

# LEISURE, ENVIRONMENT AND COMMUNITY COMMITTEE

24 NOVEMBER 2021

## PART I - NOT DELEGATED

### BUDGET MONITORING – QUARTER 2

(DoF)

#### 1. Summary

1.1 This report covers this Committee's financial position over the medium term (2021 – 2024) as at Quarter 2 (end of September)

1.2 The Quarter 1 comprehensive Budget Management report has already been presented to the Policy & Resources Committee at its meeting on 1 November 2021 which sought approval to a change in the Council's 2021 - 2024 medium-term financial plan

#### 2.0 Details

##### Revenue Budget

2.1 This Committee's 2021/22 latest approved budget is **£5.422 million**. The forecast outturn is now estimated to be **£5.533 million** which results in a service variance of **£0.111 million**.

2.2 The table below compares the latest budget to the forecast outturn and shows the variance for each responsibility area within this Committee's remit. It also shows the expenditure to date up to the end of Quarter 2.

2021/22 Revenue Account					
		(A)		(B)	(B – A)
Leisure, Environment & Community	Original Budget	Latest Budget	Net Spend to Date	Forecast Outturn	Variance
	£000	£000	£000	£000	£000
Community Safety & Partnership	1,026	1,132	(1,594)	1,166	34
Leisure	1,155	2,040	843	2,117	77
Environmental Services	2,238	2,250	373	2,250	0
<b>Total</b>	<b>4,419</b>	<b>5,422</b>	<b>(378)</b>	<b>5,533</b>	<b>111</b>

2.3 The detail of comparing the latest budget to the forecast outturn together with an explanation of the variances is shown in **Appendix 1**.

##### Capital Programme

2.4 The capital programme has been designed to support and enhance the Council's core services and priorities.

2.5 This Committee's latest 2021/22 capital budget is **£2.197 million**. The forecast outturn at Quarter 2 is **£2.177 million** resulting in a (**£0.020 million**) variance. This Committee's Medium Term Capital Investment Programme is shown by scheme at **Appendix 2**.

2.6 The table below shows the 2021/22 latest capital programme budget, forecast outturn, spend to date and variance at quarter 2 for each of the responsibility areas within the Committee's remit.

<b>Leisure, Environment &amp; Community</b>	<b>Original Budget £000</b>	<b>Latest Budget £000</b>	<b>Spend to Date £000</b>	<b>% of budget spent</b>	<b>Forecast Outturn £000</b>	<b>Variance £000</b>
Community Safety & Partnership	45	54	0	0	34	(20)
Leisure	350	509	155	30.5%	509	0
Environmental Services	1,552	1,634	683	41.8%	1,634	0
<b>Total</b>	<b>1,947</b>	<b>2,197</b>	<b>838</b>	<b>38.1%</b>	<b>2,177</b>	<b>(20)</b>

## Income

- 2.7 Particular income generating items can fluctuate depending on the economic climate, popularity and affordability. The main risks that are considered the most critical and their financial position are shown in the table below. It should be noted that the income receivable from the Services below is not linear and are subject to peaks and troughs throughout the financial year.

<b>Service</b>	<b>Income Stream</b>	<b>2021/22 Original Budget £</b>	<b>2021/22 Latest Budget £</b>	<b>2021/22 Actual to date £</b>	<b>2021/22 Forecast Outturn £</b>	<b>2021/22 Variance £</b>
Leisure	Licenses	(234,040)	(234,040)	(126,588)	(200,260)	33,780
	Watersmeet	(677,920)	(544,971)	(209,948)	(549,171)	(4,200)
Environmental Protection	Trade Refuse	(771,660)	(771,660)	(373,081)	(771,660)	0
	Garden Waste	(1,102,100)	(1,102,100)	(1,111,909)	(1,112,100)	(10,000)
	Clinical Waste	(115,850)	(115,850)	(50,178)	(115,850)	0
	Cemeteries	(196,580)	(196,580)	(124,425)	(201,580)	(5,000)

- 2.8 The Council charges its customers for various services by raising debtor invoices. The customer is given 21 days to pay and unless there is a dispute, a reminder is issued. If the debt remains outstanding, then a variety of recovery methods are employed including rearranging the payment terms, stopping the provision of the service or pursuing the debt through legal recovery processes.

- 2.9 As at 30 September 2021, the total outstanding debt for this Committee was £0.207 million. Debts less than a month old total £0.138 million and it is considered that this sum will be recovered. Outstanding debt over a year old is £0.005 million.

The table below shows a summary of the outstanding debt by the three main aged categories.

<b>Services</b>	<b>Under 1 Month</b>	<b>Over 1 Month to year</b>	<b>Over a year</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Environmental Services	55,729	18,152	4,820	<b>78,701</b>
Leisure	81,831	46,694	0	<b>128,525</b>
<b>Total</b>	<b>137,560</b>	<b>64,846</b>	<b>4,820</b>	<b>207,226</b>

## 3. Options/Reasons for Recommendation

- 3.1 The Committee is to note the changes concerning their budget.

#### **4. Policy / Budget Reference and Implications**

4.1 In accordance with the Council's financial procedure rules, the revenue and capital budgets will be updated accordingly, if the recommendation from the Policy & Resources Committee is agreed by Council.

4.2 There are no substantial changes to Council policy resulting from this report.

#### **5. Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, and Health & Safety Implications**

5.1 None specific.

#### **6. Financial Implications**

6.1 As contained in the report

#### **7. Risk Management and Health and Safety Implications**

7.1 None specific.

#### **8. Recommendation**

8.1 That Members note & comment on the contents of the report.

Report prepared by: Sally Riley (Finance Manager)  
Checked by: Hannah Doney (Head of Finance)

### **APPENDICES**

Appendix 1 Explanations of revenue variances reported this period  
Appendix 2 Medium term capital investment programme

## Explanation of Variances reported in this period – Revenue

Leisure, Environment & Community			2021/22 £	2022/23 £	2023/24 £
Description	Main Group Heading	Details of Variances to Latest Approved Budget			
Licensing	Income	Continued decline in application numbers, a general trend seen in previous years exacerbated by the pandemic. £8.3k for drivers and £24.5k for Vehicles	33,780	33,780	33,780
<b>Total Community Safety &amp; Partnership</b>			<b>33,780</b>	<b>33,780</b>	<b>33,780</b>
Description	Main Group Heading	Details of Variances to Latest Approved Budget	2021/22 £	2022/23 £	2023/24 £
Watersmeet	Premises	Reduction in electricity usage due to fewer events	(3,000)	0	0
	Supplies and Services	Additional electrical works to support bar app as part of conditions of CRF grant of £ 4.5k plus Increased costs due to security for council and committee meetings of £2.7k	7,200	0	0
	Income	Additional income received including £3k from security and staff costs charged for Council and committee meetings and £2k from other, offset by a slight reduction in current hire bookings	(4,200)	0	0
Active Community Devel Fund	Income	Tea Dance project no longer running.	300	300	300
Trees & Landscapes	Employees	Salary Budgets transferred to Leisure Development, remaining budget realigned within the service	(262,860)	(264,670)	(266,430)
	Premises	£16k budget moved to Development Management to pay for Professional fees. Remaining budgets realigned with the service	94,400	94,400	94,400
	Transport	Budgets realigned within the service	(3,280)	(3,280)	(3,280)
	Supplies and Services	Budgets realigned within the service	(13,500)	(13,500)	(13,500)
Playing Fields & Open Spaces	Premises	Increased budget required including £6k for remedial work to ensure that the pavilions comply with statutory requirement ACOPL8 - Legionella and £15k due to on-going repairs and maintenance in play areas.	21,600	0	0
	Supplies and Services	increase required as budget already spent half way through the year and need to accommodate further purchases.	4,000	0	0
Aquadrome	Premises	Budget increase required due to estimated costs of £15,000 to clear sewer tank at the aquadrome and carry out repairs to pumps	15,000	0	0
Leisure Development	Employees	Salary Budgets transferred from Trees & Landscapes	216,710	218,520	220,280
Croxley Green Skateboard Park	Income	No income expected as post is vacant.	3,500	0	0
Grounds Maintenance	Transport	2.4% annual uplift in vehicle maintenance contract	1,145	0	0
<b>Total Leisure</b>			<b>77,015</b>	<b>31,770</b>	<b>31,770</b>
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2021/22 £	2022/23 £	2023/24 £
Refuse Trade	Transport	2.4% annual uplift in vehicle maintenance contract	1,520	0	0
Garden Waste	Transport	2.4% annual uplift in vehicle maintenance contract	3,640	0	0
	Income	Additional budget required as extra sign up received	(10,000)	0	0
Clinical Waste	Transport	2.4% annual uplift in vehicle maintenance contract	60	0	0
Pest Control	Third Party Payments	2.5% Inflation costs to contract with WBC	1,875	0	0
Cemeteries	Income	increased income on burial fees	(5,000)	0	0
Waste Management	Employees	£65k Budget movement from Basic Salary to Agency Staff	0	0	0
	Transport	2.4% annual uplift in vehicle maintenance contract	6,690	0	0
Street Cleansing	Transport	2.4% annual uplift in vehicle maintenance contract	1,450	0	0
<b>Total Environmental Services</b>			<b>235</b>	<b>0</b>	<b>0</b>
<b>Total Leisure Community &amp; Environment Services</b>			<b>111,030</b>	<b>65,550</b>	<b>65,550</b>

## Medium Term Capital Investment Programme

2021/22 - 2023/24 Capital Programme	2021/22					2022/23			2023/24			
Leisure, Environment & Community												
<i>Community Safety &amp; Partnership</i>	Original Budget 2021/22 £	Latest Budget 2021/22 £	Qtr. 2 Spend To Date	Forecast £	Variance £	Latest Budget 2022/23 £	Forecast £	Variance £	Latest Budget 2023/24 £	Forecast £	Variance £	Comments
ASB Casework Management System	18,750	18,750	0	18,750	0	0	0	0	0	0	0	Budget may not be required as currently liaising with Herts Police to see if we can access their system
Capital Grants & Loans	20,000	23,631	0	3,631	(20,000)	20,000	0	(20,000)	20,000	0	(20,000)	Budget already transferred to Outdoor Fitness Zones as part of their PID
Community CCTV	6,000	12,000	0	12,000	0	6,000	6,000	0	6,000	6,000	0	Demand led service
<b>Total</b>	<b>44,750</b>	<b>54,381</b>	<b>0</b>	<b>34,381</b>	<b>(20,000)</b>	<b>26,000</b>	<b>6,000</b>	<b>(20,000)</b>	<b>26,000</b>	<b>6,000</b>	<b>(20,000)</b>	
<i>Leisure</i>	Original Budget 2021/22 £	Latest Budget 2021/22 £	Qtr. 2 Spend To Date	Forecast £	Variance £	Latest Budget 2022/23 £	Forecast £	Variance £	Latest Budget 2023/24 £	Forecast £	Variance £	Comments
Heritage & Tourism Initiative	0	0	140	0	0	0	0	0	0	0	0	Project costs will be funded by S106 monies
Countryside Management	10,000	10,000	9,832	10,000	0	10,000	10,000	0	10,000	10,000	0	Budget will be spent
Aquadrome	21,000	23,831	14,925	23,831	0	22,500	22,500	0	22,500	22,500	0	Budget will be spent
Scotsbridge-Chess Habitat	11,390	11,390	0	11,390	0	0	0	0	0	0	0	Project being led by the Environmental Agency - anticipate fully spending the budget by the end of the financial year.
Watersmeet External Roof Access	0	27,253	12,436	27,253	0	0	0	0	0	0	0	Full budget to be spent by end of year - minor works still taking place
Leisure Facilities Improvement	10,000	12,046	1,007	12,046	0	10,000	10,000	0	0	0	0	Decommissioning of Sir James Altham Pool
Open Space Access Improvements	50,000	77,506	4,354	77,506	0	50,000	50,000	0	50,000	50,000	0	Budget will be fully spent on footpath repairs at Rickmansworth Aquadrome
Improve Play Area-Future Schemes	158,250	216,633	107,542	230,280	13,647	100,000	100,000	0	100,000	100,000	0	£13,647 budget transferred from The Swillett - Play area refurbishment. Budget will be fully spent by the end of the financial year, with support funding from other sources including S106 monies and Veolia. This includes The Swillett Cycle Track (due to commence in Feb/March 2022) and the Wildwood Den natural play space at the Aquadrome (commencing October 2021).
Aquadrome-Whole Life Costing	10,000	10,000	0	10,000	0	11,000	11,000	0	11,000	11,000	0	A survey on the footpaths and bridges is currently being carried out. A management plan is being developed by the Leisure team which will form the basis of a structured programme of works
Watersmeet-Whole Life Costing	15,000	30,799	2,574	30,799	0	20,000	20,000	0	20,000	20,000	0	Budget includes potential additional costs incurred by asbestos removal from ground works in 2021/22, and roof repair works. Project based works that are not evenly spread throughout the year. Full budget to be spent by end of financial year.
Pavilions-Whole Life Costing	10,000	20,968	2,290	20,968	0	11,000	11,000	0	11,000	11,000	0	Budget will be fully spent
The Swillett - Play area Refurbishment	0	13,647	0	0	(13,647)	0	0	0	0	0	0	Project complete, remaining budget transferred to Improve Play Area - Future Schemes
Outdoor Fitness Zones	54,400	54,400	0	54,400	0	54,400	54,400	0	27,200	27,200	0	Budget will be spent within financial year.
<b>Total</b>	<b>350,040</b>	<b>508,473</b>	<b>154,960</b>	<b>508,473</b>	<b>0</b>	<b>288,900</b>	<b>288,900</b>	<b>0</b>	<b>251,700</b>	<b>251,700</b>	<b>0</b>	
<i>Environmental Services</i>	Original Budget 2021/22 £	Latest Budget 2021/22 £	Qtr. 2 Spend To Date	Forecast £	Variance £	Latest Budget 2022/23 £	Forecast £	Variance £	Latest Budget 2023/24 £	Forecast £	Variance £	Comments
Waste Plant & Equipment	40,030	40,030	8,273	40,030	0	25,000	25,000	0	25,000	25,000	0	Tenders currently being prepared
Waste Services Depot	1,300,000	1,300,000	565,334	1,300,000	0	0	0	0	0	0	0	The project has been delayed due to issues with the piling. These are currently being investigated. A resolution is expected shortly. The modular unit is ready for delivery. Once back on track phase one will be completed 2021 and phase 2 by the end of the financial year
Bulk Domestic Waste	30,500	55,994	38,016	55,994	0	40,000	40,000	0	40,000	40,000	0	Budget will be spent
Waste & Recycling Vehicles	0	0	0	0	0	1,887,000	1,887,000	0	400,000	400,000	0	No spend expected until 2022/23
Street Furnishings	15,000	15,000	0	15,000	0	15,000	15,000	0	15,000	15,000	0	Budget will be spent
Paladin Bins	40,000	53,201	26,840	53,201	0	60,000	60,000	0	60,000	60,000	0	Budget will be spent
Energy Performance Certificate	2,000	6,185	3,080	6,185	0	2,000	2,000	0	2,000	2,000	0	Programme underway
Cemetery-Whole Life Costing	5,000	5,000	851	5,000	0	5,000	5,000	0	5,000	5,000	0	Planned works Woodcock Hill
Replacement Ground Maintenance Vehicles	120,000	158,458	40,535	158,458	0	280,000	280,000	0	180,000	180,000	0	Tenders currently being prepared
<b>Total</b>	<b>1,552,530</b>	<b>1,633,868</b>	<b>682,929</b>	<b>1,633,868</b>	<b>0</b>	<b>2,314,000</b>	<b>2,314,000</b>	<b>0</b>	<b>727,000</b>	<b>727,000</b>	<b>0</b>	
<b>Total Leisure, Environment &amp; Community</b>	<b>1,947,320</b>	<b>2,196,722</b>	<b>837,889</b>	<b>2,176,722</b>	<b>(20,000)</b>	<b>2,628,900</b>	<b>2,608,900</b>	<b>(20,000)</b>	<b>1,004,700</b>	<b>984,700</b>	<b>(20,000)</b>	