

GOSPORT BOROUGH COUNCIL

BUDGET 2004/2005

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COUNCIL BUDGET 2004/2005

FOREWORD

1.0 INTRODUCTION

- 1.1 The budget book sets out the projected costs of Council services in 2004/5 including Capital Programmes, as approved by Council.
- 1.2 A manpower budget and detailed analysis of the estimated administration costs of Business Units are also included in the budget book by way of supplementary information.

2.0 BACKGROUND

- 9.1 Gosport Borough Council is a multi-million pound business having an annual turnover of almost £40M, over 370 employees and assets valued at over £100M.
- 9.2 This foreword focuses on those revenue and capital budgets for services impacting on the level of Council Tax in 2004/5.
- 2.3 The poor financial position of the Council has been referred to by District Audit on numerous occasions in recent years. The situation is not expected to improve until next financial year and reserves will be at an unacceptably low level by the end of the current financial year.
- 2.4 The strategy for restoring balances (approved February 2003) will begin to slowly rectify the situation from 2004/5 but additional contributions will be required if the 7% target level is to be achieved within a recommended period of no more than 3 years.
- 2.5 The Local Government Act 2003 requires the Council to formally consider whether its budget is balanced and robust with appropriate levels of reserves. It is considered that the approved budget meets these criteria.
- 2.6 Conclusions about the adequacy of the budget are based on an examination of various aspects that are summarised in a risk assessment. More details appear later in this report.
- 2.7 Particular budget areas that continue to cause concern are Homelessness, pay awards and the Priddy's Hard site.

- 2.8 The approved budget for 2004/5 is £10.65M and this represents an increase of £0.170M on the original budget for the current year. However, grant changes of approximately £0.6M distort these figures and the actual underlying budget increase is approximately 6.8% including 1.9% in respect of contributions to reserves.
- 2.9 Reserve powers for Government capping of the Council's budget still exist and the Government have made it clear that these powers will be used if necessary.
- 2.10 Changes to the grant system have removed some of the risk associated with Housing Benefit costs, which have long been a problem for the Council. The changes have involved reducing general grant support by increasing specific grant in respect of Housing Benefits. The £0.6M additional Benefits grant directly reduces the Council's net expenditure rather than simply reducing the amount to be raised from Council Tax. Overall, it appears that a small increase in Exchequer support will be received in 2004/5 approximating to an extra 2% (about £100,000) based on current forecasts.

9 REVISED 2003/4 EXPENDITURE & INCOME

- 3.1 Before taking account of the use of reserves, the revised budget is about £0.1M higher than the original for 2003/4, principally due to additional net expenditure requirements on Homelessness.
- 3.2 Appendix 1 details the variations that have arisen between the Council's original spending plans for the current year and the latest estimate of expenditure and income. There are a number of significant variations, many of which have previously been anticipated as the year progressed, plus a large number of smaller variations.
- 3.3 It has not been possible to identify sufficient savings to avoid drawing further on reserves. The overspend will have to be financed from Working Balance, reducing it to £0.36M, well below the £0.75M considered prudent.

4.0 BUDGET PROPOSALS FOR 2004/5

- 9.1 Substantial variations to the Council's budget requirements compared to Revised 2003/4 arise from inflation, Housing Benefit subsidies and contribution to Working Balance. A detailed analysis is contained in Appendix 1.
- 4.2 The 2004/5 budget totals £10,647,910 including a £190,000 contribution to Working Balance. This budget total is £170,320 higher than the current year's original budget, much of the increase attributable to the factors that have affected Revised 2003/4.

- 4.3 It is vital to make provision in the 2004/5 budget to begin restoring balances. General Fund Working Balance will, therefore, be increased by £0.19M to £0.55M during 2004/5. Over £140,000 of this transfer is offset by Council Tax Collection Fund Surplus in accordance with Council policy.
- 4.4 Every effort has been made to ensure that the budget is balanced and robust. In particular, the Council have incorporated levels of maintenance and administration expenditure that they believe are the minimum necessary amounts to ensure that service provision is maintained.
- 4.5 Appendix 2 summarises a risk assessment of the budget areas considered to be most vulnerable, partly based on past experience. Generally these risks are lower than in the past as the applicable budgets are now more robust. However, these risks have been borne in mind when considering reserve levels.
- 4.6 Whilst income sources and subsidy levels have been examined as part of the budget process, a more systematic review will continue during 2004/5 in order to maximise income opportunities for the future and reduce pressure on Council Tax levels.

5.0 BALANCES & RESERVES

- 5.1 The only current general fund provision is a Working Balance, although it is planned to establish a Revenue Financing Reserve (RFR) in the longer term.
- 5.2 The Council's Working Balance target level of 7% of net expenditure equates to approximately £750,000. It can be seen from the figures below that this is significantly out of reach at present:

Date	Balance £'000	(%)
March 2003	460	4.4
March 2004 (Est)	360	3.4
March 2005 (Est)	550	5.2
Target		7.0

- 5.3 The 7% target should be achieved as soon as possible in order to improve financial planning, reduce risk and enable new funding mechanisms (RFR) to be developed. It is now Council policy to achieve the target by March 2007. This will require additional budget contributions to supplement existing policy, which is linked to council tax collection fund surpluses.
- 5.4 The Government have indicated that they may impose a minimum level of reserves where an authority is not adequately addressing a serious financial situation.

6.0 THE LONGER TERM OUTLOOK

6.1 A 3 year projection of revenue commitments (summarised in Appendix 3) indicates further pressures on budgets. Although precise forecasting is not possible this exercise is proven to give a good indication of trends. Early action will be taken to moderate future budget requirements in order to reduce the Council Tax rises that will otherwise result.

6.2 Projected budget totals including inflation are as follows:

	Budget £'000	Budget Increase %	Potential Council Tax Increase %
2005/6	11,269	5.8	16.1
2006/7 *	12,128	7.6	15.7
2007/8	12,636	4.2	6.1

* See paragraph 7.2.

7.0 THE COUNCIL'S CAPITAL PROGRAMME

7.1 The Council's capital programme for the next 6 years amounts to over £34M and is partially dependent on the raising of further external funding, although the plans for 2004/5 can be fully funded in accordance with new capital controls.

7.2 From 2005/6 onwards it is anticipated that there could be a significant revenue impact on general fund and council tax resulting from capital investment requirements. With this in mind the Policy and Organisation Scrutiny Committee will be reviewing the Council's Asset Management Plan and Capital Strategy processes during the early part of 2004/5.

8.0 BUSINESS RATES & COUNCIL TAX LEVELS FOR 2003/4

8.1 The nationally prescribed business rate (NNDR) in the pound for 2004/5 is 45.6p.

9.1 The budget of £10.65M for 2004/5 results in an increase of 11.5% in Gosport's share of the Council Tax. This equates to an extra 27p per week on Gosport's average Band B property.

9.2 When the County Council, Fire and Police Authorities' requirements are taken into account, the total Council Tax increase for the Gosport area is 6.9%.

9.0 CONCLUSION

- 9.1 The 2004/5 budget of £10.65M is considered both balanced and robust and is higher than the current year's, producing an increase of 11.5% in Gosport's Council Tax. This level has been reached after taking account of the results of a Residents Survey and the urgent need to restore Working Balance. The outlook for 2005/6 is further upward pressure on budgets, well in excess of general inflation. During 2004/5 the Council will examine ways to moderate future Council Tax increases.

ANALYSIS OF MAIN VARIATIONS BETWEEN
1. ORIGINAL ESTIMATE 2003/2004 AND REVISED ESTIMATE 2003/2004
2. REVISED ESTIMATE 2003/2004 AND ESTIMATE 2004/2005
(Figures prefixed with a minus sign represent reduced expenditure or
increased income)

	VARIANCE		Page Number
	ORIGINAL 2003/2004 to REVISED 2003/2004 £	REVISED 2003/2004 to ESTIMATE 2004/2005 £	

COMMUNITY AND ENVIRONMENT BOARD

Open Market			9
Income from operator	22,400	-20,000	
Public Conveniences			9
Premises - Special maintenance	-2,360	1,950	
Contractor payments	3,350	2,820	
Dog Control / Enforcement			9
Employees - Vacancy 03/04, full provision 04/05		10,160	
Income - Fees & charges / Sales	2,350		
Cemetery			11
Employees - Transfer from administration unit	16,980	2,820	
Premises - Special maintenance			
Supplies & Services - Consultant vired from Contracts BU	5,440	-3,640	
Contractor Payments		2,450	
Income - Fees & Charges	3,730	-4,490	
Income - Recharged to other boards - Tree Survey	-5,720	-15,950	
Coast Protection			11
Maintenance of Seawalls		2,000	
Waste Recycling			11
Supplies & Services - Subscriptions	4,000	1,700	
Contractor Payments - Kerbside Paper Collection	12,820	-73,790	
Income - Kerbside paper Collection - Credits & Salvage	16,420	36,560	
Income - Reduced level of Recycling Credits	9,650	-940	
Street Cleansing			13
Contractor Payments		20,220	
Income - Recharges to Other Committees		-6,570	
Income - Defaults		2,220	
Abandoned Vehicles			13
Supplies & Services - Software Licence & Maintenance	2,880	-920	
Contractor Payments - Reduction in Number of Abandoned Vehicles	-19,000	500	
Income - Reduction in Number of Vehicles Scrapped	17,410	-1,490	
Holbrook Recreation Centre			15
Contractor payments		5,560	
Urban Land Management			17
Premises - Open space - Special Maintenance & Utilities	-2,050	5,580	
Supplies & Services - Insurance & Bedding plants	20,800	2,930	
Contractor payments	5,530	11,220	
Income - Rents & Trading Concessions	-79,010	-5,020	
Income - Gosport in Bloom, Hire of Land, Easement	-2,340	-7,970	
Playgrounds - Premises - Special maintenance		3,000	

ANALYSIS OF MAIN VARIATIONS BETWEEN 1. ORIGINAL ESTIMATE 2003/2004 AND REVISED ESTIMATE 2003/2004 2. REVISED ESTIMATE 2003/2004 AND ESTIMATE 2004/2005 (Figures prefixed with a minus sign represent reduced expenditure or increased income)	VARIANCE		Page Number
	ORIGINAL 2003/2004 to REVISED 2003/2004 £	REVISED 2003/2004 to ESTIMATE 2004/2005 £	
Outdoor Sports			19
Premises - Privett Park Enclosure Lease		-5,710	
Contractor payments		4,330	
Income - Rents & Sports Hirings	3,220		
Tenanted Buildings			21
Premises - Special Maintenance	1,910		
Supplies and Services - Alverbank / Rowner Cottages	2,160		
Income - Alverbank Hotel / Kingfisher Caravan Park	-15,050	5,500	
Countryside Management			21
Employees charged direct to service, pay award		3,170	
Supplies & Services - Insurance / Countryside Fayre	2,810	-2,000	
Museum			21
Contractor payments		2,140	
Community Recreation			23
Supplies & Services - Distribution of Childrens Fund grant	23,500	-2,770	
Income - HCC Childrens Fund	-25,440	2,300	
Playscheme - Employees	-2,290		
Playscheme - Supplies & Services	2,600		
Allotments			25
Income	2,520		
Nursery			25
Employees - Pay Award	7,600	3,810	
Premises - Utilities & Building Maintenance	4,480	9,090	
Supplies & Services - Seeds / Bedding Plants	3,860	3,280	
Income - Plant Sales & Bedding Plant Recharges	6,400	-3,300	
Arts & Events			27
Events - Harbour etc	1,200	-4,210	
Income - Sponsorship	2,000	-2,050	
Waste Collection			27
Supplies & Services - Skip Licences & Advertising	-4,130	1,150	
Contractor Payments - Additional Refuse Collections & Contract Inflation	7,680	39,840	
Income - Bulky Household Waste & Garden Sacks	2,200	-4,630	
Highways (GBC)			29
Traffic Admin Deficiency - Increase in HCC contribution	-1,340	-3,080	
Traffic Admin Deficiency - Section 38 Contribution	-25,000	75,000	
Pedestrian Facilities	-10,000		
Bus Shelter Maintenance		2,000	
Footpath Lighting - Energy & Maintenance	2,380	-2,000	
Flower Bed & Shrubbery Maintenance - Trees & Grass Cutting	15,350		
Car Parks			31
Off Street Car Parks - Income Parking Fines	-13,000		
Foreshore Car Parks - Employees Wages - Staff employed 7Days Wk	3,980		
Foreshore Car Parks - Income from Parking Fees	-13,650	-1,500	
Foreshore Car Parks - Income from Parking Permits	1,760	-6,760	
Landing Stage			33
Premises - Special Maintenance		1,000	

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	VARIANCE		Page Number
	ORIGINAL 2003/2004 to REVISED 2003/2004 £	REVISED 2003/2004 to ESTIMATE 2004/2005 £	
Concessionary Travel			33
Travel Tokens	-2,100	6,940	
Farepass	6,150	12,530	
Cost of £1 increase in travel tokens		12,000	
Environmental Health - Commercial			35
Income - Health initiative grant	3,250		
Environmental Health - Residential & Pollution			35
Employees - Pay award		2,500	
Premises - Gypsy & Traveller Services	3,030		
Transport - Rodent / Pest Control Vehicle	-1,480	1,330	
Supplies & Services - Pest Control & Gypsy & Traveller Services	-3,910		
Income - Rodent & pest control	2,630		
Development Control			37
Supplies & Services - Advertising	4,000	-2,000	
Income - Planning Fees	-62,000	30,000	
Net effect of Building Control Partnership	-5,120	-6,510	37
Licensing & Registration			37
Employee / Supplies & Services re Liquor Licensing		38,700	
Income - Licensing Act 2003 (Liquor Licensing)		-38,700	
Forward Planning			39
Supplies & Services - Local Plan		8,250	
	-34,560	150,550	
HOUSING BOARD - GENERAL FUND SERVICES			
Private Sector Housing			43
Supplies & Services - Consultants		-4,640	
Homelessness			43
Bed & Breakfast	144,100	-17,330	
	144,100	-21,970	

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	VARIANCE		Page Number
	ORIGINAL 2003/2004 to REVISED 2003/2004 £	REVISED 2003/2004 to ESTIMATE 2004/2005 £	

POLICY AND ORGANISATION BOARD

Registration of Electors			49
Supplies and Services - Election Fees	4,900		
Land Charges Service Account			49
Supplies and Services - Management Fees	10,410	30,370	
Income	45,000	-75,000	
Stokes Bay Mobile Home Park			49
Premises	6,260	-5,770	
Income	5,500	13,170	
Housing Benefits			51
Rent Rebates - Local Element net of Government Subsidy	-50,500		
Rent Allowance payments net of Government Subsidy	-12,740	-356,000	
Admin Grant		-1,270	
Local Tax Rebates			51
Council Tax Rebates net of Government Subsidy	-7,100	-138,990	
Admin Grant		-840	
CCTV			55
Contribution to Running Costs	11,590	14,780	
Priddys Hard			57
Premises	1,540	-15,600	
Museum Operation	43,020	800	
Income from Site	36,000		
Services Provided / Rent	-150,000		
Premises - Display Facility set up costs	20,000		
Developer contribution towards Display Facility running costs	-50,000		
Council & Board Meetings			59
Supplies and Services - Scrutiny Consultancy		3,000	
Municipal Elections			59
Other Expenses	4,330	3,250	
Municipal Elections	4,200	38,770	
Other Miscellaneous Services			61
Meals on Wheels	7,860		
Public Notice Boards	1,880		
Crown Inn	2,610	1,980	
Premises			
Income	4,090	2,910	
Red Cross Centre	7,000	-7,000	
Insurances	-5,710	6,550	
Dangerous Structures - Partnership charge in lieu of Admin	14,220		
Best Value / Perf.Indicators / Consultation *	7,130	-29,810	
Added Years Pension	21,660	-18,600	
E Government Initiatives		10,000	
Health & Safety Workstations	5,500		
Emergency Planning	2,000	1,000	

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	VARIANCE		Page Number
	ORIGINAL 2003/2004 to REVISED 2003/2004 £	REVISED 2003/2004 to ESTIMATE 2004/2005 £	

Other Corporate Areas			61
Asset Management Revenue Account - Net Interest	-123,000	-67,100	
Asset Management Revenue Account - Commutation Transfer	-27,950	60,610	
Asset Management Revenue Account - Item 8 Transfer	35,410	-91,350	
Audit Fees	26,420	-1,400	
	-98,470	-621,540	
All Boards	11,070	-492,960	
Administration Recharge			
Pay Inflation inc Superannuation	0	265,000	
Other - Details shown in separate list	88,120	75,790	
Recharge from HRA, Agency, Capital	10,080	-6,870	
Other Minor Variations	-16,290	39,450	
Contribution (from) / to Working Balance	-92,980	289,910	
Total Budgetary Change	0	170,320	

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	ORIGINAL 2003/2004 to REVISED 2003/2004 £	REVISED 2003/2004 to ESTIMATE 2004/2005 £	
GENERAL FUND BUSINESS UNIT ACCOUNTS			
LEISURE & AMENITIES SERVICES			65
Employees - Salary Saving Head of Contracts	-5,400		
Employees - Transfer to Cemetery service	-16,980		
Employees - Other exc Pay Award & Super (re-grades, increments etc)		14,820	
Employees - Other (Post Entry Training, Insurances, Pension Payments)		-630	
Supplies & Services - General Insurances (Vired from Employee Insurance)	2,930		
Supplies & Services - Mobile Phones			
Supplies & Services - Advertising (Other than Staff)		-2,830	
REGULATORY SERVICES			69
Employees - Net saving on vacant posts	-3,820		
Employees - Building Control - costs to Partnership			
Employees - Liquor Licensing (£14,180 in 2004/2005 only)		49,610	
Employees - full year effect of filling of previously vacant posts		9,390	
Employees - Other exc Pay Award & Super (re-grades, increments etc)		22,580	
Employees - Other (Post Entry Training, Insurances, Pension Payments)		-810	
Transport - Car Allowances Essential Users - Additional Staff member		3,090	
Third Party Payment - Recharges Budget Vired from Support Services			
DEVELOPMENT & ENVIRONMENT			73
Employees - Inclusion of post previously under Best Value service	25,510		
Employees - Other exc Pay Award & Super (re-grades, increments etc)		28,720	
Employees - Other (Post Entry Training, Insurances, Pension Payments)		-4,490	
CORPORATE SERVICES			75
Employees - Other exc Pay Award & Super (re-grades, increments etc)		20,050	
Employees - Other (Post Entry Training, Insurances, Pension Payments)		-4,630	
Employees - Town Hall Keepers	-7,240		
Personnel - Employees (maternity cover)	3,340		
Personnel - Disturbance Allowances	9,000		
Personnel - Staff Advertising	10,000		
Reception / Telephones - Employees (Funded by savings in Accommodation emp	13,440		
Reception / Telephones - Equipment	1,220		
IT Business Support - Agency Staff	4,930		
IT Operations - Employees	-7,950		
IT Operations - Software	6,550	2,940	
PC/Network Support - Employees	4,130		
LEGAL & DEMOCRATIC SERVICES			77
Employees - combined effect of deleted posts and staff changes	-30,180		
Employees - Other (re-grades, increments, filled posts etc)		24,630	
Supplies & Services - Monitor Expenses		8,000	
FINANCIAL SERVICES			79
Employees - Benefits - Additional resources funded by additional income	82,760	-25,000	
Employees - Council Tax - Staffing alterations including redundancy	-8,970	10,000	
Employees - Accountancy Pension Payments	4,050		
Employees - Accountancy - Agency costs for maternity cover		10,000	

ANALYSIS OF MAIN VARIATIONS BETWEEN

1. ORIGINAL ESTIMATE 2003/2004 AND REVISED ESTIMATE 2003/2004

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	VARIANCE		Page Number
	ORIGINAL 2003/2004 to REVISED 2003/2004 £	REVISED 2003/2004 to ESTIMATE 2004/2005 £	
Employees - Accountancy - Resources for statutory requirements (not approved)		16,000	
Employees - Financial Support - Increase from 4 to 5 days per week		4,350	
Supplies & Services - Software Virement to Employees	-45,000		
Supplies & Services - General Insurances, Court Costs & Postages	5,160		
ACCOMMODATION			81
Employees (transfer of posts to reception)	-15,970		
Employees (transfer of posts to reception combined with effect of pay award etc)		-8,530	
Premises Maintenance	5,000	14,000	
NNDR	5,910	9,160	
Maintenance Contracts (lifts, fire precautions, doors etc)	1,330	3,100	
Special Waste Collections	5,000	5,000	
Total specified changes	48,750	208,520	
All other variations	49,450	125,400	
Total Budgetary Change	98,200	333,920	

APPENDIX 2

RISK ASSESSMENT (GENERAL FUND)

Budget Area	Risk	Likelihood	Impact	Comment
Priddy's Hard Site	Failure to secure redevelopment	Medium	High	-
Homelessness	Additional demand	Medium	Medium	Budget now more robust
Pay Awards	Exceed budget	Medium	Medium	3.5% used is 1% above inflation
Other Inflation	Exceeds allowance	Medium	Low	Contracts not so susceptible in 2004/5
Planning Grant	Less than budget	Medium	Low	Now known to be OK
Housing Benefits	Error/overpayment rates increase + grant formula changes	Medium	Low	New grant arrangements have reduced risk
Insurance	Tender process brings increases	Medium	Low	Market now stabilising post 9/11
Maintenance	Inadequate provision	Medium	Low	More robust for 2004/5
Administration	- " -	Medium	Low	- " -
Explosion	Visitor numbers lower than expected	Medium	Low	Forecast used is realistic and reduces vulnerability
General Income	Weather dependent or demand led (eg Land Charges) result in shortfall	Medium	Low	Unlikely that all sources will deteriorate
Interest Rates	Vary dramatically from forecast	Low	Medium	Stable, prudent rates used
Savings target	Over optimistic	Low	Low	Prudent view used for budget

NOTES

- 1 Assessment is of 2004/5 budgets, taking account of past trends and improved budget monitoring.
- 2 Likelihood: High = most years, Medium = Occasional, Low = rare.
3. Impact: High = over £100,000; Medium = £50 – 100,000; Low = less than £50,000

APPENDIX 3**a). Projected General Fund for the years to 2007/8 (at current prices)**

	(£'000)		
	2005/6	2006/7	2007/8
2004/5 Base Budget	10,648	10,648	10,648
Revenue Increases	98	170	198
Additional Financing Charges *	90	370	400
	10,836	11,188	11,246
Less Revenue Decreases	-33	-140	-140
PROJECTED BUDGET TOTALS	10,869	11,328	11,386

*Arising from the Capital Programme

GENERAL FUND BUDGET

Summary 2003/2004 Revised, Estimate 2004/2005

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
<u>BOARD</u>			
COMMUNITY AND ENVIRONMENT	7,794,280	7,530,530	7,765,340
HOUSING	404,830	540,530	539,220
POLICY AND ORGANISATION	2,285,410	2,506,440	2,153,350
Total Net Expenditure	10,484,520	10,577,500	10,457,910
Transfer (from) / to Working Balance	(6,930)	(99,910)	190,000
BUDGET TOTAL	10,477,590	10,477,590	10,647,910

COMMUNITY AND ENVIRONMENT BOARD

SUMMARY OF REVENUE ESTIMATES 2004/2005

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
Open Market	(347,010)	(326,710)	(345,390)
Public Conveniences	227,140	236,690	241,160
Dog Control / Enforcement	105,780	97,630	108,630
Cemetery	38,700	49,380	26,860
Coast Protection	492,280	390,670	388,090
Waste Recycling	75,510	119,620	81,440
Street Cleansing	513,520	516,550	541,070
Abandoned / Unwanted Vehicles	55,120	52,070	55,820
Holbrook Recreation Centre	326,370	279,890	284,170
Non G.B.C Leisure Facilities	114,910	111,030	111,270
Urban Land Management	1,536,880	1,287,830	1,287,890
Outdoor Sports	372,520	578,840	565,810
Tenanted Buildings	59,620	57,130	58,440
Countryside Management	85,560	87,750	92,930
Museum	90,360	94,230	96,600
Community Recreation	127,980	126,060	133,950
Coastal Services	29,010	31,980	30,510
Allotments	44,030	31,890	35,880
Nursery	16,210	39,240	53,400
Arts & Events	92,700	76,710	75,570
Waste Collection	1,075,070	1,081,480	1,124,570
Highways (GBC)	334,240	316,670	374,070
Bus Station	50,460	17,620	20,130
Car Parks	284,780	206,730	212,220
Landing Stage	81,650	75,140	69,350
Town Quay	580	250	250
Concessionary Travel	615,230	601,110	634,810
Regulatory Services	958,720	966,430	1,043,180
Forward Planning, Redevelopment Areas & Planning Implementation	336,360	326,620	362,660
Board Total	7,794,280	7,530,530	7,765,340

HOUSING BOARD

SUMMARY OF REVENUE ESTIMATES 2004/2005

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
Home Improvement Grants	80,450	67,960	72,220
Private Sector Housing	112,390	116,410	116,040
Homelessness	211,990	356,160	350,960
Board Total	404,830	540,530	539,220

POLICY AND ORGANISATION BOARD
SUMMARY OF REVENUE ESTIMATES 2004/2005

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
Registration of Electors	166,740	150,770	161,470
Local Land Charges	(203,830)	(167,240)	(210,150)
Mobile Home Park	(12,580)	(19,660)	(20,130)
Housing Benefits	775,160	726,150	395,170
Local Tax Rebates	277,420	272,350	146,500
Local Tax Collection	481,300	483,110	504,710
National Non-Domestic Rates	42,420	44,690	48,800
Depot (Landlord Account)	(41,490)	(59,810)	(59,660)
Economic Development & Improvements	612,140	577,850	600,500
Marketing and Tourism	94,860	88,510	90,120
Priddy's Hard	1,076,950	825,280	770,920
Assistance to Voluntary Organisations	180,160	176,430	172,050
Corporate & Civic Expenses	1,587,870	1,647,050	1,894,520
Miscellaneous Services	413,630	578,790	463,440
Other Corporate Areas	(3,165,340)	(2,817,830)	(2,804,910)
Board Total	2,285,410	2,506,440	2,153,350

COMMUNITY AND ENVIRONMENT BOARD

SUMMARY OF REVENUE ESTIMATES 2004/2005

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £	Page
Open Market	(347,010)	(326,710)	(345,390)	9
Public Conveniences	227,140	236,690	241,160	9
Dog Control / Enforcement	105,780	97,630	108,630	9
Cemetery	38,700	49,380	26,860	11
Coast Protection	492,280	390,670	388,090	11
Waste Recycling	75,510	119,620	81,440	11
Street Cleansing	513,520	516,550	541,070	13
Abandoned / Unwanted Vehicles	55,120	52,070	55,820	13
Holbrook Recreation Centre	326,370	279,890	284,170	15
Non G.B.C Leisure Facilities	114,910	111,030	111,270	15
Urban Land Management	1,536,880	1,287,830	1,287,890	17
Outdoor Sports	372,520	578,840	565,810	19
Tenanted Buildings	59,620	57,130	58,440	21
Countryside Management	85,560	87,750	92,930	21
Museum	90,360	94,230	96,600	21
Community Recreation	127,980	126,060	133,950	23
Coastal Services	29,010	31,980	30,510	25
Allotments	44,030	31,890	35,880	25
Nursery	16,210	39,240	53,400	25
Arts & Events	92,700	76,710	75,570	27
Waste Collection	1,075,070	1,081,480	1,124,570	27
Highways (GBC)	334,240	316,670	374,070	29
Bus Station	50,460	17,620	20,130	29
Car Parks	284,780	206,730	212,220	31
Landing Stage	81,650	75,140	69,350	33
Town Quay	580	250	250	33
Concessionary Travel	615,230	601,110	634,810	33
Regulatory Services	958,720	966,430	1,043,180	37
Forward Planning, Redevelopment Areas & Planning Implementation	336,360	326,620	362,660	39
Board Total	7,794,280	7,530,530	7,765,340	

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

OPEN MARKET

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

PUBLIC CONVENIENCES

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

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

Estimate 2004/2005 -

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

DOG CONTROL / ENFORCEMENT

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

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

Estimate 2004/2005 -

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

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
OPEN MARKET			
Premises	500	500	500
Supplies and Services	230	130	130
Administration Recharges	4,860	2,860	4,180
	5,590	3,490	4,810
Income	352,600	330,200	350,200
NET INCOME	(347,010)	(326,710)	(345,390)
 PUBLIC CONVENIENCES			
Employees	2,950	2,960	3,050
Premises	40,970	38,610	40,560
Supplies and Services	930	1,040	1,040
Contractor Payments	91,950	95,300	98,120
Administration Recharges	28,200	29,590	30,400
Asset Rental	62,290	69,390	68,190
	227,290	236,890	241,360
Income	150	200	200
NET EXPENDITURE	227,140	236,690	241,160
 DOG CONTROL / ENFORCEMENT			
Employees	34,520	34,760	44,920
Transport	9,020	8,860	9,050
Supplies and Services	14,500	13,400	13,910
Administration Recharges	55,240	45,760	46,200
	113,280	102,780	114,080
Income	7,500	5,150	5,450
NET EXPENDITURE	105,780	97,630	108,630

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

CEMETERY

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

Estimate 2004/2005 -

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

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

COAST PROTECTION

The Council has powers under the Coast Protection Act, 1949, to undertake any works it considers necessary to protect its coastal frontage. In recent years major schemes have been completed at Lee on the Solent and the Falkland Gardens.

The Council is currently undertaking the Town Centre Strategy Study which is intended to identify any weaknesses in the sea defences and be a basis for future works in this area.

In 2003 a Regional Coastal Monitoring Programme was established for the regular surveying of the coastline for the south east of England. This will be invaluable for monitoring changes to the coastline and assist with the design of future schemes.

Estimate 2004/2005 -

The Administration Recharges for this service represent approximately 0.25 full time equivalent person.

WASTE RECYCLING

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

A scheme for the kerbside collection of mixed dry recyclable materials is being introduced throughout the Borough following a successful trial scheme.

The scheme for segregated paper collection from domestic properties has been phased out as this material is collected within the mixed dry recyclable collections.

Estimate 2004/2005 -

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

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
CEMETERY			
Employees	53,010	69,990	72,810
Premises	22,410	21,000	21,100
Transport	5,490	5,150	5,480
Supplies and Services	8,890	14,330	10,690
Contractor Payments	81,350	82,510	84,960
Administration Recharges	48,530	39,610	36,470
Asset Rental	1,020	780	780
	<hr/>	<hr/>	<hr/>
	220,700	233,370	232,290
Income - Fees and Charges	48,600	44,870	49,360
Income - PHC Joint Board	105,000	105,000	106,000
Income - Recharges to Other Boards	28,400	34,120	50,070
	<hr/>	<hr/>	<hr/>
	182,000	183,990	205,430
NET EXPENDITURE	<hr/>	<hr/>	<hr/>
	38,700	49,380	26,860
COAST PROTECTION			
Premises - Maintenance of Seawalls	0	0	2,000
Supplies and Services - Beach Monitoring	3,650	3,650	3,650
Administration Recharges	22,100	4,350	6,510
Asset Rental	466,530	382,670	375,930
	<hr/>	<hr/>	<hr/>
NET EXPENDITURE	492,280	390,670	388,090
WASTE RECYCLING			
Supplies and Services	10,700	14,700	16,400
Contractor Payments	99,320	109,200	33,630
Administration Recharges	65,660	69,830	69,910
Asset Rental	470	460	450
	<hr/>	<hr/>	<hr/>
	176,150	194,190	120,390
Income	100,640	74,570	38,950
	<hr/>	<hr/>	<hr/>
	100,640	74,570	38,950
NET EXPENDITURE	<hr/>	<hr/>	<hr/>
	75,510	119,620	81,440

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

STREET CLEANSING

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

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

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

Estimate 2004/2005 -

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

ABANDONED / UNWANTED VEHICLES

The Borough Council operates a service to remove unwanted and abandoned vehicles. 970 enquiries were dealt with last year and 355 vehicles were scrapped.

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

Estimate 2004/2005 -

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

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
STREET CLEANSING			
Supplies and Services	10,740	11,670	12,300
Contractor Payments	674,340	674,170	694,390
Administration Recharges	74,610	77,870	86,670
	<u>759,690</u>	<u>763,710</u>	<u>793,360</u>
Income - HCC Contribution	23,540	26,000	26,780
Income - Recharges to Other Boards	219,410	218,940	225,510
Income - General	3,220	2,220	0
	<u>246,170</u>	<u>247,160</u>	<u>252,290</u>
NET EXPENDITURE	<u>513,520</u>	<u>516,550</u>	<u>541,070</u>
ABANDONED / UNWANTED VEHICLES			
Supplies and Services	0	2,880	1,960
Contractor Payments	49,000	30,000	30,500
Administration Recharges	53,320	48,980	54,640
	<u>102,320</u>	<u>81,860</u>	<u>87,100</u>
Income	47,200	29,790	31,280
NET EXPENDITURE	<u>55,120</u>	<u>52,070</u>	<u>55,820</u>

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

HOLBROOK RECREATION CENTRE

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

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

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

Estimate 2004/2005 -

The Administration Recharges for this service represent less than 0.25 full time equivalent person.

NON G.B.C. LEISURE FACILITIES

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

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

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

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

COMMUNITY AND ENVIRONMENT BOARD

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
HOLBROOK RECREATION CENTRE			
Premises	3,600	3,650	3,650
Supplies and Services	8,910	8,890	9,310
Contractor Payments	187,500	188,260	193,820
Administration Recharges	15,000	14,130	12,430
Asset Rental	111,360	64,960	64,960
NET EXPENDITURE	326,370	279,890	284,170

NON G.B.C. LEISURE FACILITIES

Employees	1,770	1,780	1,830
Supplies and Services	140	170	180
Administration Recharges	4,870	3,240	3,420
Asset Rental	108,130	105,840	105,840
NET EXPENDITURE	114,910	111,030	111,270

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

URBAN LAND MANAGEMENT

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

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

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

A proportion of the cost of maintaining communal areas and open spaces is charged to the General Fund to reflect the use of these areas by non HRA tenants. 25% of the charge to Housing for grounds maintenance and street cleaning in 2003-2004 and 25% of the charge in 2004-2005.

Estimate 2004/2005 -

The total Administration Recharges for this service represent approximately 7.25 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
URBAN LAND MANAGEMENT			
Premises	86,850	84,800	90,380
Transport	100	80	100
Supplies and Services	54,030	74,830	77,760
Contractor Payments	443,120	448,650	459,870
Administration Recharges	264,290	269,790	275,680
Asset Rental (reversed in P & O board)	763,390	577,600	569,240
	<u>1,611,780</u>	<u>1,455,750</u>	<u>1,473,030</u>
Income - Rents, Letting and Wayleaves	115,240	194,250	199,270
Income - Trading Concessions	14,890	17,020	17,150
Income - General	27,960	30,300	38,270
	<u>158,090</u>	<u>241,570</u>	<u>254,690</u>
	<u>1,453,690</u>	<u>1,214,180</u>	<u>1,218,340</u>
Children's Play Areas			
Employees	200	200	210
Premises - Maintenance etc.	9,500	9,000	12,000
Supplies and Services	5,980	6,750	6,830
Administration Recharges	51,350	42,020	39,630
Asset Rental	30,520	28,070	22,810
	<u>97,550</u>	<u>86,040</u>	<u>81,480</u>
Income - Recharge to HRA	14,360	12,390	11,930
	<u>83,190</u>	<u>73,650</u>	<u>69,550</u>
Net Expenditure Urban Land Management	<u>1,536,880</u>	<u>1,287,830</u>	<u>1,287,890</u>

Note: Net employees costs now included in Admin Recharges

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

OUTDOOR SPORTS

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

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

Estimate 2004/2005 -

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

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
OUTDOOR SPORTS			
Employees	2,710	3,130	3,220
Premises	45,300	45,220	39,510
Supplies and Services	7,740	6,490	5,700
Contractor Payments	143,560	144,290	148,620
Administration Recharges	53,750	53,290	50,060
Asset Rental	181,570	385,380	377,770
	<hr/>	<hr/>	<hr/>
	434,630	637,800	624,880
Income - Rents, Lettings and Wayleaves	30,300	34,810	34,390
Income - Sports Hirings	30,380	22,650	23,160
Income - General	1,430	1,500	1,520
	<hr/>	<hr/>	<hr/>
	62,110	58,960	59,070
Net Expenditure	<hr/>	<hr/>	<hr/>
	372,520	578,840	565,810

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

TENANTED BUILDINGS

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

The buildings are:

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

Estimate 2004/2005 -

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

COUNTRYSIDE MANAGEMENT

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

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

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

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

Estimate 2004/2005 -

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

The Administration Recharges for this service represent approximately 0.25 full time equivalent person.

MUSEUM

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

COMMUNITY AND ENVIRONMENT BOARD

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
TENANTED BUILDINGS			
Premises	21,270	23,180	23,560
Supplies and Services	2,510	4,670	3,560
Administration Recharges	24,160	33,320	30,500
Asset Rental	77,650	76,980	76,340
	125,590	138,150	133,960
Income - Rents	65,970	81,020	75,520
NET EXPENDITURE	59,620	57,130	58,440

COUNTRYSIDE MANAGEMENT

Employees	57,560	56,460	59,630
Premises	7,020	6,460	6,220
Transport	1,930	1,900	1,870
Supplies and Services	8,000	10,810	8,810
Contractor Payments	460	360	360
Administration Recharges	9,100	11,350	15,750
Asset Rental	3,770	2,630	2,600
	87,840	89,970	95,240
Income	2,280	2,220	2,310
NET EXPENDITURE	85,560	87,750	92,930

MUSEUM

Premises	2,810	1,740	1,780
Supplies and Services	240	220	230
Contractor Payments	85,550	85,550	87,690
Administration Recharges	1,160	6,260	6,440
Asset Rental	600	460	460
NET EXPENDITURE	90,360	94,230	96,600

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

COMMUNITY RECREATION

The Council operates playschemes for 5-11 year olds, and activity schemes for older children 9-14 years of age, at various Gosport schools and community facilities for up to 4 weeks in the summer holidays. Attendance in 2002 was 14,050. In 2003 was 11,500

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

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

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

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

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

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

Estimate 2004/2005 -

The total Employee costs for this Service represents approximately 1 full time equivalent persons.

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

COMMUNITY AND ENVIRONMENT BOARD

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
COMMUNITY RECREATION			
General			
Employees	320	1,900	1,650
Premises	200	440	530
Transport	1,730	1,610	2,270
Supplies and Services	5,830	29,330	26,560
Administration Recharges	71,770	81,820	88,550
	<hr/>	<hr/>	<hr/>
	79,850	115,100	119,560
Income	14,860	40,300	38,000
Net Expenditure	<hr/>	<hr/>	<hr/>
	64,990	74,800	81,560
 Playschemes			
Employees	24,860	22,570	23,800
Premises	2,050	3,330	3,330
Transport	1,000	960	1,000
Supplies and Services	5,370	7,970	7,760
Administration Recharges	39,010	26,930	27,000
	<hr/>	<hr/>	<hr/>
	72,290	61,760	62,890
Income	9,300	10,500	10,500
Net Expenditure	<hr/>	<hr/>	<hr/>
	62,990	51,260	52,390
TOTAL NET EXPENDITURE FOR COMMUNITY RECREATION	<hr/>	<hr/>	<hr/>
	127,980	126,060	133,950

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

COASTAL SERVICES

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

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

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

Estimate 2004/2005 -

The Administration Recharges for this Service represents approximately 0.25 full time equivalent person.

ALLOTMENTS

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

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

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

Estimate 2004/2005 -

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

NURSERY

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

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

Estimate 2004/2005 -

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

The Administration Recharges for this Service represents approximately 0.25 full time equivalent person.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
COASTAL SERVICES			
Employees	1,880	0	0
Premises	12,630	12,820	12,480
Supplies and Services	4,570	6,410	5,250
Administration Recharges	11,430	12,080	11,390
Asset Rental	1,180	3,500	3,470
	<hr/>	<hr/>	<hr/>
	31,690	34,810	32,590
 Income	 2,680	 2,830	 2,080
 Net Expenditure	 <hr/>	 <hr/>	 <hr/>
	29,010	31,980	30,510
 ALLOTMENTS			
Employees	1,600	1,500	1,600
Premises	7,570	7,770	8,070
Supplies and Services	850	980	1,100
Contractor Payments	1,000	1,000	1,000
Administration Recharges	46,230	31,340	35,410
	<hr/>	<hr/>	<hr/>
	57,250	42,590	47,180
 Income	 13,220	 10,700	 11,300
 NET EXPENDITURE	 <hr/>	 <hr/>	 <hr/>
	44,030	31,890	35,880
 NURSERY			
Employees	62,450	70,050	73,860
Premises	7,390	11,870	20,960
Transport	2,060	1,950	1,980
Supplies and Services	27,650	31,510	34,790
Administration Recharges	5,930	8,680	10,030
Asset Rental	7,580	5,630	5,530
	<hr/>	<hr/>	<hr/>
	113,060	129,690	147,150
 Income	 96,850	 90,450	 93,750
 NET EXPENDITURE	 <hr/>	 <hr/>	 <hr/>
	16,210	39,240	53,400

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

ARTS & EVENTS

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

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

Estimate 2004/2005 -

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

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

WASTE COLLECTION

A weekly domestic refuse collection service operates throughout the Borough, with wheeled bins supplied to all properties if requested. Collections are made from approximately 33,839 dwellings.

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

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

Collection Services comprises the following elements:-

	<u>Est.2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est.2004/2005</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Domestic Refuse Collection	918,700	925,390	962,510
Garden Waste Collection	15,410	17,760	18,020
Amenity Bin Service	36,520	35,960	36,750
Clinical Waste Collection	16,520	16,520	17,300
Special Collections	3,060	3,060	3,070
Household Waste/Bedding List	40,800	40,000	40,880
	<u>1,031,010</u>	<u>1,038,690</u>	<u>1,078,530</u>

Estimate 2004/2005 -

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

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
ARTS & EVENTS			
Employees	29,750	30,260	31,490
Administration Recharges	40,150	20,440	24,330
Events - Harbour Event	8,000	12,700	15,000
- 800 Anniversary	10,000	5,300	4,000
- Other Events	12,750	13,960	8,750
	<u>100,650</u>	<u>82,660</u>	<u>83,570</u>
Income	7,950	5,950	8,000
NET EXPENDITURE	<u>92,700</u>	<u>76,710</u>	<u>75,570</u>

WASTE COLLECTION

Employees	13,930	12,600	12,970
Supplies and Services	12,070	7,940	9,090
Contractor Payments	1,031,010	1,038,690	1,078,530
Administration Recharges	59,160	61,150	67,510
	<u>1,116,170</u>	<u>1,120,380</u>	<u>1,168,100</u>
Income	41,100	38,900	43,530
NET EXPENDITURE	<u>1,075,070</u>	<u>1,081,480</u>	<u>1,124,570</u>

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

HIGHWAYS (GBC)

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

- Agency Administration Deficiency:-	<u>Est.2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est.2004/2005</u>
	£	£	£
Administration Recharges	198,990	204,340	166,460
County Agency Reimbursement	86,840	88,180	91,260
Section 38 Contribution	50,000	75,000	0
Administration Deficiency	<u>62,150</u>	<u>41,160</u>	<u>75,200</u>

The Admin Deficiency represents the difference between the administration costs incurred on the agency and the reimbursement by Hampshire County Council. The difference is the result of enhanced Gosport Standards. The design and supervision of Section 38 schemes is passing to the County Council from 31st March 2004.

The service budgets include the following:

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

Estimate 2004/2005 -

As a result of the new Local Government administrative arrangements adopted by the County Council the Highways Agency Agreement with the Borough was terminated on 30th April 2002. The County Council now undertake the Highways Management functions directly and, from 1st April 2004, will also undertake the design checks and supervision associated with the adoption of new highways (S38 works). Interim arrangements are in place to permit the agency functions of Traffic Management, Development Control and Grounds Maintenance to continue whilst new Agency Agreements are negotiated.

BUS STATION

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

COMMUNITY AND ENVIRONMENT BOARD

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
HIGHWAYS (GBC)			
Traffic Agency Deficiency	62,150	41,160	75,200
Cycleway Improvements	400	400	400
Road Safety	1,000	1,000	1,000
Pedestrian Facilities	10,000	0	0
Bus Shelter Maintenance	8,000	8,000	10,000
Maintenance of Street Furniture & Landscaping	4,460	2,800	2,750
Street Name Plates - Maintenance	12,000	12,000	12,000
Footpath Lighting - Energy and Maintenance	14,200	16,580	14,580
Flower Bed & Shrubbery Maintenance	90,400	105,750	105,930
Christmas Decorative Lighting	30,000	30,000	30,000
Other Expenses - Traffic Regulation Orders	2,000	2,000	2,000
Forton Lake Bridge	15,110	15,410	15,500
High Street Maintenance	0	2,250	2,250
Table & Chair Licences	0	(1,500)	(1,900)
Administration Recharges	84,520	72,260	95,800
Third Party Payments - BC Partnership	0	8,560	8,560
NET EXPENDITURE	334,240	316,670	374,070

BUS STATION

Premises	20,570	20,540	20,800
Supplies and Services	2,490	2,630	2,680
Contractor Payments	3,590	3,610	3,720
Administration Recharges	7,090	6,300	8,390
Asset Rental	66,230	34,050	34,050
	<u>99,970</u>	<u>67,130</u>	<u>69,640</u>
Income	49,510	49,510	49,510
NET EXPENDITURE	50,460	17,620	20,130

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

CAR PARKS

Off Street Car Parks

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

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

The car parks are regularly maintained, swept and lined.

Estimate 2004/2005 -

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

Foreshore Car Parks

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

2,830 resident permits and 12 non resident permits have been issued in 2002/03, each costing £12 and £60 respectively.

A Pay and Display system is being introduced for the forthcoming season.

Estimate 2004/2005 -

The total Administration Recharges for this Service represents approximately 0.5 full time equivalent person.

COMMUNITY AND ENVIRONMENT BOARD

SERVICE	ORIGINAL 0 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
CAR PARKS			
Off Street Car Parks			
Employees	0	330	0
Premises	51,000	49,030	50,200
Supplies and Services	1,300	1,300	1,300
Contractor Payments	12,800	12,870	13,260
Administration Recharges	70,840	56,220	69,170
Asset Rental	121,270	94,500	93,120
	<u>257,210</u>	<u>214,250</u>	<u>227,050</u>
Income	37,400	50,400	50,400
Net Expenditure	<u>219,810</u>	<u>163,850</u>	<u>176,650</u>
Foreshore Car Parks			
Employees	14,960	18,940	19,580
Premises	3,020	3,140	3,580
Transport	20	110	50
Supplies and Services	450	800	860
Contractor Payments	8,620	9,010	9,280
Administration Recharges	20,160	24,990	25,600
Asset Rental	76,740	56,780	55,770
	<u>123,970</u>	<u>113,770</u>	<u>114,720</u>
Income - Parking fees	29,000	42,650	44,150
Income - Permits	30,000	28,240	35,000
	<u>59,000</u>	<u>70,890</u>	<u>79,150</u>
Net Expenditure	<u>64,970</u>	<u>42,880</u>	<u>35,570</u>
TOTAL NET EXPENDITURE ON CAR PARKS	<u>284,780</u>	<u>206,730</u>	<u>212,220</u>

COMMUNITY AND ENVIRONMENT BOARD

SERVICE

LANDING STAGE

The ferry pontoon is owned by Gosport Borough Council and leased to Portsmouth Ferry Company who operate a frequent cross harbour service to Portsmouth. Built in 1926 the pontoon, which facilitates 3 million passenger crossings per annum, is due for replacement within 5 years.

TOWN QUAY

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

CONCESSIONARY TRAVEL

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

Estimated participants for 2004/2005:

Tokens	-	12,750
Farepass	-	3,209

Estimate 2004/2005 -

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

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
LANDING STAGE			
Premises - Special Maintenance	2,000	2,000	3,000
Supplies and Services	0	1,000	1,000
Administration Recharges	18,550	14,290	9,770
Asset Rental (reversed in P & O Board)	63,250	60,000	57,730
	83,800	77,290	71,500
Income	2,150	2,150	2,150
NET EXPENDITURE	81,650	75,140	69,350
 TOWN QUAY			
Administration Recharges	280	70	70
Asset Rental	300	180	180
	580	250	250
Income	0	0	0
NET EXPENDITURE	580	250	250
 CONCESSIONARY TRAVEL			
Employees	3,090	3,210	3,370
Premises	670	680	700
Transport	50	60	70
Supplies and Services	3,660	4,120	4,120
Transfer Payments - Bus Tokens	454,000	451,900	470,840
Transfer Payments - Farepass (net)	99,040	105,190	117,720
Administration Recharges	54,720	35,950	37,990
NET EXPENDITURE	615,230	601,110	634,810

COMMUNITY AND ENVIRONMENT BOARD

REGULATORY SERVICES

Environmental Health Services - Commercial

These services comprise:

- Food, Safety and Hygiene

	<u>Est.2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est.2004/2005</u>
Net Expenditure	£131,400	£123,220	£113,010

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

There are in excess of 550 premises in the Borough subject to food hygiene inspections.

- Public Health

	<u>Est.2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est.2004/2005</u>
Net Expenditure	£114,870	£117,330	£124,030

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

- Health and Safety

	<u>Est.2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est.2004/2005</u>
Net Expenditure	£83,420	£86,040	£84,930

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

Estimate 2004/2005 -

The Administration Recharges for these services represent approximately 6.25 full time equivalent persons.

Environmental Health Services - Residential & Pollution

These services comprise:

- Pollution Control

	<u>Est.2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est.2004/2005</u>
Net Expenditure	£241,700	£240,950	£252,560

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

- Rodent and Pest Control

	<u>Est.2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est.2004/2005</u>
Net Expenditure	£101,320	£110,100	£114,600

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

- Gypsy and Traveller Services

	<u>Est.2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est.2004/2005</u>
Net Expenditure	£9,230	£34,740	£32,400

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

Estimate 2004/2005 -

The Administration Recharges for these services represent approximately 7 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
REGULATORY SERVICES			
Environmental Health Services - Commercial			
Transport	1,700	1,700	1,800
Supplies and Services	29,170	29,340	31,270
Administration Recharges	303,870	297,350	291,200
	<hr/>	<hr/>	<hr/>
	334,740	328,390	324,270
Income	5,050	1,800	2,300
	<hr/>	<hr/>	<hr/>
	5,050	1,800	2,300
NET EXPENDITURE	<hr/>	<hr/>	<hr/>
	329,690	326,590	321,970

Environmental Health Services - Residential & Pollution

Employees	41,270	43,150	45,650
Premises	3,770	6,800	7,020
Transport	4,450	2,970	4,300
Supplies and Services	45,300	41,390	42,340
Contractor Payments	300	530	520
Administration Recharges	260,210	292,570	302,120
Asset Rental	11,870	10,670	10,400
	<hr/>	<hr/>	<hr/>
	367,170	398,080	412,350
Income	14,920	12,290	12,790
	<hr/>	<hr/>	<hr/>
	14,920	12,290	12,790
NET EXPENDITURE	<hr/>	<hr/>	<hr/>
	352,250	385,790	399,560

COMMUNITY AND ENVIRONMENT BOARD

REGULATORY SERVICES

Development Control

The Council as Local Planning Authority is required under Town and Country Planning legislation to process all applications for development, advertisements and works to trees. Prospective applicants are advised on the acceptable form and content of future submissions. Planning Officers investigate and act upon unauthorised development. A proportion of planning costs is recovered from the fees levied for planning applications.

Number of planning application decisions in 2002/03 - 664

Estimate 2004/2005 -

The Administration Recharges for this service represent approximately 8.50 full time equivalent persons.

Building Control Partnership

Since the 1st February 2003 this service is provided jointly by Gosport and Fareham Borough Councils under a three year agreement.

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

The total number of Building Control applications in 2002/03 (including those for cavity fill) was 717.

Estimate 2004/2005 -

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

Licensing & Registration

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

Following the Licensing Act 2003, it is anticipated that Liquor Licensing will be introduced from October 2004, no net cost to the Council is anticipated.

Estimate 2004/2005 -

The Administration Recharges for this service represent approximately 6 full time equivalent persons.

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
REGULATORY SERVICES			
Development Control			
Supplies and Services	12,500	16,500	14,500
Third Party Payments	0	1,500	880
Administration Recharges	350,760	352,410	373,810
	<hr/>	<hr/>	<hr/>
	363,260	370,410	389,190
Income - Planning Fees	178,000	240,000	210,000
Income - Planning Grant	75,000	75,000	75,000
	<hr/>	<hr/>	<hr/>
	253,000	315,000	285,000
Net Expenditure	<hr/>	<hr/>	<hr/>
	110,260	55,410	104,190
Building Control Services			
Supplies and Services - Specialists	2,650	0	0
Third Party Payments	0	91,600	91,600
Administration Recharges	236,100	22,480	25,970
	<hr/>	<hr/>	<hr/>
	238,750	114,080	117,570
Income	139,550	20,000	30,000
Net Expenditure	<hr/>	<hr/>	<hr/>
	99,200	94,080	87,570
Licensing & Registration			
Employees	0	0	36,950
Premises	500	500	250
Supplies and Services	5,430	6,950	9,930
Administration Recharges	117,940	153,660	178,010
	<hr/>	<hr/>	<hr/>
	123,870	161,110	225,140
Income	56,550	56,550	95,250
NET EXPENDITURE	<hr/>	<hr/>	<hr/>
	67,320	104,560	129,890
TOTAL NET EXPENDITURE ON REGULATORY SERVICES	<hr/>	<hr/>	<hr/>
	958,720	966,430	1,043,180

COMMUNITY AND ENVIRONMENT BOARD

FORWARD PLANNING, REDEVELOPMENT AREAS & PLANNING IMPLEMENTATION

Forward Planning

The Forward Planning Section progresses a wide range of planning projects and initiatives. These currently include the first Review of the Borough Local Plan, major Planning Briefs for sites released by the MOD and various initiatives designed to protect the town's heritage. The section is also involved jointly with other Authorities in the preparation of the Regional Spatial Strategy and a Sub Regional Study for East Dorset, South Hampshire & the Isle of Wight, both of which are being led by SEERA. In that work has also commenced on the new style Local Development Scheme.

Estimate 2004/2005 -

The Administration Recharges for this service represent approximately 7.25 full time equivalent persons.

Redevelopment Areas

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

Planning Implementation

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

Estimate 2004/2005 -

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

COMMUNITY AND ENVIRONMENT BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
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FORWARD PLANNING, REDEVELOPMENT AREAS & PLANNING IMPLEMENTATION

Forward Planning

Supplies and Services	2,500	1,750	10,000
Administration Recharges	299,870	284,990	311,210

Net Expenditure	<u>302,370</u>	<u>286,740</u>	<u>321,210</u>
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Redevelopment Areas

Administration Recharges	230	140	140
Asset Rental	800	470	470
	<u>1,030</u>	<u>610</u>	<u>610</u>

Income - Rents	520	520	520
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Net Expenditure	<u>510</u>	<u>90</u>	<u>90</u>
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Planning Implementation

Premises	520	520	540
Supplies and Services	13,990	11,980	13,990
Administration Recharges	18,970	27,290	26,830

Net Expenditure	<u>33,480</u>	<u>39,790</u>	<u>41,360</u>
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**TOTAL NET EXPENDITURE ON FORWARD PLANNING,
REDEVELOPMENT AREAS &
PLANNING IMPLEMENTATION**

	<u>336,360</u>	<u>326,620</u>	<u>362,660</u>
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HOUSING BOARD

SUMMARY OF REVENUE ESTIMATES 2004/2005

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £	Page
SERVICE				
Home Improvement Grants	80,450	67,960	72,220	43
Private Sector Housing	112,390	116,410	116,040	43
Homelessness	211,990	356,160	350,960	43
Board Total	404,830	540,530	539,220	

HOUSING BOARD

SERVICE

HOME IMPROVEMENT GRANTS

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

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

Estimate 2004/2005 -

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

PRIVATE SECTOR HOUSING

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

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

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

Estimate 2004/2005 -

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

HOMELESSNESS

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

Estimate 2004/2005 -

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

HOUSING BOARD

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
HOME IMPROVEMENT GRANTS			
Administration Recharges	69,450	57,960	61,220
Contribution to Southern Focus Trust	11,000	10,000	11,000
NET EXPENDITURE	80,450	67,960	72,220

PRIVATE SECTOR HOUSING

Supplies and Services	11,000	10,930	6,360
Administration Recharges	103,480	110,840	115,140
Asset Rental	3,370	0	0
	117,850	121,770	121,500
Income	5,460	5,360	5,460
NET EXPENDITURE	112,390	116,410	116,040

HOMELESSNESS

HAMA	42,230	42,230	42,230
Bed and Breakfast	72,500	216,600	199,270
Administration Recharges	97,260	97,330	109,460
NET EXPENDITURE	211,990	356,160	350,960

HOUSING COMMITTEE

SERVICE

HOUSING REVENUE ACCOUNT

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

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

The average number of dwellings during 2003/2004 is expected to be about 3,700.

The reduction in stock is the result of the current legislation under the Right to Buy scheme and approximately 80 dwellings are expected to be sold during 2003/2004 to secure tenants of Gosport Borough Council

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

In accordance with government guidance, from 1st April 2004, Rent Rebates are, nationally, being accounted for within the General Fund.

COUNCIL HOUSING
THE HOUSING REVENUE ACCOUNT

	ACTUAL 2002/2003 £000	ORIGINAL 2003/2004 £000	REVISED 2003/2004 £000	ESTIMATE 2004/2005 £000
Expenditure				
Management	2,346	2,369	2,136	2,298
Maintenance	2,721	2,540	2,645	2,515
Rents, Rates, Taxes, Other Charges	82	42	74	80
Contribution to General Fund			67	105
Rent Rebates	5,129	5,300	5,270	0
Bad Debt Provision	29			
Cost Of Capital/Impairment/Deferred Charges	6,034	3,640	3,565	3,357
Depreciation	2,381	2,410	2,412	2,311
Debt Management Expenses	6	0	7	7
	18,728	16,301	16,176	10,673
Income				
Dwelling Rents	9,824	9,625	9,707	8,946
Shops & Garages	232	237	233	238
Service Charges	736	450	524	436
HRA Subsidy(including MRA)	2,729	2,749	2,800	(2,155)
	13,521	13,061	13,264	7,465
Net Cost Of Services	5,207	3,240	2,912	3,208
TFR AMRA				
(Difference between cost of capital and impairment/ deferred charges and HRA interest costs)	(5,970)	(3,638)	(3,542)	(3,355)
Amortised Premiums/discounts	39	39	39	39
HRA Investment income/mortgage interest	(47)	(61)	(40)	(40)
	(5,978)	(3,660)	(3,543)	(3,356)
Net Operating Expenditure	(771)	(420)	(631)	(148)
Appropriations				
Revenue Contributions to Capital	610	419	419	400
HRA set-aside	62	6	6	6
Housing Revenue Account Balance				
Surplus/(-)Deficit at beginning of Year	591	498	690	896
Surplus/(-)Deficit for Year	99	(5)	206	(258)
Surplus(-)/Deficit at end of Year	690	493	896	638

POLICY AND ORGANISATION BOARD

SUMMARY OF REVENUE ESTIMATES 2004/2005

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £	Page
SERVICE				
Registration of Electors	166,740	150,770	161,470	49
Local Land Charges	(203,830)	(167,240)	(210,150)	49
Mobile Home Park	(12,580)	(19,660)	(20,130)	49
Housing Benefits	775,160	726,150	395,170	51
Local Tax Rebates	277,420	272,350	146,500	51
Local Tax Collection	481,300	483,110	504,710	53
National Non-Domestic Rates	42,420	44,690	48,800	53
Depot (Landlord Account)	(41,490)	(59,810)	(59,660)	53
Economic Development & Improvements	612,140	577,850	600,500	55
Marketing and Tourism	94,860	88,510	90,120	57
Priddy's Hard	1,076,950	825,280	770,920	57
Assistance to Voluntary Organisations	180,160	176,430	172,050	57
Corporate & Civic Expenses	1,587,870	1,647,050	1,894,520	59
Miscellaneous Services	413,630	578,790	463,440	61
Other Corporate Areas	(3,165,340)	(2,817,830)	(2,804,910)	61
Board Total	<u>2,285,410</u>	<u>2,506,440</u>	<u>2,153,350</u>	

POLICY AND ORGANISATION BOARD

SERVICE

REGISTRATION OF ELECTORS

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

The number of electors shown in the 2003 Register of Electors (as published) was 58,585. The 2004 Register of Electors contains 59,049 names.

Estimate 2004/2005 -

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

LOCAL LAND CHARGES

The Register containing local land charges is maintained by the Council. A search of entries in the register is carried out whenever land or buildings are sold or there is a change of ownership, mortgages etc. A fee is payable to the Authority for carrying out a land charges search. The total number of searches processed in 2002/2003 was 3202.

Estimate 2004/2005 -

The Administration Recharges for this service represent approximately 2.25 full time equivalent persons.

MOBILE HOME PARK

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

POLICY AND ORGANISATION BOARD

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
REGISTRATION OF ELECTORS			
Supplies and Services	24,740	29,640	29,740
Administration Recharges	143,500	122,630	133,230
	<u>168,240</u>	<u>152,270</u>	<u>162,970</u>
Income	1,500	1,500	1,500
NET EXPENDITURE	<u>166,740</u>	<u>150,770</u>	<u>161,470</u>
 LOCAL LAND CHARGES			
Supplies and Services	10,450	20,860	51,230
Administration Recharges	110,720	91,900	93,620
	<u>121,170</u>	<u>112,760</u>	<u>144,850</u>
Income	325,000	280,000	355,000
NET INCOME	<u>(203,830)</u>	<u>(167,240)</u>	<u>(210,150)</u>
 MOBILE HOME PARK			
Premises	21,830	28,090	22,320
Supplies and Services	7,400	8,450	8,460
Contractor Payments	500	1,810	1,870
Administration Recharges	4,780	5,470	5,710
Asset Rental	47,160	27,510	27,510
	<u>81,670</u>	<u>71,330</u>	<u>65,870</u>
Income - Rents and Commission	94,250	90,990	86,000
NET INCOME / EXPENDITURE	<u>(12,580)</u>	<u>(19,660)</u>	<u>(20,130)</u>

POLICY AND ORGANISATION BOARD

SERVICE

HOUSING BENEFITS

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

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

Number of private tenants receiving housing benefit as at 31 March 2003 - 1,760.
Average weekly housing benefit in 2002/03 - £71.43.

Estimate 2004/2005 -

The Administration Recharges for Rent Rebates represent approximately 5.5 full time equivalent persons.

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

LOCAL TAX REBATES

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

Estimate 2004/2005 -

The Administration Recharges for this service represent approximately 7.25 full time equivalent persons.

POLICY AND ORGANISATION BOARD

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
HOUSING BENEFITS			
Rent Rebates			
- Administration Recharges	222,480	226,250	236,740
- Rent Rebates	50,500	67,000	4,958,680
Rent Allowances			
- Administration Recharges	419,730	430,190	445,990
- Rent Allowances	6,813,350	6,800,000	6,970,000
	<hr/>	<hr/>	<hr/>
	7,506,060	7,523,440	12,611,410
Income			
- Exchequer Grant - Rent Rebates	0	67,000	4,958,680
- Exchequer Grant - Rent Allowances	6,542,610	6,542,000	7,068,000
- Administration Grant	188,290	188,290	189,560
	<hr/>	<hr/>	<hr/>
	6,730,900	6,797,290	12,216,240
NET EXPENDITURE	<hr/>	<hr/>	<hr/>
	775,160	726,150	395,170

LOCAL TAX REBATES

Administration Recharges	299,180	301,210	315,190
Council Tax Rebates	2,423,500	2,900,000	2,972,500
	<hr/>	<hr/>	<hr/>
	2,722,680	3,201,210	3,287,690
Income			
- Exchequer Grant	2,285,900	2,769,500	2,980,990
- Administration Grant	159,360	159,360	160,200
	<hr/>	<hr/>	<hr/>
	2,445,260	2,928,860	3,141,190
NET EXPENDITURE	<hr/>	<hr/>	<hr/>
	277,420	272,350	146,500

POLICY AND ORGANISATION BOARD

SERVICE

LOCAL TAX COLLECTION

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

Estimate 2004/2005 -

The Administration Recharges for this service represent approximately 13.75 full time equivalent persons.

NATIONAL NON-DOMESTIC RATES

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

Estimate 2004/2005 -

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

DEPOT (LANDLORD ACCOUNT)

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

POLICY AND ORGANISATION BOARD

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
LOCAL TAX COLLECTION			
Administration Recharges	575,300	577,110	598,590
Other Expenses - Court Costs etc.	8,500	8,500	8,620
	<u>583,800</u>	<u>585,610</u>	<u>607,210</u>
Income - Court Costs (net)	102,500	102,500	102,500
NET EXPENDITURE	<u>481,300</u>	<u>483,110</u>	<u>504,710</u>

NATIONAL NON - DOMESTIC RATES

Administration Recharges	112,900	107,190	113,150
Other Costs - Discretionary Relief	19,320	22,600	22,650
	<u>132,220</u>	<u>129,790</u>	<u>135,800</u>
Income			
- Exchequer Grant	82,100	82,100	84,000
- Court Costs	7,700	3,000	3,000
	<u>89,800</u>	<u>85,100</u>	<u>87,000</u>
NET EXPENDITURE	<u>42,420</u>	<u>44,690</u>	<u>48,800</u>

DEPOT (LANDLORD ACCOUNT)

Premises	1,500	1,500	1,500
Supplies and Services - RPS Fees	1,610	1,740	1,740
Administration Recharges	1,910	4,280	4,430
Asset Rental	61,140	35,670	35,670
	<u>66,160</u>	<u>43,190</u>	<u>43,340</u>
Income - Rents	107,650	103,000	103,000
NET INCOME	<u>(41,490)</u>	<u>(59,810)</u>	<u>(59,660)</u>

POLICY AND ORGANISATION BOARD

SERVICE

ECONOMIC DEVELOPMENT AND IMPROVEMENTS

The Policy and Organisation Board is primarily concerned with

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

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

CCTV

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

There are recent proposals to install new CCTV cameras in Gosport Park, Carisbrooke Road Shops and other locations.

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

Existing Locations

- 10** Town Centre
- 7** Stoke Road Shopping Ave
- 2** Crossways
- 12** Gosport Community Areas
- 2** Rowner

Future Locations

- Gosport Park
- Carisbrooke Road Shops
- Other locations to be agreed

Estimate 2004/2005 -

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

POLICY AND ORGANISATION BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
ECONOMIC DEVELOPMENT AND IMPROVEMENTS			
Economic Development			
Job Creation and Other Initiatives	55,000	51,760	54,300
Crime and Disorder Strategy	143,730	160,370	131,160
Administration Recharges	191,540	215,840	220,180
	<u>390,270</u>	<u>427,970</u>	<u>405,640</u>
Income	132,780	149,310	120,100
Net Expenditure	<u>257,490</u>	<u>278,660</u>	<u>285,540</u>
Gosport Development and Groundwork Trusts			
Administration Recharges	19,560	12,410	16,040
Contribution to the Trusts	48,000	48,000	48,000
Net Expenditure	<u>67,560</u>	<u>60,410</u>	<u>64,040</u>
CCTV			
Administration Recharges	33,910	39,160	38,890
Contribution to Running Costs	123,960	135,550	150,330
Asset Rental (reversed in P & O Board)	116,580	56,380	54,680
Net Expenditure	<u>274,450</u>	<u>231,090</u>	<u>243,900</u>
Environmental Improvements			
Premises	2,560	2,620	1,920
Supplies and Services	730	30	0
Administration Recharges	1,610	1,170	1,250
Asset Rental	7,740	3,870	3,850
Net Expenditure	<u>12,640</u>	<u>7,690</u>	<u>7,020</u>
TOTAL NET EXPENDITURE	<u>612,140</u>	<u>577,850</u>	<u>600,500</u>

POLICY AND ORGANISATION BOARD

SERVICE

MARKETING AND TOURISM

In 2004/2005 Marketing and Tourism will retain its primary focus on promotional activity in the areas of economic development and tourism. The budget will fund the marketing of the Borough's inward investment and development opportunities, tourism destination marketing in collaboration with partners around Portsmouth Harbour, a range of maritime events, in addition to a variety of other marketing initiatives.

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

PRIDDY'S HARD

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

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

Estimate 2004/2005 -

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

ASSISTANCE TO VOLUNTARY ORGANISATIONS

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

Estimate 2004/2005 -

The Administration Recharges for this service represent approximately 0.25 full time equivalent person.

POLICY AND ORGANISATION BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
MARKETING AND TOURISM			
Employees	1,550	1,560	1,610
Premises TIC	2,400	2,400	2,390
Contribution to the STB	30	30	30
Tall Ships Contribution (funded from reserves)	0	0	0
Marketing and Tourism Initiatives	76,210	74,680	74,950
TIC Capital Charges (reversed in P & O Board)	4,680	3,670	3,590
Administration Recharges	9,990	6,170	7,550
NET EXPENDITURE	94,860	88,510	90,120
PRIDDY'S HARD			
Premises - Maintenance	55,940	77,480	41,880
Museum Operation	359,500	330,420	340,120
Supplies and Services - Insurance etc.	10,240	10,620	5,250
Administration Recharges	27,170	63,080	61,730
Asset Rental (reversed in P & O Board)	883,600	695,080	682,240
	1,336,450	1,176,680	1,131,220
Income from Museum Operation	223,500	151,400	160,300
Income from Site	36,000	200,000	200,000
	259,500	351,400	360,300
NET EXPENDITURE	1,076,950	825,280	770,920
ASSISTANCE TO VOLUNTARY ORGANISATIONS			
Citizens Advice - Bureau Grant	59,430	59,430	61,580
Citizens Advice - Bureau Rent	5,000	5,000	5,000
Gosport Victim Support	6,000	6,000	6,000
GVA	43,050	43,050	44,130
Relate	4,800	4,800	4,800
Dial-a-ride	19,870	19,900	20,600
Age Concern	0	800	830
Solent Sea Rescue	1,620	1,620	1,670
Grant Aid Payments	13,000	12,170	10,310
<i>Sub Total - Contributions</i>	152,770	152,770	154,920
Administration Recharges	18,370	12,460	12,620
Council Land and Buildings:			
- Red Cross Centre	9,370	12,550	5,550
- Nobes Hall	2,820	3,450	3,350
	183,330	181,230	176,440
Income from property rentals	3,170	4,800	4,390
NET EXPENDITURE	180,160	176,430	172,050

POLICY AND ORGANISATION BOARD

SERVICE

CORPORATE AND CIVIC EXPENSES

Mayoral Expenses

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

Estimate 2004/2005 -

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

Civic Events

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

Estimate 2004/2005 -

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

Council, Board and Committee Meetings

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

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

Estimate 2004/2005 -

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

Members and Election Expenses

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

No. of Council Members - 34 from May 2003

Estimate 2004/2005 -

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

Corporate Expenses

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

Estimate 2004/2005 -

The Administration Recharges for this service represent approximately 24.25 full time equivalent persons.

The main areas of Corporate activity in the 2004-2005 budget are:	2004-2005 Estimate £
- Corporate Policy, advice and systems including Council Management Team	460,000
- Corporate Personnel, staff policies and training	234,000
- Corporate Finance, Corporate budget, Fraud prevention, financial policies, Govt. returns.	128,000
- Specific Corporate initiatives	45,000
- Press and Public Relations	44,000
- Production of Statutory Accounts	37,000
- Safety Committee	32,000
- Corporate Information Technology	31,000
- Other Corporate areas	16,420

1,027,420

POLICY AND ORGANISATION BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
CORPORATE AND CIVIC EXPENSES			
Mayoral Expenses			
Mayor's Allowance	7,880	7,880	8,540
Deputy Mayor's Allowance	1,790	1,790	1,940
Transport	4,740	4,780	4,790
Supplies and Services	2,330	1,840	2,310
Mayor Making	3,300	3,760	3,890
Remembrance Sunday	1,250	1,840	1,910
Administration Recharges	49,590	47,660	51,570
Net Expenditure	70,880	69,550	74,950
Civic Events			
Royan Twinning - Contribution to Fund	4,400	4,400	4,560
Civic Events	5,000	4,000	6,000
Supplies and Services	6,000	7,040	6,260
Administration Recharges	38,430	32,160	37,790
Net Expenditure	53,830	47,600	54,610
Council and Board Meetings			
Supplies and Services	(300)	1,250	4,200
Administration Recharges	372,510	326,190	352,630
Net Expenditure	372,210	327,440	356,830
Members and Election Expenses			
Members Allowances	184,160	174,650	190,610
Members Travelling Expenses	2,250	3,000	3,000
Other Expenses	21,850	26,180	29,430
Municipal Elections - Expenses	0	4,200	42,970
Administration Recharges	82,450	107,330	114,700
Net Expenditure	290,710	315,360	380,710
Corporate Expenses			
Administration Recharges			
- Accommodation	(24,800)	(950)	(700)
- Environmental Health	32,390	26,450	27,760
- Leisure	45,840	52,250	55,000
- Planning	67,670	73,380	85,760
- Chief Executive	24,360	74,200	78,230
- Strategy Unit	20,270	59,520	128,510
- Corporate Services	212,740	188,390	191,220
- Borough Secretary	180,700	112,150	128,680
- Monitoring Officer	0	12,220	12,620
- Financial Services	241,070	289,490	320,340
	800,240	887,100	1,027,420
TOTAL NET EXPENDITURE FOR CORPORATE AND CIVIC EXPENSES	1,587,870	1,647,050	1,894,520

POLICY AND ORGANISATION BOARD

SERVICE

MISCELLANEOUS SERVICES

This area contains the following items :

	<u>ORIGINAL</u> 2003/2004	<u>REVISED</u> 2003/2004	<u>ESTIMATE</u> 2004/2005
Coastline expenditure	21,520	22,160	22,490
Meals-on-wheels	7,700	15,560	15,560
Portsmouth and Gosport Joint Board	1,200	1,370	2,000
Public Notice Boards	4,120	6,000	6,000
Town Centre Properties	11,100	9,680	12,100
Vacancy / NI and Pension / restructure savings	(131,230)	(55,980)	(64,800)
Community Planning	1,750	1,750	0
Community Strategy	10,000	10,000	10,000
Burials	1,500	1,000	1,000
Insurance admin, valuations & debt mangmnt.	64,560	51,850	58,400
Dangerous Structures	2,000	16,220	16,210
Revaluations / Rent reviews /Contributions	(27,000)	2,000	5,000
Staff Canteen subsidy	9,400	10,240	4,500
Land - rear of Bury Road (asset rental)	4,040	0	0
Other Corporate Expenses	12,560	17,760	8,600
Best Value / Perf.Indicators / Consultation	65,000	33,810	4,000
Added years pension- not for existing services	73,790	95,450	76,850
E Government Initiatives	20,000	20,000	30,000
E Government Initiatives (Capital Charges)	0	73,650	71,320
Allowances-Firewardens,First Aid,Telephones	0	3,600	3,710
Health & Safety for workstations	0	5,500	8,500
Emergency Planning	0	2,000	3,000
Daedalus Coordination Fund	0	5,000	0
	152,010	348,620	294,440

Estimate 2004/2005 -

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

OTHER CORPORATE AREAS

The Asset Management Revenue Account contains the following items:

Reversal of Capital Charges - Asset Rentals	(2,115,680)	(1,582,130)	(1,532,800)
Reversal of Capital Charges - Depreciation	(1,168,180)	(1,282,390)	(1,277,630)
Reversal of Deferred Charges	(103,630)	(103,630)	(103,630)
External Interest Payable	238,100	131,900	0
External Interest Receivable	(158,000)	(174,800)	(110,000)
Cap.Fin.Res. Transfer re Commutation SCA	(38,460)	(66,410)	(5,800)
Net Internal Interest Payable	20,170	20,170	20,170
HRA Section 8 Transfer	27,970	63,380	27,970
	(3,297,710)	(2,993,910)	(2,981,720)

Estimate 2004/2005 -

The Capital Projects Administration Recharges represent approximately 2 full time equivalent persons.

POLICY AND ORGANISATION BOARD

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
MISCELLANEOUS SERVICES			
Other Expenses (breakdown in note opposite)	152,010	348,620	294,440
Administration Recharges	292,060	258,260	194,560
	<u>444,070</u>	<u>606,880</u>	<u>489,000</u>
Income			
Coastline - Advertising	5,000	5,620	6,000
Town Centre Properties - Rents	12,750	8,660	5,750
Commission on Insurance premiums	12,690	13,810	13,810
	<u>30,440</u>	<u>28,090</u>	<u>25,560</u>
NET EXPENDITURE	<u>413,630</u>	<u>578,790</u>	<u>463,440</u>

OTHER CORPORATE AREAS

Asset Management Revenue Items (net)	(3,297,710)	(2,993,910)	(2,981,720)
Audit Fees	30,900	57,320	55,920
Administration Recharges - Capital Projects	49,850	86,290	85,250
Conference Expenses	4,000	1,310	3,080
Safety Panel	3,000	3,000	3,700
Administration Recharges	16,000	1,110	1,190
Subscriptions	28,620	27,050	27,670
NET INCOME	<u>(3,165,340)</u>	<u>(2,817,830)</u>	<u>(2,804,910)</u>

ADMINISTRATION ACCOUNTS

SUMMARY OF REVENUE ESTIMATES 2004/2005

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £	Page
TOTAL EXPENSES BY BUSINESS UNIT				
Leisure and Amenities Services	1,182,970	1,150,520	1,200,490	65
Housing Services	1,661,780	1,817,260	1,811,940	67
Regulatory Services	1,804,400	1,829,250	1,919,460	69
Chief Executive	172,360	176,210	185,260	71
Development and Environment	829,210	859,870	929,530	73
Corporate Services	1,634,370	1,714,610	1,701,840	75
Legal and Democratic Support	835,360	813,350	856,800	77
Financial Services	2,457,400	2,502,700	2,588,260	79
Office Accommodation	418,570	392,920	398,690	81
	<u>10,996,420</u>	<u>11,256,690</u>	<u>11,592,270</u>	
Recharged to Services and Income *	(10,996,420)	(11,256,690)	(11,592,270)	
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENSES BY TYPE OF EXPENSE				
Direct Expenses				
Employees	7,796,000	7,950,470	8,320,560	
Premises	150,900	163,460	161,990	
Transport	141,520	137,810	143,980	
Supplies and Services (inc Corporate Provisions)	1,268,890	1,319,420	1,274,980	
Third Party Payments	4,770	10,000	8,000	
	<u>9,362,080</u>	<u>9,581,160</u>	<u>9,909,510</u>	
Indirect Expenses				
Administration Recharges	1,548,210	1,575,650	1,585,070	
Asset Rentals	86,130	99,880	97,690	
	<u>1,634,340</u>	<u>1,675,530</u>	<u>1,682,760</u>	
Total Costs of Business Units	<u>10,996,420</u>	<u>11,256,690</u>	<u>11,592,270</u>	
Less Fees and Charges and External Funding	(125,420)	(669,900)	(633,540)	
Total Rechargeable Costs of Business Units	<u>10,871,000</u>	<u>10,586,790</u>	<u>10,958,730</u>	
ANAYSIS OF RECHARGES TO SERVICES AND BUSINESS UNITS				
General Fund				
Community and Environment	(3,074,280)	(2,833,130)	(2,985,000)	
Housing	(289,070)	(287,560)	(304,900)	
Policy and Organisation	(3,940,180)	(3,905,960)	(4,093,790)	
Housing Revenue Account	(1,947,500)	(2,008,240)	(2,002,580)	
Capital	(3,920)	(12,160)	(22,590)	
Holding Accounts	(37,120)	(31,950)	(30,610)	
Recharges between Business Units	(1,578,930)	(1,507,790)	(1,519,260)	
Total Recharges from Business Units	<u>(10,871,000)</u>	<u>(10,586,790)</u>	<u>(10,958,730)</u>	
Net Expenditure of Business Units	<u>0</u>	<u>0</u>	<u>0</u>	

ADMINISTRATION ACCOUNTS

LEISURE AND AMENITIES SERVICES	£	£	£
ENGINEERING	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	129,140	131,700	137,560
EMERGENCY SERVICES	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	30,460	28,770	29,810
CONTRACTS OFFICERS	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	421,550	421,090	435,540
LEISURE	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	427,150	410,750	432,640
LEISURE MAINTENANCE TEAM	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	96,790	81,340	85,910
PARK RANGERS	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	77,880	76,870	79,030

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

Total Gross Expenditure	1,182,970	1,150,520	1,200,490
Less recharges within the business unit			
Total Expenditure	1,182,970	1,150,520	1,200,490

ADMINISTRATION ACCOUNTS

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
 LEISURE AND AMENITIES SERVICES			
Employees	909,970	884,180	932,750
Premises	0	170	0
Transport	40,630	41,880	42,170
Supplies and Services	43,840	48,160	45,080
Administration Recharges	188,530	176,130	180,490
	<hr/> 1,182,970	<hr/> 1,150,520	<hr/> 1,200,490
 Income - Recharged to Services			
General Fund -			
Community and Environment	966,470	905,620	946,590
Housing	7,000	8,630	8,590
Policy and Organisation	118,060	139,780	140,240
HRA	78,830	64,410	70,660
Capital	3,920	12,160	22,590
Income - Recharges to Business Units	0	11,230	11,820
Income - Fees & Charges	8,690	8,690	0
	<hr/> 1,182,970	<hr/> 1,150,520	<hr/> 1,200,490
 NET EXPENDITURE	 <hr/> <hr/> 0	 <hr/> <hr/> 0	 <hr/> <hr/> 0

ADMINISTRATION ACCOUNTS

SERVICE

HOUSING SERVICES

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

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

ADMINISTRATION ACCOUNTS

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
HOUSING SERVICES			
Housing Services			
Employees	1,298,210	1,409,100	1,405,830
Premises	6,870	6,870	6,870
Transport	17,960	15,600	16,070
Supplies and Services	144,060	166,490	156,850
Administration Recharges	190,080	219,200	226,320
Asset Rental	4,600	0	0
	1,661,780	1,817,260	1,811,940
Income - Recharged to Services			
General Fund -			
Housing	87,500	87,500	87,500
HRA	1,574,280	1,590,820	1,579,400
Income - External Funding	0	138,940	145,040
	1,661,780	1,817,260	1,811,940
NET EXPENDITURE	0	0	0

ADMINISTRATION ACCOUNTS

REGULATORY SERVICES	£	£	£
ENVIRONMENTAL HEALTH - COMMERCIAL	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	362,430	365,860	378,350
ENVIRONMENTAL HEALTH - RESIDENTIAL	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	380,870	372,380	390,350
ENVIRONMENTAL HEALTH - ADMINISTRATION	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	168,300	167,640	169,000
ENGINEERING / TRAFFIC	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	250,440	226,350	243,860
REGULATORY SERVICES MANAGER	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	69,410	78,850	83,290
BUILDING CONTROL	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	285,260	71,950	82,470
BUILDING CONTROL PARTNERSHIP	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	0	284,850	298,530
DEVELOPMENT CONTROL	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	287,690	287,860	301,420
Total Gross Expenditure	<u>1,804,400</u>	<u>1,855,740</u>	<u>1,947,270</u>
Less recharges within the business unit	0	26,490	27,810
Total Expenditure	<u>1,804,400</u>	<u>1,829,250</u>	<u>1,919,460</u>

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
REGULATORY SERVICES			
Employees	1,388,370	1,382,660	1,459,190
Transport	44,850	43,850	47,840
Supplies and Services	68,490	74,240	77,120
Third Party Payments	0	0	0
Administration Recharges	302,690	328,500	335,310
	<hr/> 1,804,400	<hr/> 1,829,250	<hr/> 1,919,460
Income - Recharged to Services			
General Fund -			
Community and Environment	1,464,090	1,245,730	1,310,630
Housing	167,730	154,750	159,230
Policy and Organisation	136,060	96,310	91,860
HRA	1,660	50	0
Income - External Funding	0	284,850	298,530
Income - Recharges to Business Units	27,060	0	6,340
Income - Fees and Charges	7,800	47,560	52,870
	<hr/> 1,804,400	<hr/> 1,829,250	<hr/> 1,919,460
NET EXPENDITURE	<hr/> <hr/> 0	<hr/> <hr/> 0	<hr/> <hr/> 0

ADMINISTRATION ACCOUNTS

CHIEF EXECUTIVE	£	£	£
CHIEF EXECUTIVE	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	172,360	176,210	185,260

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

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
CHIEF EXECUTIVE			
Employees	144,370	146,350	154,660
Transport	500	900	900
Supplies and Services	8,950	9,050	9,170
Administration Recharges	18,540	19,910	20,530
	172,360	176,210	185,260
Income - Recharged to Services			
General Fund -			
Policy and Organisation	143,670	147,940	155,630
HRA	28,690	28,270	29,630
	172,360	176,210	185,260
NET EXPENDITURE	0	0	0

ADMINISTRATION ACCOUNTS

DEVELOPMENT & ENVIRONMENT

£ £ £

ECONOMIC REGENERATION

Orig. 2003/2004 Rev.2003/2004 Est. 2004/2005

Gross Expenditure	183,900	216,870	221,370
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The unit comprises five members of staff. It is responsible for all matters relating to the local economy, measures taken to improve the towns image, environment, social inclusion and crime / disorder matters.

DEVELOPMENT & ENVIRONMENT

Orig. 2003/2004 Rev.2003/2004 Est. 2004/2005

Gross Expenditure	496,580	485,390	523,630
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CORPORATE POLICY SECTION

Orig. 2003/2004 Rev.2003/2004 Est. 2004/2005

Gross Expenditure	148,730	184,180	220,830
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The Corporate Policy Section reports to the Director of Development & Environment and supports the enabling core of the Authority in developing and implementing the corporate strategies and policies of the Council. The Section is responsible for preparing and developing the Council's Corporate Plan, Best Value, Service Improvement Community Strategy, and Local Strategic Partnership, providing major project co-ordination and monitoring. The Section also assists Unit Managers in achieving actions that have a corporate significance and in the corporate delivery and implementation of Best Value and sustainable approaches in all areas of the Council's work.

Total Gross Expenditure	829,210	886,440	965,830
Less recharges within the business unit	0	26,570	36,300
Total Expenditure	829,210	859,870	929,530

ADMINISTRATION ACCOUNTS

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
DEVELOPMENT & ENVIRONMENT			
Employees	690,940	714,320	768,790
Transport	15,740	12,220	13,070
Supplies and Services	33,580	36,470	41,350
Administration Recharges	88,950	96,860	106,320
	829,210	859,870	929,530
Income - Recharged to Services			
General Fund -			
Community & Environment	341,950	330,560	360,960
Policy and Organisation	383,290	478,670	518,610
HRA	3,860	1,190	1,260
Income - Recharges to Business Units	98,110	47,700	46,950
Income - Fees & Charges	2,000	1,750	1,750
	829,210	859,870	929,530
NET EXPENDITURE	0	0	0

ADMINISTRATION ACCOUNTS

CORPORATE SERVICES

	£	£	£
	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
- Corporate Services Manager and Support	150,680	150,000	156,650

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

- Personnel Services	156,150	176,520	161,610
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The Unit is responsible, on behalf of the Council, for ensuring compliance with personnel policies, employment law and for providing professional support and advice with recruitment, selection, training, discipline and grievance, conditions of service and industrial relations. The Unit also provides specialist advice to the Council, as an employer, on organisational structures and future employment practices

- Information Technology	712,670	757,930	740,140
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The Information Technology Section provides a comprehensive computer service to over 300 IT users including Councillors. The Business Systems Support team consists of four staff who are involved in Systems Analysis, Design, Programming, Implementation and ongoing maintenance of major business systems, supporting many of the Council's activities. The Operations Team is responsible for the Council's central computer facility which supports all major business systems.

The PC / Network Support Team provides advice and guidance on all aspects of personal computing and is also responsible for the enhancement and maintenance of the corporate data and telecommunications networks and associated "office automation" systems.

The Team also design and maintain the Council's World Wide Web and "intranet" sites.

- Inprint Centre and Graphic Design	282,980	288,030	293,870
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The Inprint Centre carries out the majority of in-house printing and photocopying as well as a small amount of work for external organisations. The team also offers a comprehensive print-finishing service including stapling, binders and numbers etc. The Graphic Design Section is responsible for the design and creative work involved in the promotion of Council services, events and issues. The team designs and produces everything from leaflets and newsletters to brochures and exhibitions, seeing everything through from rough visuals to finished artwork.

- Telephones and Reception	156,360	176,040	178,350
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The Borough Council operates a Contact Centre which, together with the main reception desk, is manned by a team of seven officers, working in two shifts between 8.45 am to 5.05 pm, Monday to Friday.

- Cashiers	150,900	154,190	159,760
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The cashiers are situated at the town hall and receive and process all incoming payments to the Council.

- Registry	33,400	32,020	32,280
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The registry team organise the Council's internal and external post for all Business Units at the Town Hall.

- Purchasing	66,200	65,430	61,710
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The purchasing team buy and maintain the Council's equipment, stationery, furniture and service agreements

- Town Hall Keepers	32,150	27,600	32,010
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The Town Hall Keepers combine the duties of chauffering/ceremonial support for the Mayor with the caretaking and security requirements of the Town Hall.

- Property Services	86,680	97,570	101,220
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The property services section carry out a range of duties which includes the traditional 'landlord' client role looking after the Council's non-housing property portfolio. In addition the team is responsible for property/land valuations, asset management planning, land and property gazetterand business continuity arrangements

Total

Total Gross Expenditure	1,828,170	1,925,330	1,917,600
Less recharges within the business unit	193,800	210,720	215,760
Total Expenditure	1,634,370	1,714,610	1,701,840

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
CORPORATE SERVICES			
Employees	917,260	926,350	971,300
Candidates Expenses (Corporate Provision)	25,940	44,940	26,940
Training	2,470	2,470	2,560
Transport	4,500	5,210	5,760
Supplies and Services	560,200	584,240	552,070
Administration Recharges	120,750	110,040	103,160
Asset Rental	3,250	41,360	40,050
	<hr/> 1,634,370	<hr/> 1,714,610	<hr/> 1,701,840
Income - Recharged to Services			
General Fund -			
Community and Environment	37,840	53,480	48,060
Housing	12,180	9,980	10,460
Policy and Organisation	520,110	518,590	536,020
HRA	124,420	161,270	156,050
Holding Accounts	0	6,900	7,140
Income - Recharges to Business Units	918,950	934,520	914,240
Income - Fees and Charges	20,870	29,870	29,870
	<hr/> 1,634,370	<hr/> 1,714,610	<hr/> 1,701,840
NET EXPENDITURE	<hr/> <hr/> 0	<hr/> <hr/> 0	<hr/> <hr/> 0

ADMINISTRATION ACCOUNTS

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
LEGAL AND DEMOCRATIC SUPPORT			
Employees	596,630	566,980	610,310
Transport	700	720	720
Supplies and Services	96,300	98,610	108,870
Administration Recharges	141,730	147,040	136,900
	835,360	813,350	856,800
Income - Recharged to Services			
General Fund -			
Community and Environment	79,440	121,720	124,840
Housing	7,260	15,430	16,090
Policy and Organisation	681,280	577,710	616,960
HRA	36,700	61,620	64,220
Non GBC	0	3,250	0
Income - Recharges to Business Units	26,620	27,620	28,690
Income - Fees and Charges	4,060	6,000	6,000
	835,360	813,350	856,800
NET EXPENDITURE	0	0	0

ADMINISTRATION ACCOUNTS

SERVICE

FINANCIAL SERVICES

£ £ £

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

- Borough Treasurer and Financial Services Manager	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	168,630	166,100	173,620

- Audit Services	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	157,720	161,330	168,660

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

- Accountancy	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	611,180	604,260	653,420

The section provides a comprehensive range of financial services including:

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

- Payroll and Admin	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	244,940	238,050	254,780

The section provides a number of financial services including:

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

- Revenues	<u>Orig. 2003/2004</u>	<u>Rev.2003/2004</u>	<u>Est. 2004/2005</u>
Gross Expenditure	1,471,290	1,549,120	1,560,640

The Revenue Services Section is responsible for the following :

- the collection of council tax from 33,900 properties and national non-domestic rates from 1,612 businesses.
- the payment of benefits to approximately 5,000 Gosport residents in respect of rent rebates (Council housing), rent allowances (private accommodation) and council tax.

Total

Total Gross Expenditure	2,653,760	2,718,860	2,811,120
Less recharges within the business unit	196,360	216,160	222,860
Total Gross Expenditure	2,457,400	2,502,700	2,588,260

ADMINISTRATION ACCOUNTS

SERVICE	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
FINANCIAL SERVICES			
Employees	1,735,510	1,821,760	1,911,520
Transport	16,640	17,430	17,450
Supplies and Services	252,760	220,780	219,220
Administration Recharges	452,490	442,730	440,070
	<hr/> 2,457,400	<hr/> 2,502,700	<hr/> 2,588,260
Income - Recharged to Services			
General Fund -			
Community and Environment	182,600	174,470	192,320
Housing	7,400	11,270	23,030
Policy and Organisation	1,912,470	1,912,450	2,009,760
HRA	99,060	100,610	101,360
Capital	0	0	0
Holding Accounts	37,120	21,800	23,470
Income - External Funding	0	12,200	13,720
Income - Recharges to Business Units	166,750	161,920	176,980
Income - Government Grants	52,000	107,980	47,620
	<hr/> 2,457,400	<hr/> 2,502,700	<hr/> 2,588,260
NET EXPENDITURE	<hr/> <hr/> 0	<hr/> <hr/> 0	<hr/> <hr/> 0

ADMINISTRATION ACCOUNTS

SERVICE

OFFICE ACCOMMODATION

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

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

ADMINISTRATION ACCOUNTS

	ORIGINAL 2003/2004 £	REVISED 2003/2004 £	ESTIMATE 2004/2005 £
SERVICE			
OFFICE ACCOMMODATION			
Employees	114,740	98,770	106,210
Premises	144,030	156,420	155,120
Supplies and Services	32,300	33,970	35,750
Third Party Payments	4,770	10,000	8,000
Administration Recharges	44,450	35,240	35,970
Asset Rental	78,280	58,520	57,640
	<hr/> 418,570	<hr/> 392,920	<hr/> 398,690
Income - Recharged to Services			
General Fund -			
Community & Environment	1,890	1,550	1,600
Policy and Organisation	45,240	34,510	24,710
Income - Recharges to Business Units	341,440	324,800	334,240
Income - Other	0	4,820	4,500
Income - Fees and Charges	30,000	27,240	33,640
	<hr/> 418,570	<hr/> 392,920	<hr/> 398,690
NET EXPENDITURE	<hr/> <hr/> 0	<hr/> <hr/> 0	<hr/> <hr/> 0

**CAPITAL
PROGRAMME**

2003 / 2004 TO 2009 / 2010

CAPITAL PROGRAMME 2003/2004 TO 2009/2010

HOUSING BOARD (HRA)

Item No	SCHEME	Category	Total cost of works £,000	Expense to Mar-03 £,000	Revised 2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	Funding Notes (2004/05)
1	L.A. Tenants Disabled Persons Grant	E			50	50	50	50	50	50	50	
2	Improvements to Housing Stock	E			3,126	3,417	3,447	3,450	3,450	3,450	3,450	HRA Revenue 400 Major Repairs Allowance 2,312
	Board Total				3,176	3,467	3,497	3,500	3,500	3,500	3,500	2,712

CAPITAL PROGRAMME 2003/2004 TO 2009/2010

HOUSING BOARD (GENERAL FUND)

Item No	SCHEME	Category	Total cost of works £,000	Expense to Mar-03 £,000	Revised 2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	Funding Notes (2004/05)
1	Social Housing	E			1,939	445	1,590	940	940	940	340	Developers Contributions 445
2	Disabled Facilities	E			175	225	225	225	225	225	225	
3	Housing Renewal	E			195	162	162	162	162	162	162	
	Board Total				2,309	832	1,977	1,327	1,327	1,327	727	445

KEY TO CATEGORIES

E. Exempt from category system

CAPITAL PROGRAMME 2003/2004 TO 2009/2010

COMMUNITY AND ENVIRONMENT BOARD

Item No	SCHEME	Category	Total cost of works £,000	Expense to Mar-03 £,000	Revised 2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	Funding Notes (2004/05)
1	Aid to Voluntary Organisations	E	25 pa		39	25	25	25	25	25	25	
2	Haslar Lake Sea Wall	2	700		0	20	680					Grant 20
3	Lee Beach Management	1			8							
4	Regional Coastline Monitoring	1			30	17	17	17	17	17	17	Grant 8
5	Marine Parade Central - PC	3	100		100							
6	Waste Recycling	E	79		61	18						
7	Kerbside Recycling	E	639		598	41						
8	Town Centre Historic Parks	1	972	396	576							
9	Leesland Park	2	109	103	6							
10	Stokes Bay Slipway	2	55	52	1							
11	Alver Valley - GBC contribution - Habitat Creation & Access Works	3 2	120	94	20 261	20 83	20	20				Grants 83
12	Rowner Cricket Pavilion	3	8	3	5							
13	Stokes Bay Changing Rooms	3	10		10							
14	St Vincent - Leisure Facilities	2	100	20	20	20	20	20				
15	Holbrook Pool	2	25		25							
16	Bastion No 1	2	144	1	153							
17	Elson Rec. Play Area	2	20	3	17							
18	Gosport & Fareham Rugby Club	2	798	4	794							
19	Adventure Golf - Stokes Bay	2	50		50							

CAPITAL PROGRAMME 2003/2004 TO 2009/2010

COMMUNITY AND ENVIRONMENT BOARD

Item No	SCHEME	Category	Total cost of works £,000	Expense to Mar-03 £,000	Revised 2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	Funding Notes (2004/05)
20	St Vincent - Artificial Turf Pitch GBC Contribution	2	258	8	250							
21	Privett Park Enclosure Improvements	2	127	56	71							
22	Car Park Improvements	3		42	42	25	25	25	25	25	25	
23	High Street Refurbishment	3	300	5	145	150						
24	Landing Stage Repairs	1	90	70	20	20						
25	Replacement Landing Stage	3	2,130		10	60	60	1,000	1,000			Hampshire County Council 30
26	Holbrook Feasibility Study	2	9	8	1							
27	Alverstoke Flood Protection	3	150				150					
28	Forton Flood Protection	3	100				100					
29	Solent Strategy Study	3	90				90					
30	Portsmouth Harbour (North & West) Shoreline Defence Study	3	90				90					
31	Sandhills Lane - Cap Survey	3	25		25							
32	Provision of Youth Shelters	3	21	16	5							
33	L-O-S Embankment Regrade	2	10		10	10	10	10	10	10	10	
34	Pirates Cove	2	10	6	4							
35	Nobes Hall	2	110			110						
36	New Cemetery	3	500				100	100	100	100	100	

CAPITAL PROGRAMME 2003/2004 TO 2009/2010

COMMUNITY AND ENVIRONMENT BOARD

Item No	SCHEME	Category	Total cost of works £,000	Expense to Mar-03 £,000	Revised 2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	Funding Notes (2004/05)
37	Open Space Security Measures	3	42			47						
38	Cemetery - Memorial Headstones Safety	3	30			30						
39	Composite Sports - Pitch Strategy	3	12			12						Hampshire County Council
40	Footway Lighting - contribution to scheme	3	5			5						
41	Ferry Public Conveniences - Refurbishment	3	8			8						
42	Waste Recycling - Project Integra Contribution	3	42			7	7	7	7	7	7	
	Board Total				3,357	728	1,394	1,224	1,184	184	184	147

KEY TO CATEGORIES

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

CAPITAL PROGRAMME 2003/2004 TO 2009/2010

POLICY & ORGANISATION BOARD

	SCHEME	Category	Total cost of works £,000	Expense to Mar-03 £,000	Revised 2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000	Funding Notes (2003/04)
1	Millennium Scheme	2	15,221	12,982	70							
	Environmental Improvements											
2	Gosport Railway Station	3	50		0							
3	CCTV - General Replacement	3		2	30	30	30	30	30	30	30	
4	CCTV - New Camera Programme	2	276	175	101							
5	CCTV - Rowner	2	43		43							
6	CCTV - Gosport Park	2	25		25							
	Economic Development and Improvements											
7	Bus Station Roof Repairs	2			26							
8	Priddys Hard Ramparts - Fencing	3				125						
	Other Schemes											
9	IT Equipment	E			370	130	120	120	120	120	120	
10	Town Hall Improvements	E			51	90	60	60	60	60	60	
11	Purchase of 4 Colour Printing Press	E			57							
	Board Total				773	375	210	210	210	210	210	0
	Total Capital Programme				9,615	5,402	7,078	6,261	6,221	5,221	4,621	3,304

SUMMARY FINANCING STATEMENT

	2003 /2004 £,000	2004 /2005 £,000	2005 /2006 £,000	2006 /2007 £,000	2007 /2008 £,000	2008 /2009 £,000	2009 /2010 £,000
Credit Approvals / Allocations - HRA & GF	687	791	822	800	800	800	800
Major Repairs Allowance - HRA	2,411	2,312	2,312	2,100	2,100	2,100	2,100
Revenue Contribution - HRA	419	400	400	400	400	400	400
Specific Capital Grants - GF	134	164	1,019	148	148	148	148
Commuted Sums	550	0	0	0	0	0	0
Social Housing - Developer's Contributions	924	445	310	610	610	610	0
Other Grants and Contributions	2,406	138	30	500	500	0	0
Capital Receipts - Social Housing	235	0	0	0	0	0	0
Capital Receipts - HRA & GF	1,849	1,152	500	1,200	200	200	200
Prudential Borrowing - GF	0	0	1,685	503	1,463	963	973
Total funding	9,615	5,402	7,078	6,261	6,221	5,221	4,621

The capital programme is resourced, beyond any specific funding, by capital allocations (supported borrowing), prudential borrowing and capital receipts. The detail of the operation of the new capital regulations and Prudential Code, introduced by the Local Government Act 2003, will be fine tuned in 2004/2005 as the remaining details and guidance become available. All schemes are subject to the availability of funding.

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

Inception Stage

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

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

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

Design Stage

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

Tender Stage

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

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

ADMINISTRATION MANPOWER BUDGET

NUMBER OF POSTS IN BUDGET

	ORIGINAL 2003/2004	REVISED 2003/2004	ESTIMATE 2004/2005
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SERVICES

CHIEF EXECUTIVE & SUPPORT STAFF	3.0	3.0	3.0
CORPORATE AND INFORMATION TECHNOLOGY	36.7	36.7	37.6
LEGAL & DEMOCRATIC SUPPORT	17.2	17.2	16.2
HOUSING	70.3	70.3	77.1
FINANCIAL	65.0	65.0	63.7
LEISURE & AMENITIES	32.0	32.0	31.5
DEVELOPMENT & ENVIRONMENT (INC. EXPLOSION)	19.5	31.5	31.1
REGULATORY SERVICES	47.0	47.0	44.4
	<u>290.7</u>	<u>302.7</u>	<u>304.6</u>

LABOUR MANPOWER BUDGET

SERVICE

CEMETERY	3.0	3.0	3.0
TREE GANG/LEISURE MAINTENANCE	3.0	3.0	3.0
NURSERY	3.0	3.0	3.0
BUILDING CLEANING	13.3	13.3	15.0
	<u>22.3</u>	<u>22.3</u>	<u>24.0</u>

All Figures are in Whole Time Equivalents

GLOSSARY OF TERMS

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

Administration Recharges

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

Consultants

The direct cost of engaging specialist staff from other organisations.

Employees

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

Income

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

Establishment Expenses

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

Premises

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

Recharge to Services

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

OTHER EXPRESSIONS COMMONLY USED INCLUDE THE FOLLOWING

Capital Finance

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

Basic Credit Approval

An approval to borrow to finance capital expenditure.

Capitalised

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

Capital Receipts

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

Collection Fund

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

Contingency

Budget provision for an event that is likely to occur.

Minimum Revenue Provision

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

Operating Leases

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

Precepts

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

Provision

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

PWLB

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

Revenue Contribution to Capital

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

Revenue Support Grant

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

Special Capital Grants

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

Standard Spending Assessment

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

Supplementary Credit Approval

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