



**GUIDE TO THE**

**BUDGET**

**2005/2006**

# GUIDE TO THE BUDGET 2004/2005

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## **INTRODUCTION**

This booklet is a summary of the budget, together with other financial information in a form helpful to Councillors and the public. More detailed estimates in booklet form are also available on request, but these are primarily to assist the Council's officers in controlling expenditure.

### **Budget**

The General Fund budget summary on page 8 shows that net expenditure in 2005/06 is estimated to total £16.579m. Of this £756,000 is to cover once-off/time limited items which are financed from balances, leaving a net budget of £15.823m, a net increase of 4.4% . Once again the Council is not relying on balances to support the ongoing budget. The budget also includes £236,000 of ongoing new items and £120,000 for recycling initiatives.

Government support (Formula Grant Allocation [*formerly Revenue Support Grant*] and re-distributed Business Rates) which covers 41% of the Council's budget has increased by 3%. The balance of the budget has to be recovered from Council Tax, the District Council's element of which will increase by an average 4.75% (13.5p per week for a Band D property).

### **Balances**

Estimated balances on the General Fund during 2005/06 are:

	£'000
Brought forward (01.04.2005)	1,582
Transfer from Capital Reserve	606
Taken from balances in 2005/06	(756)
Carried forward (31.03.2006)	<u>1,432</u>

The carried forward balance of £1.43m comprises a working balance of £854,000 plus £568,000 towards the cost of once-off/time limited items in future years and £10,000 towards contingencies. Council decided to maintain the Working Balance at 5% of net expenditure.

### **Council Tax**

Each residential property is given a valuation banding based on values as at 1 April 1991. There are 8 bands (A-H) and each band pays a different amount of Council Tax:

<b>Band</b>	<b>Capital Value</b>	<b>Proportion of Band 'D' Tax</b>
<b>A</b>	Up to £40,000	6/9
<b>B</b>	£40,001 - £52,000	7/9
<b>C</b>	£52,001 - £68,000	8/9
<b>D</b>	£68,001 - £88,000	9/9 (100%)
<b>E</b>	£88,001 - £120,000	11/9
<b>F</b>	£120,001 - £160,000	13/9
<b>G</b>	£160,001 - £320,000	15/9
<b>H</b>	Over £320,000	18/9

The District Council has set an average Band 'D' charge of £185.49 which covers the demands of both itself and the Parish Councils. The District Council's own element averages £156.38. A table showing how the Council Tax is calculated is set out on page 15.

Council Tax rates vary according to the part of the district in which any property is located. Parish Councils make charges to cover their own expenditure and these are levied only on properties within their own areas. Likewise, in order to avoid double-charging in parished areas, the District Council identifies the costs of services provided to specific areas in those instances where similar services are provided in other areas by Parish Councils. These costs (*known as special expenses*) are also charged only to the areas in which the services are provided.

The overall average District and Parish Council Tax of £185.49 is split into general expenses (*charged equally throughout the district*) of £139.90 and special expenses (charged to those areas where services are provided) averaging £45.59.

To these charges are added the taxes of the County Council (£938.47 at Band 'D') and the Police Authority (£118.09 at Band 'D') giving an average Band 'D' Tax of £1,242.05. The County Council and Police Authority elements have both increased by 4.9%, contributing to an overall average increase of 4.9%. A list of charges for each band in each area of the district is included at page 16.

### **The Collection Fund**

The Council maintains a Collection Fund Account, payments into and out of which are determined by statute. The main items of income are Council Tax (£68m) and Business Rates (£43m). The main items of expenditure are amounts payable to the District and County Councils and the Police Authority and the transfer of Business Rate income to the Government.

It is estimated that there will be a surplus of £554,000 on the Collection Fund at 31 March 2005. This is applied to reduce the precepts of the District Council (£84,000), County Council (£418,000) and Police Authority (£52,000). Details are set out at page 13.

### **Housing Revenue Account**

This account is separate from the Council's other accounts and must balance itself without any contribution from Council taxpayers. Expenditure is financed primarily from tenants' rents. Dwelling rents, which are heavily influenced by the Government's rent restructuring scheme, will increase by an average of 5.77% in April 2005. Garage rents are to increase by 2.5%.

### **Capital Programme**

For the two years prior to 1 April 2004 the Council held debt-free status which significantly increased its capital spending ability. However, the local Government Act 2003 introduced a new 'prudential' system of capital finance under which the special status afforded to debt-free authorities no longer applies. A proportion of housing capital receipts must be paid to the Government's pool but former debt-free authorities benefit from a transitional scheme which phases the impact in over three years. The new framework allows authorities to borrow to finance capital investment subject to them being able to afford the revenue implications.

The Council has approved a **Housing Investment Programme** totalling £12.7m for 2005/06 which is to be funded primarily from the Major Repairs Allowance (20%) and capital receipts (60%). The Council will also be utilising its entitlement to Supported Capital Expenditure (borrowing where the interest charges are met by Government subsidy)(14%). The programme includes £4.14m toward the provision of affordable housing by housing associations and £7.54m on refurbishment/modernisation of the Council's own stock. Further expenditure totalling £18.3m is planned over the following two years, some of which is to be financed from Housing Revenue Account surpluses.

The '**Other Services**' programme for 2005/06 totals £4.18m. The programme comprises £2.42m of new schemes approved recently by the Council and £1.76m of schemes approved previously. The most significant of these relate to leisure buildings (refurbishments including Bricket Wood Sports Centre), London Road Cemetery, Recycling initiatives including the introduction of wheeled bins, Disabled Access to Buildings and improvements to Information Technology (upgrades, replacements, new financial management system). Part of the programme is dependent on the generation of capital receipts and new schemes will only be able to proceed as funds become available. Further expenditure totalling £3.02m is scheduled for the following two years, to be provisionally financed from borrowing.

Details of both the Housing Investment Programme and the General Fund Capital Programme are set out elsewhere in this booklet.

### **Non-Domestic Rates**

The Government sets a uniform charge to be paid by Non-Domestic (Business) Ratepayers throughout the country. Local authorities collect this income on behalf of the Government and, after paying over the proceeds, receive a share from the national pool. St Albans share for 2005/06 is £3.8m and this is credited to the General Fund.

In recent years gross rates have been charged in accordance with rateable values that came into force on 1 April 2000 but the quinquennial national rating revaluation has recently been completed and takes effect from 1 April 2005. As a result property values, particularly in this part of the country, will increase. As it remains the Government's intention that the overall amount of rates paid nationally should, after adjusting for inflation, remain broadly constant, the poundage multiplier which would ordinarily have increased from 45.6p in the £ in 2004/05 to 47p in 2005/06 will reduce to 42.2p.

Alongside the revaluation the Government has introduced a relief scheme for small businesses occupying properties with low rateable values. Properties valued below £5,000 qualify for 50% relief with a sliding scale operating up to a value of £9,999. These properties also qualify for a reduced multiplier (41.5p). Properties with values in the £10,000 to £14,999 band do not qualify for relief but will have their bills calculated with the lower multiplier.

A transitional relief scheme will operate over the first four years of the new valuation period. This limits the impact of changes to rates payable following the new rating list coming into force compared with previous rate bills.

## FINANCIAL PROFILE 2005/2006

<u>2004/05</u>		<u>2005/2006</u>	
£'000		£'000	
	<b>GENERAL FUND</b>		
15,153	Budget	15,823	
16,234	Formula Spending Share (FSS)		
3,511	Redistributed National Non-Domestic Rates	3,801	
2,838	Formula Grant Allocation (FGA)/ Revenue Support Grant (RSG)	2,741	
1,932	Balances - Brought Forward	1,582	
	- Transfer from Capital Reserve	606	
(782)	- Used During Year	(756)	
1,150	- Carried Forward	1,432	
	<b>HOUSING REVENUE ACCOUNT</b>		
17,652	Gross Expenditure	20,244	
19,110	Income	20,124	
669	Balances - Brought Forward	(1,782)	
1,458	- Added/Used During Year	120	
2,127	- Carried Forward	(1,662)	
	<b>CAPITAL SPENDING</b>		
1,972	General Fund Existing Programme	1,759	
1,157	Approved Provisional Programme	2,422	
10,496	Housing Investment Programme	12,681	
	<b>CAPITAL RESERVE</b>		
1,070	Balances - Brought Forward	1,368	
(1,070)	- Used to finance Capital Projects	(1,368)	
0	- Carried Forward	0	
	<b>CAPITAL RECEIPT BALANCES (1.4.05)</b>		
12,036	Housing - Spendable	12,852	
	<b>CAPITAL FINANCING REQUIREMENT (1.4.05)</b>		
	General Fund	1,379	
	Housing (Internal Borrowing)	(4,442)	
£			
	<b>COUNCIL TAX at Band D</b>		
149.29	St Albans District Council (average)	156.38	(up 4.75%)
27.62	Parish Councils (average)	29.11	(up 5.4%)
176.91	<b>Total District and Parishes (average)</b>	185.49	(up 4.85%)
894.57	Hertfordshire County Council	938.47	(up 5.9%)
112.53	Hertfordshire Police Authority	118.09	(up 4.94%)
1,184.01	<b>Total Council Tax at Band D (average)</b>	1,242.05	(up 4.9%)

## **SUMMARY OF GENERAL FUND BUDGETS (Including Medium Term Commitment Plan)**

<u>2004/2005</u> £'000	<u>Portfolio</u>	<u>2005/2006</u> £'000	<u>2006/2007</u> £'000	<u>2007/2008</u> £'000
1,530	Community Development	1,701	1,686	1,712
4,990	Environment, Health and Communications	5,443	5,656	5,745
1,496	Heritage, Arts and Tourism	1,639	1,690	1,690
868	Housing	813	770	698
1,489	Planning and Conservation	1,536	1,607	1,623
1,054	Resources	905	1,329	1,877
4,312	Sport and Healthy Living	4,389	4,445	4,491
831	Sustainability, Roads and Transport	876	788	687
707	Non-Portfolio	717	745	762
<hr/> 17,277	TOTAL OF PORTFOLIO BUDGETS	<hr/> 18,019	<hr/> 18,716	<hr/> 19,285
(2,259)	Capital Charges Credit	(2,483)	(2,409)	(2,198)
947	Pensions Accounting Adjustment	1,015	941	951
(30)	Contingencies	28	42	43
<hr/> 15,935	TOTAL BEFORE USE OF BALANCES	<hr/> 16,579	<hr/> 17,290	<hr/> 18,081
(782)	Taken from Balances	(756)	(414)	(154)
<hr/> 15,153	NET EXPENDITURE BEFORE GOVERNMENT SUPPORT	<hr/> 15,823	<hr/> 16,876	<hr/> 17,927
	Government Support:			
(3,511)	- Contribution from NNDR Pool	(3,801)	(3,877)	(3,954)
(2,837)	- Formula Grant Allocation	(2,741)	(2,796)	(2,852)
<hr/> 8,805	NET EXPENDITURE AFTER GOVERNMENT SUPPORT	<hr/> 9,281	<hr/> 10,203	<hr/> 11,121
(115)	BALANCE TRANSFERRED FROM COLLECTION FUND	(84)	(50)	(50)
<hr/> 8,690	NET REQUIREMENT FROM COUNCIL TAXPAYERS	<hr/> 9,197	<hr/> 10,153	<hr/> 11,071
1,932	GENERAL FUND BALANCE BROUGHT FORWARD	1,582	1,432	1,018
(782)	TAKEN FROM GENERAL FUND BALANCES	(756)	(414)	(154)
		606		
1,150	GENERAL FUND BALANCE CARRIED FORWARD	1,432 *	1,018 *	864 *

\* Working Balance at 5% of net expenditure plus amount towards funding of once-off / time limited items in 2005/06/07/08.

**SUMMARY OF GENERAL FUND BUDGETS**  
**(Including Medium Term Commitment Plan)**

**WHERE COSTS ARE SUBSEQUENTLY RECHARGED TO OTHER COST CENTRES**

<u>2004/2005</u> £'000	<u>Portfolio</u>	<u>2005/2006</u> £'000	<u>2006/2007</u> £'000	<u>2007/2008</u> £'000
1,041	Community Development		601	584
150	Environment, Health and Communications	151	154	151
-	Heritage, Arts and Tourism	-	-	-
-	Housing	-	-	-
-	Planning and Conservation	-	-	-
4,746	Resources	5,013	5,082	5,073
-	Sport and Healthy Living	-	-	-
546	Sustainability, Roads and Transport	717	741	745
147	Non-Portfolio	115	118	115
6,630	<b>TOTAL OF COSTS RECHARGED TO DIRECT SERVICES AND INCLUDED WITHIN THOSE SERVICES</b>	5,996	6,696	6,668

**GENERAL FUND REVENUE BUDGET 2004/05 - 2007/08 ANALYSED OVER CORPORATE AIMS**

	2004/05 Original Budget £'000 (1)	2005/06 Draft Budget £'000 (2)	2006/07 Draft Budget £'000 (3)	2007/08 Draft Budget £'000 (4)
1 To build a community that is open, fair and inclusive	3,860	3,796	4,193	4,696
2 To work in partnership for the health and well being of the community	5,191	5,261	5,327	5,382
3 To cherish and promote our heritage, arts and culture	1,536	1,684	1,732	1,732
4 To safeguard our environment	4,580	5,012	5,256	5,352
5 To ensure the district is a desirable place to live and work	2,109	2,267	2,207	2,122
<b>TOTAL ALL AIMS</b>	<u>17,276</u>	<u>18,020</u>	<u>18,715</u>	<u>19,284</u>
<b>BUDGETS NOT IDENTIFIED TO AIMS</b>	-	-	-	-
<b>TOTAL ALL BUDGETS</b>	<u><u>17,276</u></u>	<u><u>18,020</u></u>	<u><u>18,715</u></u>	<u><u>19,284</u></u>

**INCREASES IN FEES AND CHARGES APPROVED BY  
PORTFOLIO HOLDERS FOR 2005/2006**

	%	£	£
<b><u>ENVIRONMENT, HEALTH AND COMMUNICATIONS</u></b>			
Miscellaneous Licences	2.5	370	
Street Trading Permits	3.0	840	
Pest Control	3.0	920	
Abandoned Vehicles - Residential	2.1	130	
Collection of Bulky Refuse	5.0	2,100	
Market (Main charges 2.5%/3%)	2.75	15,300	
Hackney Carriages and Private Hire Vehicles	0.0	7,500	27,160
<b><u>HERITAGE ARTS AND TOURISM</u></b>			
Museums - No increase proposed			
<b><u>HOUSING</u></b>			
Mobile Home Sites - Rents	2.5		3,080
(HRA rents - Dwellings average 5.77%, Garages 2.5%)			
<b><u>SPORT AND HEALTHY LIVING</u></b>			
Cemeteries	11.0	13,460	
Jubilee Restaurant	3.0	2,700	
Jubilee Centre - Lettings	3.0	360	16,520
Fees for services managed under contract (Leisure Management and Grounds Maintenance) are retained by the contractors and determined by contract conditions. The average increases are 2.4% and 3.1% respectively.			
<b><u>PLANNING AND CONSERVATION</u></b>			
Building Control Fees	3.0	16,350	
Planning Advice - Introduction of new charge	New	3,000	19,350
Planning Application Fees - These are prescribed by the Government which is consulting on a range of significant increases. A 10% increase would generate £54,000			
<b><u>RESOURCES</u></b>			
Council Offices - Room Hire	2.5	100	
Land Charges Search Fees (Residential 1.8%, Non-residential 2%)	1.9	10,320	10,420
<b><u>SUSTAINABILITY, ROADS AND TRANSPORT</u></b>			
Concessionary Fares (Range 0% to 24.3%)	8.1	5,000	
Westminster Lodge Car Park (introduction of charge for first 3 hours and increase in daily charge from £1 to £3)	Various	20,000	
Garages and Parking Spaces	5	3,750	
Off-street Parking Places	Various	9,960	38,710
<b>TOTAL</b>			115,240



**COLLECTION FUND 2004/05 AND 2005/06**

<u>2004/05</u>			<u>2005/06</u>	
<u>Original Estimate</u>			<u>Estimate</u>	
£'000	£'000		£'000	£'000
		<b><u>EXPENDITURE</u></b>		
		Precepts		
52,068		- Hertfordshire County Council	55195	
6,550		- Hertfordshire Police Authority	6945	
8,689		- St Albans District Council	9197	
<u>1,608</u>	68,915	- Parish Councils	<u>1712</u>	73049
		Contributions to Central Pool		
	41,880	- Non-domestic rates		42910
		Transfer to General Fund		
215		- Cost of non-domestic rate collection	215	
<u>115</u>	330	- Share of previous year's estimated surpluses	<u>84</u>	299
		Transfer to other authorities of share of previous year's estimated surplus		
577		- Hertfordshire County Council	418	
<u>67</u>	644	- Hertfordshire Police Authority	<u>52</u>	470
	<u>111,769</u>			<u>116728</u>
		<b><u>INCOME</u></b>		
69,570		Council Tax	73747	
(5,175)		less - Rebates	(5,290)	
<u>(655)</u>	63,740	- Provisions	<u>(698)</u>	67759
	42,040	Non-domestic rate receivable (net of losses)		43070
		Transfers from General Fund		
5,175		- Rebates (including Government subsidy)	5290	
<u>55</u>	5,230	- Discretionary rate relief	<u>55</u>	5345
	<u>111,010</u>			<u>116174</u>
	759	BALANCE BROUGHT FORWARD		554
	(759)	TAKEN FROM ()/ADDED TO BALANCES		(554)
	-	BALANCE CARRIED FORWARD		0

**COUNCIL TAX 2004/2005 AND 2005/2006**

Authorities	Planned Expenditure		Council Tax at Band 'D'	
	2004/2005 £'000	2005/2006 £'000	2004/2005 £	2005/2006 £
District Council costs				
Budget	15,153	15,823	260	269
less - Revenue Support Grant/Formula Grant Allocation	(2,838)	(2,741)	(48.75)	(46.60)
- Share of National Non-Domestic Rates	(3,511)	(3,801)	(60.32)	(64.62)
	<b>8,804</b>	<b>9,281</b>	<b>151.26</b>	<b>157.81</b>
Balance transferred from Collection Fund	(115)	(84)	(1.97)	(1.43)
Net District Council Costs	<b>8,689</b>	<b>9,197</b>	<b>149.29</b>	<b>156.38</b>
Parish Councils' Precepts	1,608	1,712	27.62	29.11
Net District and Parish Councils' Requirement	<b>10,297</b>	<b>10,909</b>	<b>176.91</b>	<b>185.49</b>
County Council costs (net of Government support)	52,068	55,195	894.57	938.47
Police Authority costs (net of Government support)	6,550	6,945	112.53	118.09
<b>Total demand on Collection Fund</b>	<b>68,915</b>	<b>73,049</b>	<b>1,184.01</b>	<b>1,242.05</b>
Council Tax Base (Band 'D' equivalents)			<b>58,205</b>	<b>58,814</b>

Parish Council costs amount to £1,711,903, equivalent to an average of £29.11 per Band 'D' property. Across the district the Council Tax at Band 'D' varies between £1,201.48 and £1,267.46, depending upon the level of expenditure planned by each Parish Council and the effect of District Council special expenses allocated to each area. Council Tax for properties in other bands varies proportionately in line with the set relationship of their band to Band 'D'.

**COUNCIL TAX RATES 2005/2006 ANALYSED OVER VALUATION BANDS AND AREAS**

	St Albans City	Harpenden Town	Colney Heath	Harpenden Rural	London Colney	Redbourn	St Michael	St Stephen	Sandridge	Wheathampstead	TOTAL / AVERAGE
COUNCIL TAX BASE	23,342	13,294	2,418	219	3,060	2,344	259	6,112	4,919	2,847	58,814
	£	£	£	£	£	£	£	£	£	£	£
<b>COUNCIL TAX RATES</b>											
Band 'A' (Band 'D' x 6/9)	818.29	844.98	831.18	800.99	831.99	826.85	801.89	832.71	819.97	831.27	828.04
Band 'B' (Band 'D' x 7/9)	954.66	985.80	969.70	934.49	970.65	964.66	935.54	971.49	956.62	969.80	966.04
Band 'C' (Band 'D' x 8/9)	1,091.05	1,126.64	1,108.24	1,067.99	1,109.32	1,102.47	1,069.19	1,110.28	1,093.29	1,108.35	1,104.05
Band 'D'	1,227.42	1,267.46	1,246.76	1,201.48	1,247.98	1,240.27	1,202.83	1,249.06	1,229.94	1,246.89	1,242.05
Band 'E' (Band 'D' x 11/9)	1,500.18	1,549.12	1,523.82	1,468.47	1,525.31	1,515.88	1,470.12	1,526.63	1,503.26	1,523.98	1,518.06
Band 'F' (Band 'D' x 13/9)	1,772.94	1,830.77	1,800.87	1,735.47	1,802.64	1,791.50	1,737.42	1,804.20	1,776.58	1,801.06	1,794.07
Band 'G' (Band 'D' x 15/9)	2,045.71	2,112.44	2,077.94	2,002.47	2,079.97	2,067.12	2,004.72	2,081.77	2,049.91	2,078.16	2,070.09
Band 'H' (Band 'D' x 18/9)	2,454.84	2,534.92	2,493.52	2,402.96	2,495.96	2,480.54	2,405.66	2,498.12	2,459.88	2,493.78	2,484.10 ###

**PARISH COUNCIL PRECEPTS AND SPECIAL EXPENSES**

	PARISH COUNCIL PRECEPTS		DISTRICT COUNCIL SPECIAL EXPENSES		TOTAL SPECIAL EXPENSES		SPECIAL EXPENSES COUNCIL TAX ( AT BAND 'D' )		
	2004/2005	2005/2006	2004/2005	2005/2006	2004/2005	2005/2006	PARISH COUNCILS	DISTRICT COUNCIL	TOTAL SPECIAL EXPENSES
	£	£	£	£	£	£	2005/2006 £ p	2005/2006 £ p	2005/2006 £ p
St Albans City	-	-	742,922	722,775	742,922	722,775	-	30.96	30.96
Harpenden Town	782,173	817,185	136,116	126,651	918,289	943,836	61.47	9.53	71.00
Colney Heath	114,750	121,635	-	-	114,750	121,635	50.30	-	50.30
Harpenden Rural	1,050	1,100	-	-	1,050	1,100	5.02	-	5.02
London Colney	138,015	151,105	10,046	6,552	148,061	157,657	49.38	2.14	51.52
Redbourn	89,155	95,396	7,216	7,301	96,371	102,697	40.70	3.11	43.81
St Michael	2,100	1,650	-	-	2,100	1,650	6.37	-	6.37
St Stephen	267,190	282,600	37,460	38,881	304,650	321,481	46.24	6.36	52.60
Sandridge	99,038	119,897	40,818	44,803	139,856	164,700	24.37	9.11	33.48
Wheathampstead	114,153	121,335	20,331	22,246	134,484	143,581	42.62	7.81	50.43
<b>Total/Average</b>	<b>1,607,624</b>	<b>1,711,903</b>	<b>994,909</b>	<b>969,209</b>	<b>2,602,533</b>	<b>2,681,112</b>	<b>29.11</b>	<b>16.48</b>	<b>45.59</b>

Special expenses include (1) precepts levied by Parish Councils for services they provide in their own areas and (2) the cost of those concurrent functions provided by the District Council in some areas but by Parish Councils in other areas. The cost of these District Council concurrent functions is allocated only to those areas where services are provided.

## COMMUNITY DEVELOPMENT PORTFOLIO

2004/2005 Budget	Service	Budget 2005/2006			2006/2007	2007/2008
		Expenditure	Income	Net	Estimate	Estimate
£'000		£'000	£'000	£'000	£'000	£'000
697	Members	764	0	764	775	778
207	Elections	118	0	118	208	212
148	Electoral Registration	167	0	167	175	175
14	Civic Activities	16	0	16	16	16
26	Town Twinning	29	0	29	26	26
0	Chief Executive Officer	124	0	124	0	0
77	Head of Paid Service	72	0	72	70	70
25	Democratic Subscriptions	28	0	28	29	30
120	Community Safety	152	0	152	147	161
221	CCTV	236	(5)	231	240	244
1,535	<b>NET REQUIREMENT</b>	1,706	(5)	1,701	1,686	1,712
	<b><u>Strategic Director Costs Re-Allocated to Other Services</u></b>					
127	Director of Corporate Services	130	0	130	136	141
109	Director of Community Services	138	0	138	144	147
109	Director of Enterprise & Civic Environment	111	0	111	114	118
345	<b>Total Recharged</b>	379	0	379	394	406
	<b><u>Costs Re-Allocated to Other Services</u></b>					
388	Corporate Administration	429	(1)	428	414	425
107	Administrative Support Unit	107	0	107	110	113
201	Corporate Policy	204	0	204	204	210
696	<b>Total Recharged</b>	740	(1)	739	728	748

## ENVIRONMENT, HEALTH & COMMUNICATIONS PORTFOLIO

2004/2005 Budget	Service	Budget 2005/2006			2006/2007 Estimate	2007/2008 Estimate
		Expenditure	Income	Net		
£'000		£'000	£'000	£'000	£'000	£'000
58	Licensing	207	(207)	0	0	2
4	Hackney Carriages	146	(144)	2	4	4
73	Houses in Multiple Occupation	85	0	85	89	90
142	Health & Promotion	153	(8)	145	148	149
355	Food & Health Safety	382	(31)	351	362	369
82	Pest Control	116	(32)	84	86	88
299	Environmental Protection	333	(14)	319	330	329
265	Environmental Services Admin.	298	0	298	306	310
78	Environmental Resources	73	0	73	75	77
282	Public Conveniences	272	0	272	268	268
53	Animal Welfare	52	(4)	48	50	51
47	Removal of Vehicles	71	(15)	56	54	55
0	Third Party Recycling	31	(44)	(13)	(14)	(14)
696	Recycling	1,548	(621)	927	1,114	1,128
1,755	Refuse Collection	1,915	(61)	1,854	1,896	1,932
973	Street Cleansing	1,091	(4)	1,087	1,076	1,095
(211)	Market	466	(611)	(145)	(188)	(188)
4,951	<b>NET REQUIREMENT</b>	7,239	(1,796)	5,443	5,656	5,745
	<b><u>Costs Re-allocated to Other Services</u></b>					
129	Public Relations	171	0	171	138	142
129	Total Recharges	171	0	171	138	142

**HOUSING PORTFOLIO (GENERAL FUND)**

2004/2005 Budget	Service	Budget 2005/2006			2006/2007 Estimate	2007/2008 Estimate
		Expenditure	Income	Net		
£'000		£'000	£'000	£'000	£'000	£'000
(86)	Mobile Home Sites	87	(155)	(68)	(75)	(78)
1	Sundry Properties	7	(7)	0	0	0
209	Homelessness	313	(45)	268	224	176
240	Grounds Maintenance	269	(139)	130	131	131
93	Home Renovation Grants	95	(95)	0	0	0
54	Rent Allowances	16,533	(16,389)	144	142	154
50	Housing Aid Centre	51	0	51	52	53
39	Staying Put Scheme	40	0	40	41	0
28	Energy Officer	33	0	33	34	35
240	Leased Properties	390	(176)	215	221	226
<b>868</b>	<b>NET REQUIREMENT</b>	<b>17,817</b>	<b>(17,005)</b>	<b>813</b>	<b>770</b>	<b>698</b>

**SPORT & HEALTHY LIVING PORTFOLIO**

2004/2005 Budget	Service	Budget 2005/2006			2006/2007 Estimate	2007/2008 Estimate
		Expenditure	Income	Net		
£'000		£'000	£'000	£'000	£'000	£'000
120	Jubilee Restaurant	221	(92)	129	137	140
14	Jubilee Centre	63	(42)	21	22	23
767	Leisure Administration	791	(65)	726	754	768
(92)	Less reallocated to other committees	(107)	0	(107)	(110)	(112)
28	Parks Administration	78	0	78	59	30
10	Allotments	17	(8)	9	9	9
139	Clarence Park	173	(19)	154	157	161
193	Other Open Spaces	262	(19)	243	248	253
73	Gardens and Flower Beds	75	0	75	52	54
24	Playgrounds	39	0	39	40	41
4	Central Nursery	4	(1)	3	3	3
15	Nomansland Common	14	0	14	15	15
9	Bricket Wood Common	8	0	8	7	8
5	Railway Trails	27	(12)	15	15	16
107	Verulamium and Westminster Lodge	195	(60)	135	133	135
89	Rothamsted Park	107	(6)	101	103	105
23	Sports Administration	23	0	23	24	24
26	Cleaning Contract - Sports Pavilions	27	0	27	27	28
2	Harpenden Indoor Bowls Rink	11	(9)	2	2	2
379	Westminster Lodge Leisure Centre	363	(7)	356	363	370
21	Verulamium Running Track	19	0	19	19	19
177	Harpenden Swimming Pool	174	0	174	174	174
97	Harpenden Sports Centre	92	0	92	93	93
103	Leisure Buildings - General	102	(2)	100	100	101
166	Bricket Wood Sports Centre	141	0	141	143	144
89	Batchwood Tennis Centre	100	0	100	101	101
120	Batchwood Golf Course	113	(4)	109	110	111
25	London Colney Recreation Centre	25	0	25	25	26
175	Cemeteries	269	(109)	160	166	166
0	West Herts Crematorium	15	(15)	0	0	0
38	Closed Churchyards	39	0	39	40	41
295	Alban Arena	267	(13)	254	253	251
18	Maltings Arts Theatre	19	0	19	19	20
32	Harpenden Public Hall	33	(3)	30	30	30
21	Marlborough Club	29	(8)	21	21	21
(65)	Batchwood Hall	83	(124)	(41)	(42)	(42)
1,068	Leisure Management Contract	1,176	(80)	1,096	1,133	1,161
4,312	<b>NET REQUIREMENT</b>	5,087	(698)	4,389	4,445	4,490

**HERITAGE, ARTS & TOURISM PORTFOLIO**

2004/2005 Budget	Service	Budget 2005/2006			2006/2007	2007/2008
		Expenditure	Income	Net	Estimate	Estimate
£'000		£'000	£'000	£'000	£'000	£'000
54	Arts Development	62	0	62	64	66
72	Town Hall	284	(157)	127	53	37
0	Cinema Scheme	0	0	0	75	75
332	Heritage Administration	368	0	368	386	375
210	Verulamium Museum	510	(262)	248	253	259
210	Museum of St Albans	209	(14)	195	199	201
6	Historic Buildings	8	0	8	8	8
72	Field Archaeology - Kyngston House	59	0	59	61	63
33	Conservation	35	(2)	33	37	38
140	Curatorial	151	0	151	158	162
105	Design and Display	114	(1)	113	116	120
5	Documentation	6	0	6	6	6
25	Education	56	(27)	29	33	34
(2)	Finds Liaison	31	(33)	(2)	(2)	(2)
122	Economic Development	113	0	113	112	114
41	City Centre Manager	84	(31)	53	54	55
72	Tourism	76	0	76	79	81
<b>1,496</b>	<b>NET REQUIREMENT</b>	<b>2,166</b>	<b>(527)</b>	<b>1,639</b>	<b>1,690</b>	<b>1,690</b>

**PLANNING & CONSERVATION PORTFOLIO**

2004/2005 Budget	Service	Budget 2005/2006			2006/2007	2007/2008
		Expenditure	Income	Net	Estimate	Estimate
£'000		£'000	£'000	£'000	£'000	£'000
57	Landscaping & Graphic Design	99	(12)	87	89	90
0	Planning Support	557	(557)	0	0	0
(19)	Building Control	574	(584)	(10)	10	22
370	Strategic Planning	393	(6)	387	399	405
810	Development Control	1,469	(682)	787	814	808
46	District Archaeology	47	0	47	49	50
225	Conservation & Design	238	0	238	246	248
1,489	<b>NET REQUIREMENT</b>	3,377	(1,841)	1,536	1,607	1,623

**RESOURCES PORTFOLIO (DIRECT)**

2004/2005 Budget	Service	Budget 2005/2006			2006/2007	2007/2008
		Expenditure	Income	Net	Estimate	Estimate
£'000		£'000	£'000	£'000	£'000	£'000
(46)	Business Rates Collection	163	(221)	(58)	(54)	(50)
763	Council Tax Collection	746	(1)	745	771	788
14	Council Tax Rebates	5,288	(5,226)	62	66	70
72	Business Rates - Discretionary Relief	68	0	68	69	70
620	Benefits Administration	1,164	(555)	609	641	658
312	Grants and Subsidies	303	0	303	309	315
(325)	Land Charges	319	(567)	(248)	(238)	(233)
589	Corporate Management / Unoccupied Offices	607	(11)	596	611	872
(1,017)	Interest On Balances	81	(1,281)	(1,200)	(867)	(631)
(2)	Corporate Property	489	(515)	(26)	(29)	(26)
(99)	Sandridge Gate Business Centre	271	(373)	(102)	(113)	(117)
82	Equalities	89	0	89	92	94
12	Equalities Action Plan	12	0	12	12	13
14	Disabilities & Equalities	25	0	25	26	21
31	Corporate Costs	31	0	31	32	33
1,020	<b>NET REQUIREMENT</b>	9,656	(8,750)	906	1,328	1,877

## RESOURCES PORTFOLIO (SUPPORT)

2004/2005 Budget	Service	Budget 2005/2006			2006/2007 Estimate	2007/2008 Estimate
		Expenditure	Income	Net		
£'000		£'000	£'000	£'000	£'000	£'000
	<b><u>Costs Re-allocated to Other Services</u></b>					
1,020	<b><u>Central Offices</u></b>	963	(9)	954	971	987
	<b><u>Central Departments</u></b>					
155	Office Services	197	(36)	161	165	170
42	CATS	276	0	276	287	294
151	Cashiers	94	0	94	98	100
499	Legal	521	(2)	519	538	553
940	Financial Services	976	(21)	955	988	1,014
87	Purchasing	86	0	86	89	91
901	ICT	1008	(10)	998	975	837
34	Saturday Opening	33	0	33	34	35
228	Estates	242	(3)	239	248	255
276	Human Resources Department	279	0	279	291	300
4,333	<b>Total Recharged</b>	4,675	(81)	4,594	4,684	4,636
	<b><u>Employee Benefits</u></b>					
467	Employee Benefits & Expenses	511	0	511	476	460
(467)	Less Recharged via Salaries	(511)	0	(511)	(476)	(460)
0		0	0	0	0	0

**SUSTAINABILITY, ROADS & TRANSPORT**

2004/2005 Budget	Service	Budget 2005/2006			2006/2007	2007/2008
		Expenditure	Income	Net	Estimate	Estimate
£'000		£'000	£'000	£'000	£'000	£'000
876	Public Transport	1,035	(130)	905	931	957
41	Transport Strategy	85	(34)	51	53	55
163	Roads - Amenity Functions	170	0	170	176	177
315	Roads - Verge Maintenance	486	(204)	282	289	292
8	Land Drainage & Flood Prevention	8	0	8	9	9
40	Taxi Voucher Scheme	41	0	41	42	43
0	Car Parks - Contract	0	(938)	(938)	(1,135)	(1,275)
153	Car Parks - Administration	158	(34)	124	136	139
(366)	Car Parks - Russell Avenue/Drovers Way	245	(91)	154	156	158
(41)	Car Parks - Civic Centre	86	(137)	(51)	0	0
(365)	Car Parks - Other Revenue Earning (Fee Paying)	226	(102)	124	125	126
(17)	Car Parks - Other Revenue Earning (Leased)	19	(37)	(18)	(18)	(18)
16	Car Parks - Free	17	0	17	17	17
8	Car Parks - Lydekker	14	(7)	7	7	7
831	<b>NET REQUIREMENT</b>	2,590	(1,714)	876	788	687
	<b>Costs Re-Allocated to Other Services</b>					
359	Engineers	344	0	344	357	364
187	Landscape Architects & Arborists	187	0	187	193	185
546	<b>Total Recharged</b>	531	0	531	550	549
	<b>Special Reserves</b>					
(44)	Controlled Parking Zones	0	0	0	0	0
0	Decriminal Parking Enforcement	1,317	(1,430)	(113)	(93)	(90)
(44)	<b>Total</b>	1,317	(1,430)	(113)	(93)	(90)

**NON PORTFOLIO**

2004/2005 Budget	Service	Budget 2005/2006			2006/2007	2007/2008
		Expenditure	Income	Net	Estimate	Estimate
£'000		£'000	£'000	£'000	£'000	£'000
31	Scrutiny	33	0	33	34	34
104	External Audit	171	(60)	111	114	118
572	Democratic Representation & Management	573	0	573	597	610
707	<b>NET REQUIREMENT</b>	777	(60)	717	745	762
	<b><u>Costs Re-Allocated to Other Services</u></b>					
147	Internal Audit	159	0	159	164	169
147	<b>Total Recharged</b>	159	0	159	164	169

**NEW REVENUE ITEMS 2005/2006**

Item	Policy Objective	2005/06 £	2006/07 £	2007/08 £	2008/09 £	2009/10 £
<b><u>COMMUNITY DEVELOPMENT</u></b>						
<b>Member Support</b>						
New post of Members' Support Officer (Cabinet 7/12/04)	5	28,485	29,425	30,375	30,375	30,375
<b>Accessibility</b>						
Access survey for website including shops and services within the main shopping areas	1	10,000	10,000	5,000	5,000	5,000
<b>Civil Contingencies Bill</b>						
New legislation provides a duty to plan	2	40,000	40,000	40,000	40,000	40,000
<b>Diversionsary Activities for Young People</b>						
<b>Town Twinning</b>						
Increased grant provision for visits	3	5,000				
<b><u>TOTAL FOR COMMUNITY DEVELOPMENT</u></b>		<b>93,485</b>	<b>79,425</b>	<b>75,375</b>	<b>75,375</b>	<b>75,375</b>
<b><u>ENVIRONMENT, HEALTH AND COMM'S</u></b>						
<b>Public Relations</b>						
Local Democracy Week	1	2,000	2,000	2,000	2,000	2,000
<b>Homestart Grant</b>						
Additional funding to match PCT contributions	5	5,000	5,000	5,000	5,000	5,000
<b>Environmental Health Department</b>						
Funding for Student EHO post (ES.016)	4	18,370	18,830	19,300	19,780	20,270
<b>Waste Management</b>						
Continuation of funding for existing temporary post of Waste Management Officer (ES064) from June 2005	4	19,000	25,270	25,900	26,550	27,210
<b>Environmental Projects</b>						
Ongoing provision to replace previous once-off item (e.g. trees against pollution, AQMA action plan, sustainability projects)	4	2,000	2,000	2,000	2,000	2,000
<b>Public Relations</b>						
Council information broadsheet	1	16,000				
<b>Air Quality Assessment</b>						
Consultant to carry out assessments	4	7,500	6,500			
<b>Refuse Collection</b>						
Consultants - preparation of new contract	4	15,000	10,000			
<b><u>TOTAL FOR ENVIRONMENT, HEALTH AND COMM'S</u></b>		<b>84,870</b>	<b>69,600</b>	<b>54,200</b>	<b>55,330</b>	<b>56,480</b>
<b><u>HERITAGE ARTS AND TOURISM</u></b>						
<b>Museum Buildings</b>						
Condition surveys	3		10,000			
<b>Economic Development</b>						
Support for Carnival (Cabinet 12/10/04)	2	3,000				
<b><u>TOTAL FOR HERITAGE ARTS AND TOURISM</u></b>		<b>3,000</b>	<b>10,000</b>			
<b><u>HOUSING</u></b>						
<b>Rent Deposit Scheme</b>						
Includes temporary part-time post (2004/05 is net of £25,000 Homeless Grant)	5	25,000	50,000			
<b>Energy Officer</b>						
Extend fixed term post (terminates June 2005) for further three years	5	25,300	33,855	34,700	10,270	
<b><u>TOTAL FOR HOUSING</u></b>		<b>50,300</b>	<b>83,855</b>	<b>34,700</b>	<b>10,270</b>	

**NEW REVENUE ITEMS 2005/2006**

Item	Policy Objective	2005/06 £	2006/07 £	2007/08 £	2008/09 £	2009/10 £
<b><u>PLANNING AND CONSERVATION</u></b>						
<b>Plans On The Web</b>						
Systems Administrator post to implement initiatives	5	35,000	17,500			
<b>Planning Technical Support</b>						
Extend temporary posts (Landscape Technician and Senior Technical Clerk) for a further year	5	23,000	22,000			
<b><u>TOTAL FOR PLANNING AND CONSERVATION</u></b>		58,000	39,500			
<b><u>RESOURCES</u></b>						
<b>Information and Communication Technology</b>						
Revenue support to ensure that the ICT function provides a robust platform on which the organisation's systems and processes can depend	5	36,000	36,000	36,000	36,000	36,000
<b>Sandridge Gate Business Centre</b>						
Maintain and clean flygt pump	5	2,000	2,100	2,200	2,300	2,400
<b>Human Resources/Employee Schemes</b>						
Job Evaluation - Resources for outcome of scheme. (2005/06 consultants costs are shown as a once-off item (R21))	5			250,000	250,000	250,000
Modern Apprentice - Continuation of existing temporary provision (one post)	5	7,000	11,000	11,000	11,000	11,000
Undergraduate Placement - Planning	5	8,000	8,000	8,000	8,000	8,000
<b>Human Resources/Employee Schemes</b>						
Staff advertising - Increased costs, turnover and readvertisements	5	15,000	15,000	15,000	15,000	15,000
<b>Sandridge Gate Business Centre</b>						
Redecorate exterior of building	5	10,000				
Redecorate interior of building	5		2,000			
<b>Human Resources/Employee Schemes</b>						
Job Evaluation - Consultants costs - implementation. Potential outcome of scheme in future years is shown as an ongoing item (R21A)	5	25,000	25,000			
Investors in People - Membership/accreditation	5	3,000				
<b>Information and Communication Technology</b>						
Revenue support to ensure that the ICT function provides a robust platform on which the organisation's systems and processes can depend	5	54,750	54,750			
<b>Human Resources/Employee Schemes</b>						
Car parking provision for staff - Requirement following NCP contract - subject to review	5	20,000	20,000	20,000		
Car parking provision for staff - Temporary provision of spaces during Cinema development (assume from 04/06 - possibly for two years)	5		75,000	75,000		
<b>Legal (Licensing)</b>						
Representation at appeals arising out of Licensing Committee decisions (Licensing Act 2003)	5	15,000				
External legal advice to licensing sub-committees	5	30,000				
<b><u>TOTAL FOR RESOURCES</u></b>		225,750	248,850	417,200	322,300	322,400

**NEW REVENUE ITEMS 2005/2006**

Item	Policy Objective	2005/06 £	2006/07 £	2007/08 £	2008/09 £	2009/10 £
<b><u>SPORT AND HEALTHY LIVING</u></b>						
<b>Verulamium Park</b>						
Improve cleaning regime around lakes (Cabinet 7/12/04)	5	35,000	35,000	35,000	35,000	35,000
<b>Grounds Maintenance</b>						
Preparatory work for new contract	5	50,000	30,000			
<b>Verulamium Park</b>						
Review electrical systems servicing for all buildings	1	5,000				
<b>Jersey Farm Woodland Park</b>						
Grant to assist with new management plan - less Sandridge Parish Council contribution	2/5	5,115 -2,755	5,240 -2,820	5,370 -2,890		
<b>Westminster Lodge</b>						
Consultant to facilitate delivery of new flagship sports centre ( <i>To be funded from Westminster Lodge Capital Reserve</i> )	5	65,000 *	65,000 *	65,000 *		
<b><u>TOTAL FOR SPORT AND HEALTHY LIVING</u></b>		157,360	132,420	102,480	35,000	35,000
<b><u>SUSTAINABILITY ROADS AND TRANSPORT</u></b>						
<b>Traffic Congestion Initiative</b>						
Resourcing/research ( <i>to be funded from CPZ/DPE Reserve</i> )	2	10,000 #				
<b><u>TOTAL FOR SUSTAINABILITY ROADS AND TRANSPORT</u></b>		10,000				
<b><u>GENERAL</u></b>						
Appointment of Chief Executive ( <i>future years' costs to be offset by savings</i> )		125,000				
<b><u>TOTAL FOR GENERAL</u></b>		125,000				
<b><u>NON-PORTFOLIO</u></b>						
<b>Internal Audit</b>						
Specialist computer audit work	5	8,000	8,200	8,400	8,600	8,800
<b><u>TOTAL FOR NON-PORTFOLIO</u></b>		8,000	8,200	8,400	8,600	8,800
<b>TOTAL</b>		815,765	671,850	692,355	506,875	498,055

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Funded from CPZ/DPE Reserve		10,000 #				
Funded from Westminster Lodge Capital Reserve		65,000 *	65,000 *	65,000 *		

<b>GENERAL FUND CAPITAL PROGRAMME - EXISTING SCHEMES</b>	
<b>Scheme</b>	<b>2005/06 Approved</b>
<b><u>Environment, Health and Communication Portfolio</u></b>	
Kerbside Recycling	283,000
Ringfenced Recycling Budget	16,500
Public Conveniences (DDA compliance)	39,900
Flytipping - additional surveillance camera	5,000
<b><u>Total for Environment &amp; Health Portfolio</u></b>	<b>344,400</b>
<b><u>Heritage, Arts and Tourism</u></b>	
Kingston House - Remove store	37,000
Verulamium Museum - DDA improvements	10,000
<b><u>Total for Heritage, Arts and Tourism</u></b>	<b>47,000</b>
<b><u>Planning and Conservation Portfolio</u></b>	
Digital Capture of Planning Applications	12,000
<b><u>Total for Planning and Conservation</u></b>	<b>12,000</b>
<b><u>Resources Portfolio</u></b>	
Refurbish/ Decorate External Window Frames	13,000
Roofing Repairs	5,000
Financial Management system including e-procurement	220,000
<b><u>Total for Resources Portfolio</u></b>	<b>238,000</b>
<b><u>Resources ( Information Technology) Portfolio</u></b>	
Secure Infrastructure Project Manager (Phase 3)	20,000
Customer Service Development Manager	25,000
Web Page Developers	50,000
Network Management Contract	30,000
<b><u>Total for Resources (Information Technology) Portfolio</u></b>	<b>125,000</b>

<b>GENERAL FUND CAPITAL PROGRAMME - EXISTING SCHEMES</b>	
<b>Scheme</b>	<b>2005/06 Approved</b>
<b><u>Sport and Healthy Living Portfolio</u></b>	
Bricket Wood Sports Centre - repair pool window/store leak	20,400
Clarence Park - Pavillion Refurbishment	8,800
St Albans Girls School - sports hall contribution	10,000
Hatfield Road Cemetery	73,800
DDA Access	52,500
Sandringham Crescent - relocate play area	38,000
Redbourne Recreation Centre	20,000
Westminster Lodge	50,900
Alban Arena - electric fuse box replacement	35,000
Bricket Wood Refurbishment	270,000
Cemeteries	25,200
Harpenden Public Hall	15,500
DDA Access	160,500
London Colney Recreation Centre	10,000
Verulamium Park	10,000
<b><u>Total for Sport and Healthy Living Portfolio</u></b>	<b>800,600</b>
<b><u>Sustainability, Roads and Transport Portfolio</u></b>	
Cycling Initiatives	99,600
Traffic Signs (Tourism & Transport policy)	40,000
Provision of Grasscrete	52,300
<b><u>Total for Sustainability, Roads and Transport Portfolio</u></b>	<b>191,900</b>
<b>Total All Portfolios</b>	<b>1,758,900</b>

**GENERAL FUND CAPITAL PROGRAMME 2005-06 ONWARDS**

Item	Policy Aim	Capital				
		2005/06	2006/07	2007/08	2008/09	2009/10
		£	£	£	£	£
<b><u>CATEGORY 1</u></b>						
<b><u>COMMUNITY DEVELOPMENT</u></b>						
<b>CCTV</b>						
Verulamium Museum and Car Park (including lighting)	2/3	10,000				
Harpenden (north of Town Centre) (£5,000 contribution from Harpenden TC)	1/2	20,000				
Grove Road, St Albans	1/2	5,000				
<b><u>TOTAL COMMUNITY DEVELOPMENT</u></b>		35,000	0	0	0	0
<b><u>ENVIRONMENT, HEALTH AND COMM'S</u></b>						
<b>Public Conveniences</b>						
Refurbish to ensure access for people with disabilities (DDA)	5	55,000	9,000			
<b>Ver Park River Project</b>						
Improvement to Verulamium Park including lakes and river (Estimated gross cost £2m less external grants £1.6m). Subject to HLF grant bid for whole park (Maintenance costs are in revenue item SH16 - Sport and Healthy Living)	5	35,000	270,000	95,000		
<b>Public Conveniences</b>						
Reprovision of Town Hall conveniences	1	30,000	10,000			
<b>Market</b>						
Replace stall covers	5	12,000	12,000	12,000	12,000	12,000
<b><u>TOTAL ENVIRONMENT, HEALTH AND COMM'S</u></b>		132,000	301,000	107,000	12,000	12,000
<b><u>ENVIRONMENT, HEALTH AND COMM'S (Recycling)</u></b>						
Replacement boxes for kerbside rounds	4	6,000	6,000	6,000	6,000	6,000
Continue glass recycling round (currently pilot)	4	9,000				
Provided wheeled bins to green and combined green and card rounds (Assumes that DEFRA will fund 75% of wheeled bins and that take-up is 85% per round. Remaining properties continuing with reusable sacks. Wheeled bins enable collection of kitchen waste	4					
Round 1 (former green waste pilot) - Increase from 10 to 12 months collection from April 2006	4		128,000	2,400	2,400	2,400
Round 2 (commenced 2004/05) - Increase from 11 to 12 months collection (capital funding may be available in 2004/05)	4	192,000 *	2,400	2,400	2,400	2,400
Round 3 (former card round - April 2005)	4	192,000 *	2,400	2,400	2,400	2,400
Round 4 (new round March 2006)	4	192,000 *	2,400	2,400	2,400	2,400
Provision of recycling banks to flats/sheltered accommodation within four years (full implementation by March 2009)	4	10,125	10,125	10,125	10,125	
Additional street litter (recycling) bins	4	10,000				
Provide second recycling box to each resident (to allow additional materials for dry recycling - one third of residents per year)	4		48,000	48,000	48,000	
		611,125	199,325	73,725	73,725	15,600

**GENERAL FUND CAPITAL PROGRAMME 2005-06 ONWARDS**

Item	Policy Aim	Capital				
		2005/06	2006/07	2007/08	2008/09	2009/10
		£	£	£	£	£
<b><u>HERITAGE, ARTS AND TOURISM</u></b>						
<b>Museum of St Albans</b>						
Architects scheme for DDA and preparatory works	3/1	50,000				
<b>Museums Image Database</b>						
50% match funding to meet management and access objectives. Also partial mitigation of DDA requirements	3	12,000				
<b>Clock Tower</b>						
Improvements to existing displays/interpretation and to viewing areas on upper floors	3	5,000				
<b>Museums Design and Display</b>						
Replace AppleMac Computer	3	3,600			3,600	
<b>Verulamium Museum</b>						
DDA improvements to public areas	3/1	12,000				
Provision of additional parking area for staff - Repair of hard surface to land rear of museum and in front of Grebe House	3		15,000			
Install 'Dead Man' man-safe system to allow safe working on roof	3	2,000				
Improvements to intruder alarm system	3	4,000				
<b>Town Hall</b>						
Improvement to roof access/repairs	3		30,000			
<b>Town Hall/Tourist Information Centre</b>						
Implement new in-house arrangements	3	50,000				
Acquire Alliance & Leicester premises (Cabinet 7/12/04)	3		410,000			
<b>Tourism</b>						
Replace and update information plaques	3	15,000				
<b><u>TOTAL HERITAGE, ARTS AND TOURISM</u></b>		153,600	455,000	0	3,600	0
<b><u>RESOURCES</u></b>						
<b>Sandridge Gate Business Centre</b>						
New secure doors to small units	5	3,000				
Replace goods lift	5		50,000			
Refurbish roof	5	20,000				
<b>Corporate Property</b>						
Compliance with DDA requirements	1	6,000	6,000			
35 Market Place - Internal and external refurbishment	5	10,000				
<b>Information and Communication Technology</b>						
Upgrade system in order to provide a robust platform upon which the organisation's systems and processes can depend	5	214,000				
Desktop I.T. Equipment Replacements						
PC, server and printer replacements (3/4 year including members)	5	100,000	100,000	100,000	100,000	100,000
Desktop I.T. Equipment Replacements						
PC, server and printer replacements (3/4 year including members)	5	100,000	100,000	100,000	100,000	100,000
<b>Council Offices</b>						
Refurbish toilets, replace carpet tiles (staff survey), upgrade security, disabled access works (DDA), lighting, power, ceiling tiles.	1	75,000	75,000	75,000	75,000	75,000
Corporate signing throughout offices (DDA)	1		20,000			
Works required to maintain security at an acceptable level	5	10,000	5,000	5,000	5,000	5,000
<b>Grants and Contributions</b>						
Contribution to Redbourn Parish Council and Youth Club towards rebuilding of Village Hall	2		25,000			
<b><u>TOTAL RESOURCES</u></b>		538,000	381,000	280,000	280,000	280,000

**GENERAL FUND CAPITAL PROGRAMME 2005-06 ONWARDS**

Item	Policy Aim	Capital				
		2005/06	2006/07	2007/08	2008/09	2009/10
		£	£	£	£	£
<b><u>SPORT AND HEALTHY LIVING</u></b>						

**Play Areas (pending outcome of PMP green spaces strategy)**

Replace/Upgrade equipment and safety surfacing with reference to the ROSPA survey and green spaces strategy

5 50,000 50,000 50,000 50,000 50,000

**Railway Trails**

Implement improvements to access routes per survey recommendations

5 50,000 50,000 50,000

**London Road Cemetery**

Phase 2 design and build works

5 100,000 197,000 61,500

Increase income/charges to cover revenue cost:

**Closed Churchyards**

St Peter's - Resurface path to south door of church

5 7,000

**Verulamium Park**

Toddlers' Splash Park £200,000 less £60,000 from S106 contributions - also possible HLF grant)

5 140,000

**London Colney Recreation Centre**

Resurface multi-sports area

5 25,000

**Leisure Buildings**

Refurbishments arising from condition survey

2 250,000 250,000 250,000 250,000 250,000

**TOTAL SPORT AND HEALTHY LIVING**

547,000 572,000 411,500 350,000 300,000

**SUSTAINABILITY, ROADS AND TRANSPORT**

**Engineering and Technical Services**

Building Surveyor to assist with capital programme - Fixed term contract

5 40,000 40,000

GIS terminal for essential access to

5 15,000

Ordnance Survey and Autocad drawings

Disaster recovery scheme - To scan plans, paper records and drawings for storage off-site

2 15,000

**Highways Repairs Joint Initiative**

Grasscrete and parking bays

2 80,000 #

Additional cycleways

5 40,000 # 40,000 # 40,000 # 40,000 #

Road and pavement repairs (O&S

*considered this to be top priority*)

- Element to be funded from existing capital resources released by funding Grasscrete from CPZ/DPE Reserve

2 80,000 #

- Balance of requirement

2 25,000

*(possible funding from County/Parish Councils)*

**Highways Amenity**

Footpath lighting upgrade

2 30,000 20,000 10,000

Pedestrian finger posts

2 15,000

**Flood Alleviation Measures**

Ditches, drains, etc

5 10,000 10,000 10,000 10,000 10,000

**Car Parks**

Adelaide St (garage forecourt)- Resurface

2 12,000

Gombards - Refurbish/replace garages and doors

2 40,000

Inkerman Road - Resurface

2 10,000

**Green Travel**

To meet Community Strategy target *funding from CPZ/DPE Reserve*)

2 20,000 #

**St Peter's Street Western Service Road**

Provide service points for market, etc, in conjunction with major improvement works

2 50,000

**TOTAL SUSTAINABILITY, ROADS AND TRANSPORT**

405,000 187,000 60,000 50,000 10,000

**GENERAL FUND CAPITAL PROGRAMME 2005-06 ONWARDS**

Item	Policy Aim	Capital				
		2005/06	2006/07	2007/08	2008/09	2009/10
		£	£	£	£	£
<b>TOTAL</b>		2,421,725	2,095,325	932,225	769,325	617,600

Funded from CPZ/DPE Reserve	220,000 #	40,000 #	40,000 #	40,000 #	0 #
Recycling funded from DEFRA Grant	576,000 *				
Balance	1,625,725	2,055,325	892,225	729,325	617,600

## HOUSING PORTFOLIO (HOUSING REVENUE ACCOUNT)

### SUMMARY

<b>Budget 2004/2005</b>		<b>Budget 2005/2006</b>	<b>Estimate 2006/2007</b>	<b>Estimate 2007/2008</b>
£'000		£'000	£'000	£'000
	<b><u>Expenditure</u></b>			
4,547	Supervision and Management	4,956	4,949	5,019
3,020	Repairs	3,080	3,157	3,235
75	Rents, Rates and Other Taxes	80	84	88
0	Rent Rebates (Housing Benefit)	342	330	320
712	Cost of Capital	743	755	765
3,655	Major Repairs Allowance - Transfer to Reserves	3,693	3,749	3,806
109	Transitional Relief (Supporting People)	100	95	90
5,525	Payment to Government (Negative Housing Subsidy)	6,756	7,196	7,738
0	Supported Capital Expenditure costs	43	114	171
0	Revenue Contributions to Capital	500	1,200	1,300
17,643	<b>Total Expenditure</b>	<b>20,293</b>	<b>21,629</b>	<b>22,532</b>
	<b><u>Income</u></b>			
17,524	Rents - Dwellings	18,535	19,555	20,630
0	-Service Charges	92	120	150
714	- Garages	732	751	770
257	- Shops and Other	260	260	260
19	Housing Defects Grant	0	0	0
0	Government Subsidy	0	0	0
468	Supporting People Grant	355	366	377
127	HRA Investment Income/Mortgage Interest	150	173	0
19,109	<b>Total Income</b>	<b>20,124</b>	<b>21,225</b>	<b>22,187</b>
(1,466)	<b>Net cost/surplus of services</b>	<b>169</b>	<b>404</b>	<b>345</b>
(595)	Balance brought forward	<b>(1,782)</b>	(1,613)	(1,209)
(2,061)	Balance carried forward	<b>(1,613)</b>	(1,209)	(864)

#### FINANCE DEPARTMENT CONTACT:

Isabel Brittain (Principal Group Accountant)

Simon Thwaites (Senior Accountancy Assistant)

## HOUSING INVESTMENT PROGRAMME - 3 YEAR PLAN

	Scheme	2005/2006		2006/2007		2007/2008	
		Estimate	Comp in Year	Estimate	Comp in Year	Estimate	Comp in Year
		£'000	no	£'000	no	£'000	no
	<b><u>Works in Progress</u></b>						
1	<u>Adaptations for Disabled</u>	584		584		584	
2	<u>Asbestos - Testing &amp; Removal</u>	60		75		50	
3	<u>Carbon Monoxide Detectors</u>	22		10		10	
4	<u>Cavity / Loft Insulations</u>	40		40		44	
5	<u>Communal Heating</u>	80		30		30	
6	<u>DDA Access Works Various</u>	20		40		40	
7	<u>Digital TV Aerials</u>	50		50		50	
8	<u>Estate Improvements - various</u>	50		80		85	
9	<u>Extensions to Council Dwellings</u>	450		200		215	
	<u>General and Structural</u>						
10	- Brickwork, Gutters, Plastering etc	1,100		1,150		1,200	
11	<u>Home Lift Replacements - Various</u>	10		5		5	
12	<u>Lift Upgrades - Various</u>	35		38		35	
13	<u>Renewal of Heating Systems</u>	480		446		462	
14	<u>Smoke Detectors</u>	20		0			
	<u>UPVC Window Replacement</u>						
15	- Various (single contract)	849	299	571	145	277	95
	<b>TOTAL COMPLETED &amp; W-I-P</b>	3,850	0	3,319	0	3,087	0

	<b><u>Schemes Programmed</u></b>						
16	<u>Abbots Avenue West - Shop conversion</u>	59					
	<u>Alarm Systems</u>						
17	- St Pauls Place	4	8				
18	- Various			5		100	
	<u>Door Entry Systems</u>						
19	- Abbots Avenue West	195					
20	- Aldwick Court			230			
21	- Various					95	
	<u>Electrical Rewiring</u>						
22	- Various (single contract)	451	184	93	66	182	127
	<u>External Enveloping</u>						
23	- Wistlea Crescent	120	12				
24	- Marford Road			252	18		
25	- Alban Avenue					170	17
	<u>External Wall Treatment</u>						
26	- Various (single contract)	45	60	45	40	75	83
	<u>Kitchen &amp; Bathroom Modernisation</u>						
27	- Various (single contract)	821	137	677	100	903	129
28	<u>London Road Community Centre</u>	65					
29	<u>Ridgeview - Modernisation</u>	465		422	36		
	<u>Roofing</u>						
30	- Riverside Road - Phases 1 & 2 & 3	637	27				
31	- Wistlea Crescent	90	12				
32	- Abbots Avenue West			235	38		
33	- Marford Road			180	18		
34	- Queens Court			240	33		
35	- Various					794	83



<b>FINANCING OF PROGRAMME</b>			
SPECIFIED CAPITAL GRANT - DISABLED FACILITY GRANT	207	207	207
MAJOR REPAIRS ALLOWANCE	2,551	2,597	2,644
EXISTING CAPITAL RECEIPTS - CURRENTLY ALLOCATED	3,092		
CAPITAL RECEIPTS - IN YEAR 2005/06/07/08	2,681	1,875	1,070
EXISTING CAPITAL RECEIPTS - BALANCE TO FUND PROGRAMME	1,847	2,604	2,215
SUPPORTED CAPITAL EXPENDITURE (BORROWING)	1,803	1,157	1,214
REVENUE CONTRIBUTIONS	500	1,200	1,300
<b>TOTAL</b>	<b>12,681</b>	<b>9,640</b>	<b>8,650</b>
HRA ITEMS	7,788	6,148	5,606
OTHER ITEMS	4,893	3,492	3,044
<b>TOTAL ALL ITEMS</b>	<b>12,681</b>	<b>9,640</b>	<b>8,650</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>BALANCE OF EXISTING CAPITAL RECEIPTS AT YEAR END</b>	7,914	5,307	3,090
<b>BALANCE IN MAJOR REPAIRS RESERVE AT YEAR END</b>	3,477	4,766	6,118

## **GLOSSARY OF TERMS**

### **Actual Expenditure and Income**

Costs incurred/income attributable to an accounting period, as opposed to budgeted expenditure and income.

### **Asset Rentals (Capital Charges)**

Charges made to those services occupying buildings owned by the authority in order to reflect their use of capital assets including depreciation. The net effect of these charges is nil as the General Fund and Housing Revenue Account receive a credit equivalent to the total charge to service accounts.

### **Balances**

In general, the surplus or deficit on any account at the end of the year. Often used to refer to an available surplus which has accumulated over a number of past years.

### **Best Value**

A legislative requirement to review all of the Council's services over a period of time with a view to providing ongoing improvements in efficiency. Local Authorities have a duty to consult users, challenge service provision, compare and compete with other providers.

### **Budget**

A statement defining, in financial terms, the Council's policy over a specified period of time.

### **Capital Expenditure**

Expenditure relating to the acquisition of assets or works which have a long term value to the authority, (e.g. land purchases, construction, renovation and improvements, acquisition of equipment, etc). Capital expenditure is financed by capital receipts, grants, surplus Provision for Credit Liabilities (PCL), Supplementary Credit Approvals (SCAs), the Major Repairs Reserve (housing) or from revenue.

### **Capital Financing Requirement**

The Capital Financing Requirement measures the Council's underlying need to borrow for capital purposes. Any decision taken to borrow or use a credit arrangement to finance major projects will impact on the Capital Financing Requirement which replaces the Credit Ceiling.

### **Capital Receipts**

Income derived from the disposal of capital assets. The Local Government Act 2003 introduced new provisions whereby a proportion of local authority housing capital receipts must be paid into the Government's National Pool. However in order to reduce the immediate impact on former debt-free authorities, implementation is to be phased over a three year period.

## **Capital Reserve**

A fund established to assist in financing the General Fund capital programme.

## **Capping Limit**

The limit on local authorities budgeted net expenditure determined by the ODPM. If the increase in an authority's budget is considered by the Secretary of State to be excessive he has the power to require that authority to reduce its budget. The Secretary of State will announce his criteria once budgets have been set.

## **Carry Forward**

The transfer of a surplus or deficit from one accounting period to the following accounting period (generally from one financial year to the next).

## **Cash Limit**

The total amount of cash available for any Portfolio. This amount is not subject to any increase, even as a result of higher than expected inflation, unless specific approval is given by Cabinet or Council.

## **Central Services Charges**

The cost of central services (i.e. Corporate Administration, Office Services, Audit, Corporate Policy, Legal, Estates, Finance, Purchasing, Best Value, Information Technology and Human Resources) which are allocated to services largely on the basis of time spent.

## **Collection Fund**

Every billing authority is required to maintain a Collection Fund into which is paid the Council Tax and National Non-Domestic Rates collected from tax/rate payers. Payments are made from the Fund to the precepting authorities (County Council, Police Authority, District Council and Parish Councils) whilst National Non-Domestic Rates income is passed on to the Government.

## **Comprehensive Performance Assessment (CPA)**

Part of the Government's agenda to encourage greater focus on improved services for local people. A graded inspection was carried out by the Audit Commission in 2003/04 and the Council is pursuing an approved improvement plan.

## **Council Tax**

The property based tax by which local authorities raise revenue from the local community. All domestic properties have been valued and categorised within eight bandings to which is applied the local rate assessed by the relevant authorities. A discount on charges is applied where dwellings are occupied by only one person. Rebates are available to those Council taxpayers meeting the Government's criteria.

## **Depreciation**

Notional charges for the use of fixed assets calculated at a fixed rate over a specified period of years.

## **Expenditure**

Amounts paid for goods and services received.

## **Fees and Charges**

Income arising from charges made to users of services (e.g. car parks, building control, markets, etc).

## **Financial Year**

The annual period of accounting (1 April to 31 March for local authorities)

## **Formula Grant Allocation**

The Government Grant towards the cost of services provided by local authorities. It is paid directly into each authority's General Fund and was previously called Revenue Support Grant (RSG).

## **Formula Spending Share (FSS)**

An amount set annually by the ODPM to reflect the Government's assessment as to how much an authority should be spending to provide a standard level of service. The FSS (previously called Standard Spending Assessment - SSA) is the major determinant of the level of Formula Grant Allocation.

## **General Expenses**

Those expenses incurred by an authority which relate to services which are not provided in any part of the area by Parish Councils. These expenses are charged equally to all Council Taxpayers throughout the district.

## **General Fund**

The fund to which the Council's non-housing revenue expenditure is charged and income credited.

## **Government Grants**

Assistance by Government and inter-Government agencies and similar bodies, whether local, national or international, in the form of cash or transfers of assets to an authority in return for past or future compliance with certain conditions relating to the activities of the authority.

## **Home Renovation Grants**

Grants made to occupiers of private sector dwellings in order to bring these dwellings up to a certain standard. Criteria are set by the ODPM which also determines the proportion that the authority will be reimbursed. Categories include Home Repairs Assistance Grants and Disabled Facility Grants.

## **Housing Investment Programme (HIP)**

The housing capital programme consisting of capital expenditure on the Council's housing stock, garages, assistance to private homeowners (Home Renovation Grants), disabled grants and repayable advances to housing associations to provide affordable housing.

## **Housing Revenue Account (HRA)**

A separate account dealing with expenditure and income arising from the letting of local authority dwellings. Expenditure includes supervision and management costs, repairs and capital financing charges. Income includes rent, Government subsidies and investment interest. It is now "ringfenced" (i.e. the transfer of amounts between the Housing Revenue Account and the General Fund is restricted by legislation).

## **Housing Subsidy**

The subsidy payable by Central Government towards housing costs. It consists of five main elements – management and maintenance, capital financing charges, rent income, rebates and the Major Repairs Allowance.

## **Income**

Amounts due to the Council that have been, or are expected to be received.

## **Interest on Balances and from Investments**

The interest accrued by investing the day to day surplus on the authority's cash flow and balances in hand.

## **Land Appropriation**

The transfer of land from one fund to another, where the accounts of the funds are adjusted accordingly to compensate.

## **National Non-Domestic Rates (Business Rates)**

A contribution from local businesses towards the cost of local authority services. The amount depends on the rateable value (RV) assigned to the property by the District Valuer and the rate in the £ applied to the RV set by the Government each year at a uniform poundage across the whole of England. Whilst collected initially by local authorities, National Non-Domestic Rates are paid over to the Government which then redistributes them to local authorities on the basis of population. Increases in National Non-Domestic Rates are normally linked to increases in the retail price index, although legislation states that revaluations must also take place every five years. A transitional scheme operates so that the effect of changes caused by revaluations are limited in any one financial year.

## **Major Repairs Allowance**

A significant element of Housing Subsidy which must be transferred to a Major Repairs Reserve and used only for the refurbishment of the authority's own housing stock.