total Expenditure	4,617,810	4,675,550	4,463,660	4,428,110

SUBJECTIVE SUMMARY

The net expenditure between the revised 2012/13 and original 2013/14 estimates has decreased by approximately £36,000.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	3,371,382	3,390,720	3,283,740	3,356,310
Premises Costs	248,853	188,980	280,090	234,370
Transport Costs	1,722,695	1,707,540	1,643,580	1,715,160
Supplies & Services	759,037	1,102,730	1,190,600	937,350
Contract Costs	38,909	30,000	33,850	35,500
Support Service Costs	537,637	555,370	569,550	558,840
Capital Financing	467,137	405,880	424,410	484,380
Total Expenditure	7,145,650	7,381,220	7,425,820	7,321,910
<u>Income</u>				
Fees & Charges Income	(1,267,781)	(1,266,710)	(1,562,440)	(1,427,730)
Recharge Income	(1,260,059)	(1,438,960)	(1,399,720)	(1,466,070)
Total Income	(2,527,840)	(2,705,670)	(2,962,160)	(2,893,800)
Net Expenditure	4,617,810	4,675,550	4,463,660	4,428,110

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 the grounds maintenance function at the Borough's cemeteries, playgrounds, formal parks, open spaces and sports centres. This includes the tasks of mowing, preparation of sports pitches, shrub bed maintenance, planting and maintenance of floral displays, interments and formal inspections of approximately 80 playgrounds.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	939,069	950,390	909,830	939,460
Premises Costs	108,016	92,140	115,820	102,390
Transport Costs	303,355	325,720	323,140	330,580
Supplies & Services	348,528	351,510	393,280	289,320
Contract Costs	16,041	15,000	14,950	16,500
Support Service Costs	93,222	94,960	100,820	97,900
Capital Financing	54,756	91,200	60,540	107,460
Total Expenditure	1,862,987	1,920,920	1,918,380	1,883,610
<u>Income</u>				
Fees & Charges Income	(456,297)	(457,020)	(431,120)	(393,800)
Recharge Income	(355,648)	(346,690)	(337,340)	(355,820)
Total Income	(811,945)	(803,710)	(768,460)	(749,620)
Net Expenditure	1,051,042	1,117,210	1,149,920	1,133,990

WASTE COLLECTION

Purpose

The Council has a statutory duty to make arrangements for the collection of household waste. To achieve this, the Council operates an alternate weekly bin collection service to all households in the Borough.

Additional Information

There are eleven waste collection rounds collecting the waste of every domestic property in the Borough. Waste collections are on a fortnightly cycle with dry mixed recyclables collected one week and residual non-recyclable waste on the other week. The service also undertakes bulky waste collections, clinical waste collections and bin deliveries.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	1,185,722	1,244,930	1,184,900	1,185,970
Premises Costs	63,910	37,490	81,390	61,370
Transport Costs	567,505	568,190	570,750	579,270
Supplies & Services	338,967	331,670	368,790	311,900
Contract Costs	0	0	0	0
Support Service Costs	197,792	203,650	208,180	204,140
Capital Financing	284,981	249,890	269,980	242,870
Total Expenditure	2,638,877	2,635,820	2,683,990	2,585,520
Fees & Charges Income	(348,073)	(344,110)	(633,740)	(534,420)
Recharge Income	(1,176)	(1,000)	(940)	(880)
Total Income	(349,249)	(345,110)	(634,680)	(535,300)
Net Expenditure	2,289,628	2,290,710	2,049,310	2,050,220

GARDEN WASTE COLLECTION

Purpose

The objective of this unit is to collect all recyclable garden waste from those households that participate in the Garden Waste Collection scheme.

Additional Information

During 2012 the scheme had a membership of 10,800 residents.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	157,240	154,960	155,760	155,710
Premises Costs				
Premises Costs	6,223	3,290	8,060	5,910
Transport Costs	96,251	83,270	84,580	88,090
Supplies & Services	19,106	29,970	28,960	25,230
Support Service Costs	51,854	53,920	53,790	53,360
Capital Financing	38,000	0	0	0
Total Expenditure	368,674	325,410	331,150	328,300
Fees & Charges Income	(288,025)	(289,780)	(296,340)	(314,220)
Net Expenditure	80,649	35,630	34,810	14,080

STREET CLEANSING

Purpose

The street cleansing team is responsible for the maintenance of the street scene across the Borough. This includes street sweeping, litter bin emptying and, where appropriate, issuing Fixed Penalty Notices.

Additional Information

The street cleansing team mechanically sweep road channels and pavements, remove fly tips, empty litter and dog bins and clear graffiti. During Autumn 2012, a dedicated team cleared over 400 tonnes of leaves from highways in the borough.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	738,364	694,220	681,130	711,630
Premises Costs	20,016	9,700	14,060	12,050
Transport Costs	267,346	247,690	220,540	242,550
Supplies & Services	165,053	250,760	257,650	177,160
Contract Costs	14,870	15,000	18,900	19,000
Support Service Costs	118,096	121,620	125,430	123,140
Capital Financing	82,745	63,190	93,890	130,910
Total Expenditure	1,406,490	1,402,180	1,411,600	1,416,440
<u>Income</u>				
Fees & Charges Income	(143,227)	(115,730)	(135,620)	(121,520)
Recharge Income	(99,020)	(80,400)	(80,830)	(89,280)
Total Income	(242,247)	(196,130)	(216,450)	(210,800)
Net Expenditure	1,164,243	1,206,050	1,195,150	1,205,640

VEHICLE WORKSHOP

Purpose

The vehicle workshop is responsible for the maintenance of the Council's vehicle fleet. It is also responsible for the procurement of vehicles, plant and equipment.

Additional Information

The vehicle workshop maintains approximately 90 Council vehicles and a range of mechanical plant. The vehicles maintained vary from refuse collection vehicles to mowers. This section provides a necessary support to the other units in the Service to ensure they continue to obtain maximum usage from their vehicles and plant.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	206,090	200,200	200,590	208,500
Premises Costs	50,673	46,340	60,450	52,650
Transport Costs	29,146	33,890	32,830	29,450
Supplies & Services	66,908	74,960	74,130	69,290
Contract Costs	7,998	0	0	0
Support Service Costs	57,639	61,440	58,970	58,360
Capital Financing	(49)	1,600	0	3,140
Total Expenditure	418,405	418,430	426,970	421,390
<u>Income</u>				
Fees & Charges Income	(28,685)	(25,980)	(27,960)	(26,390)
Recharge Income	(357,473)	(366,630)	(364,540)	(370,910)
Total Income	(386,158)	(392,610)	(392,500)	(397,300)
Net Expenditure	32,247	25,820	34,470	24,090

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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Transport Costs	449,161	437,790	401,080	434,310
Supplies & Services	876	4,560	3,570	4,410
Total Expenditure	450,037	442,350	404,650	438,720
<u>Income</u>				
Fees & Charges Income	(3,296)	(3,500)	(4,480)	(4,480)
Recharge Income	(446,741)	(438,850)	(400,170)	(434,240)
Total Income	(450,037)	(442,350)	(404,650)	(438,720)
Net Expenditure	0	0	0	0

OPERATIONAL OVERHEADS

Purpose

This represents the cost of the operational overheads of the Environmental Service.

Additional Information

The net cost of the Operational Overheads is re-allocated across the other service units.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	144,897	146,020	151,530	155,040
Premises Costs	15	20	310	0
Transport Costs	9,931	10,990	10,660	10,910
Supplies & Services	(180,401)	59,300	64,220	60,040
Support Service Costs	19,034	19,780	22,360	21,940
Capital Financing	6,704	0	0	0
Total Expenditure	180	236,110	249,080	247,930
<u>Income</u>				
Fees & Charges Income	(178)	(30,590)	(33,180)	(32,900)
Recharge Income	(1)	(205,390)	(215,900)	(214,940)
Total Income	(179)	(235,980)	(249,080)	(247,840)
Net Expenditure / (Income)	1	130	0	90

**ESTATES SERVICE
ESTIMATES
2013/14**

ESTATES SERVICE

Aim:

To offer Estate and Economic Development solutions to meet the needs of Test Valley Borough Council, its citizens and businesses.

Summary:

The Estates and Economic Development Service is responsible for managing commercial properties owned by the Council and a range of economic development activity which contributes towards 'Developing a Competitive Local Economy', which is one of the Council's corporate priorities ('Doing things Differently' 2011 to 2015). Premises Management and Property Maintenance are also functions of the Council delivered by the service.

The Service is managed by the Head of Estates, assisted by three managers. These are a Senior Valuer who deals with asset management through commercial and industrial lettings; a Property Services Manager who is responsible for reactive, planned and cyclic maintenance encapsulated in the Council's Asset Management Plan and an Economic Development Officer who deals with the Council's economic activities (including economic regeneration, development and partnership working, tourism promotion etc.)

ESTATES SERVICE
SUMMARY ESTIMATES

Principal Activities	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Estates Support Unit	597,422	598,390	617,310	599,090
Property Portfolio				
Andover Market	(47,904)	(47,170)	(44,900)	(46,060)
Business Park Development	(4,518,572)	(4,545,840)	(4,430,170)	(4,372,240)
Union Street	(90,006)	(83,140)	(82,980)	(84,060)
Chantry Centre	(922,950)	(1,040,320)	(689,020)	(824,810)
Corporate Properties	69,535	(196,020)	(183,760)	(180,710)
Total - Property Portfolio	(5,509,897)	(5,912,490)	(5,430,830)	(5,507,880)
Economic Development & Promotion	205,062	160,420	211,060	186,320
Promotion of Tourism	114,393	92,740	96,970	89,290
Total Economic Development and Promotion	319,455	253,160	308,030	275,610
Town Centre Management	53,287	57,190	72,590	56,770
Premises Management				
Christmas Lighting	19,492	29,730	29,890	0
Public Halls	233,398	215,840	295,520	278,390
Public Conveniences	195,587	154,650	183,410	176,080
Office Accommodation	17,660	(36,280)	18,960	6,290
Depot Costs	238,703	0	5,520	0
Building Maintenance	132,415	143,040	115,850	104,210
Maintenance Works	0	487,300	68,640	356,110
Building Cleaning	24,723	38,850	20,710	24,160
Total - Premises Management	861,978	1,033,130	738,500	945,240
Net Total Income	(3,677,755)	(3,970,620)	(3,694,400)	(3,631,170)

SUBJECTIVE SUMMARY

The net income has reduced by £339,450 from the 2012/13 original estimate to the 2013/14 original estimate. This is due primarily to a reduction against the 2012/13 estimate for income from the Chantry Centre and Walworth Business Park.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	1,075,743	1,086,800	1,072,790	1,086,920
Premises Costs	1,478,946	1,747,320	1,624,590	1,726,130
Transport Costs	76,855	44,190	44,250	41,390
Supplies & Services	753,731	805,910	726,140	669,550
Contract Costs	240,356	269,960	380,700	363,230
Support Service Costs	696,524	729,320	730,150	722,190
Capital Charges	719,127	231,350	312,220	326,590
Total Expenditure	5,041,282	4,914,850	4,890,840	4,936,000
<u>Income</u>				
Fees & Charges Income	(6,850,839)	(6,941,220)	(6,488,370)	(6,558,350)
Recharge Income	(1,868,198)	(1,944,250)	(2,096,870)	(2,008,820)
Total Income	(8,719,037)	(8,885,470)	(8,585,240)	(8,567,170)
Net Income	(3,677,755)	(3,970,620)	(3,694,400)	(3,631,170)

ESTATES SUPPORT UNIT

Purpose

The Service 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 2012 the Service was responsible for land and property with a value of around £90M. Rental income generated by these assets is over £6M per annum. The management of the portfolio includes asset disposal, where necessary, to generate capital receipts for the Council.

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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	616,160	618,120	622,710	615,460
Transport Costs	13,602	11,900	10,810	11,520
Supplies & Services	41,476	33,160	34,480	30,130
Support Service Costs	110,391	119,390	133,540	126,160
Total Expenditure	781,629	782,570	801,540	783,270
Recharge Income	(184,207)	(184,180)	(184,230)	(184,180)
Net Expenditure	597,422	598,390	617,310	599,090

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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	8,756	9,490	9,260	10,600
Support Service Costs	3,340	3,340	3,340	3,340
Total Expenditure	12,096	12,830	12,600	13,940
Fees & Charges Income	(60,000)	(60,000)	(57,500)	(60,000)
Net Income	(47,904)	(47,170)	(44,900)	(46,060)

BUSINESS PARK DEVELOPMENT

Purpose

The Council owns the freehold of Andover's major commercial areas, Walworth and East and West Portway Business Parks and 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 5000 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 2011/12		Original Estimate 2012/13	Revised Estimate 2012/13	Original Estimate 2013/14
	£	£	£	£	£
<u>Expenditure</u>					
Employee Costs	25,182		24,880	24,770	23,660
Premises Costs	160,557		106,730	147,790	124,430
Transport Costs	672		500	0	0
Supplies & Services	107,847		197,830	154,190	175,830
Sub-contractor costs	0		0	3,330	0
Support Service Costs	94,326		101,830	96,020	97,210
Total Expenditure	388,584		431,770	426,100	421,130
Fees & Charges Income	(4,907,156)		(4,977,610)	(4,856,270)	(4,793,370)
Net Income	(4,518,572)		(4,545,840)	(4,430,170)	(4,372,240)

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 a community facility, The Rendezvous.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	4,179	6,240	7,180	6,090
Supplies & Services	312	320	320	320
Support Service Costs	1,124	1,210	1,160	1,170
Total Expenditure	5,615	7,770	8,660	7,580
Fees & Charges Income	(95,621)	(90,910)	(91,640)	(91,640)
Net Income	(90,006)	(83,140)	(82,980)	(84,060)

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.

Additional Information

The Centre is managed by AXA on behalf of Friends Life Limited.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	253	0	1,900	0
Support Service Costs	9,127	9,680	9,080	9,190
Total Expenditure	9,380	9,680	10,980	9,190
Fees & Charges Income	(932,330)	(1,050,000)	(700,000)	(834,000)
Net Income	(922,950)	(1,040,320)	(689,020)	(824,810)

CORPORATE PROPERTIES

Purpose

In addition to the business parks, Union Street and Chantry Centre, the Council also owns its operational property; offices, depots, community facilities, leisure facilities, public conveniences and cemeteries. A miscellaneous investment portfolio of shops, offices, workshops and agricultural land is also held throughout the Borough.

Additional Information

The Service generates an income in excess of £550,000 through lettings to third parties.

Included in this figure is the Council's income share from the Odeon Cinema development.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	232,888	197,670	214,070	203,230
Supplies & Services	44,698	16,520	9,760	17,600
Support Service Costs	156,266	165,610	155,340	157,250
Capital Charges	292,692	0	32,130	32,130
Total Expenditure	726,544	379,800	411,300	410,210
Fees & Charges Income	(657,009)	(575,820)	(595,060)	(590,920)
Net Expenditure / (Income)	69,535	(196,020)	(183,760)	(180,710)

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 through Romsey Town Centre Management, Farmers Markets, Business Incentive Grants, Meet the Buyer events 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 and working with partners including the Andover College, University of Winchester and local schools e.g. supporting the Community Learning Partnership and Andover Junior Graduation.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	23,321	45,250	1,650	810
Transport Costs	1,500	1,600	1,500	1,630
Supplies & Services	202,224	161,800	169,660	156,830
Sub-contractor Costs	0	0	88,800	77,560
Support Service Costs	52,573	52,770	50,450	50,490
Total Expenditure	279,618	261,420	312,060	287,320
Fees & Charges Income	(74,556)	(101,000)	(101,000)	(101,000)
Net Expenditure	205,062	160,420	211,060	186,320

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 Romsey Tourist Information Centre 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 Test Valley Visitors Guide, Test Valley Churches, Sprat and Winkle Line 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 the hospitality sector including the Hampshire Hospitality Awards.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	5,930	3,970	11,960	4,250
Transport Costs	1,280	1,310	1,280	1,280
Grants	81,450	69,620	66,210	66,200
Other Supplies & Services	20,761	12,680	12,490	12,490
Support Service Costs	4,972	5,160	5,030	5,070
Total Expenditure	114,393	92,740	96,970	89,290

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 improving the range and quality of the retail and catering on offer and by the creation and promotion of vibrant and modern market towns.

Additional Information

The Romsey Town Centre Manager is responsible for the marketing and promotion of the town centre. This includes supporting and organising local events, support for businesses, and organising a variety of meetings.

In Andover an important new initiative to rejuvenate Andover Town centre was launched in October 2012. The town centre summit in November has led to a variety of new initiatives (including a new grant or independent retail units).

As part of the Andover Town Centre Summit initiative, the High Street Events group is now offering free bookings of the Time Ring to performers, with the aim of increasing footfall in the town centre. We are keen to hear from performers, choirs, schools, charities and other local groups who would like to use the Time Ring.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	25,183	24,150	24,770	23,660
Premises Costs	4,988	5,880	4,770	6,010
Transport Costs	839	1,490	1,500	1,370
Supplies & Services	21,506	23,470	38,690	22,880
Support Service Costs	9,850	10,190	10,700	10,690
Total Expenditure	62,366	65,180	80,430	64,610
<u>Income</u>				
Fees & Charges Income	(2,659)	(1,570)	(1,420)	(1,420)
Recharge Income	(6,420)	(6,420)	(6,420)	(6,420)
Total Income	(9,079)	(7,990)	(7,840)	(7,840)
Net Expenditure	53,287	57,190	72,590	56,770

CHRISTMAS LIGHTING

Purpose

Until the financial year 2012/13, the Council has provided financial support to Andover and Romsey Town Centres to assist with the display of Christmas trees and lighting over the festive period. With effect from 2013/14, this support will cease.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	7,781	4,210	4,810	0
Supplies & Services	9,023	22,780	22,370	0
Support Service Costs	2,688	2,740	2,710	0
Total Expenditure	19,492	29,730	29,890	0

PUBLIC HALLS

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.

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. Crosfield Hall has had a substantial renovation and the upper Guildhall kitchen and conveniences are planned for refurbishment in the next year.

Six new community buildings (three community centres and three sports pavilions) will be built by developers over the next few years and will be integrated into the Council's property portfolio.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	111,376	68,060	138,860	117,940
Supplies & Services	11,079	10,830	20,910	11,460
Support Service Costs	124,428	124,710	124,550	124,610
Capital Charges	40,616	40,620	43,160	48,160
Total Expenditure	287,499	244,220	327,480	302,170
Fees & Charges Income	(54,101)	(28,380)	(31,960)	(23,780)
Net Expenditure	233,398	215,840	295,520	278,390

PUBLIC CONVENIENCES

Purpose

The Council provides five public conveniences across the Borough, all of which are free to use and have baby changing rooms and facilities for disabled people.

Additional Information

The service is responsible for the cleaning and maintenance of these facilities.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	53,073	56,210	51,730	50,380
Premises Costs	137,382	121,570	149,140	143,340
Transport Costs	26,662	8,450	7,600	7,940
Supplies & Services	11,726	14,370	11,780	14,270
Sub-contractor Costs	24	0	0	0
Support Service Costs	7,544	7,800	7,730	7,630
Capital Charges	13,398	13,400	13,400	13,400
Total Expenditure	249,809	221,800	241,380	236,960
Recharge Income	(54,222)	(67,150)	(57,970)	(60,880)
Net Expenditure	195,587	154,650	183,410	176,080

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 the Beech Hurst, Andover and the managed exit from Duttons Road, together with the transfer into the former Magistrates Court, Romsey offices.

Additional Information

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

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Duttons Road, Romsey				
<u>Expenditure</u>				
Premises Costs	123,901	108,670	125,640	97,210
Transport Costs	0	0	180	0
Supplies & Services	9,663	8,700	20,460	600
Capital Charges	45,111	45,110	45,110	45,110
Total Expenditure	178,675	162,480	191,390	142,920
Fees & Charges Income	(6,441)	(6,110)	(6,550)	(4,500)
Net Expenditure	172,234	156,370	184,840	138,420
Beech Hurst, Andover				
<u>Expenditure</u>				
Premises Costs	410,625	397,630	530,360	469,920
Supplies & Services	27,571	26,720	25,550	25,970
Contract Costs	27,457	28,500	28,500	28,500
Support Service Costs	12,451	13,360	12,880	13,060
Capital Charges	106,692	106,690	107,160	107,160
Total Expenditure	584,796	572,900	704,450	644,610
Fees & Charges Income	(60,568)	(49,820)	(46,570)	(46,220)
Net Expenditure	524,228	523,080	657,880	598,390
Former Magistrates Court, Romsey				
<u>Expenditure</u>				
Premises Costs	0	0	0	35,630
Supplies & Services	0	0	1,960	1,960
Capital Charges	0	0	6,000	12,000
Total Expenditure	0	0	7,960	49,590
Fees & Charges Income	0	0	0	(11,500)
Net Expenditure	0	0	7,960	38,090

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.

The net expenditure shown on the previous page is reallocated to services based on the floor area occupied at Beech Hurst. (shown as Recharge Income under General Office Accommodation below).

	Actual 2011/12	Original Estimate 2012/13	Revised Estimate 2012/13	Original Estimate 2013/14
	£	£	£	£
Premises Management				
<u>Expenditure</u>				
Employee Costs	110,731	110,580	109,360	111,240
Transport Costs	1,762	1,720	1,300	1,610
Supplies & Services	13,648	16,730	12,070	7,340
Support Service Costs	33,859	34,880	42,020	41,370
Total Expenditure	160,000	163,910	164,750	161,560
<u>Income</u>				
Fees & Charges Income	(398)	0	(400)	0
Recharge Income	(155,260)	(155,260)	(155,260)	(155,260)
Total income	(155,658)	(155,260)	(155,660)	(155,260)
Net Expenditure	4,342	8,650	9,090	6,300
General Office Accommodation				
Recharge Income	(683,144)	(724,380)	(840,810)	(774,910)
Net Expenditure / (Income)	17,660	(36,280)	18,960	6,290

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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	231,413	124,650	196,980	140,090
Supplies & Services	4,756	580	1,330	1,000
Sub-contractor Costs	0	0	70	0
Support Service Costs	5,670	6,100	5,860	5,960
Capital Charges	210,580	24,230	51,230	52,730
Total Expenditure	452,419	155,560	255,470	199,780
Recharge Income	(213,716)	(155,560)	(249,950)	(199,780)
Net Expenditure	238,703	0	5,520	0

BUILDING MAINTENANCE

Purpose

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

Additional Information

The in-house team deal with reactive repairs and provide an out-of-hours service.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	174,192	165,330	170,610	173,000
Premises Costs	15,544	60,000	11,460	10,470
Transport Costs	30,538	17,220	20,000	15,960
Supplies & Services	127,113	170,660	103,720	105,640
Sub-Contractor Costs	200,681	235,790	240,000	250,870
Support Service Costs	49,656	53,040	51,210	51,370
Capital Charges	10,038	1,300	14,030	15,900
Total Expenditure	607,762	703,340	611,030	623,210
Recharge Income	(475,347)	(560,300)	(495,180)	(519,000)
Net Expenditure	132,415	143,040	115,850	104,210

MAINTENANCE WORKS

Purpose

The Council is obliged to maintain all properties in its ownership with regard to maintaining the value of the asset, meeting Health & Safety and other legislative requirements and to provide functional buildings that meet the needs of their users. The budget has two principal strands; reactive maintenance deals with repair work that is identified through the year and planned maintenance is scheduled in advance to keep Council properties fully maintained.

Additional Information

The Property Services team manage responsive, cyclical and planned maintenance of the Council's properties. There are some 60 industrial, commercial and operational properties, 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.

The planned maintenance programme is determined by Property Services before the start of each financial year, after consultation with other Council services and is then incorporated into the Asset Management Plan. Amendments are made during the year, on the basis of actual costs of work and changing priorities.

All maintenance costs are charged to the relevant premises budget as they occur. For 2013/14, planned / cyclical costs are also budgeted against the relevant premises budget.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Reactive Maintenance	0	330,000	43,430	336,000
Planned / Cyclical Maintenance	0	157,300	25,210	20,110
Total Expenditure	0	487,300	68,640	356,110

BUILDING CLEANING

Purpose

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

Additional Information

The team clean the Council offices at Beech Hurst and Portway Depot, Andover, Duttons Road and Bourne House Depot, Romsey and will migrate to the former Magistrates Court as well as the public halls across the Borough.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	71,222	87,530	68,840	89,520
Premises Costs	52	0	120	0
Transport Costs	0	0	80	80
Supplies & Services	18,878	19,140	20,190	19,030
Sub-Contractor Costs	12,194	5,670	20,000	6,300
Support Service Costs	18,259	17,510	18,530	17,620
Total Expenditure	120,605	129,850	127,760	132,550
Recharge Income	(95,882)	(91,000)	(107,050)	(108,390)
Net Expenditure	24,723	38,850	20,710	24,160

**FINANCE SERVICE
ESTIMATES
2013/14**

FINANCE SERVICE

The Finance Service is managed by the Head of Finance, Accountancy Manager and Financial Services Manager who has responsibility for the council's exchequer functions.

All cost centres within the Finance Service are part of the Council's Economic 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 income 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 2011/12	Original Estimate 2012/13	Revised Estimate 2012/13	Original Estimate 2013/14
Principal Activities	£	£	£	£
Finance Service	(1,788)	(46,090)	(3,330)	(37,480)
Net Total Income	(1,788)	(46,090)	(3,330)	(37,480)

SUBJECTIVE SUMMARY

	Actuals 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	695,833	699,800	708,390	703,240
Premises Costs	64	0	150	0
Transport Costs	8,243	7,290	6,800	7,100
Supplies & Services	56,478	66,200	42,480	47,910
Support Service Costs	121,168	128,500	150,200	129,520
Total Expenditure	881,786	901,790	908,020	887,770
<u>Income</u>				
Fees & Charges Income	(3,090)	(800)	(1,140)	(800)
Recharge Income	(880,484)	(947,080)	(910,210)	(924,450)
Total Income	(883,574)	(947,880)	(911,350)	(925,250)
Net Income	(1,788)	(46,090)	(3,330)	(37,480)

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 main exchequer functions of the Council are undertaken by the Financial Services team, which is responsible for debtor, creditor, insurance and car lease functions.

The Financial Services team currently processes approximately 4,000 debtor invoices and 17,000 creditor invoices per annum.

	Actuals 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	695,833	699,800	708,390	703,240
Premises Costs	64	0	150	0
Transport Costs	8,243	7,290	6,800	7,100
Supplies & Services	56,478	66,200	42,480	47,910
Support Service Costs	121,168	128,500	150,200	129,520
Total Expenditure	881,786	901,790	908,020	887,770
<u>Income</u>				
Fees & Charges	(3,090)	(800)	(1,140)	(800)
Recharge Income	(880,484)	(947,080)	(910,210)	(924,450)
Total Income	(883,574)	(947,880)	(911,350)	(925,250)
Net Income	(1,788)	(46,090)	(3,330)	(37,480)

**HOUSING & ENVIRONMENTAL HEALTH
SERVICE ESTIMATES
2013/14**

HOUSING & ENVIRONMENTAL HEALTH SERVICE

Our aim is to safeguard the environmental health of the Borough, to assess local housing needs and secure 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 in relation to the housing strategy, private sector housing, disabled facilities grants, housing needs assessment, housing advice and homelessness. These teams are also responsible for administering the Joint Housing Register and our involvement in the sub-regional choice based lettings scheme called Hampshire Home Choice, and commissioning the provision of new affordable housing developed mainly by housing associations.

The Environmental Health Unit has two teams; Health Protection and Environmental Protection. Health Protection includes accidents, Health & Safety at work, corporate Health & Safety, registration of skin piercers, hairdressers, food hygiene standards, food poisoning & infectious diseases, smoke free areas, Sunday trading, licensing for dangerous wild animals, riding schools, pet shops, zoos and street trading.

Environmental Protection covers contaminated land, noise & other nuisances, air pollution control, pollution prevention & control permits, bonfires, drains & sewers, out of hours service, private water supplies; plus licensing of catteries, kennels & dog breeders; dog fouling; stray dogs & responsible dog ownership.

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 functions to be undertaken by the Service is estimated at £3.091M in 2013/14. The main reason for the fluctuations in net expenditure is the capital financing cost within Housing Development, as accounting convention dictates that grants made to registered social landlords are shown within the service accounts. This is also the main reason for the increase in net service expenditure from the 2012/13 original figure of £2.660M to £3.727M in the revised estimate.

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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Housing Activities				
General Management	1	60	0	0
Housing Options	462,739	549,910	756,640	720,770
Hampshire Home Choice	0	0	0	0
Housing Development	348,729	156,340	1,140,600	488,390
Business Support	0	(710)	0	0
Total - Housing Activities	811,469	705,600	1,897,240	1,209,160
Health Activities				
Pest Control	224,009	204,450	233,870	198,660
Out of Hours Service	24,195	26,110	22,550	23,700
Pollution	367,163	355,670	335,460	335,130
Housing Standards	741,670	804,240	677,610	811,810
Animal Welfare	182,013	188,080	173,170	151,430
Health Protection	396,322	376,120	387,040	360,780
Total - Health Activities	1,935,372	1,954,670	1,829,700	1,881,510
Net Total Expenditure	2,746,841	2,660,270	3,726,940	3,090,670

SUBJECTIVE SUMMARY

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

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	1,546,900	1,441,160	1,546,090	1,543,750
Premises Costs	3,782	9,320	7,020	9,550
Transport Costs	67,217	76,500	57,180	55,250
Supplies & Services	253,065	214,480	350,600	314,260
Transfer Payments	175,659	170,000	253,420	170,000
Support Service Costs	1,432,165	1,489,050	1,442,490	1,322,480
Capital Financing	1,125,147	896,770	1,818,240	1,206,720
Total Expenditure	4,603,935	4,297,280	5,475,040	4,622,010
<u>Income</u>				
Fees & Charges Income	(402,893)	(306,610)	(367,290)	(378,460)
Government Grant	(580,687)	(508,000)	(583,520)	(420,000)
Recharge Income	(873,514)	(822,400)	(797,290)	(732,880)
Total Income	(1,857,094)	(1,637,010)	(1,748,100)	(1,531,340)
Net Expenditure	2,746,841	2,660,270	3,726,940	3,090,670

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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	82,888	79,200	81,450	80,170
Transport Costs	524	510	510	470
Supplies & Services	1,315	1,350	1,690	1,360
Support Service Costs	208,220	227,420	217,880	213,640
Total Expenditure	292,947	308,480	301,530	295,640
Recharge Income	(292,946)	(308,420)	(301,530)	(295,640)
Net Expenditure	1	60	0	0

HOUSING OPTIONS

Purpose

The Council has a statutory duty to assist those who are homeless or threatened with homelessness under the 1996 Housing Act / Homelessness Act 2002. Furthermore, the Council has a strategic role which includes the identification of housing need and the formulation of strategies to meet that need.

Additional Information

The Housing Options Team administers our involvement in the sub-regional choice based lettings scheme called Hampshire Home Choice (see next page), liaises with the Council's housing association partners and provides nominations when vacancies occur within the affordable housing stock. There are currently 3,641 applicants on the Housing Register including those tenants who need to move to more suitable housing. The Unit makes approximately 450 nominations per year to registered social landlords.

The team also provides a housing advice which is aimed at preventing homelessness. During 2011/12, the Council was required to secure accommodation for 46 homeless households. In addition, the team helped to prevent homelessness in 396 cases during the same year.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	375,793	341,690	365,510	351,190
Premises Costs	390	4,390	2,460	4,470
Transport Costs	12,364	12,040	9,620	8,360
Supplies & Services	55,818	17,020	100,790	95,340
Transfer Payments	175,659	170,000	253,420	170,000
Support Service Costs	183,792	219,460	245,850	211,630
Capital Financing	4,400	43,570	50,040	50,040
Total Expenditure	808,216	808,170	1,027,690	891,030
<u>Income</u>				
Fees & Charges Income	(159,952)	(146,900)	(159,690)	(146,900)
Government Grant	(118,270)	(88,000)	(88,000)	0
Recharge Income	(67,255)	(23,360)	(23,360)	(23,360)
Total Income	(345,477)	(258,260)	(271,050)	(170,260)
Net Expenditure	462,739	549,910	756,640	720,770

HAMPSHIRE HOME CHOICE

Purpose

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

Additional Information

The scheme is overseen by the Hampshire Home Choice Manager employed by the Borough Council. Revenue funding is provided by the Registered Partners (RPs) and this income pays for the manager post and Abritas 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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	0	0	26,800	45,210
Transport Costs	0	0	270	0
Supplies & Services	0	0	56,300	37,890
Total Expenditure	0	0	83,370	83,100
<u>Income</u>				
Fees & Charges Income	0	0	(83,370)	(83,100)
Total Income	0	0	(83,370)	(83,100)
Net Expenditure	0	0	0	0

HOUSING DEVELOPMENT

Purpose

The Housing Development team co-ordinates the Council's Housing Strategy to meet housing needs in the Borough.

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 each year; 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 2011/12 our Registered provider partners developed 220 new affordable homes which exceeded the Council's target of 200. As at the end of February 2013, 271 new affordable homes have been built, again exceeding the current annual target of 200.

The Council is a member of the Hampshire Alliance for Rural Affordable Housing (HARAH) which aims to increase the supply of new rural affordable homes. The unit also researches new policies and initiatives aimed at addressing local housing needs.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	99,908	90,260	108,090	126,210
Transport Costs	1,520	1,840	1,250	1,450
Supplies & Services	5,378	7,990	8,480	9,830
Support Service Costs	72,710	72,140	72,370	73,790
Capital Financing	179,500	0	966,300	300,000
Total Expenditure	359,016	172,230	1,156,490	511,280
<u>Income</u>				
Fees & Charges Income	0	0	0	(7,000)
Recharge Income	(10,287)	(15,890)	(15,890)	(15,890)
Total Income	(10,287)	(15,890)	(15,890)	(22,890)
Net Expenditure	348,729	156,340	1,140,600	488,390

BUSINESS SUPPORT

Purpose

The administrative support costs of the Housing teams are centralised and managed by the Senior Business Support Officer.

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 support, some of which includes; grant administration, food premises registration, low risk food inspections, hygiene certificates, street trading consent administration, 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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	139,232	123,530	150,910	145,900
Premises Costs	38	0	0	0
Transport Costs	2,154	2,600	2,170	0
Supplies & Services	52,391	67,660	56,550	54,180
Support Service Costs	184,086	198,920	165,570	116,600
Total Expenditure	377,901	392,710	375,200	316,680
Recharge Income	(377,901)	(393,420)	(375,200)	(316,680)
Net Income	0	(710)	0	0

PEST CONTROL

Purpose

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

Additional Information

The 2013/14 original estimate anticipates that the staff team will reduce to 2 full time pest control officers and an external contractor will be used during periods of high demand. Income levels during 2012/13 have been lower than expected due largely to the adverse weather conditions. This has had a particularly significant impact on insect treatment income with fewer wasps being present.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	93,297	89,550	79,610	64,630
Premises Costs	3,354	4,930	4,560	5,080
Transport Costs	16,245	15,550	13,490	12,330
Supplies & Services	16,091	16,360	20,160	28,270
Support Service Costs	162,504	160,610	163,550	152,570
Capital Financing	0	3,200	0	3,280
Total Expenditure	291,491	290,200	281,370	266,160
Fees & Charges Income	(67,482)	(85,750)	(47,500)	(67,500)
Net Expenditure	224,009	204,450	233,870	198,660

OUT OF HOURS SERVICE

Purpose

The Out Of Hours Service is a discretionary service which was set up to provide a timely response, outside of normal office hours, to certain types of problems which may require urgent action.

These problems may include: -

Any situation where there may be an immediate risk to health or the environment.

Serious nuisance problems where an immediate response is warranted.

Serious contravention of environmental health law where an immediate response is warranted.

Homelessness emergencies

Additional Information

The service operates using a standby rota which is manned at all times by duty environmental health and homelessness officers.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	15,170	15,870	13,840	15,030
Supplies & Services	2,301	3,020	3,100	3,120
Support Service Costs	6,724	7,220	5,610	5,550
Total Expenditure	24,195	26,110	22,550	23,700

POLLUTION

Purpose

The Council has a statutory obligation to deal with enforcement, authorisations, licences and information on air, land, noise and radiation pollutants.

Additional Information

A key area of work for the team is to minimise the effects of all types of pollution.

The team is also responsible for the control of other nuisances including drainage, and the implementation of the Council's revised Contaminated Land Strategy.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	227,493	228,820	219,240	224,550
Transport Costs	10,307	7,780	5,820	7,210
Supplies & Services	32,080	12,540	15,280	11,870
Support Service Costs	179,108	165,180	153,820	150,150
Total Expenditure	448,988	414,320	394,160	393,780
<u>Income</u>				
Fees & Charges Income	(29,048)	(33,400)	(33,450)	(33,400)
Recharge Income	(52,777)	(25,250)	(25,250)	(25,250)
Total Income	(81,825)	(58,650)	(58,700)	(58,650)
Net Expenditure	367,163	355,670	335,460	335,130

HOUSING STANDARDS

Purpose

The Council has a number of powers and duties in relation to unsatisfactory housing in the private sector.

Additional Information

The remit of the team includes the licence enforcement of caravan sites, administration of disabled facilities and housing improvement grants and loans, and the provision of advice and information on private sector housing and energy efficiency in domestic 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, and provides energy efficiency advice to householders.

Capital Financing costs represent the element of private sector grant payments that are not financed by the Government's Disabled Facilities Grant. 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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	147,593	141,550	151,560	161,990
Transport Costs	9,054	9,220	8,030	8,640
Supplies & Services	25,173	33,940	32,310	33,480
Support Service Costs	187,043	191,030	181,730	179,200
Capital Financing	939,390	850,000	800,000	850,000
Total Expenditure	1,308,253	1,225,740	1,173,630	1,233,310
<u>Income</u>				
Fees & Charges Income	(104,166)	(1,500)	(500)	(1,500)
Government Grant	(462,417)	(420,000)	(495,520)	(420,000)
Total Income	(566,583)	(421,500)	(496,020)	(421,500)
Net Expenditure	741,670	804,240	677,610	811,810

ANIMAL WELFARE

Purpose

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

Additional Information

The team is responsible for dog control throughout the Borough including the seizure of stray dogs and responding to complaints and enquiries regarding nuisances caused by dogs.

Responsibilities also include the provision of advice, education and enforcement of good practice in responsible dog ownership and the inspection and licensing of animal establishments.

In 2013/14 the Council will have reception arrangements in respect of stray dogs identified out of hours, with a private contractor.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	33,183	31,670	32,520	31,860
Transport Costs	7,915	17,810	8,660	8,370
Supplies & Services	47,015	40,220	40,460	24,210
Support Service Costs	101,405	105,320	97,630	90,530
Capital Financing	1,857	0	1,900	3,400
Total Expenditure	191,375	195,020	181,170	158,370
<u>Income</u>				
Fees & Charges Income	(7,702)	(6,660)	(7,720)	(6,660)
Recharge Income	(1,660)	(280)	(280)	(280)
Total Income	(9,362)	(6,940)	(8,000)	(6,940)
Net Expenditure	182,013	188,080	173,170	151,430

HEALTH PROTECTION

Purpose

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 / skin piercing registration. It also oversees the Council's compliance with its duty holder responsibilities under the Health & Safety at Work etc. Act 1974.

Additional Information

Enforcement, education and risk based interventions are used to improve standards within the premises (in excess of 2,000) 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.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	332,343	299,020	316,560	297,010
Transport Costs	7,134	9,150	7,360	8,420
Supplies & Services	15,503	14,380	15,480	14,710
Support Service Costs	146,573	141,750	138,480	128,820
Total Expenditure	501,553	464,300	477,880	448,960
<u>Income</u>				
Fees & Charges Income	(34,543)	(32,400)	(35,060)	(32,400)
Recharge Income	(70,688)	(55,780)	(55,780)	(55,780)
Total Income	(105,231)	(88,180)	(90,840)	(88,180)
Net Expenditure	396,322	376,120	387,040	360,780

**I.T. SERVICE
ESTIMATES
2013/14**

I.T. SERVICE

To provide an IT Service which has the vision and capability to support and drive Test Valley Borough Council's activities and ambitions.

The IT Service is integral to supporting all Services across the Council. As well as maintaining existing systems, the service is instrumental in the selection, procurement and implementation processes for all new information based systems.

Since 2011 the cost centre hierarchy within the IT Service has reflected different functional areas of the department, enabling a clearer view as to the cost of that particular function. This ensures that the impact of the shared service with Winchester City Council can be monitored transparently. Thus the management function and centralised expenses are shown separately from infrastructure and operational costs.

Summary Estimates - by Activity

The main variation between 2012/13 revised and 2013/14 original estimate is the increase in the budget for the Corporate Services Asset Management Plan.

Principal Activities	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Management Team	(688,242)	(844,820)	(825,880)	(893,530)
Service Desk	(41,120)	(34,030)	3,110	(1,830)
Infrastructure	411,346	413,460	436,530	434,170
Corporate Services	318,789	424,800	361,980	418,370
Net Total Expenditure / (Income)	773	(40,590)	(24,260)	(42,820)

SUBJECTIVE SUMMARY

The total expenditure estimate has decreased by £7,790 from the revised 2012/13 estimate to the 2013/14 original estimate, this is due to a reduction in Employee Costs offset by an increase in Capital Charges. Income estimates have increased by £10,770 over the same period, due to an increase in recharge income and fees and charges income.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	874,461	863,790	886,060	800,970
Transport Costs	16,941	13,140	13,340	4,450
Supplies & Services	547,210	667,630	709,480	729,910
Support Service Costs	183,389	199,600	162,720	155,480
Capital Charges	104,541	122,420	165,370	238,370
Total Expenditure	1,726,542	1,866,580	1,936,970	1,929,180
<u>Income</u>				
Fees & Charges Income	(117,285)	(99,900)	(130,750)	(112,880)
Recharge Income	(1,608,484)	(1,807,270)	(1,830,480)	(1,859,120)
Total Income	(1,725,769)	(1,907,170)	(1,961,230)	(1,972,000)
Net Expenditure / (Income)	773	(40,590)	(24,260)	(42,820)

MANAGEMENT TEAM

Purpose

The IT Service management team sets the Council's information and technology strategy, undertakes reporting against targets and goals, and provides administration, procurement and financial planning on the IT operation.

Additional Information

As well as its responsibilities for managing the ongoing support and maintenance of the Council's IT systems, the team is also responsible for managing the IT Capital Programme under the direction of the Information and Communications Board (ICB).

The key challenge in the foreseeable future is to enhance the efficiency of the Council through appropriate deployment of information based systems. Further infrastructure savings and improvements will be attained through shared IT service initiatives with Winchester City Council.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	319,141	331,540	379,020	283,050
Transport Costs	11,420	9,360	9,570	970
Supplies & Services	32,902	31,800	32,940	33,290
Support Service Costs	95,893	103,990	109,870	104,360
Capital Charges	104,541	122,420	165,370	238,370
Total Expenditure	563,897	599,110	696,770	660,040
<u>Income</u>				
Fees & Charges Income	(39,377)	(40,000)	(39,480)	(39,870)
Recharge Income	(1,212,762)	(1,403,930)	(1,483,170)	(1,513,700)
Total Income	(1,252,139)	(1,443,930)	(1,522,650)	(1,553,570)
Net Income	(688,242)	(844,820)	(825,880)	(893,530)

SERVICE DESK

Purpose

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

Additional Information

The Service Desk acts as a first point of contact for users who have issues or requests for service. A state-of-the-art Service Desk system is used to log and manage calls to an agreed Service Level. The team liaises with all third party service and system providers to ensure these agreed service levels are attained.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	146,553	159,920	122,490	132,740
Transport Costs	1,393	1,500	1,500	1,380
Supplies & Services	2,215	2,060	1,380	1,820
Support Service Costs	13,171	13,340	16,630	16,310
Total Expenditure	163,332	176,820	142,000	152,250
<u>Income</u>				
Fees & Charges Income	(64,555)	(51,980)	(40,910)	(57,880)
Recharge Income	(139,897)	(158,870)	(97,980)	(96,200)
Total Income	(204,452)	(210,850)	(138,890)	(154,080)
Net Expenditure / (Income)	(41,120)	(34,030)	3,110	(1,830)

INFRASTRUCTURE

Purpose

Infrastructure expenditure provides the core support to all users of the IT systems used by Test Valley and Winchester.

Additional Information

The Infrastructure Team support all aspects of providing computer services from both Councils' servers and network to the desktop terminal. Staff manage desktop hardware and software support, and control and monitor the network and all hardware attached to it. Support is provided for internet and intranet access, the infrastructure underpinning Transformational Government and service improvement initiatives. Leading industry standard technology located in the Councils' computer suites supply business-critical systems to over 1,000 desktops at all business locations of Test Valley and Winchester.

Supplies and services expenditure covers the costs associated with maintaining and developing the IT hardware, network and communications infrastructure with links to all Council sites and external sources such as the Internet.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	177,435	176,370	180,150	179,350
Transport Costs	2,203	1,500	1,500	1,380
Supplies & Services	222,921	226,710	270,190	242,100
Support Service Costs	8,787	8,880	11,630	11,340
Total Expenditure	411,346	413,460	463,470	434,170
Fees & Charges Income	0	0	(26,940)	0
Net Expenditure	411,346	413,460	436,530	434,170

CORPORATE SERVICES

Purpose

Provision and support for central functions within Test Valley, such as the procurement and maintenance of corporate software, and cross-Council services. This will extend over time to encompass shared systems and facilities with Winchester City Council.

Additional Information

All corporate software and systems are funded within the Corporate Services budget, including the Microsoft Office tools, Geographical Information System and document management systems, central printing costs and the central telephone system.

The department also provides Project Management resources in support of the Council's transformation strategy; website and intranet development and business analysis.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	231,332	195,960	204,400	205,830
Transport Costs	1,925	780	770	720
Supplies & Services	289,172	407,060	404,970	452,700
Support Service Costs	65,538	73,390	24,590	23,470
Total Expenditure	587,967	677,190	634,730	682,720
<u>Income</u>				
Fees & Charges Income	(13,353)	(7,920)	(23,420)	(15,130)
Recharge Income	(255,825)	(244,470)	(249,330)	(249,220)
Total Income	(269,178)	(252,390)	(272,750)	(264,350)
Net Expenditure	318,789	424,800	361,980	418,370

**LEGAL & DEMOCRATIC SERVICE
ESTIMATES
2013/14**

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.

The Service is also responsible for dealing with requests for information under the Freedom of Information Act 2000 and Data Protection.

The Democratic function is responsible for a variety of duties and is managed by the Head of Administration who has specific responsibility for Council, Cabinet, Committee and Councillor support, emergency planning and business continuity. He is assisted by two managers who are primarily responsible for Electoral Services and Registration & Licensing, with the latter including the maintenance of the statutory register of charges against land within the Borough boundaries. In addition The Democratic function is also responsible for the administration of the List of Assets of Community Value.

LEGAL & DEMOCRATIC SERVICE

Summary Estimates - by Activity

The net cost of the functions undertaken by the service has decreased by £24,450 between the 2012/13 revised estimate and the original estimate for 2013/14. This can be attributed to changes in employee costs across the years and additional Licensing income.

Principal Activities	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Legal				
Legal Function	63,611	23,330	(23,610)	(36,800)
Land Charges	(65,596)	(57,050)	(86,680)	(75,080)
Total - Legal	(1,985)	(33,720)	(110,290)	(111,880)
Democratic				
Democratic Unit	(32,472)	(55,030)	36,480	26,060
Council Elections	333,114	239,480	240,000	239,090
Registration of Electors	199,760	205,950	197,290	198,870
Total - Democratic	500,402	390,400	473,770	464,020
Licensing				
Lotteries, Amusements & Gaming Permits	30,318	37,390	23,640	25,400
Alcohol & Entertainment Licensing	(13,318)	(8,770)	1,510	(5,720)
Hackney Carriages & Private Hire Vehicles	(10,608)	(11,830)	(6,700)	(14,340)
Total - Licensing	6,392	16,790	18,450	5,340
Net Total Expenditure	504,809	373,470	381,930	357,480

SUBJECTIVE SUMMARY

The total expenditure estimate has increased by £15,320 from the revised 2012/13 estimate to the original 2013/14 estimate. This is primarily due to additional costs in supplies and services for Elections. The net expenditure has decreased due to the additional income within Licensing and a reduction in employee costs.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	879,875	856,180	847,840	839,460
Premises Costs	21,988	22,100	22,540	20,300
Transport Costs	14,057	8,560	7,890	14,100
Supplies & Services	405,089	243,490	324,320	344,770
Support Service Costs	486,461	515,770	502,600	501,880
Total Expenditure	1,807,470	1,646,100	1,705,190	1,720,510
<u>Income</u>				
Fees & Charges Income	(532,885)	(425,000)	(564,620)	(588,500)
Recharge Income	(769,776)	(847,630)	(758,640)	(774,530)
Total Income	(1,302,661)	(1,272,630)	(1,323,260)	(1,363,030)
Net Expenditure	504,809	373,470	381,930	357,480

LEGAL 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, including advocacy in the County Court, Magistrates Court and public 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.

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 ethical standards are maintained throughout the Council and, where necessary, conducting or arranging for investigations into alleged breaches of the Councillor Code of Conduct at Borough and Parish level.

In addition the Function is responsible for dealing with requests for information under the Freedom of Information Act 2000 and for Data Protection.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	373,531	362,140	354,470	346,330
Transport Costs	1,823	1,810	1,810	1,670
Supplies & Services	36,001	37,830	35,030	35,780
Support Service Costs	100,294	108,250	122,240	118,800
Total Expenditure	511,649	510,030	513,550	502,580
<u>Income</u>				
Fees & Charges Income	(19,656)	(15,000)	(23,550)	(15,000)
Recharge Income	(428,382)	(471,700)	(513,610)	(524,380)
Total Income	(448,038)	(486,700)	(537,160)	(539,380)
Net Expenditure / (Income)	63,611	23,330	(23,610)	(36,800)

LAND CHARGES

Purpose

The Council has a statutory duty to maintain a register of certain charges against land within its boundaries. A 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 advice from other teams in the Council including Engineers, Building Control, Environmental Health and Development Control, and also from Hampshire County Council.

The level of search fee is set locally and reviewed annually. Search requests are completed on average between 3-4 working days.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	49,309	54,510	44,480	54,630
Transport Costs	269	250	120	200
Supplies & Services	49,781	44,790	47,310	48,140
Support Service Costs	38,560	38,900	44,230	44,770
Total Expenditure	137,919	138,450	136,140	147,740
Fees & Charges Income	(203,515)	(195,500)	(222,820)	(222,820)
Net Income	(65,596)	(57,050)	(86,680)	(75,080)

DEMOCRATIC UNIT

Purpose

The Democratic Unit's main roles are to administer and support the Council, Cabinet, Committee and other Panel meetings, provide support to Members and support the Mayoral Office.

Additional Information

The budget includes the cost of the Head of Administration who provides the strategic management for the Unit and specifically manages the Committee Section. Recharge income represents the cost of carrying out activities related to other council budgets, especially Committee and Councillor Support which is recharged to the Corporate and Democratic Core budget.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	236,375	236,140	240,980	235,720
Transport Costs	1,651	1,880	1,440	1,800
Supplies & Services	7,746	14,350	9,750	9,720
Support Service Costs	28,808	30,720	25,020	24,580
Total Expenditure	274,580	283,090	277,190	271,820
Recharge Income	(307,052)	(338,120)	(240,710)	(245,760)
Net Expenditure / (Income)	(32,472)	(55,030)	36,480	26,060

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, together with the Police Crime Commissioner Elections.

Additional Information

Responsibilities include organising the printing of the ballot papers, distribution of postal votes, locating and staffing of polling stations, counting the ballot, declaring the result and preparing official returns.

A total of 86 polling stations are used together with approximately 230 polling and 170 count staff at a normal local government election. The County Election is due to take place on Thursday 2nd May 2013.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	115,681	103,390	105,280	103,930
Premises Costs	21,988	22,100	22,540	20,300
Transport Costs	7,428	920	1,370	6,850
Supplies & Services	230,856	67,880	159,720	169,850
Support Service Costs	103,333	109,960	107,310	108,220
Total Expenditure	479,286	304,250	396,220	409,150
<u>Income</u>				
Fees & Charges Income	(144,105)	(62,500)	(155,960)	(169,800)
Recharge Income	(2,067)	(2,270)	(260)	(260)
Total Income	(146,172)	(64,770)	(156,220)	(170,060)
Net Expenditure	333,114	239,480	240,000	239,090

REGISTRATION OF ELECTORS

Purpose

Updating the Register of Electors is a statutory function that the Council must carry out each year. Forms are sent to the occupiers of all dwellings in September each year and the Register is updated from the information contained within the forms.

Additional Information

Under the provisions of the Representation of the People Act 2000, 'rolling' registration entitles and enables electors to be added and deleted from the Register throughout the year (except during the months of September to November, and immediately prior to an election). Forms are provided at numerous outlets throughout the Borough, including at Aster Communities, and are also available on the Council's website.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	6,278	4,070	4,100	4,540
Transport Costs	2,487	3,000	3,000	3,000
Supplies & Services	58,841	57,350	56,360	56,340
Support Service Costs	133,054	142,530	134,830	135,990
Total Expenditure	200,660	206,950	198,290	199,870
Fees & Charges Income	(900)	(1,000)	(1,000)	(1,000)
Net Expenditure	199,760	205,950	197,290	198,870

LOTTERIES, AMUSEMENT AND GAMING PERMITS

Purpose

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

Additional Information

The Gambling Act 2005 was implemented on 1st September 2007 which resulted in the Council becoming responsible for the licensing of all premises relating to betting, gaming and lotteries (except the National Lottery, NHS Lottery, Irish Lottery and EuroMillions). 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 140 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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employees Costs	8,562	8,330	8,560	7,880
Transport Costs	12	10	0	0
Supplies & Services	99	140	100	130
Support Service Costs	37,517	40,910	32,860	33,270
Total Expenditure	46,190	49,390	41,520	41,280
Fees & Charges Income	(15,872)	(12,000)	(17,880)	(15,880)
Net Expenditure	30,318	37,390	23,640	25,400

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.

The Council assumed its responsibilities in this area from February 2005 taking over the licensing of the sale of alcohol from the Licensing Justices. The Licensing Act also replaced the previous public entertainment, theatre and cinema licensing regimes. 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.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	61,839	60,310	61,940	59,880
Transport Costs	363	640	150	530
Supplies & Services	10,432	5,370	5,490	5,530
Support Service Costs	35,141	34,000	25,660	25,720
Total Expenditure	107,775	100,320	93,240	91,660
<u>Income</u>				
Fees & Charges Income	(94,678)	(80,000)	(88,410)	(94,000)
Recharge Income	(26,415)	(29,090)	(3,320)	(3,380)
Total Income	(121,093)	(109,090)	(91,730)	(97,380)
Net Expenditure / (Income)	(13,318)	(8,770)	1,510	(5,720)

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 Criminal Records Bureau 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 approximately 300 drivers and 75 operators.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	28,300	27,290	28,030	26,550
Transport Costs	24	50	0	50
Supplies & Services	11,333	15,780	10,560	19,280
Support Service Costs	9,754	10,500	10,450	10,530
Total Expenditure	49,411	53,620	49,040	56,410
<u>Income</u>				
Fees & Charges Income	(54,159)	(59,000)	(55,000)	(70,000)
Recharge Income	(5,860)	(6,450)	(740)	(750)
Total Income	(60,019)	(65,450)	(55,740)	(70,750)
Net Income	(10,608)	(11,830)	(6,700)	(14,340)

**PLANNING & BUILDING SERVICE
ESTIMATES
2013/14**

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, the Building Act and Land Drainage Act.

The key challenges for the coming year will be maintaining excellent performance in deciding planning and building regulation applications within government targets, and active promotion of the use of electronic facilities. Improving performance in dealing with pre-application work will also represent a significant challenge.

All activities within the service form part of the costs of the Planning & Transport Portfolio.

Principal Activities	Actual 2011/12	Original Estimate 2012/13	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Development Control & Enforcement	1,462,382	1,358,960	1,294,850	1,271,140
Building Control	131,090	85,360	142,730	116,060
Net Total Expenditure	1,593,472	1,444,320	1,437,580	1,387,200

SUBJECTIVE SUMMARY

The net expenditure estimate has decreased by £50,380 from the revised 2012/13 estimate to the original 2013/14 estimate which is primarily due to appeal costs of £52,940 included in the 2012/13 revised estimate. The 2012/13 revised estimate for fees and charges was increased to reflect the additional fee income received during the year, the 2013/14 original estimate has been increased in line with the original guide.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	1,587,431	1,548,190	1,602,080	1,650,330
Premises Costs	727	500	570	520
Transport Costs	46,410	50,970	44,000	45,780
Supplies & Services	353,649	236,630	288,950	208,850
Support Service Costs	977,644	900,670	909,640	883,880
Capital Charges	0	0	0	10,000
Total Expenditure	2,965,861	2,736,960	2,845,240	2,799,360
<u>Income</u>				
Fees & Charges Income	(1,099,020)	(1,145,980)	(1,261,000)	(1,265,500)
Recharge Income	(273,369)	(146,660)	(146,660)	(146,660)
Total Income	(1,372,389)	(1,292,640)	(1,407,660)	(1,412,160)
Net Total Expenditure	1,593,472	1,444,320	1,437,580	1,387,200

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.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	1,272,111	1,250,230	1,288,970	1,328,720
Premises Costs	727	500	570	520
Transport Costs	20,614	21,720	17,800	19,970
Appeal Costs	0	0	0	0
Other Supplies & Services	323,294	193,490	255,440	169,470
Support Service Costs	734,457	780,420	784,490	759,380
Total Expenditure	2,351,203	2,246,360	2,347,270	2,278,060
<u>Income</u>				
Fees & Charges Income	(747,401)	(745,980)	(911,000)	(865,500)
Recharge Income	(141,420)	(141,420)	(141,420)	(141,420)
Total Income	(888,821)	(887,400)	(1,052,420)	(1,006,920)
Net Expenditure	1,462,382	1,358,960	1,294,850	1,271,140

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 building and land drainage issues. These responsibilities are set out in the Building Act 1984 and the Land Drainage Act 1991.

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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	315,320	297,960	313,110	321,610
Transport Costs	25,796	29,250	26,200	25,810
Supplies & Services	30,355	43,140	33,510	39,380
Support Service Costs	243,187	120,250	125,150	124,500
Capital Charges	0	0	0	10,000
Total Expenditure	614,658	490,600	497,970	521,300
<u>Income</u>				
Fees & Charges Income	(351,619)	(400,000)	(350,000)	(400,000)
Recharge Income	(131,949)	(5,240)	(5,240)	(5,240)
Total Income	(483,568)	(405,240)	(355,240)	(405,240)
Net Expenditure	131,090	85,360	142,730	116,060

**PLANNING POLICY & TRANSPORT
SERVICE ESTIMATES
2013/14**

PLANNING POLICY & TRANSPORT SERVICE

Aims:

To conserve, enhance and improve the environment of Test Valley and ensure that all new development is of a high quality. The Service contributes directly to improving housing and community facilities, economic prosperity, sustainable integrated transport and social well-being through the development of policies and promotion of projects.

Summary:

The Planning, Policy and Transport Service has two main areas of work.

The Planning Policy Design and Conservation Team is primarily engaged on the statutory requirements of preparing the Council's planning policies under the Local Development Framework. It also provides advice and guidance on conservation matters, listed buildings, tree preservation orders, archaeology, landscape and climate change.

The Transport Team is responsible for the management 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 the Council's responsibilities for street naming and numbering.

Summary Estimates - by Activity

The main variations between the 2012/13 revised and the 2013/14 original estimates are within the Planning Policy cost centre in employee costs and the treatment for the Local Development Framework, which is held in a central contingency budget until the revised estimate process each year.

Principal Activities	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Planning Policy				
Planning Policy, Design & Cons.	800,146	793,290	858,540	896,390
Local Development Framework	61,047	0	122,140	0
Planning Policy Climate Change	36,936	0	6,350	2,650
Total - Planning Policy	898,129	793,290	987,030	899,040
Transportation				
Engineering & Transport	34,525	80	(35,800)	(42,150)
Highways	97,872	172,100	164,100	170,330
Parking	(367,211)	(943,740)	(1,100,290)	(1,092,780)
Concessionary Travel	(318,254)	0	0	0
Community Transport	47,594	52,000	52,000	52,000
Total - Transportation	(505,474)	(719,560)	(919,990)	(912,600)
Net Total Expenditure / (Income)	392,655	73,730	67,040	(13,560)

SUBJECTIVE SUMMARY

The total expenditure estimate has decreased by £44,180 from the revised 2012/13 estimate to the original 2013/14 estimate. This is due to a decrease in supplies and services costs as the Local Development Framework is not included in the 2013/14 Original Estimate. The income over the same period has increased by £36,420 due to an increase in fees and charges income.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	1,335,952	1,302,220	1,332,420	1,373,220
Premises Costs	618,037	708,140	670,890	689,600
Transport Costs	61,554	60,450	57,070	57,270
Supplies & Services	534,406	436,510	549,040	461,390
Transfer Payments	(250,897)	52,000	52,000	52,000
Support Service Costs	555,048	611,860	624,960	619,520
Capital Financing	684,752	34,040	38,800	28,000
Total Expenditure	3,538,852	3,205,220	3,325,180	3,281,000
<u>Income</u>				
Fees & Charges Income	(2,657,599)	(2,602,510)	(2,729,160)	(2,765,580)
Contribution from HCC	(11,731)	0	0	0
Government Grant	(8,139)	0	0	0
Recharge Income	(468,728)	(528,980)	(528,980)	(528,980)
Total Income	(3,146,197)	(3,131,490)	(3,258,140)	(3,294,560)
Net Total Expenditure / (Income)	392,655	73,730	67,040	(13,560)

PLANNING POLICY, DESIGN AND CONSERVATION

Purpose

The primary purpose of this team is to prepare the statutory Local Development Framework in accordance with Government requirements. The Framework has significance for all of the Council's strategic priorities as well as the Community Plan. The team also prepares guidance for large development sites and leads on transport strategies and initiatives. It provides advice and guidance on the policy aspects of conservation, design, archaeology and landscape. It prepares Tree Preservation Orders and is responsible for dealing with applications for works to trees. The team leads on the implementation of the Council's Sustainability Strategy.

Additional Information

Within the Borough three new neighbourhoods, at Augusta Park, Picket Twenty (both Andover) and Abbotswood (Romsey) are under construction. The Policy Team lead the officer working group which is co-ordinating the work of the Council in implementing the section 106 agreements.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	709,408	691,260	730,910	777,280
Premises Costs	47	100	3,100	100
Transport Costs	25,782	25,960	24,420	23,860
Grants	34,433	35,940	29,570	57,410
Other Supplies & Services	63,923	67,120	90,260	61,540
Support Service Costs	237,376	243,450	250,870	246,770
Total Expenditure	1,070,969	1,063,830	1,129,130	1,166,960
<u>Income</u>				
Fees & Charges Income	(913)	(630)	(680)	(660)
Recharge Income	(269,910)	(269,910)	(269,910)	(269,910)
Total Income	(270,823)	(270,540)	(270,590)	(270,570)
Net Expenditure	800,146	793,290	858,540	896,390

LOCAL DEVELOPMENT FRAMEWORK

Purpose

The Local Development Framework (LDF) is the process for preparing the Local Development Plan. The LDF will consist of a variety of documents including; Local Plan DPD Statement of Community Involvement, Local Development Scheme and Supplementary Planning Documents (SPD). An Annual Monitoring Report (AMR) to monitor progress will also be produced.

The costs of the LDF are not built in to the Service estimates at the start of the year due to the volatility in year-on-year activity. An amount is held in the Contingency Provision for LDF costs which is allocated when the revised estimate is set.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	0	0	16,930	0
Premises Costs	1,144	0	1,000	0
Supplies & Services	59,903	0	104,210	0
Total Expenditure	61,047	0	122,140	0

PLANNING POLICY CLIMATE CHANGE

Purpose

The Council has prepared and approved a number of policy documents as part of its commitment to addressing issues arising from a changing climate including a Sustainability Strategy and a Carbon Management Plan. The Policy Team leads on the topic and in addition to policy formulation, works with other Services and community groups in delivering the actions.

Additional Information

A new Sustainability Strategy has been developed and approved, and has been in place since March 2012. The actions within the strategy will continue to be progressed through 2013/14.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Premises Costs	336	0	0	0
Supplies & Services	36,600	0	6,350	2,650
Total Expenditure	36,936	0	6,350	2,650

ENGINEERING & TRANSPORT

Purpose

The team's principle function is the delivery of; transport schemes in the Borough on behalf of the County Council; the Council's own schemes; and projects in the capital programme. The works undertaken for the County Council are fee earning.

The Team is responsible for the maintenance of the Council's public car parks, providing advice to other Services on engineering issues and delivering schemes e.g. the new all-weather pitch at Charlton Sports Centre.

The Council has a statutory duty to ensure that a system of naming and numbering new streets is applied and that nameplates are maintained.

Additional Information

The Council has agreements with Hampshire County Council to provide transport advice on planning applications and traffic management. The latter includes consulting on and confirming new on-street regulations.

The project engineers in the team implement a range of schemes funded from developer contributions and the Council's own Capital Programme.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	333,809	321,400	302,870	312,460
Premises Costs	908	600	690	630
Transport Costs	18,709	17,090	15,730	16,460
Supplies & Services	18,592	18,930	19,280	19,830
Support Service Costs	59,756	62,040	67,380	66,840
Capital Financing	32,037	19,160	10,800	0
Total Expenditure	463,811	439,220	416,750	416,220
<u>Income</u>				
Fees & Charges Income	(230,746)	(182,180)	(195,590)	(201,410)
Recharge Income	(198,540)	(256,960)	(256,960)	(256,960)
Total Income	(429,286)	(439,140)	(452,550)	(458,370)
Net Expenditure / (Income)	34,525	80	(35,800)	(42,150)

HIGHWAYS

Purpose

The Council carries out highway functions on behalf of Hampshire County Council under a number of Agency Agreements. It provides advice on development proposals to the Head of Planning and Building and undertakes the introduction of temporary and permanent Traffic Regulation Orders.

Additional Information

The workload of the Team is significantly influenced by the number of planning applications requiring highways advice.

The Agency Arrangement comprises traffic management, highway development control advice throughout the Borough and with on-street parking enforcement for which costs are allocated under the Parking budget. It also includes the feasibility, design, costing, project management and delivery of Capital Schemes.

The Council also has a statutory duty to ensure that a system of naming and numbering new streets is applied and that nameplates are maintained.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Highways: Non-Agency				
<u>Expenditure</u>				
Premises Costs	38,994	41,720	36,250	42,040
Supplies & Services	4,721	0	0	0
Support Service Costs	24,432	43,890	43,710	43,700
Total Expenditure	68,147	85,610	79,960	85,740
Fees & Charges Income	(20,198)	(17,000)	(17,000)	(17,000)
Net Expenditure	47,949	68,610	62,960	68,740

HIGHWAYS (Cont.)

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Highways: Agency				
<u>Expenditure</u>				
Premises Costs	134,955	133,800	127,000	127,000
Supplies & Services	5,033	7,000	7,040	7,000
Support Service Costs	134,575	181,370	178,800	179,290
Total Expenditure	274,563	322,170	312,840	313,290
Fees & Charges Income	(224,640)	(218,680)	(211,700)	(211,700)
Net Expenditure	49,923	103,490	101,140	101,590
Net Expenditure for Highways	97,872	172,100	164,100	170,330

PARKING

Purpose

The Parking team manages the provision of parking spaces to reduce traffic congestion, support town centre vitality and provide revenue to sustain the Council's integrated transport aims and has ISO 9001 accreditation for its procedures.

Additional Information

The primary costs included in the budget are for management, patrolling and maintenance of both the Council's off street pay and display car parks and on street parking restrictions. Currently there are 2,747 off street pay & display spaces managed by the Council.

The allocation of spaces between ultra-short, short, medium and long stay are monitored and adjusted to reflect any changes in demand.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	292,735	289,560	281,710	283,480
Premises Costs	441,653	531,920	502,850	519,830
Transport Costs	17,063	17,400	16,920	16,950
Supplies & Services	311,164	307,520	292,330	312,960
Support Service Costs	98,839	81,110	84,200	82,920
Capital Financing	652,715	14,880	28,000	28,000
Total Expenditure	1,814,169	1,242,390	1,206,010	1,244,140
<u>Income</u>				
Fees & Charges Income	(2,181,102)	(2,184,020)	(2,304,190)	(2,334,810)
Recharge Income	(278)	(2,110)	(2,110)	(2,110)
Total Income	(2,181,380)	(2,186,130)	(2,306,300)	(2,336,920)
Net Income	(367,211)	(943,740)	(1,100,290)	(1,092,780)

CONCESSIONARY TRAVEL

Purpose

Since the 1st April 2011 Hampshire County Council has been responsible for the Concessionary Travel Scheme.

Additional Information

The income for 2011/12 relates to the removal of the bus operator appeal provision and an unexpected reimbursement relating to the final year of the scheme.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Supplies & Services	37	0	0	0
Transfer Payments	(298,491)	0	0	0
Support Service Costs	70	0	0	0
Total Expenditure	(298,384)	0	0	0
<u>Income</u>				
Contribution from HCC	(11,731)	0	0	0
Government Grant	(8,139)	0	0	0
Total Income	(19,870)	0	0	0
Net Income	(318,254)	0	0	0

COMMUNITY TRANSPORT

Purpose

To provide assistance to community based organisations that provide transport options for residents outside of the Concessionary Travel Scheme. The Planning Policy Team provide the lead with respect of 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. The degree of financial support is currently under review.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Transfer Payments	47,594	52,000	52,000	52,000
Total Expenditure	47,594	52,000	52,000	52,000

**REVENUES SERVICE
ESTIMATES
2013/14**

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
- 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 three main areas. These are Customer Services, Housing Benefit & 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 (CSU) is the public face of the Council and provides a vital link between customers and Council services.

The Housing Benefit & Council Tax Support Unit is responsible for the assessment and payment of benefit in respect of the cost to residents of rent for their homes and Council Tax payments. An important area of work for this Unit 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 a rigorous performance management framework and significant external inspection.

The Local Taxation Unit is responsible for the billing and collection of Council Tax and Business Rates to ensure that the maximum amount is collected to provide funding for local services. This affects every property in the Borough.

The key challenges faced by the Service are; maintaining performance against key indicators; managing resources to respond to increased workloads as a result of the current economic downturn and an increase in new properties; maintaining collection rates; liaising with external partners ensuring assistance is provided to vulnerable people; implementing various changes to legislation and Welfare Reforms, often working to challenging deadlines.

The CSU forms part of the Corporate Services Portfolio; all other service activities contribute to the Economic Portfolio.

REVENUES SERVICE

SUMMARY ESTIMATES

The estimates below are shown net of income (benefit subsidy, fee earning and internal recharges). Net Total Expenditure has reduced by £60,800 between the revised 2012/13 and original 2013/14 estimates.

Principal Activities	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Head of Revenues	86,155	94,000	85,520	85,480
Local Taxation Services	594,155	543,190	516,000	371,180
Council Tax Support Administration	130,644	150,110	241,000	191,340
Benefit Fraud	68,404	75,230	61,110	71,090
Council Tax Benefit	(80,483)	(30,000)	(39,330)	0
Local Council Tax Support Scheme	0	0	0	85,410
Housing Benefit - Homelessness	26,075	25,500	44,240	38,000
Housing Benefit - Rent Allowances	(232,544)	(145,500)	(154,910)	(150,000)
Housing Benefit - Rent Allowances Administration	154,121	180,440	192,050	209,060
Customer Services Unit	(16,370)	(10,500)	(100,590)	(117,270)
Net Total Expenditure	730,157	882,470	845,090	784,290

SUBJECTIVE SUMMARY

The net expenditure estimate has decreased by £60,800 from the revised 2012/13 estimate. This is mainly due to changes in the way that budgets are prepared for the new Council Tax Support and local non-domestic rate collection schemes.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	1,880,953	1,950,020	1,910,930	1,940,290
Transport Costs	10,719	13,300	7,790	12,000
Supplies & Services	814,209	662,470	785,540	596,510
Transfer Payments	32,878,712	35,331,500	35,441,970	31,455,000
Support Service Costs	541,599	580,880	572,800	531,230
Capital Charges	49,577	49,580	49,580	49,580
Total Expenditure	36,175,769	38,587,750	38,768,610	34,584,610
<u>Income</u>				
Fees & Charges	(172,163)	(174,730)	(169,550)	(168,050)
Subsidy Income	(33,941,210)	(36,183,320)	(36,319,220)	(32,253,260)
Other Government Grants	(242,378)	(213,640)	(300,140)	(248,660)
Recharge Income	(1,089,861)	(1,133,590)	(1,134,610)	(1,130,350)
Total Income	(35,445,612)	(37,705,280)	(37,923,520)	(33,800,320)
Net Total Expenditure	730,157	882,470	845,090	784,290

HEAD OF REVENUES

Purpose

This cost centre provides a framework within which the diverse activities of the service are managed.

Additional Information

The Head of Revenues' post is currently filled on a shared basis with Winchester City Council and the postholder splits her time equally between the two Authorities.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	35,851	40,000	38,000	40,000
Supplies & Services	4,375	620	630	670
Support Service Costs	45,929	53,380	46,890	44,810
Total Expenditure	86,155	94,000	85,520	85,480

LOCAL TAXATION SERVICES

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 and Fire Authorities, 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 from 2013/14, a proportion of rates collected is retained by the Council.

Additional Information

This budget covers the administration, billing, collection and enforcement costs regarding Council Tax and Business Rates, up to 2012/13 this also included the cost of providing discretionary rate relief not paid for by Central Government. From 2013/14 these reliefs will be accounted for in a different way as part of the new localisation of non-domestic rates' schemes.

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.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	438,254	464,160	463,770	464,640
Transport Costs	2,232	4,080	2,090	3,580
Discretionary Rate Relief	162,751	147,000	154,000	0
Other Supplies & Services	234,081	166,710	183,340	157,580
Support Service Costs	111,261	115,440	148,500	145,610
Total Expenditure	948,579	897,390	951,700	771,410
<u>Income</u>				
Government Grant	(182,745)	(180,000)	(266,500)	(232,680)
Fees & Charges Income	(171,679)	(174,200)	(169,200)	(167,550)
Total Income	(354,424)	(354,200)	(435,700)	(400,230)
Net Expenditure	594,155	543,190	516,000	371,180

COUNCIL TAX SUPPORT ADMINISTRATION

Purpose

The Council has a statutory obligation 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

The income (shown below) is the Council Tax Benefit Subsidy paid by the Department for Work & Pensions to the Council for the administration of the Council Tax Benefit scheme. This is calculated on the caseload of the Council, i.e. the number of residents receiving Council Tax Benefit.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Expenditure				
Employee Costs	333,060	344,620	344,320	344,970
Transport Costs	2,499	3,030	1,550	2,660
Supplies & Services	67,820	46,400	114,420	42,410
Support Service Costs	52,913	54,710	79,360	77,260
Total Expenditure	456,292	448,760	539,650	467,300
Income				
Subsidy Income	(295,831)	(282,160)	(282,160)	(268,130)
Other Government Grant	(29,817)	(16,490)	(16,490)	(7,830)
Total Income	(325,648)	(298,650)	(298,650)	(275,960)
Net Expenditure	130,644	150,110	241,000	191,340

BENEFIT FRAUD

Purpose

The Council seeks to ensure benefits are paid only to those people entitled to receive them and takes appropriate measures to deter, detect and prosecute those making fraudulent benefit claims.

Additional Information

The Council operates a joint fraud team with Winchester City Council and the costs are shared between the two Authorities. All staff within the joint team are employed by Winchester City Council.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	54,346	60,540	46,530	56,540
Transport Costs	17	60	30	50
Supplies & Services	4,333	4,310	4,650	4,430
Support Service Costs	10,192	11,160	10,560	10,720
Total Expenditure	68,888	76,070	61,770	71,740
<u>Income</u>				
Fees & Charges Income	(484)	(530)	(350)	(500)
Other Government Grant	0	(310)	(310)	(150)
Total Income	(484)	(840)	(660)	(650)
Net Expenditure	68,404	75,230	61,110	71,090

COUNCIL TAX BENEFIT

Purpose

The Council has a statutory duty to provide Council Tax Benefit to qualifying residents.

Additional Information

The figures shown below represent the total cost of benefits paid and income received through subsidy from the Department for Work & Pensions to meet the cost of those benefits.

Council Tax Benefit will cease to exist as from 2013/14 and is being replaced by a new Council Tax Support scheme.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Council Tax Benefit Paid	5,516,622	5,640,000	5,487,720	0
Subsidy Income	(5,597,105)	(5,670,000)	(5,527,050)	0
Net Income	(80,483)	(30,000)	(39,330)	0

LOCAL COUNCIL TAX SUPPORT SCHEME

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

The government provides a subsidy equivalent to roughly 88% of that received under the former Council Tax Benefits regime. Council approved a new Council Tax Support Scheme as part of the 2013/14 budget process.

The costs shown below represent specific grants to parish and town councils in respect of the transition from the old Council Tax Benefits to the new Council Tax Support arrangements.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Supplies & Services	0	0	0	85,410
Total Expenditure	0	0	0	85,410

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 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Homelessness Benefit Paid	52,482	46,500	108,560	75,000
Subsidy Income	(26,407)	(21,000)	(64,320)	(37,000)
Net Expenditure	26,075	25,500	44,240	38,000

HOUSING BENEFIT - RENT ALLOWANCES

Purpose

The Council provides Housing Benefit to qualifying residents under statutory obligation.

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.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Bad Debt Provision	183,883	137,500	162,930	150,000
Housing Benefit Rent Allowances	27,309,608	29,645,000	29,845,690	31,380,000
Total Expenditure	27,493,491	29,782,500	30,008,620	31,530,000
Subsidy Income & Recoveries	(27,726,035)	(29,928,000)	(30,163,530)	(31,680,000)
Net Income	(232,544)	(145,500)	(154,910)	(150,000)

HOUSING BENEFIT - RENT ALLOWANCES ADMINISTRATION

Purpose

The Council has a statutory obligation to provide Housing Benefit to qualifying residents.

Additional Information

The Subsidy income shown below is the Housing Benefit Subsidy paid by the Department for Work & Pensions for the administration of the Housing Benefit scheme. This is calculated on the caseload of the Council - that is the number of residents receiving Housing Benefit, and attracts different levels of subsidy depending on the type of tenancy and associated complexity.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	344,586	352,090	351,790	352,450
Transport Costs	2,572	3,090	1,580	2,710
Supplies and Services	70,642	58,650	63,160	57,710
Support Service Costs	61,969	65,610	74,520	72,320
Total Expenditure	479,769	479,440	491,050	485,190
<u>Income</u>				
Subsidy Income	(295,832)	(282,160)	(282,160)	(268,130)
Government Grant	(29,816)	(16,840)	(16,840)	(8,000)
Total Income	(325,648)	(299,000)	(299,000)	(276,130)
Net Expenditure	154,121	180,440	192,050	209,060

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.

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
<u>Expenditure</u>				
Employee Costs	674,856	688,610	666,520	681,690
Transport Costs	3,399	3,040	2,540	3,000
Supplies & Services	86,324	101,280	102,410	98,300
Support Service Costs	259,335	280,580	212,970	180,510
Capital Charges	49,577	49,580	49,580	49,580
Total Expenditure	1,073,491	1,123,090	1,034,020	1,013,080
Recharge Income	(1,089,861)	(1,133,590)	(1,134,610)	(1,130,350)
Net Expenditure / (Income)	(16,370)	(10,500)	(100,590)	(117,270)

CAPITAL PROGRAMME
2012/13 - 2014/15

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 2013/14 was presented to Cabinet on 13th February 2013 and subsequently approved by Council on 22nd February.

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 over the three year cycle 2012/13 to 2014/15 is expected to spend £10.304M and will require a draw of £149,000 from capital reserves.

If all capital receipts and expenditure are incurred as shown on the following pages, there will be a deficit of around £4.7M on the capital programme. It is anticipated that this will be gradually recovered once property prices start to increase and better opportunities arise for the Council to sell surplus assets. 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

	Latest Total Estimated Cost £'000	Total Cost to 31 March 2012 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000	Original Estimate 2014/15 £'000
CAPITAL EXPENDITURE					
Asset Management Projects	3,023.7	0.0	1,248.5	1,775.2	0.0
Community & Leisure	2,164.7	200.0	336.7	1,553.8	86.2
Estates	3,210.4	2,096.8	780.1	210.2	123.3
Housing & Environmental Health	1,685.6	Ongoing	750.0	935.6	0.0
I.T.	916.1	413.1	493.0	10.0	0.0
Planning Policy & Transport	785.9	50.8	108.7	203.1	423.3
Social Housing	3,336.3	2,070.0	966.3	300.0	0.0
Total	15,122.7	4,830.7	4,683.3	4,987.9	632.8
CAPITAL FINANCING					
Capital Grants			495.5	420.0	0.0
General Fund Capital Receipts			430.0	950.0	2,200.0
Capital Contributions			2,185.3	2,788.8	685.3
Total			3,110.8	4,158.8	2,885.3
Required draw from / (contribution to) Balances			1,572.5	829.1	(2,252.5)
Total Financing			4,683.3	4,987.9	632.8

ASSET MANAGEMENT PROJECTS
CAPITAL PROGRAMME

Scheme	Latest Total Estimated Cost £'000	Total Cost to 31 March 2012 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000	Original Estimate 2014/15 £'000
Land and Property Projects	687.0	Ongoing	191.0	496.0	
Vehicle and Plant Projects	2,062.5	Ongoing	923.0	1,139.5	
IT Equipment Projects	274.2	Ongoing	134.5	139.7	
Total	3,023.7	0.0	1,248.5	1,775.2	0.0

COMMUNITY & LEISURE
CAPITAL PROGRAMME

Scheme	Latest Total Estimated Cost £'000	Total Cost to 31 March 2012 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000	Original Estimate 2014/15 £'000
Play Areas - Development of Sites	193.9	Ongoing	103.3	90.6	
Health & Safety - Memorial Headstone Inspection	19.3	16.9	2.4		
Cemetery Management Software	13.0	10.7	2.3		
River Way Open Space	173.4	163.4	10.0		
Pitch Booking System	12.3	9.0	3.3		
Romsey Rapids Ventilation Works	506.2			506.2	
Relocate 'Youth In Romsey'	300.0			300.0	
Grants to Voluntary Organisations	186.2	Ongoing	50.0	50.0	86.2
Romsey War Memorial Park Kiosk	160.0			160.0	
Extension of Woodley Cemetery	150.0			150.0	
Extension of Charlton Cemetery	64.0		64.0		
Sub total carried forward	1,778.3	200.0	235.3	1,256.8	86.2

COMMUNITY & LEISURE
CAPITAL PROGRAMME

Scheme	Latest Total Estimated Cost £'000	Total Cost to 31 March 2012 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000	Original Estimate 2014/15 £'000
Sub total brought forward	1,778.3	200.0	235.3	1,256.8	86.2
Knightwood Leisure Centre Cycle Track	21.4			80.0	
Lights External Areas	20.0		15.0	15.0	
Re-surface Vigo Road car park	65.0		21.4		
Romsey Sports' Centre Adventure Golf	49.0			20.0	
Admirals' Way Open Space Footpath	25.0		65.0		
Romsey Waterways	73.0			49.0	
Urban Realm(Lights - Bus Station Access)	35.0			35.0	
Hunts Farm Security	25.0			25.0	
Vigo Road Performance Space	73.0			73.0	
Total	2,164.7	200.0	336.7	1,553.8	86.2

ESTATES SERVICE
CAPITAL PROGRAMME

Scheme	Latest Total Estimated Cost £'000	Total Cost to 31 March 2012 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000	Original Estimate 2014/15 £'000
Refurbish Walworth Enterprise Centre	71.9	68.8	3.1		
Beech Hurst Power Perfector	28.0		28.0		
Beech Hurst Lighting Upgrade	51.0	40.2	10.8		
Bourne House Purchase & Development	2,075.0	1,987.8	87.2		
Contribution to Rural Broadband	185.0			61.7	123.3
Purchase/Refurbish Former Romsey Magistrates Court	698.5		550.0	148.5	
Refurbishment of Crossfield Hall	101.0		101.0		
Total	3,210.4	2,096.8	780.1	210.2	123.3

HOUSING & ENVIRONMENTAL HEALTH
CAPITAL PROGRAMME

Scheme	Latest Total Estimated Cost £'000	Total Cost to 31 March 2012 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000	Original Estimate 2014/15 £'000
Renovations and Minor Works Grants	202.5	Ongoing	50.0	152.5	0.0
Disabled Facilities Grants	1,483.1	Ongoing	700.0	783.1	0.0
Total	1,685.6		750.0	935.6	0.0

I.T. SERVICE
CAPITAL PROGRAMME

Scheme	Latest Total Estimated Cost £'000	Total Cost to 31 March 2012 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000	Original Estimate 2014/15 £'000
Replacement of Corporate Financial Management System	362.0	345.6	16.4		
Replace Server Fleet	46.3	40.7	5.6		
Enhanced Internet Platform Resilience	30.0		30.0		
Replace Corporate Telephony System	121.5		121.5		
Oracle Cluster	39.7	25.7	14.0		
Upgrade Email Exchange	35.0		35.0		
Flexible / Remote Working	30.0		20.0	10.0	
Sharepoint Server	32.1	1.1	31.0		
Upgrade CCTV Infrastructure	150.0		150.0		
Document Management System - Building Control	52.0		52.0		
Replacement Committee Agenda and Minutes Software	17.5		17.5		
Total	916.1	413.1	493.0	10.0	0.0

PLANNING POLICY & TRANSPORT SERVICE
CAPITAL PROGRAMME

Scheme	Latest Total Estimated Cost £'000	Total Cost to 31 March 2012 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000	Original Estimate 2014/15 £'000
Small Scale Environmental Improvements	10.8	Ongoing	10.8		
Pay on Foot - Andover Multi Storey Car Park	109.0	5.9		103.1	
Cycle Route design - Belbins to Romsey	49.1	0.8			48.3
Test Way Link at Stockbridge	110.0	44.1	65.9		
Parking Permit Database	32.0		32.0		
Romsey Town Centre Enhancement	475.0			100.0	375.0
Total	785.9	50.8	108.7	203.1	423.3

SOCIAL HOUSING
CAPITAL PROGRAMME

Scheme	Latest Total Estimated Cost £'000	Total Cost to 31 March 2012 £'000	Revised Estimate 2012/13 £'000	Original Estimate 2013/14 £'000	Original Estimate 2014/15 £'000
<u>Testway Covenant</u>					
22 Highlands Road, Andover	125.0		125.0		
Land at Roman Way School	300.0			300.0	
<u>Other Projects</u>					
Spectrum Housing - Picket Twenty	2,771.3	2,070.0	701.3		
Shepherd Spring Lane	140.0		140.0		
Total Approved Projects	3,336.3	2,070.0	966.3	300.0	0.0
Approved budget for schemes yet to be identified	933.7		290.0	423.7	220.0
Total Housing Capital Programme Budget	4,270.0	2,070.0	1,256.3	723.7	220.0

PORTFOLIO REVENUE INFORMATION

The Council's activities are divided into seven 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's	Cllr Carr
Community & Leisure	Cllr Ward
Corporate	Cllr Busk
Economic	Cllr Giddings
Environmental	Cllr Boulton
Housing & Environmental Health	Cllr Mrs Hawke
Planning & Transport	Cllr Hatley

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

PORTFOLIO REVENUE INFORMATION

SUMMARY ESTIMATES

	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Leader's	234,538	226,600	256,860	228,670
Corporate	3,305,631	4,050,560	4,117,540	4,118,960
Economic	(3,166,415)	(3,339,600)	(3,047,580)	(3,045,480)
Environmental	4,617,810	4,675,550	4,463,660	4,428,110
Housing, Health & Communities	2,980,239	2,876,110	4,022,460	3,369,060
Leisure & Wellbeing	3,496,463	3,717,990	3,977,870	3,770,640
Planning & Transport	1,986,127	1,518,050	1,504,620	1,373,640
Total - All Portfolios	13,454,393	13,725,260	15,295,430	14,243,600

PORTFOLIO REVENUE INFORMATION

LEADER'S PORTFOLIO	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Chief Executive's Office				
Chief Executive's Office	831,780	789,840	828,740	801,750
Human Resources Service	362,868	292,520	346,350	314,650
Human Resources Function	32,622	31,100	43,570	31,100
Total Expenditure	1,227,270	1,113,460	1,218,660	1,147,500
Corporate & Democratic Core				
Corporate Public Relations, Information & Consultation	128,281	129,010	128,100	124,920
Representing Local Interests	10,537	10,810	10,490	10,550
Other Democratic Activities	106,800	113,000	107,490	106,760
Total Expenditure	245,618	252,820	246,080	242,230
Total Portfolio Expenditure	1,472,888	1,366,280	1,464,740	1,389,730
Service Controlled Income				
Chief Executive's Office	0	0	0	0
Corporate & Democratic Core	(7,800)	(8,500)	(8,500)	(8,500)
Total Service Controlled Income	(7,800)	(8,500)	(8,500)	(8,500)
Centrally Controlled Income				
Chief Executive's Office	(1,230,550)	(1,131,180)	(1,199,380)	(1,152,560)
Total Centrally Controlled Income	(1,230,550)	(1,131,180)	(1,199,380)	(1,152,560)
Net Revenue Expenditure for LEADER'S PORTFOLIO	234,538	226,600	256,860	228,670

PORTFOLIO REVENUE INFORMATION

CORPORATE PORTFOLIO	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Corporate & Democratic Core				
Corporate Management	1,439,952	1,525,460	1,567,170	1,557,860
Delivering Public Services Electronically	112,576	118,050	148,610	106,710
Emergency Planning	30,804	30,090	28,730	27,980
Councillors	669,717	705,820	683,760	682,770
Councillor Meetings	439,568	459,300	442,830	443,700
Mayoral Office	98,659	107,590	99,280	102,020
Civic Ceremonies	6,364	6,740	6,730	6,740
Subscriptions	30,800	32,400	29,520	30,120
Allocated Central Overheads	374,941	389,030	394,000	360,850
Non-Distributable Costs	20,335	838,560	850,200	993,190
Total Expenditure	3,223,716	4,213,040	4,250,830	4,311,940
Information Technology				
Management Team	563,897	599,110	696,770	660,040
Service Desk	163,332	176,820	142,000	152,250
Infrastructure	411,346	413,460	463,470	434,170
Corporate Services	587,967	677,190	634,730	682,720
Total Expenditure	1,726,542	1,866,580	1,936,970	1,929,180
Revenues Service				
Customer Services Unit	1,073,491	1,123,090	1,034,020	1,013,080
Total Expenditure	1,073,491	1,123,090	1,034,020	1,013,080
Sub-total Expenditure c/f	6,023,749	7,202,710	7,221,820	7,254,200

PORTFOLIO REVENUE INFORMATION

CORPORATE PORTFOLIO (cont)	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Sub-total Expenditure b/f	6,023,749	7,202,710	7,221,820	7,254,200
Legal & Democratic				
Legal Function	511,649	510,030	513,550	502,580
Land Charges	137,919	138,450	136,140	147,740
Democratic Unit	274,580	283,090	277,190	271,820
Council Elections	479,286	304,250	396,220	409,150
Registration Of Electors	200,660	206,950	198,290	199,870
Lotteries, Amusements & Gaming Permits	46,190	49,390	41,520	41,280
Alcohol & Entertainment Licensing	107,775	100,320	93,240	91,660
Hackney Carriages & Private Hire Vehicles	49,411	53,620	49,040	56,410
Total Expenditure	1,807,470	1,646,100	1,705,190	1,720,510
Total Portfolio Expenditure	7,831,219	8,848,810	8,927,010	8,974,710
Service Controlled Income				
Corporate & Democratic Core	(29,559)	(29,500)	(4,920)	(29,500)
Information Technology	(117,285)	(99,900)	(130,750)	(112,880)
Legal & Democratic	(532,885)	(425,000)	(564,620)	(588,500)
Total Service Controlled Income	(679,729)	(554,400)	(700,290)	(730,880)
Centrally Controlled Income				
Corporate & Democratic Core	(377,738)	(455,360)	(385,450)	(360,870)
Information Technology	(1,608,484)	(1,807,270)	(1,830,480)	(1,859,120)
Legal & Democratic	(769,776)	(847,630)	(758,640)	(774,530)
Revenues	(1,089,861)	(1,133,590)	(1,134,610)	(1,130,350)
Total Centrally Controlled Income	(3,845,859)	(4,243,850)	(4,109,180)	(4,124,870)
 Net Revenue Expenditure for CORPORATE PORTFOLIO	 3,305,631	 4,050,560	 4,117,540	 4,118,960

PORTFOLIO REVENUE INFORMATION

ECONOMIC PORTFOLIO	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Estates				
Estates Support Unit	781,629	782,570	801,540	783,270
Andover Market	12,096	12,830	12,600	13,940
Business Park Development	388,584	431,770	426,100	421,130
Union Street	5,615	7,770	8,660	7,580
Chantry Centre	9,380	9,680	10,980	9,190
Corporate Properties	726,544	379,800	411,300	410,210
Economic Development & Promotion	279,618	261,420	312,060	287,320
Promotion of Tourism	114,393	92,740	96,970	89,290
Town Centre Management	62,366	65,180	80,430	64,610
Management				
Christmas Lighting	19,492	29,730	29,890	0
Public Conveniences	249,809	221,800	241,380	236,960
Office Accommodation	923,471	899,290	1,068,550	998,680
Depot Costs	452,419	155,560	255,470	199,780
Building Maintenance	607,762	703,340	611,030	623,210
Maintenance Works	0	487,300	68,640	356,110
Building Cleaning	120,605	129,850	127,760	132,550
Total Expenditure	4,753,783	4,670,630	4,563,360	4,633,830
Finance				
Finance Service	881,786	901,790	908,020	887,770
Total Expenditure	881,786	901,790	908,020	887,770
Revenues				
Head Of Revenues	86,155	94,000	85,520	85,480
Local Taxation Services	948,579	897,390	951,700	771,410
Council Tax Support Administration	456,292	448,760	539,650	467,300
Benefit Fraud	68,888	76,070	61,770	71,740
Council Tax Benefit	5,516,622	5,640,000	5,487,720	0
Council Tax Support Scheme	0	0	0	85,410
Housing Benefit - Homelessness	52,482	46,500	108,560	75,000
Housing Benefit - Rent Allowances	27,493,491	29,782,500	30,008,620	31,530,000
Housing Benefit - Rent Allowances	479,769	479,430	491,050	485,190
Administration				
Total Expenditure	35,102,278	37,464,650	37,734,590	33,571,530
Sub-total Expenditure c/f	40,737,847	43,037,070	43,205,970	39,093,130

PORTFOLIO REVENUE INFORMATION

ECONOMIC PORTFOLIO (cont)	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Sub-total Expenditure b/f	40,737,847	43,037,070	43,205,970	39,093,130
Service Controlled Income				
Estates	(6,796,738)	(6,912,840)	(6,456,410)	(6,534,570)
Finance	(3,090)	(800)	(1,140)	(800)
Revenues	(414,542)	(388,380)	(469,700)	(416,710)
Total Service Controlled Income	(7,214,370)	(7,302,020)	(6,927,250)	(6,952,080)
Centrally Controlled Income				
Estates	(1,868,198)	(1,944,250)	(2,096,870)	(2,008,820)
Finance	(880,484)	(947,080)	(910,210)	(924,450)
Revenues (inc Benefits)	(33,941,210)	(36,183,320)	(36,319,220)	(32,253,260)
Total Centrally Controlled Income	(36,689,892)	(39,074,650)	(39,326,300)	(35,186,530)
 Net Revenue Income for ECONOMIC PORTFOLIO	 (3,166,415)	 (3,339,600)	 (3,047,580)	 (3,045,480)

PORTFOLIO REVENUE INFORMATION

ENVIRONMENTAL PORTFOLIO	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Environmental Service				
Grounds Maintenance	1,862,987	1,920,920	1,918,380	1,883,610
Waste Collection	2,638,877	2,635,820	2,683,990	2,585,520
Garden Waste Collection	368,674	325,410	331,150	328,300
Street Cleansing	1,406,490	1,402,180	1,411,600	1,416,440
Vehicle Workshop (inc Fuel)	868,442	860,780	831,620	860,110
Operational Overheads	180	236,110	249,080	247,930
Total Portfolio Expenditure	7,145,650	7,381,220	7,425,820	7,321,910
Service Controlled Income				
Environmental Service	(1,267,781)	(1,266,710)	(1,562,440)	(1,427,730)
Total Service Controlled Income	(1,267,781)	(1,266,710)	(1,562,440)	(1,427,730)
Centrally Controlled Income				
Environmental Service	(1,260,059)	(1,438,960)	(1,399,720)	(1,466,070)
Total Centrally Controlled Income	(1,260,059)	(1,438,960)	(1,399,720)	(1,466,070)
Net Revenue Expenditure for ENVIRONMENTAL PORTFOLIO	4,617,810	4,675,550	4,463,660	4,428,110

PORTFOLIO REVENUE INFORMATION

HOUSING, HEALTH & COMMUNITIES PORTFOLIO	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Housing & Environmental Health				
General Management	292,947	308,480	301,530	295,640
Housing Options	808,216	808,170	1,027,690	891,030
Hampshire Home Choice	0	0	83,370	83,100
Housing Development	359,016	172,230	1,156,490	511,280
Business Support	377,901	392,710	375,200	316,680
Pest Control	291,491	290,200	281,370	266,160
Out of Hours Service	24,195	26,110	22,550	23,700
Pollution	448,988	414,320	394,160	393,780
Housing Standards	1,308,253	1,225,740	1,173,630	1,233,310
Animal Welfare	191,375	195,020	181,170	158,370
Health Protection	501,553	464,300	477,880	448,960
Total Expenditure	4,603,935	4,297,280	5,475,040	4,622,010
Estates				
Public Halls	287,499	244,220	327,480	302,170
Total Expenditure	287,499	244,220	327,480	302,170
Total Portfolio Expenditure	4,891,434	4,541,500	5,802,520	4,924,180
Service Controlled Income				
Housing & Environmental Health	(983,580)	(814,610)	(950,810)	(798,460)
Estates	(54,101)	(28,380)	(31,960)	(23,780)
Total Service Controlled Income	(1,037,681)	(842,990)	(982,770)	(822,240)
Centrally Controlled Income				
Housing & Environmental Health	(873,514)	(822,400)	(797,290)	(732,880)
Total Centrally Controlled Income	(873,514)	(822,400)	(797,290)	(732,880)
Net Revenue Expenditure for HOUSING, HEALTH & COMMUNITIES PORTFOLIO	2,980,239	2,876,110	4,022,460	3,369,060

PORTFOLIO REVENUE INFORMATION

LEISURE & WELLBEING PORTFOLIO	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Community & Leisure				
Management & Support	330,174	348,390	352,340	351,370
Community Leisure Provision	29,591	10,000	14,800	0
Managed Sports Facilities	1,213,344	1,086,100	1,206,210	1,268,770
Outdoor Sports Facilities	385,461	369,960	423,730	416,110
Playgrounds	21,463	58,760	58,220	58,630
Sports Development	52,594	58,070	79,550	48,820
Community Engagement	913,941	754,800	827,950	763,020
Youth Engagement	79,960	98,680	92,060	82,130
Community Safety	209,640	145,490	92,540	18,970
Neighbourhood Wardens' Scheme	271,983	318,870	265,320	264,910
Cemeteries	67,129	71,430	66,500	77,940
Urban Parks & Open Spaces	382,162	352,070	347,440	358,580
Grounds Maintenance	122,799	91,970	94,440	96,310
Nature Reserves	114,984	97,560	119,260	114,530
Andover Events Programme	35,518	12,030	38,320	11,810
Andover Museum	104,451	96,160	94,260	86,370
Heritage	58,184	54,740	56,100	53,790
Arts Function	35,490	32,620	64,550	38,430
The Lights	898,208	782,440	846,520	820,000
Total Portfolio Expenditure	5,327,076	4,840,140	5,140,110	4,930,490
Service Controlled Income	(1,435,388)	(695,520)	(731,790)	(730,320)
Centrally Controlled Income	(395,225)	(426,630)	(430,450)	(429,530)
Net Revenue Expenditure for LEISURE & WELLBEING PORTFOLIO	3,496,463	3,717,990	3,977,870	3,770,640

PORTFOLIO REVENUE INFORMATION

PLANNING AND TRANSPORT PORTFOLIO	Actual 2011/12 £	Original Estimate 2012/13 £	Revised Estimate 2012/13 £	Original Estimate 2013/14 £
Planning & Building				
Development Control & Enforcement	2,351,203	2,246,360	2,347,270	2,278,060
Building Control	614,658	490,600	497,970	521,300
Total Expenditure	2,965,861	2,736,960	2,845,240	2,799,360
Planning Policy & Transport				
Planning Policy, Design & Cons.	1,070,969	1,063,830	1,129,130	1,166,960
Local Development Framework	61,047	0	122,140	0
Planning Policy Climate Change	36,936	0	6,350	2,650
Engineering & Transport	463,811	439,220	416,750	416,220
Highways	342,710	407,780	392,800	399,030
Parking	1,814,169	1,242,390	1,206,010	1,244,140
Concessionary Travel	(298,384)	0	0	0
Community Transport	47,594	52,000	52,000	52,000
Total Expenditure	3,538,852	3,205,220	3,325,180	3,281,000
Total Portfolio Expenditure	6,504,713	5,942,180	6,170,420	6,080,360
Service Controlled Income				
Planning & Building	(1,099,020)	(1,145,980)	(1,261,000)	(1,265,500)
Planning Policy & Transport	(2,677,469)	(2,602,510)	(2,729,160)	(2,765,580)
Total Service Controlled Income	(3,776,489)	(3,748,490)	(3,990,160)	(4,031,080)
Centrally Controlled Income				
Planning & Building	(273,369)	(146,660)	(146,660)	(146,660)
Planning Policy & Transport	(468,728)	(528,980)	(528,980)	(528,980)
Total Centrally Controlled Income	(742,097)	(675,640)	(675,640)	(675,640)
Net Revenue Expenditure for PLANNING AND TRANSPORT PORTFOLIO	1,986,127	1,518,050	1,504,620	1,373,640

COUNCIL TAX RESOLUTION 2013/14

The Test Valley Borough Council as Billing Authority for the Test Valley Borough Council area, on the 22nd day of February 2013

Resolved:

- 1 That, having approved the revised revenue estimates for the year 2012/13 and the revenue estimates for the year 2013/14 together with the revised capital programme for the year 2012/13 and the capital programme for the year 2013/14.
- 2 That, for the purposes of Section 35(2)(d) of the Local Government Finance Act 1992 as amended (the Act) the sum of **£282,304** 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 **£282,304** herein specified shall be treated as general expenses. This equates to an amount of £24.03 per Band D Council Tax property.
- 3 That it be noted that, the Head of Revenues, in consultation with the Head of Finance, calculated the Council Tax Base for 2013/14 for the whole Borough area as 43,344 (Item T in the formula in Section 31B 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
Abbots Ann	967
Ampfield	747
Ampport	518
Andover	11,748
Appleshaw	259
Ashley	38
Awbridge	338
Barton Stacey	366
Bossington	17
Braishfield	335
Broughton	493
Buckholt	10
Bullington	51
Charlton	780
Chilbolton	523
Chilworth	653
East Dean	89
East Tytherley	89
Enham Alamein	239
Facombe	47
Fyfield	130
Goodworth Clatford	400
Grateley	239
Houghton	196
Hurstbourne Tarrant	360
Kimpton	159
King's Somborne	683
Leckford	53
Linkenholt	25
Little Somborne	38

Parish of	Tax Base
Lockerley	348
Longparish	328
Longstock	207
Melchet Park & Plaitford	115
Michelmersh	411
Monxton	136
Mottisfont	139
Nether Wallop	374
North Baddesley	2,342
Nursling & Rownhams	2,060
Over Wallop	723
Penton Grafton	331
Penton Mewsey	170
Quarley	73
Romsey Extra	1,434
Romsey Town	5,320
Sherfield English	310
Shipton Bellinger	497
Smannell	699
Stockbridge	320
Tangley	283
Thruxton	286
Upper Clatford	633
Valley Park	2,979
Vernham Dean	275
Wellow	1,452
West Tytherley & Frenchmoor	269
Wherwell	240
	43,344

4 That the following amounts be now calculated by the Council for the year 2013/2014 in accordance with Sections 31 to 31B and 34 to 36 of the Act and subsequent regulations: -

- 4(a) **£87,791,820** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
- 4(b) **£80,986,271** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- 4(c) **£6,805,549** 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 31A(4) of the Act as its council tax requirement for the year. (Item R in the formula in Section 31B of the Act).
- 4(d) **£157.01** being the amount at 4(c) above (Item R), divided by Item T (3 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- 4(e) **£1,326,326** being the aggregate amount of all special items (the amount at 2 above and Parish precepts) referred to in Section 34(1) of the Act.

4(f) **£126.41**

being the amount at 4(d) above less the result given by dividing the amount at 4(e) above by Item T (3 above), 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 precept relates.

4(g) Part of the Council's area,

Parish of	£
Abbotts Ann	147.55
Ampfield	169.97
Ampport	147.84
Andover Town	160.29
Appleshaw	158.32
Awbridge	151.66
Barton Stacey	173.09
Braishfield	157.75
Broughton	164.90
Bullington	152.45
Charlton	142.44
Chilbolton	145.53
Chilworth	156.35
East Dean	161.61
East Tytherley	158.30
Enham Alamein	152.06
Fyfield	158.95
Goodworth Clatford	163.10
Grateley	151.26
Houghton	164.68
Hurstbourne Tarrant	153.49
Kimpton	164.71
King's Somborne	167.76
Lockerley	162.32
Longparish	179.76
Longstock	157.81
Melchet Park and Plaitford	152.50
Michelmersh	164.12
Monxton	164.06
Mottisfont	173.24
Nether Wallop	155.02
North Baddesley	161.47
Nursling and Rownhams	151.65
Over Wallop	157.40
Penton Grafton	154.35
Penton Mewsey	160.06
Quarley	154.70
Romsey Extra	148.24
Romsey Town	160.77
Sherfield English	156.76
Shipton Bellinger	166.07
Smannell	144.73
Stockbridge	167.04
Tangley	149.91
Thruxton	158.05

Parish of	£
Upper Clatford	146.40
Valley Park	140.51
Vernham Dean	159.14
Wellow	164.29
West Tytherley and Frenchmoor	153.64
Wherwell	157.66
All other parts of the Council's area	126.41

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(i) Part of the Council's area

Valuation Bands

Parish of	A £	B £	C £	D £	E £	F £	G £	H £
Abbotts Ann	98.37	114.76	131.16	147.55	180.34	213.13	245.92	295.10
Ampfield	113.31	132.20	151.08	169.97	207.74	245.51	283.28	339.94
Amport	98.56	114.99	131.41	147.84	180.69	213.55	246.40	295.68
Andover Town	106.86	124.67	142.48	160.29	195.91	231.53	267.15	320.58
Appleshaw	105.55	123.14	140.73	158.32	193.50	228.68	263.87	316.64
Awbridge	101.11	117.96	134.81	151.66	185.36	219.06	252.77	303.32
Barton Stacey	115.39	134.63	153.86	173.09	211.55	250.02	288.48	346.18
Braishfield	105.17	122.69	140.22	157.75	192.81	227.86	262.92	315.50
Broughton	109.93	128.26	146.58	164.90	201.54	238.19	274.83	329.80
Bullington	101.63	118.57	135.51	152.45	186.33	220.21	254.08	304.90
Charlton	94.96	110.79	126.61	142.44	174.09	205.75	237.40	284.88
Chilbolton	97.02	113.19	129.36	145.53	177.87	210.21	242.55	291.06
Chilworth	104.23	121.61	138.98	156.35	191.09	225.84	260.58	312.70
East Dean	107.74	125.70	143.65	161.61	197.52	233.44	269.35	323.22
East Tytherley	105.53	123.12	140.71	158.30	193.48	228.66	263.83	316.60
Enham Alamein	101.37	118.27	135.16	152.06	185.85	219.64	253.43	304.12
Fyfield	105.97	123.63	141.29	158.95	194.27	229.59	264.92	317.90
Goodworth Clatford	108.73	126.86	144.98	163.10	199.34	235.59	271.83	326.20
Grateley	100.84	117.65	134.45	151.26	184.87	218.49	252.10	302.52
Houghton	109.79	128.08	146.38	164.68	201.28	237.87	274.47	329.36
Hurstbourne Tarrant	102.33	119.38	136.44	153.49	187.60	221.71	255.82	306.98
Kimpton	109.81	128.11	146.41	164.71	201.31	237.91	274.52	329.42
King's Somborne	111.84	130.48	149.12	167.76	205.04	242.32	279.60	335.52
Lockerley	108.21	126.25	144.28	162.32	198.39	234.46	270.53	324.64
Longparish	119.84	139.81	159.79	179.76	219.71	259.65	299.60	359.52
Longstock	105.21	122.74	140.28	157.81	192.88	227.95	263.02	315.62
Melchet Park & Plaitford	101.67	118.61	135.56	152.50	186.39	220.28	254.17	305.00
Michelmersh	109.41	127.65	145.88	164.12	200.59	237.06	273.53	328.24
Monxton	109.37	127.60	145.83	164.06	200.52	236.98	273.43	328.12
Mottisfont	115.49	134.74	153.99	173.24	211.74	250.24	288.73	346.48
Nether Wallop	103.35	120.57	137.80	155.02	189.47	223.92	258.37	310.04
North Baddesley	107.65	125.59	143.53	161.47	197.35	233.23	269.12	322.94
Nursling & Rownhams	101.10	117.95	134.80	151.65	185.35	219.05	252.75	303.30
Over Wallop	104.93	122.42	139.91	157.40	192.38	227.36	262.33	314.80

Parish of	A £	B £	C £	D £	E £	F £	G £	H £
Penton Grafton	102.90	120.05	137.20	154.35	188.65	222.95	257.25	308.70
Penton Mewsey	106.71	124.49	142.28	160.06	195.63	231.20	266.77	320.12
Quarley	103.13	120.32	137.51	154.70	189.08	223.46	257.83	309.40
Romsey Extra	98.83	115.30	131.77	148.24	181.18	214.12	247.07	296.48
Romsey Town	107.18	125.04	142.91	160.77	196.50	232.22	267.95	321.54
Sherfield English	104.51	121.92	139.34	156.76	191.60	226.43	261.27	313.52
Shipton Bellinger	110.71	129.17	147.62	166.07	202.97	239.88	276.78	332.14
Smannell	96.49	112.57	128.65	144.73	176.89	209.05	241.22	289.46
Stockbridge	111.36	129.92	148.48	167.04	204.16	241.28	278.40	334.08
Tangley	99.94	116.60	133.25	149.91	183.22	216.54	249.85	299.82
Thrupton	105.37	122.93	140.49	158.05	193.17	228.29	263.42	316.10
Upper Clatford	97.60	113.87	130.13	146.40	178.93	211.47	244.00	292.80
Valley Park	93.67	109.29	124.90	140.51	171.73	202.96	234.18	281.02
Vernham Dean	106.09	123.78	141.46	159.14	194.50	229.87	265.23	318.28
Wellow	109.53	127.78	146.04	164.29	200.80	237.31	273.82	328.58
W Tytherley/Frenchmoor	102.43	119.50	136.57	153.64	187.78	221.92	256.07	307.28
Wherwell	105.11	122.62	140.14	157.66	192.70	227.73	262.77	315.32
All other parts of the Council's area	84.27	98.32	112.36	126.41	154.50	182.59	210.68	252.82

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 52ZB of the Act, the Council's basic amount of Council Tax for the year 2013/14 is not excessive.
- 6 That the following details in respect of precepting authorities be noted;
 - 6(a) For the year 2013/14 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 £
691.92	807.24	922.56	1,037.88	1268.52	1499.16	1,729.80	2075.76

- 6(b) For the year 2013/14 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
£	£	£	£	£	£	£	£
100.83	117.64	134.44	151.25	184.86	218.47	252.08	302.50

- 6(c) For the year 2013/14 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
£	£	£	£	£	£	£	£
40.92	47.74	54.56	61.38	75.02	88.66	102.30	122.76

- 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 2013/2014 for each of the categories of dwellings shown below: -

Part of the Council's area

Valuation Bands

Parish of	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Abbotts Ann	932.04	1,087.38	1,242.72	1,398.06	1,708.74	2,019.42	2,330.10	2,796.12
Ampfield	946.98	1,104.82	1,262.64	1,420.48	1,736.14	2,051.80	2,367.46	2,840.96
Amport	932.23	1,087.61	1,242.97	1,398.35	1,709.09	2,019.84	2,330.58	2,796.70
Andover Town	940.53	1,097.29	1,254.04	1,410.80	1,724.31	2,037.82	2,351.33	2,821.60
Appleshaw	939.22	1,095.76	1,252.29	1,408.83	1,721.90	2,034.97	2,348.05	2,817.66
Awbridge	934.78	1,090.58	1,246.37	1,402.17	1,713.76	2,025.35	2,336.95	2,804.34
Barton Stacey	949.06	1,107.25	1,265.42	1,423.60	1,739.95	2,056.31	2,372.66	2,847.20
Braishfield	938.84	1,095.31	1,251.78	1,408.26	1,721.21	2,034.15	2,347.10	2,816.52
Broughton	943.60	1,100.88	1,258.14	1,415.41	1,729.94	2,044.48	2,359.01	2,830.82
Bullington	935.30	1,091.19	1,247.07	1,402.96	1,714.73	2,026.50	2,338.26	2,805.92
Charlton	928.63	1,083.41	1,238.17	1,392.95	1,702.49	2,012.04	2,321.58	2,785.90
Chilbolton	930.69	1,085.81	1,240.92	1,396.04	1,706.27	2,016.50	2,326.73	2,792.08
Chilworth	937.90	1,094.23	1,250.54	1,406.86	1,719.49	2,032.13	2,344.76	2,813.72
East Dean	941.41	1,098.32	1,255.21	1,412.12	1,725.92	2,039.73	2,353.53	2,824.24
East Tytherley	939.20	1,095.74	1,252.27	1,408.81	1,721.88	2,034.95	2,348.01	2,817.62
Enham Alamein	935.04	1,090.89	1,246.72	1,402.57	1,714.25	2,025.93	2,337.61	2,805.14
Fyfield	939.64	1,096.25	1,252.85	1,409.46	1,722.67	2,035.88	2,349.10	2,818.92
Goodworth Clatford	942.40	1,099.48	1,256.54	1,413.61	1,727.74	2,041.88	2,356.01	2,827.22
Grateley	934.51	1,090.27	1,246.01	1,401.77	1,713.27	2,024.78	2,336.28	2,803.54
Houghton	943.46	1,100.70	1,257.94	1,415.19	1,729.68	2,044.16	2,358.65	2,830.38
Hurstbourne Tarrant	936.00	1,092.00	1,248.00	1,404.00	1,716.00	2,028.00	2,340.00	2,808.00
Kimpton	943.48	1,100.73	1,257.97	1,415.22	1,729.71	2,044.20	2,358.70	2,830.44
King's Somborne	945.51	1,103.10	1,260.68	1,418.27	1,733.44	2,048.61	2,363.78	2,836.54
Lockerley	941.88	1,098.87	1,255.84	1,412.83	1,726.79	2,040.75	2,354.71	2,825.66
Longparish	953.51	1,112.43	1,271.35	1,430.27	1,748.11	2,065.94	2,383.78	2,860.54
Longstock	938.88	1,095.36	1,251.84	1,408.32	1,721.28	2,034.24	2,347.20	2,816.64
Melchet Park & Plaitford	935.34	1,091.23	1,247.12	1,403.01	1,714.79	2,026.57	2,338.35	2,806.02

	A	B	C	D	E	F	G	H
Parish of	£	£	£	£	£	£	£	£
Michelmersh	943.08	1,100.27	1,257.44	1,414.63	1,728.99	2,043.35	2,357.71	2,829.26
Monxton	943.04	1,100.22	1,257.39	1,414.57	1,728.92	2,043.27	2,357.61	2,829.14
Mottisfont	949.16	1,107.36	1,265.55	1,423.75	1,740.14	2,056.53	2,372.91	2,847.50
Nether Wallop	937.02	1,093.19	1,249.36	1,405.53	1,717.87	2,030.21	2,342.55	2,811.06
North Baddesley	941.32	1,098.21	1,255.09	1,411.98	1,725.75	2,039.52	2,353.30	2,823.96
Nursling & Rownhams	934.77	1,090.57	1,246.36	1,402.16	1,713.75	2,025.34	2,336.93	2,804.32
Over Wallop	938.60	1,095.04	1,251.47	1,407.91	1,720.78	2,033.65	2,346.51	2,815.82
Penton Grafton	936.57	1,092.67	1,248.76	1,404.86	1,717.05	2,029.24	2,341.43	2,809.72
Penton Mewsey	940.38	1,097.11	1,253.84	1,410.57	1,724.03	2,037.49	2,350.95	2,821.14
Quarley	936.80	1,092.94	1,249.07	1,405.21	1,717.48	2,029.75	2,342.01	2,810.42
Romsey Extra	932.50	1,087.92	1,243.33	1,398.75	1,709.58	2,020.41	2,331.25	2,797.50
Romsey Town	940.85	1,097.66	1,254.47	1,411.28	1,724.90	2,038.51	2,352.13	2,822.56
Sherfield English	938.18	1,094.54	1,250.90	1,407.27	1,720.00	2,032.72	2,345.45	2,814.54
Shipton Bellinger	944.38	1,101.79	1,259.18	1,416.58	1,731.37	2,046.17	2,360.96	2,833.16
Smannell	930.16	1,085.19	1,240.21	1,395.24	1,705.29	2,015.34	2,325.40	2,790.48
Stockbridge	945.03	1,102.54	1,260.04	1,417.55	1,732.56	2,047.57	2,362.58	2,835.10
Tangley	933.61	1,089.22	1,244.81	1,400.42	1,711.62	2,022.83	2,334.03	2,800.84
Thrupton	939.04	1,095.55	1,252.05	1,408.56	1,721.57	2,034.58	2,347.60	2,817.12
Upper Clatford	931.27	1,086.49	1,241.69	1,396.91	1,707.33	2,017.76	2,328.18	2,793.82
Valley Park	927.34	1,081.91	1,236.46	1,391.02	1,700.13	2,009.25	2,318.36	2,782.04
Vernham Dean	939.76	1,096.40	1,253.02	1,409.65	1,722.90	2,036.16	2,349.41	2,819.30
Wellow	943.20	1,100.40	1,257.60	1,414.80	1,729.20	2,043.60	2,358.00	2,829.60
W Tytherley/Frenchmoor	936.10	1,092.12	1,248.13	1,404.15	1,716.18	2,028.21	2,340.25	2,808.30
Wherwell	938.78	1,095.24	1,251.70	1,408.17	1,721.10	2,034.02	2,346.95	2,816.34
All other parts of the Council's area	917.94	1,070.94	1,223.92	1,376.92	1,682.90	1,988.88	2,294.86	2,753.84