

## **NORTH DEVON COUNCIL**

**REPORT TO:** EXECUTIVE  
Date: 4<sup>th</sup> February 2019  
**TOPIC:** PERFORMANCE and FINANCIAL MANAGEMENT  
QUARTER 3 of 2018/19  
**REPORT BY:** THE LEADER and the EXECUTIVE TEAM

### **1 INTRODUCTION**

- 1.1 This is one of the series of regular quarterly reports on the council's overall operational and financial performance. The report covers financial as well as operational performance. It mainly covers the quarter from October to December 2018.
- 1.2 Sections 4 to 9 deal with headline performance issues. More detailed performance information is available in Appendix 5.

### **2 RECOMMENDATIONS**

- 2.1 That the actions being taken to ensure that performance is at the desired level be noted.
- 2.2 That the contributions to/from earmarked reserves be approved (section 4.2)
- 2.3 That the movements on the Executive Contingency Reserve (section 4.3) be noted.
- 2.4 That council approve the variations to the Capital Programme 2018/19 to 2020/21 (sections 4.4.3 and 4.4.6)
- 2.5 That funds are released for the capital schemes listed in section 4.4.12
- 2.6 That Executive notes the sections dealing with Treasury Management (section 4.5), and Debt Management (sections 4.6 and 4.7).

### **3 REASONS FOR RECOMMENDATIONS**

- 3.1 To ensure that appropriate action is taken to allow the council to meet its objectives.
- 3.2 To inform the Executive of actual results compared to the approved Corporate Plan, as well as progress in delivering service within the revenue budget and Capital Programme

## **4 PRIORITY – RESOURCES AND ASSET UTILISATION**

**Councillor RICHARD EDGELL & Councillor GLYN LANE**

### **4.1 Revenue and**

- 4.1.1 The revenue budget for 2018/19 was approved at Council on 21<sup>st</sup> February 2018 at £12.220m.

- 4.1.2 As at 31<sup>st</sup> December 2018, the latest forecast net expenditure is £12.239m, which is £0.019m over budget. Details are shown in “Appendix-1 Variations in the Revenue Budget” and we anticipate that the small variance can be reduced further throughout the remainder of the financial year.
- 4.1.3 The original budget for 2018/19 included a forecast to achieve £0.200m worth of salary vacancy savings. The current position forecasts this will be exceeded and vacancy savings of £0.225m will be achieved.
- 4.1.4 The “Recycle more” service changes were introduced on the 5<sup>th</sup> June 2017; the take up of the new garden waste service has exceeded our expectations, 2017/18 saw a total sign up of 17,320. This year’s income is expected to exceed last year’s total by 570 properties.
- 4.1.5 Within the overall £0.019m net budget deficit there are various cost pressures and one-off savings. I am pleased to report that the budget pressures seen within waste and recycling have not increased any further at the quarter 3 forecast. There has been a significant reduction in the forecast planning fee income of £0.159m due to a reduction in the larger applications received, which is in line with other authorities experiencing the same pressure. However I can report that we are forecasting additional Business Rates Retention income of £0.200m over and above the budgeted £1.252m Business Rates growth which has resulted in maintaining the net budget deficit at a similar level reported at quarter 2.
- 4.1.6 The Business Rate retention scheme was introduced in April 2013 which sees Billing authorities receive a ‘baseline’ funding but in addition they are exposed to the risks and rewards of retaining a proportion of the income collected. This exposure is mitigated by participation in the Devon-wide pool that collates all of the Business Rate growth and decline and returns a share of the impact to each local authority. I am pleased to report that there is an estimated one-off additional income from the 100% Business Rates Retention pilot for 2018/19 of £0.750m; this additional income has been earmarked to the following reserves to help fund future projects:
- £0.350m Capital Funding reserve
  - £0.150m Improvement Fund reserve
  - £0.190m Economic Development reserve
  - £0.060m Office Technology reserve
- 4.1.7 At the 31<sup>st</sup> December 2018 total external borrowing was £1.250m. The timing of any future borrowing is dependent on how the authority manages its treasury activity and due to current low interest rates and reduced returns on investments it is prudent for the Council to ‘internally borrow’ and use these monies to fund the Capital Programme.
- 4.1.8 The recommended level of general fund balance is 5%-10% of the council’s net revenue budget (£0.611m to £1.222m). The forecast general fund reserve at 31 March 2019 is £1.161m, which is a level of 9.5%.

## **4.2 Earmarked Reserves 2018/19**

4.2.1 “Appendix-2 Movement in Reserves & Balances” details the movements to and from earmarked reserves in 2018/19.

## **4.3 Executive Contingency Reserve**

4.3.1 Full details of the Executive Contingency Reserve movements and commitments are attached as “Appendix-3 Executive Contingency Reserve”.

## **4.4 Capital**

4.4.1 The 2018/19 to 2020/21 Capital Programme is attached as “Appendix-4 Capital Programme”.

4.4.2 The Budget and Financial Framework report to Executive 5th February 2018 outlined the Capital Programme for the 2018/19 financial year of £5.900m. Project under spends of £1.522m were brought forward from 2017/18 year and further variations of £1.204m, £0.993m and (£1.836m) were approved as part of the performance and financial management reports to Executive on 4<sup>th</sup> June 2018, 4<sup>th</sup> September 2018 and 5<sup>th</sup> November 2018 to produce a revised Capital Programme of £7.783m.

4.4.3 Further variations of (£2.254m) are proposed to the 2018/19 Capital Programme as follows:

▪ **Other variations (+ and -) to 2018/19 Capital Programme – £631,906**

<b>Scheme</b>	<b>Amount (£)</b>	<b>Notes</b>
S106 Chulmleigh, Projects and Play Areas	88,258	Executive 5 <sup>th</sup> November
Acquisition of Sub Lease Interest Plot 1 Seven Brethren Bank	400,000	Executive 3 <sup>rd</sup> December
S106 Greenways Play Area and Blakes Hill Road Play Area	38,005	Executive 7 <sup>th</sup> January
S106 Braunton, Enhancement of Village Green	8,990	Executive 7 <sup>th</sup> January
Disabled Facilities Grant	96,653	Additional income

▪ **Project movements to/from future years – (£2,885,837)**

<b>Scheme</b>	<b>Amount (£)</b>	<b>Notes</b>
Disabled Facilities Grants	90,087	From 2019/20 to 2018/19
Wessex Loan and Grant Scheme	(56,573)	From 2018/19 to 2019/20
Barnstaple Bus Station Public Convenience	(52,846)	From 2018/19 to 2019/20
Affordable Delivery Housing Grant	(5,000)	From 2018/19 to 2019/20
Affordable Housing Fund	(90,000)	From 2018/19 to 2019/20
S106 Affordable Housing – Higher Westaway Newton Tracey	(45,000)	From 2018/19 to 2019/20
Provision of Temporary Accommodation	(211,480)	From 2018/19 to 2019/20
Museum Of Barnstaple – Long Bridge Wing	(762,281)	From 2018/19 to 2019/20
Tarka Tennis Artificial Grass Pitch	(850,000)	From 2018/19 to 2019/20
Jubilee Gardens Reserved Car Park Retaining Wall	35,000	From 2019/20 to 2018/19
Resurfacing To Various Car Parks	(45,545)	From 2018/19 to 2019/20
Website Improvement	(5,455)	From 2018/19 to 2019/20
Office Technology Fund	(28,822)	From 2018/19 to 2019/20

<b>Scheme</b>	<b>Amount (£)</b>	<b>Notes</b>
Office Technology Fund	(69,307)	From 2018/19 to 2019/20
ICT Asset Replacement Planning Mobile Devices	(43,734)	From 2018/19 to 2019/20
ICT Improve Back-up And Recovery	(29,602)	From 2018/19 to 2019/20
Water Sports Centre Ilfracombe	(402,456)	From 2018/19 to 2019/20
Vehicle Replacement Programme	(312,823)	From 2018/19 to 2019/20

- **Budget virement (transfer) between projects**

<b>Scheme</b>	<b>Amount (£)</b>	<b>Notes</b>
Barnstaple Bus Station Public Convenience	(2,000)	Budget virement
Replacement Roof – Tea on The Tow	2,000	Budget virement

4.4.4 The revised Capital Programme for 2018/19 taking into account the budget variations above is £5.529m.

4.4.5 Actual spend on the 2018/19 Capital Programme, as at 31<sup>st</sup> December 2018 is £3.128m.

4.4.6 Further variations of £0.045m and are proposed to the 2019/20 Capital Programme as follows:

▪ **Other variations (+ and -) to 2019/20 Capital Programme – £44,535**

Scheme	Amount (£)	Notes
Tarka Tennis Artificial Grass Pitch	(55,465)	Reduction in costs
Acquisition of Sub Lease Interest Plot 1 Seven Brethren Bank	100,000	Executive 3 <sup>rd</sup> December

▪ **Budget virements (transfer) between projects**

Scheme	Amount (£)	Notes
Office Technology Fund	(69,307)	Budget virement
ICT Improve Back-up and Recovery	69,307	Budget virement
ICT Asset replacement Planning Mobile Devices	(43,734)	Budget virement
Office Technology Fund	43,734	Budget virement

4.4.7 The overall Capital Programme for 2018/19 to 2020/21 is £12.842m and is broken down as follows:

- 2018/19 £5.529m
- 2019/20 £6.313m
- 2020/21 £1.000m

4.4.8 The Programme of £12.842m is funded by Capital Receipts (£2.349m), External Grants and Contributions (£8.964m) and Reserves (£1.529m).

4.4.9 The timing and realisation of capital receipts can be impacted by events beyond the control of the Council and we have been able to manage cash flows for projects through internal borrowing.

4.4.10 We also have authority to borrow from the Public Works Loan Board (PWLB) as outlined in the Treasury Management Annual Investment Strategy and the Council currently has external borrowing of £1.250m.

**4.4.11 Release of Funds – 2018/19 Capital Programme**

4.4.12 Once funds have been included in the Capital Programme the Constitution requires a separate decision to release those funds. Accordingly the schemes below need the funds to be released so that spending can start within the following three months:

- Jubilee Gardens reserved car park retaining wall £35,000
- Replacement Roof – Tea on the Tow £2,000
- Disabled Facility Grants £96,653

## 4.5 Treasury Management

4.5.1 Bank Rate remained at 0.75% during the quarter.

4.5.2 The average 7 day LIBID (inter-bank bid rate), the Council's benchmark rate at 31st December 2018, was 0.48% (previous year 0.16%).

4.5.3 The return earned on the Council's investments was 0.54% (previous year 0.32%).

4.5.4 £67,789 investment interest was earned during the three quarter period.  
(2018/19 interest receivable budget is £60,000)

4.5.5 As at 31<sup>st</sup> December 2018, the Council had total external borrowing of £1.250m.

4.5.6 £20,605 interest was paid at an average rate of 2.03% on the PWLB loans during the three quarter period. (2018/19 interest payable budget is £40,000)

## 4.6 Debt Management

4.6.1 The three major areas of credit income are Council Tax, Business Rates and General Debtors.

4.6.2 As billing authority, the Council annually raises the bills for Council Tax (£50m) and Business Rates (£30m).

4.6.3 Collection rates are controlled through monitoring:

- the level of write offs
- levels of previous years' outstanding debt
- the level of income collection in the year against the annual sums due to be collected.

4.6.4 The council's budget is based on the assumption that eventually 97.5% of sums due will be collected. To ensure this level is achieved, year on year levels of write offs approved are controlled against a ceiling of 2.5% of annual debt.

4.6.5 The outstanding amounts at 31<sup>st</sup> December 2018 are as set out below:

Age in Years	Council Tax		Business Rates	
	2017/18 £'000	2018/19 £'000	2017/18 £'000	2018/19 £'000
1 – 2	904	<b>986</b>	327	<b>253</b>
2 – 3	495	<b>519</b>	141	<b>111</b>
3 – 4	307	<b>320</b>	45	<b>73</b>
4 – 5	186	<b>197</b>	58	<b>25</b>
5 – 6	109	<b>118</b>	42	<b>36</b>
Over 6	179	<b>171</b>	45	<b>58</b>

4.6.6 Irrecoverable debts from previous years not exceeding £1,500 can be written off with the authorisation of the Chief Financial Officer. Decisions on whether to write off debts

over £1,500 rest with the Chief Financial Officer, in consultation with the Leader of the Council. As at 31<sup>st</sup> December 2018 the amount of accounts written off was as follows:

Less than £1,500			More than £1,500	
No. of accounts	Amount		No. of accounts	Amount
681	£62,294.51	Council Tax	125	£132,482*
94	£38,630	Business Rates	54	£284,980**
120	£28,973	Housing Benefits	12	£58,821

\* £56,762 due to bankruptcy (see section 4.6.8)

\*\* £233,605 due to bankruptcy and company insolvency (see section 4.6.8)

4.6.7 The monitoring of in year collection is carried out against national performance indicators targets of sums collected in year as a percentage of the Net Sums Due for that year.

4.6.8 The majority of the write offs are individual bankruptcy and company insolvency and in a number of cases include liabilities for previous years. In these cases we are unable to recover the debt. However, if at a later date a dividend is paid, the money is allocated to the account and the relevant amount written back on.

4.6.9 The other main reason for write offs is where the person has gone away (no trace). However, write offs are reviewed and where we find the persons contact address the write off is reversed and recovery action continues.

4.6.10 The levels of collection are:

	Achieved 2017/18	Achieved 2018/19
<b>Council tax</b>	83.53%	<b>82.98%</b>
<b>Business rates</b>	83.04%	<b>81.89%</b>

4.6.11 The Authority has received funding from major preceptors to help support the billing and collection of Council Tax and Business Rates which we hope will see an increase in the above collection levels.

## 4.7 General Debtors

4.7.1 The level of general invoices raised was £5.96m at 31<sup>st</sup> December 2018 (previous year £4.40m).

4.7.2 A summary of outstanding debt, by age, is set out below with comparison to the previous year.



<b>Age of debt</b>	<b>31 Dec 2017</b>	<b>31 Dec 2018</b>
	£'000	£'000
3 weeks to 6 months	404	438
6 months to 1 year	90	86
1 to 2 years	200	53
2 to 6 years	178	297
Over 6 years	29	19
<b>TOTAL</b>	<b>901</b>	<b>893</b>

4.7.3 In accordance with the Constitution, irrecoverable debts not exceeding £1,500 can be written off with the authorisation of the Head of Financial Services. The Chief Financial Officer, in consultation with the Leader of the Council, must authorise write off of debts over £1,500.

4.7.4 As at 31<sup>st</sup> December 2018, the amounts written off were as follows:

<b>Number of Invoices</b>	<b>Written offs - £1,500 &amp; under</b>	<b>Number of Invoices</b>	<b>Written offs - over £1,500</b>
98	£21,086	2	£16,397

## **5 PRIORITY – LOCAL PLAN AND REGENERATION**

### **Councillors PAT BARKER and JEREMY YABSLEY**

- 5.1 Barnstaple Pannier Market hosted the 11th North Devon FOODfest in October, showcasing the tastiest treats the district has to offer, with over 70 exhibitors, street food and entertainment.
- 5.2 New sign posts have been installed in Ilfracombe, as part of a joint project with Ilfracombe Town Council to improve tourist links in the town. The new posts direct visitors to places of interest and attractions around the town, such as the High Street, theatre and harbour.
- 5.3 The first joint North Devon and Torridge Local Plan has been adopted and will now shape the future of northern Devon. At a special joint Full Council meeting of both North Devon Council and Torridge District Council in October, councillors from both authorities agreed to adopt the document.
- 5.4 North Devon and Torridge Councils are the first rural authorities in the UK to publish a digital strategy. The joint document, produced with input from a range of public and private stakeholders, recognises the challenges in northern Devon in terms of digital connectivity and seeks solutions to make the area better connected, to drive economic prosperity, opportunity and enhance social inclusion.

## **6 PRIORITY – THE ENVIRONMENT**

### **Councillor RODNEY CANN**

- 6.1 Black and green waste collection rounds have been remodelled to make them more efficient, ready to go live week commencing the 18th February 2019
- 6.2 Research has started into a new bailer for the waste and recycling process hall which will improve the efficiency and health and safety of the recycling process.
- 6.3 Two new refuse trucks have been delivered
- 6.4 A trial of heavy duty recycling sacks has begun in Ilfracombe which aims to see if it can help prevent recycling being blown around the town
- 6.5 Food waste is now being taken to the anaerobic digestion plant in Holsworthy
- 6.6 Christmas collection arrangements worked extremely well this year with the minimum of disruption to our customers.
- 6.7 Fortnightly green waste collections were extended for a further month to include November. Following customer feedback, they are now only monthly in December and January.

## **7 PRIORITY – HEALTH AND WELLBEING**

### **Councillors DICK JONES and BRIAN MOORES**

- 7.1 We received 442 new housing advice and homelessness requests for assistance.

- 7.2 We assessed and completed 411 statutory homeless decisions in the quarter compared to an average of 50 per quarter last year. This is due to the new Homelessness Reduction Act commencing in April 2018.
- 7.3 We accepted homelessness duties to 229 households in the quarter, compared to an average of 22 households per quarter last year. This is due to the new Homelessness Reduction Act commencing in April 2018.
- 7.4 We successfully prevented or resolved homelessness for 188 households in the quarter (a 47% increase compared to the last quarter).
- 7.5 We provided temporary accommodation for 52 households during the quarter period (an increase of 27% compared to the last quarter)
- 7.6 There were 28 households in our temporary accommodation at the end of the quarter (a decrease of 15% compared to last quarter).
- 7.7 We registered 347 new applications on Devon Home Choice (a 31% increase in new applications compared to the last quarter)
- 7.8 We assisted 66 households into social housing vacancies through Devon Home Choice (a 61% increase compared to the last quarter)
- 7.9 Safe Sleep (our overnight provision for rough sleepers) provided overnight accommodation for 65 rough sleepers over the quarter with 17 of those individuals being successfully rehoused.
- 7.10 37 new rough sleeper cases were received in the quarter. 54 successful outcomes were achieved in the quarter.
- 7.11 39 new disabled facility grant applications were received in the quarter and 43 installations were completed.
- 7.12 A new policy was adopted to allow North Devon home owners to benefit from ECO Flex/ECO 3 funding for energy efficiency measures.
- 7.13 A new policy, standards and fees have been adopted to allow the council to implement the government's additional mandatory licensing regime for houses in multiple occupation.
- 7.14 Devon is to receive £475,000 in support of survivors of domestic abuse funded by Ministry of Housing Communities and Local Government (MHCLG). In a joint bid, sponsored by North Devon Council, all Devon districts and Devon County Council got behind Splitz Support Services and North Devon Against Domestic Abuse to attract this latest round of new money.
- 7.15 47 affordable homes were completed in Q3.
- 7.16 16 affordable homes were completed in Q2 (not reported last quarter due to some missing data).
- 7.17 Parracombe Community Trust Limited was registered as a Community Benefit Society – enabled via the Community Housing Fund for their community-led housing project

- 7.18 New swings, a see-saw, a balance agility trail and interactive play equipment have been installed in the Pilton park play area in a £32,000 project to upgrade the facilities.
- 7.19 The play area at Princess Avenue in Ilfracombe is back in full swing following a £45,000 makeover.
- 7.20 North Devon Council has completed a project to revamp the popular play area by removing tired, old equipment and replacing it with new inclusive equipment and a safety surface, using Section 106\* contributions from the Shields development.
- 7.21 A new contract has been awarded for the operation of North Devon's theatres. Selladoor Worldwide will be took over the operation of both the Queen's and Landmark theatres in January 2019.

## **8 PRIORITY – BUSINESS TRANSFORMATION, SERVICE DELIVERY AND PERFORMANCE MANAGEMENT (INCLUDING THE 21:21 BUSINESS TRANSFORMATION PROGRAMME)**

### **Councillors DAVID LUGGAR and GLYN LANE**

- 8.1 More services are being digitised to provide more online services. Work on an online temporary events notice is almost complete and once signed off, more licencing forms will be put onto our self-service portal. We are working with planning to get their pre-application process fully digitised. We are working with our software suppliers to provide more self-service via our customer portal.
- 8.2 A further two properties have been purchased for the provision of temporary accommodation
- 8.3 Environmental Health and Housing have had the new ICT desktop refresh rolled out to them
- 8.4 Staff briefings and training is taking place on the council's new violence and aggression policy
- 8.5 Food safety inspections are now taking place on mobile devices so the admin work can be done as the inspection is being carried out. A similar thing will soon be in place for HMO inspections
- 8.6 We are planning to bring in street recycling in the centre of Barnstaple to support the work of the Plastic Free North Devon Consortium
- 8.7 The ipads have arrived to launch the Modern Gov system for the paperless management of the democratic system. No paper agendas will be printed after the next election
- 8.8 Work continues on implementing the new planning system DEF
- 8.9 Work continues on a new legal case management system that will see the service go paperless by May 2019

## **9 OTHER**

- 9.1 Council representatives have been knocking on doors across North Devon to remind residents they need to register to vote.
- 9.2 A joint meeting of North Devon Council and Torrridge District Council heard from a range of health providers and concerned residents about the future of health services in North Devon in November.
- 9.3 North Devon Council's Overview and Scrutiny Committee, together with councillors from Torrridge, invited representatives from the North Devon Healthcare Trust, Devon Partnership Trust, NHS Northern, Eastern and Western Devon Clinical Commissioning Group (CCG) and Healthwatch Devon. Save Our Hospital Services (SOHS), the local pressure group that campaigns to protect our health services, also attended.
- 9.4 Ilfracombe's harbourmaster has picked up an internationally recognised award for services to the port and dredging industry.
- 9.5 Captain Georgina Carlo-Paat received the DPC (Dredging and Port Construction) Magazine Commendation for Services to the Industry Award at a ceremony last month, an achievement which highlights an outstanding individual who has made a positive impact and contribution to the industry.
- 9.6 The North Devon Crematorium has been able to make a charitable donation to the North Devon Children's Holiday Foundation (NDCHF) thanks to its role in a national recycling scheme.
- 9.7 The charity has received £5,000 from the proceeds of the scheme, which enables metals from cremated remains to be safely recycled. The scheme is run by the Institute of Cemetery and Crematorium Management (ICCM) and is only carried out with the consent of the bereaved.

## 10 Constitutional context

Article and paragraph	Appendix and paragraph	Referred or delegated power?	A key decision?	In the Forward Plan?
7.12	13, para 4.7	Executive power Delegated	No	No

## 11 Statement of Internal Advice

- 11.1 The authors (below) confirm that advice has been taken from all appropriate Councillors and officers.

## 12 Background Papers

None

Author: Claire Holm and Jon Triggs

Date: 23rd January 2019

Ref: I:\Projects\Single Report\2018-19 Q3\Q3 Perf & FM - Exec.doc

## “APPENDIX-1 VARIATIONS IN THE REVENUE BUDGET”

Service and Cost Area	Qtr 2 £m	Qtr 3 £m	Movement £m
Housing Deposits, Rent in Advance & Repayment	(0.006)	0.001	0.007
Temporary Accommodation	0.020	0.020	0.000
Preventing Repossessions income	(0.010)	(0.010)	0.000
Animal Licence Fees	(0.010)	(0.010)	0.000
Water Sampling	0.000	0.002	0.002
<b>Environmental Health &amp; Housing</b>	<b>(0.006)</b>	<b>0.003</b>	<b>0.009</b>
Revenues & Benefits Grant	(0.050)	(0.060)	(0.010)
Butchers Row income Vacant Units	0.030	0.030	0.000
Public Conveniences	0.000	(0.017)	(0.017)
Water	0.000	0.016	0.016
Various	0.000	(0.002)	(0.002)
<b>Resources</b>	<b>(0.020)</b>	<b>(0.033)</b>	<b>(0.013)</b>
Customer Services Agency	(0.007)	(0.006)	0.001
Museum External income	0.000	0.007	0.007
Member Services employee savings	(0.006)	(0.007)	(0.001)
<b>Corporate &amp; Community Services</b>	<b>(0.013)</b>	<b>(0.006)</b>	<b>0.007</b>
Works & Recycling Employees	0.119	0.124	0.005
Works & Recycling Premises	0.000	0.007	0.007
Works & Recycling Vehicle costs	0.109	0.141	0.032
Works & Recycling Tipping Charges	0.024	0.017	(0.007)
Works & Recycling Bulk Haulage & Sub Contractors	0.007	0.009	0.002
Works & Recycling Trade Waste income	(0.014)	(0.029)	(0.015)
Works & Recycling Recycling Credits	0.012	0.013	0.001
Works & Recycling Savings Sharing Scheme	(0.084)	(0.084)	0.000
Works & Recycling Sale of Recyclable Materials	0.141	0.129	(0.012)
Works & Recycling Garden Waste income	(0.022)	(0.028)	(0.006)
Contribution from Crematorium	(0.020)	(0.020)	0.000
Car Park employees	(0.008)	0.000	0.008
Car Parks Rates	0.000	0.020	0.020
Various	(0.002)	0.002	0.004
<b>Operational Services</b>	<b>0.262</b>	<b>0.301</b>	<b>0.039</b>
Harbour Employee costs	(0.010)	(0.010)	0.000
Harbour Water	0.000	0.012	0.012
HR Various	(0.016)	(0.014)	0.002
Various	(0.002)	(0.009)	(0.007)
<b>Corporate Services</b>	<b>(0.028)</b>	<b>(0.021)</b>	<b>0.007</b>
Economic Development employees	(0.034)	(0.034)	0.000
Planning Employees costs	(0.077)	(0.077)	0.000
Planning Fee income	(0.046)	0.113	0.159
Planning Pre Application income	0.000	(0.014)	(0.014)
Pannier Market employee costs (overtime)	0.000	0.010	0.010
Pannier Market income	0.035	0.050	0.015
CCTV (overtime & agency)	0.002	0.001	(0.001)
CCTV Income	0.000	0.006	0.006
CCTV Equipment	(0.015)	(0.025)	(0.010)
<b>Place</b>	<b>(0.135)</b>	<b>0.030</b>	<b>0.165</b>
Additional Vacancy savings	(0.013)	(0.025)	(0.012)
Business Rates Retention - Additional Income	0.000	(0.200)	(0.200)
Business Rates - Additional Income from Pilot (One-Off)	0.000	(0.750)	(0.750)
Contribution to Earmarked Reserves	0.000	0.750	0.750
Interest Receivable	(0.010)	(0.020)	(0.010)
Interest Payable	(0.010)	(0.010)	0.000
<b>Other</b>	<b>(0.033)</b>	<b>(0.255)</b>	<b>(0.222)</b>
<b>Total</b>	<b>0.027</b>	<b>0.019</b>	<b>(0.008)</b>

## “APPENDIX-2 MOVEMENT IN RESERVES & BALANCES”

Earmarked Reserves	Opening Balance 1st April 2018	Transfer to Reserves	Transfer from Reserves (to Capital)	Transfer from Reserves (to Revenue)	Transfer between Reserves	Closing Balance 31st March 2019
Collection Fund Reserve	1,116,557			(422,905)	87,143	780,795
Capital Funding Reserve	226,005	350,000	(85,063)			490,942
Community Housing Fund -Housing Enabling	636,070			(156,050)		480,020
Improvement Programme Reserve	119,025	200,000	(43,226)	(28,463)		247,336
Economic Development Reserve	70,265	190,000		(20,795)		239,470
Repairs Fund	248,300	194,290	(34,859)	(289,290)	112,936	231,377
Office Technology Reserve	103,714	175,000	(53,178)			225,536
Crem Earmarked Reserve	296,591		(138,600)			157,991
Local Plans Fund	147,603	25,000	(21,228)			151,375
Planning Enquiries Fund	146,590	50,000		(68,080)		128,510
Second Homes Council Tax Reserve	125,289					125,289
Crem Equipment Replacement Reserve	120,000					120,000
Council Tax Support Scheme Reserve	160,439			(53,100)		107,339
Digital Transformation Financial Systems	22,558			(13,400)	89,402	98,560
Waste Shared Savings Reserve	90,000					90,000
Executive Contingency Reserve	62,150	79,750	(17,000)	(53,750)		71,150
New Homes Bonus Reserve	94,000		(35,220)			58,780
Tarka Tennis Surface replacement	118,991	8,680	(50,000)	(20,000)		57,671
P C Planned Maintenance Fund	177,936		(12,154)		(112,936)	52,846
CCTV Reserve	50,000					50,000
District Council Election	25,000	25,000				50,000
Land Charges Earmarked Reserve	97,854				(47,854)	50,000
Prevention CLG Grant Reserve	81,133			(35,816)		45,317
Community Consultation	38,383					38,383
Greensweep Replacement Fund	47,000			(9,800)		37,200
Land Charges Personal Search Reserve	37,036					37,036
Self Build & Custom Housebuild	36,356			(3,000)		33,356
Ilfracombe Watersports Centre	25,000	40,000		(35,710)		29,290
Neighbourhood Planning	25,000					25,000
Brownfield Land Registers and Permission	20,130					20,130
Town & Parish Fund	17,544					17,544
Noise Equipment reserve	10,000	2,000				12,000
Community Protection Vehicle Reserve	6,000	6,000				12,000
Habitat Directive Reserve	11,270					11,270
Car Parking Reserve	12,116				(1,337)	10,779
Local Welfare Support reserve	20,541			(10,000)		10,541

Earmarked Reserves	Opening Balance 1st April 2018	Transfer to Reserves	Transfer from Reserves (to Capital)	Transfer from Reserves (to Revenue)	Transfer between Reserves	Closing Balance 31st March 2019
Theatres Reserve	9,466					9,466
Flexible Homelessness Support Grant	9,202			(8,000)		1,202
Devon District Councils Joint Working	1,396				(1,396)	0
Radio link Reserve	7,332				(7,332)	0
IER Funding	21,852			(21,852)		0
HEAT Reserve	13,211			(13,211)		0
General Contingency	4,756			(4,756)		0
Vehicle Renewals Fund	520,000	224,000	(718,000)	(26,000)		0
Leisure Centre Replacement Reserve	52,834			(52,834)		0
Office Accommodation Reserve	40,000			(40,000)		0
Verity Road Signs Reserve	10,000				(10,000)	0
External Professional Services Reserve	8,400			(8,400)		0
Right to Move Reserve	2,834				(2,834)	0
Beach Signs	2,450				(2,450)	0
Business Support Scheme Grant	1,440				(1,440)	0
Landscape Character Assessment Reserve	1,047				(1,047)	0
Major Sports Grants Fund	10,493			(10,493)		(0)
Village Hall Grants Fund	6,389				(6,389)	(0)
Museum Purchases Fund	17,183		(17,183)			(0)
All Weather Pitch	19,787			(19,787)		(0)
Local Authority Mortgage Scheme Reserve	89,402				(89,402)	(0)
West Down Car Park Reserve	538				(538)	(0)
Specialist Domestic Abuse Reserve	104,636			(104,636)		(0)
Museum development fund	16,019		(16,019)			(0)
Homelessness Prevention Programme Reserve	29,068			(29,068)		(0)
Devon Improvement Programme Reserve	4,526				(4,526)	(0)
	<b>5,646,705</b>	<b>1,569,720</b>	<b>(1,241,730)</b>	<b>(1,559,196)</b>	<b>0</b>	<b>4,415,500</b>



“APPENDIX-3 EXECUTIVE CONTINGENCY RESERVE”

<b>Executive Contingency Reserve 2018-19 - Original (9980)</b>	
<b>(8245)</b>	
<b>Resources Available</b>	<b>£</b>
Balance brought forward 1st April 2018	(62,150)
Budget Contribution to Exec Contingency Reserve 2018/19	(79,750)
	<b>(141,900)</b>
<b>B/F from 2017/18</b>	<b>£</b>
Junction 27 - Economic impacts on North Devon (Exec 3/3/15)	10,000
Watersports Centre, Ilfracombe Exec 5/9/17 (0485/11210)	11,740
Urgent decision - Museum Long Bridge Wing Extension - 22nd March 2018	17,000
<b>2018/2019 Approvals</b>	<b>£</b>
Appointment of Project Manager for Leisure Centre replacement (Exec 8/5/18) 1478/11210	20,000
Town and Parish Fund - Exec 8th May 2018 (1531/12805)	7,510
North Devon Fisherman's Association - Exec 4th June 2018	500
South West Youth Games - Exec 2nd July 2018 1030/12829	4,000
<b>Total Approvals</b>	<b>70,750</b>
<b>Balance Remaining</b>	<b>(71,150)</b>

**“APPENDIX-4 CAPITAL PROGRAMME ”**

Project	Original Budget 2018/19 £	Spend as at 31st December 2018	Variance	Original Budget 2019/20 £	Original Budget 2020/21 £	Original Budget 2021/22 £
<b>Chief Executive and Corporate</b>						
Website Improvement	10,500	0	10,500	5,455	0	0
Office Technology Fund - End User Assets and IT Assets in Data Centre	53,178	53,178	0	95,270	0	0
ICT Improve Back-up and Recovery Capabilities	0	0	0	98,909	0	0
ICT Skype for Business	0	0	0	0	0	0
Replace existing desktop solution	5,519	5,519	0	0	0	0
	<b>69,197</b>	<b>58,697</b>	<b>10,500</b>	<b>199,634</b>	<b>0</b>	<b>0</b>
<b>Corporate and Community</b>						
Museum of Barnstaple - Long Bridge Wing	1,100,000	536,820	563,180	811,054	0	0
21:21 (Transformation Project)	43,226	0	43,226	0	0	0
Committee Administration System	52,000	6,112	45,888	0	0	0
Legal Case Management System	24,720	0	24,720	0	0	0
S106 Contributions - Various projects	509,039	141,321	367,718	0	0	0
Water sports Centre Ilfracombe	75,794	75,794	0	1,402,456	0	0
Tarka Tennis Artificial Grass Pitch	0	0	0	794,535	0	0
	<b>1,804,779</b>	<b>760,047</b>	<b>1,044,732</b>	<b>3,008,045</b>	<b>0</b>	<b>0</b>

Project	Original Budget 2018/19 £	Spend as at 31st December 2018	Variance	Original Budget 2019/20 £	Original Budget 2020/21 £	Original Budget 2021/22 £
<b>Environmental Health &amp; Housing</b>						
Affordable Housing delivery Grant	0	0	0	5,000	0	0
Affordable Housing Fund	0	0	0	90,000	0	0
S106 Affordable Housing - Higher Westaway, Newton Tracey	0	0	0	45,000	0	0
Wessex Loan and Grant Scheme	0	0	0	56,573	0	0
Disabled Facilities Grant Programme	1,000,000	569,760	430,240	710,272	0	0
Provision of temporary accommodation	704,608	682,808	21,800	495,392	0	0
Affordable Housing 16 Castle Street	5,841	2,995	2,846	0	0	0
	<b>1,710,449</b>	<b>1,255,563</b>	<b>454,886</b>	<b>1,402,237</b>	<b>0</b>	<b>0</b>
<b>Operational Services</b>						
Works Unit Vehicles	911,176	800,177	110,999	312,823	0	0
	<b>911,176</b>	<b>800,177</b>	<b>110,999</b>	<b>312,823</b>	<b>0</b>	<b>0</b>
<b>Place</b>						
Land Release Fund - Highways	200,000	7,154	192,846	1,000,000	0	0
Land Release Fund - Flood Defence	0	0	0	0	1,000,000	0
Replacement Planning ICT system	21,228	12,920	8,308	44,363	0	0
	<b>221,228</b>	<b>20,074</b>	<b>201,154</b>	<b>1,044,363</b>	<b>1,000,000</b>	<b>0</b>

Project
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Original Budget 2018/19 £	Spend as at 31st December 2018	Variance
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Original Budget 2019/20 £	Original Budget 2020/21 £	Original Budget 2021/22 £
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Resources
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Barnstaple Bus Station PC
Town Station - Pathfield School
Planned Maintenance
Marine Drive Car Park Resurfacing - Ilfracombe
Coastal Protection & Shoreline Mgt Plan
Winter Storm repairs - Environment Agency
Ilfracombe Harbour - Kiosks
Jubilee Gardens reserved car park retaining wall
Resurfacing to various car parks
Replacement roof - Old Bus Station - Tea on the Taw

25,924	17,082	8,842
18,013	18,013	0
1,580	1,580	0
12,174	12,174	0
0	0	0
0	0	0
132,595	0	132,595
35,000	550	34,450
50,063	50,063	0
37,185	34,251	2,934
<b>312,534</b>	<b>133,713</b>	<b>178,821</b>

52,846	0	0
0	0	0
0	0	0
65,000	0	0
7,658	0	0
13,206	0	0
0	0	0
0	0	0
106,984	0	0
0	0	0
<b>245,694</b>	<b>0</b>	<b>0</b>

Resources - Non Treasury
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Acquisition of Sub Lease Plot 1 Seven Brethren
Surrender in the long leasehold interest in Gaydon Street Dairy

400,000	0	400,000
100,000	100,000	0
<b>500,000</b>	<b>100,000</b>	<b>400,000</b>

100,000	0	0
0	0	0
<b>100,000</b>	<b>0</b>	<b>0</b>

<b>5,529,363</b>	<b>3,128,271</b>	<b>2,401,092</b>
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<b>6,312,796</b>	<b>1,000,000</b>	<b>0</b>
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