

27 April 2018.

Dear Councillor,

A meeting of the **CABINET** will be held in the **Council Chamber** at these offices on **TUESDAY, 8 MAY 2018 at 5.30 p.m.**, when your attendance is requested.

Yours sincerely,

KATHRYN HALL

Chief Executive

A G E N D A

	Page No.
1. To receive Declarations of Interest from Members in respect of any matter on the Agenda.	
2. To receive apologies for absence.	
3. To confirm the Minutes of the meeting of the Committee held on 19 March 2018.	3 – 5
4. To consider any items that the Leader agrees to take as urgent business.	
5. Outturn 2017/18.	6 – 34

To: **Members of the Cabinet** – Councillors: Ash-Edwards (Deputy Leader), MacNaughton, Marsh, Thomas-Atkin, Wall (Leader) and Webster.

**Minutes of the Meeting of the Mid Sussex District Council Cabinet
held on 19 March 2018
from 4.00 p.m. to 4.30 p.m.**

Present: Councillors: Jonathan Ash-Edwards, Andrew MacNaughton, Gary Marsh, Garry Wall (Leader), Mandy Thomas-Atkin and Norman Webster.

Also present: Councillor Rod Clarke and Pete Bradbury.

Officers: Kathryn Hall, Tom Clark, Peter Stuart, Kate Wilson, Terry Stanley and Hamish Evans.

1. DECLARATIONS OF INTEREST

None.

2. APOLOGIES

None.

3. MINUTES

The minutes of the meeting held on 19 February 2018 were agreed as a correct record and signed by the Leader.

4. URGENT BUSINESS

None.

5. PERFORMANCE MONITORING FOR THE 3rd QUARTER.

Kate Wilson the Business Unit Leader for Community Services, Policy and Performance introduced the report which provided Members with information about the Council's performance for the third quarter from October to December 2017 using the bundle of performance indicators previously agreed by the Scrutiny Committee for Leader, Resources and Economic Growth. It also updated Cabinet on the progress of the flagship activities for 2017/18 and changes to the bundle of performance indicators to be monitored by the Committee in 2018/19.

Performance across the Council had been good overall with 76% of targets being met or exceeded and a further 12% close to reaching target despite sustained levels of demand in many service areas. For the small number of exceptions where performance was 10% or more off target, corrective measures were in place to address the issues. For example, a new Business Unit Leader had been employed for the Revenues and Benefits department to lead the service through and beyond the transition period and a specialist member of staff had been employed in the Housing department to address the number of households assisted to access the private sector.

The Leader informed the Cabinet that the report had undergone robust scrutiny at the Scrutiny Committee for Leader, Resources and Economic Growth. He hoped that there would be improvements in those departments that weren't meeting their targets, however he also wanted the high level of performance across the Council to be noted.

The Deputy Leader and Cabinet Member for Resources and Economic Growth commented on the new targets of accuracy that had been set for the Revenues and Benefits department and that those were good additions alongside the targets of speed already set. He wanted the Cabinet's appreciation of the department noted.

The Cabinet Member for Community was pleased to see the amount of wellbeing interventions delivered was substantially higher than the target. He commented that the Council was working in the here and now and also looking into the future.

The Cabinet Member for Service Delivery was disappointed in the number of amber indicators in his area however he did believe that the Council had performed well over the quarter.

The Cabinet Member for Housing and Planning commented on the need for the Council to encourage developers to produce affordable housing units earlier in developments and this would reduce the need for temporary accommodation. The Leader noted that the adoption of the District Plan will help deliver affordable housing in the District.

The Leader then moved to the recommendations which were agreed unanimously.

RESOLVED

Cabinet resolved to:

- i) note the Council's performance and progress with flagship activities in the third quarter of the year and identify any areas where further reporting or information is required; and
- ii) note the changes to the bundle of performance indicators to be monitored in 2018/19.

6. STRATEGIC RISK REPORT 2018/19.

Kate Wilson, Business Unit Leader for Community Services, Policy and Performance introduced the report which informed the Cabinet on the Council's key strategic risks for 2018/19 and the plans that had been developed for the mitigation and management of those risks. The three proposed strategic risks for 2018/19 are;

1. Changes to ICT infrastructure,
2. Capacity of West Sussex County Council to support Mid Sussex District Council's ambitions and;
3. Partnership projects.

These represented similar risks to those identified in 2017/18, with the exception of one. The risk relating to the outcome of Planning Inspectorate Examination in Public of the District Plan had been recommended for removal in 2018/19.

Members were pleased to note the removal of risk 1 (District Plan) from the strategic risks for 2018/19, though other associated risks remain.

The Cabinet Member for Community commented on the hard work Officers are doing with their County colleagues regarding Age UK in the District and he also commented on a meeting regarding the redevelopment of Burgess Hill demonstrated a desire from all present to work closely on shared ambitions.

The Cabinet Member for Customer Services noted the hard work Officers were doing to move the ICT data to the 'Cloud'.

Members observed the shift in risks from those that were within MSDC's control to those risks associated with partnerships that were less easy to control. As MSDC relies on other authorities and organisations in its many partnerships it is more important to work with those partners to mitigate the risks involved and to aid the ambitious growth agenda that the Council is promoting.

The Leader then moved to the recommendation to approve which was agreed unanimously.

RESOLVED

Cabinet resolved to:

- i) agree the strategic risks for 2018/19 and management plans set out at appendices A and B; and
- ii) agree the existing Strategic Risk Management Policy, as set out at Appendix C with the only amendment being Officer and Member titles.

7. ANNUAL SURVEILLANCE REPORT

Tom Clark, Solicitor to the Council, introduced the report which was to report the activity under the Regulation of Investigatory Powers Act 2000 (RIPA) (as amended) in 2017. The report also informed the Cabinet of the outcome of the recent audit of the Council's surveillance activity by the Office of Surveillance Commissioners in January 2018. The report introduced a revised policy and guidance document that reflected the findings of the Surveillance Commissioner during his audit in late 2017. The Council had carried out no direct surveillance, accessed no communications data and not used informants since January 2015 and therefore none in 2017.

The Cabinet Member for Community found it encouraging to see that when the Covert Human Intelligence Source is a juvenile or a vulnerable person, authorisation must be from the Chief Executive or, in her absence, the Assistant Chief Executive subject to the approval of a Justice of the Peace.

The Leader then moved to the recommendations which were agreed unanimously.

RESOLVED

Cabinet resolved to:

- i) note the Council's revised Regulation of Investigatory Powers Act policy and guidance set out in the report at Appendix 1.
- ii) note that there had not been covert surveillance activity undertaken by the Authority in relation to criminal investigations since the previous inspection in January 2015.

Chairman.

5. OUTTURN 2017/18

REPORT OF: Head of Corporate Resources
Contact Officer: Cathy Craigen, Chief Accountant
Email: Cathy.craigen@midsussex.gov.uk Tel: 01444 477384
Wards Affected: All
Key Decision: No
Report to: Cabinet
8th May 2018

EXECUTIVE SUMMARY AND RECOMMENDATIONS

Purpose of Report

1. To inform Cabinet of the outturn position for the 2017/18 revenue and capital budgets.

Summary

2. At Cabinet on 19 February 2018 a projected net overspend of £14,000 was forecast.
3. Following closedown, the year-end position for 2017/18 now shows a net underspend of £418,000 before allowing for approved transfers to Reserves. One request to carry forward a budget is set out in Table 1 of the main report for £50,000. If approved, this reduces the net underspend for the year to £368,000. In addition, £62,000 was transferred to Specific Reserve as approved at Council on 19 July 2017, further reducing the position to a net underspend of £306,000.
4. The over performance on income this year, has contributed to the year-end underspend. The majority of this extra income is related to Development Management, Car Park Charges and Building Control. In the last quarter of the year, the variance includes increased income for Land Charges, Licencing and Legal together with salary savings in a number of Business Units. There has also been a reduction on the previously reported pressure in Corporate Estates and Facilities due to the re-categorisation of the Hurst Farm development costs to Capital, as well as further savings on some expenditure budgets across the Council. This gives us a further opportunity to earmark part of the 2017/18 underspend as detailed in paragraph 22 below. Assuming that Members approve these proposed transfers, the remaining net underspend for the year stands at £6,000.
5. Interest income during the year was greater than the original estimate of £310,000 by £35,000. This is mainly due to the higher than forecast average rate of return that has been achieved, together with a small increase in the average balance available to invest. Of the total interest received for the year (£345,000), £1,000 has been utilised (refer to paragraph 23) leaving a balance of £344,000 to transfer to General Reserve.
6. Dividend income from investments in the Local Authorities Property Fund generated £269,590 in year, which exceeded the 2017/18 budget of £240,000 by £29,590. This overachievement of dividend income received will be transferred to General Reserve.
7. The capital outturn position shows a £925,000 underspend. An analysis of this is shown in Table 3. The total net expenditure on the Specific Items financed from Specific Reserve and the General Reserve for 2017/18 is set out in Appendix C of this report.

Recommendations

- 8. Cabinet is asked to note the contents of this report, and to recommend to Council:**
- (i) that grant income as set out in paragraph 15 to 17 of this report be transferred to Specific Reserve;**
 - (ii) that grant income as set out in paragraph 18-19 of this report be transferred to General Reserve;**
 - (iii) that balance of interest totalling £344,000 as set out in paragraph 23 is transferred to the General Reserve;**
 - (iv) that Dividend income totalling £29,590 as set out in paragraph 26 is transferred to the General Reserve**
 - (v) that the 2018/19 capital programme be increased by £2,045,000 as a result of slippage of some 2017/18 capital projects as detailed in Table 3.**
 - (vi) that the revenue underspending in 2017/18 be transferred to Reserves as follows:**
 - a) £50,000 be transferred to Reserves as set out in Table 1;**
 - b) £300,000 be transferred to Specific Reserves as set out in Table 2;**
 - c) £6,000 balance to be transferred to General Reserve**
 - (vii) that £13m be transferred from General Reserve to Specific Reserve as set out in para 27 -35 of this report;**
 - (viii) That £15,229 be transferred to General Reserve as detailed in Appendix C General Reserve Table note 5.**
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Background

- 9. During 2017/18, Cabinet received four Budget Management reports on 10 July 2017, 5 September 2017, 20 November 2017, and 19 February 2018. The last Budget Management report in February highlighted a potential overspend of £14,000, after allowing for the transfer of £62,000 to Specific Reserve approved at Council on 19 July 2017.
- 10. Over the year, income has exceeded targets in a number of areas. However, the budget has continued to be carefully managed to ensure financial targets are met without compromising service performance.
- 11. Service budget outturns have been discussed with the appropriate Cabinet Members and Officers. Members should note that this budget outturn links with the service performance outturn. Full details of service performance outturn for 2017/18 will be reported to the first meeting of Scrutiny Committee for the Leader, Resources and Economic Growth on 13 June 2018 in the usual way, and will then be considered by Cabinet at its meeting on 9 July 2018.

Revenue Spending 2017/18

12. The outturn for 2017/18, is an underspend of £418,000, reduced to £356,000 after allowing for the transfer of £62,000 to Specific Reserve approved at Council on 19 July 2017. This is £370,000 less than the latest forecast overspend position of £14,000, reported to Cabinet on the 19 February 2018. The underspend is before allowing for the proposed carry forward of budget requests (£50,000). The outturn position is further detailed in Appendix A at the end of this report. Members should note that the underspend reduces to £306,000, after taking account of the proposed carry forwards of budgets set out in Table 1 below and further reduces to £6,000 after the proposed use of underspend detailed in Table 2 below.
13. The main variances were the result of increased income in a number of areas together with careful management of expenditure.

Proposed Carry Forward of Budgets

14. There is one request to carry forward underspends in 2017/18. This is allowable when for unforeseen reasons, expenditure has not taken place in the financial year, but will take place in the following year. Generally, sums should not be placed into a specific reserve without a corresponding realistic spending plan. The proposed transfer to Specific Reserves is detailed in Table 1 below:

	£	Notes
Community Safety	50,000	1
	<hr/>	
	50,000	
	<hr/>	

Notes

1. "Funding for All" is a budget created in 2016/17 due to the possible reduction in Mid Sussex Partnership funding. This budget was not utilised in 2017/18 and the underspend at year end is requested to be put into a Reserve. There is currently a review being undertaken with the Mid Sussex Partnership and a new set of partnership priorities will be established and approved in May 2018, with funds held in this reserve allocated to associated projects during the year.

Other Requests to Reserves

15. On 29th March 18 we received a non-ring fenced grant totalling £30,000 from the Department of Communities and Local Government in respect of Custom Build Grant Local Authority. Members are now requested to approve that this sum be earmarked in Specific Reserve for the development work to be undertaken by Housing Services in relation to this.
16. In March, grant totalling £5,485 was received from the Department of Communities and Local Government in respect of funding for the Brownfield Land Register and Permission In Principle (PIP) LA. Members are requested to approve the transfer of this sum to a Specific Reserve created for this grant which will be used towards the cost of producing the register.
17. In March we received a contribution £21,000 from West Sussex County Council relating to Rough Sleepers Partnership Outreach. Members are requested to approve that this sum be earmarked in Specific Reserve for Outreach work to be undertaken by Housing Services.

18. Since the last Budget Management report to Cabinet in February, we have received a number of small grants totalling £9,370 from the Department of Communities and Local Government in respect of, Transparency Code New Burdens Grant (£8,103), Lettings Agents Transparency and Redress schemes grant (£761), and grant towards identifying all residential tower blocks with Aluminium cladding (£506). These grants are not ring-fenced and Members are requested to approve these transfers to General Reserve.
19. In light of further representations made on behalf of authorities, a final payment totalling £23,629 has been received by MSDC from the Department of Communities and Local Government in respect of property searches New Burdens Grant. Members are requested to approve the transfer of this sum to General Reserve.
20. Recently we have received a grant payment of £11,726 from the Department of Communities and Local Government in respect of Council Tax Annexe Discount for Family Annexes. This sum will be pooled along with similar allocations received by our CenSus Partners to meet this additional cost.
21. In March, we received a grant payment of £2,673 from the Department for Work and Pensions in support of the final cost of New Burdens for the Real Time Information Bulk Data Matching initiative 2017/18. This sum will be pooled with similar allocations received by our Census Partners to meet this additional cost.

Proposed Use of Revenue Underspend

22. In addition to the carry forward requests set out Table 1 above, Members may wish to consider earmarking part of the Revenue underspend for the items detailed in Table 2 below:

	£	<i>Notes</i>
JE & VR Reserve	200,000	1
Asset Management Reserve	<u>100,000</u>	2
Total	<u>300,000</u>	

Notes:

- 1 It is proposed that the JE/VR reserve will be topped up by £200,000 to help meet the cost of 2017/18 staff restructures and to maintain a balance to cover any further commitments in 18/19.
- 2 Additional funding required in order to replenish this reserve to £100k. This will cover work on bringing sites forward for disposal.

Interest (Treasury Management, Personal Loans and Mortgage)

23. Interest receipts for the year are £345,000, £35,000 more than the original estimate. Of the total, £1,000 has been transferred to the Specific Reserve in accordance with existing practice to part pay professional subscriptions. The remaining balance of £344,000 can then be transferred to General Reserve.

Treasury Management Interest

24. This report details the Treasury Management interest earnings for the year to be £342,000 at an average interest rate of 0.875%. This compares with a budgeted figure of £308,000 at 0.800%, which is £34,000 more than the original estimate. This is an improvement on the last reported position, which was £29,000 over target. The main reason for the variance was the higher than forecast average rate of return that has been achieved, together with a small increase in the average balance available to invest. Further detail will be set out in a separate report to Audit Committee on 24 July 2018.

Local Authority Property Fund Dividends

25. Members will recall that £6m is invested in the Local Authorities' Property Fund administered by the CCLA. Dividends on these investments are paid to the Council on a quarterly basis.
26. Dividends received for 2017/18 totalled £269,590 against a budget of £240,000 which is required to finance the 2017/18 Revenue Budget. This additional Dividend income of £29,590 will be transferred to General Reserve.

General Reserve 2017/18

27. Reserves and cash balances are amounts held for future revenue or capital expenditure and are also held to ensure the Council has sufficient cash resources for any unforeseen demands. The actual end of year cash position and the contributions and use of reserves are shown in Appendix C. Members will remember the change in strategy adopted in 2009/10 to protect reserves, when the projections were that the Council's position would be below the minimum holding of £1.5m at March 2011. Since that time we have worked hard to rebuild the Council's Reserves and the year-end position reflects the success of that work and is a significant improvement in financial standing.
28. However, given the scale and scope of the Council's aspirations for the future, it would now be prudent to earmark the reserves for some specific uses which Members have indicated could receive investment. Officers have considered these projects and their resource requirements and would propose the following transfers to Specific Reserves. It should be noted that, by earmarking reserves, the Cabinet is not agreeing, at this stage, to specific schemes or detailed projects. It is earmarking monies which can only be utilised following Member consideration of detailed proposals and business cases.

Land and Property Specific Reserve:

29. This is the reserve used to purchase income-generating assets which accords with our target of increasing financial independence. Transactions entail seeking agreement of Cabinet Member, and Chairs of Scrutiny and Audit. Members will recall that this has been used to purchase a number of income generating assets in recent years to support the Council in its policy of being financially independent. This reserve now contains approximately £370k and could be increased by £4m. This would reflect a long term commitment to this aspect of the Council's financial strategy. Specific investment decisions over the next few years would be subject to the governance processes outlined above.

Temporary Accommodation Reserve

30. The meeting of the Community, Housing and Planning Scrutiny Committee in November 2017 received a report setting out the position on Temporary Accommodation within the district. It outlined the trend across the region which shows all Councils finding increased pressure on temporary accommodation as more families find themselves homeless.
31. Members agreed that Officers should come forward with proposals for improving the Council's options in terms of housing homeless individuals and families. Since then, officers have sought external advice and are developing a business case which Members will consider in due course. The options considered by the Scrutiny Committee involved the Council securing better accommodation with the multiple advantages of providing better, more flexible accommodation for vulnerable families and investing in assets with long term value whilst reducing the revenue strain for the Council. This is a strategy being followed by many councils nationally. Therefore earmarking monies at this stage to help support this work would be sensible. Based on work to date, officers recommend £4m is earmarked for this purpose. However, this does not commit the Council at this stage.
32. Once the business case is finalised, Members will need to carefully consider the options available to them and at that point agree a preferred approach and how much of the reserve might be used.

Orchards Improvement Reserve

33. Given the need to update the centre for the next decade and the change in shoppers' habits, earmarking some funds for improvement(s) would be sensible. Whilst we have yet to decide upon the exact nature of the improvements desired, we know that the centre would benefit from becoming more of a leisure destination with an increased food and beverage offer in order to increase footfall and dwell time. Presently also the Centre is secured in the evening and this may represent a missed opportunity for the town given the increase in population and relatively affluent demographic.
34. Whilst we already have a reserve for repairs and renewals, this proposal would involve starting a new reserve and earmarking funds. It is proposed that, given the Council's long term commitment to the Centre and its development, £5m could be earmarked for these purposes. Once again, how these earmarked funds are used will be a matter for Cabinet to consider when business case(s) have been finalised and following specialist advice from our retained advisors.
35. Members should note that allocating sums to the latter two Specific Reserves is not an authority to spend – further reports are needed. In the event that projects or schemes are not agreed, Cabinet can return such sums to the General Reserve and/or amend the Reserves such that alternative uses could be progressed.

Specific items

36. Specific Items are sums which are the responsibility of individual Heads of Service and identified for specific purposes. Whilst they do not directly influence Council Tax levels, their proposed utilisation is included in the Corporate Plan. The balance on the reserve for each Business Unit at the beginning of the year, together with the increases during the year (i.e. Contributions), how amounts have been applied (i.e. utilised) and explanations for the changes in year are shown in Appendix C. The total of Specific Items financed from the Specific Reserve and the General Reserve was £21,201,000.

Capital Spending

37. Actual capital spending for the year was £3,477,000. This was £925,000 less than the updated 2017/18 programme totalling £4,402,000, and was mainly due to slippage on some projects. Details of spending for each service area are shown in Appendix D, together with reasons for variations over £10,000. A summary of the reasons for these differences is also shown in Table 3 below.
38. Of the £2,045,000 not spent in 2017/18, £171,000 relates to ICT Projects, £1,591,000 relates to Corporate Estates and Facilities projects including Major Capital Renewals schemes, and £270,000 relating to Disabled Facilities Grants. Further detail can be found in Appendix D of this report.
- 39.

<i>Category</i>	<i>£'000</i>	<i>£'000</i>
2017/18 Revised Budget		4,402
A Slippage to 2018/19	(2,045)	
B Projects completed and underspent	(30)	
C Projects overspent	21	
D Non programmed projects	1,129	
Total difference		(925)
2017/18 Outturn		3,477

Category:

- A. Some projects, in whole or in part, have not been able to be progressed as originally intended. Unspent monies have therefore been rolled forward in order to ensure the completion of the projects.
- B. The final cost of projects was less than the revised budget.
- C. The final cost of projects was more than the revised budget.
- D. Projects that do not form part of the planned Capital Programme but which are authorised under delegated authority and financed from S106s.

POLICY CONTEXT

40. The outturn for 2017/18 shows actual financial performance against the original budget, which was approved within the context of the Financial Strategy. The 2017/18 budget was compiled in line with the Council's priorities. This policy context was explained in sections 1 & 2 of the Corporate Plan and Budget 2017/18 that was approved by Council on 1st March 2017. The Financial Procedure Rules require Heads of Service to assume operational responsibility for the Budget, and to make recommendations so that corrective action is taken, whilst ensuring changes from the original budget are reported in a way that makes sure any variations are both clear and transparent.

FINANCIAL IMPLICATIONS

41. This report is concerned in its entirety with the outturn financial position for each service area for 2017/18.

RISK MANAGEMENT IMPLICATIONS

42. This report has no specific implications for risk management. The recommendations are concerned primarily with the movement of reserves and slippage in the capital programme; neither of which change the risk profile of the authority.

EQUALITY AND CUSTOMER SERVICE IMPLICATIONS

43. There are none.

OTHER MATERIAL IMPLICATIONS

44. There are no legal implications as a direct consequence of this report.

Background Papers

Revenue Budget 2017/18
Final Accounts Working Papers for 2017/18.

Summary Of Revenue Spending Outturn for 2017/18					
Business Unit	Original budget 2017/18 £'000	Revised Budget* 2017/18 £'000	Outturn 2017/18 £'000	Outturn	Notes in Appendix
				Variation from Revised Budget £'000	
Housing	1,141	1,142	1,203	61	1
Planning Policy & Economic Development	612	612	612	0	2
Development Management	614	614	393	(221)	3
Cleansing Services	2,694	2,694	2,643	(51)	4
Parking Services	(1,227)	(1,226)	(1,268)	(42)	5
Landscapes and Leisure	973	973	909	(64)	6
Policy and Performance	600	675	645	(30)	7
Community Services	525	494	470	(24)	8
Corporate Estates and Facilities	(1,371)	(1,443)	(1,413)	30	9
Finance Accountancy	(4)	(14)	(43)	(29)	10
Finance Corporate	1,506	1,506	1,479	(27)	11
Revenues & Benefits	1,887	1,887	1,970	83	12
Customer Services and Communications	0	0	5	5	13
CenSus ICT	(51)	(21)	(16)	5	14
Human Resources & Payroll	0	0	25	25	15
Legal Services	(427)	0	(48)	(48)	16
Democratic Services	919	919	919	0	17
Land Charges	139	139	113	(26)	18
Planning & Building Control Support	0	0	(15)	(15)	19
Environmental Health	1,025	1,024	993	(31)	20
Building Control	338	338	291	(47)	21
Strategic Core	1,464	1,044	1,134	90	22
Benefits	(119)	(119)	(119)	0	23
Drainage Levies	1	1	1	0	
Balance Unallocated	12	12	0	(12)	24
Council Net Expenditure	11,251	11,251	10,883	(368)	**
Total Revenue Spending (before approved reserve transfers)	11,251	11,251	10,883	(368)	
Contribution to Reserves -employees	50	50	50		
Contribution to Rate Relief Equalisation Reserve	200	200	200		
Contribution to ICT Reserves	600	600	600		
Contribution to Burgess Hill Growth Reserve	500	500	500		
Contribution to Economic & Community Development Reserve	220	220	220		
Transfer to Specific Reserves (previously reported)	0	0	62	62	
Total Revenue Spending	12,821	12,821	12,515	(306)	***
Proposed utilisation of the Revenue Underspend as set out in Table 2 of this report			300	300	
Total	12,821	12,821	12,815	(6)	

* includes approved variations including any utilisation of Balance Unallocated

** after requests for carry forward of budgets (£50k -Table 1) but before transfers to Specific Reserves approved during 17/18 (£62k).

*** after requests for carry forward of budgets (£50k -Table 1) which has reduced the revenue underspend from £356k to £306k.

Forecast Budget Variations for 2017/18

	<i>Changes since last report in 2017/18</i>	<i>Notes</i>
	<i>£'000</i>	
Apr to Dec net savings Cabinet	(48)	
Approved Transfers to Specific Reserve (Council 19 July 17)	62	
	<hr/> 14	
<i>Final Quarter Variations:</i>		
Housing minor variations	4	1
Development Management minor variations	5	3
Planning Fee Income	(24)	3
Planning Consultants	(12)	3
Planning Counsels fees	(10)	3
Garden waste Income	10	4
Cleansing staffing	11	4
Cleansing minor variations	7	4
Recycling credit income	(21)	4
Parking minor variations	27	5
Facilities Management Civil repairs	(9)	6
Landscapes Conservation Initiatives	(10)	6
Policy & Performance - salaries	(17)	7
Policy & Performance - minor variations	(8)	7
Community Services - minor variations	(24)	8
Corporate Estates and Facilities – Property Income	(33)	9
Corporate Estates and Facilities – feasibility costs	(101)	9
Corporate Estates and Facilities – borrowing costs	(41)	9
Finance Accountancy minor variations	(7)	10
Finance Corporate	(7)	11
Revenues and Benefits Bank charges	(14)	12
Revenues and Benefits minor variations	(3)	12
Customer Services and Communications	5	13
ICT	5	14
Human Resources and Payroll - salaries	(17)	15
Legal Service - Income	(27)	16
Legal Services minor variations	(1)	16
Land Charges – Income	(6)	18
Land Charges minor variations	(4)	18
Planning & Building Support minor variations	(4)	19
Environmental Health minor variations	(19)	20
Licencing Income	(20)	20
Building Control Income	22	21
Building Control Consultants	5	21
Strategic Core Consultants	10	22
Strategic Core – subscriptions minor variations	8	22
	<hr/> (306)* <hr/>	

* includes proposed transfers to Reserves detailed in Table 1 of this report totalling £50k.

Summary and explanation of Key Variances set out in Table above

The Summary of Revenue Outturn Table above shows the full year variance for each Business Unit. Explanation of variances identified for the first three quarters of the year have been reported to Cabinet in previous budget management reports received by Cabinet during 2017/18. Members should note that some of these variances have also been addressed as part of the Budget Process for 2018/19, and where budgets have been adjusted, the 2017/18 underspends are not expected to reoccur. However, now that the final accounts procedure has been completed a number of final variations have arisen. Explanations for these variances are detailed in the paragraphs below.

Housing

1. This previously detailed a forecast pressure of £57k. In the last quarter the pressure has increased by £4k due to a number of minor variations below £10k, resulting in an outturn pressure of £61k.

Planning Policy & Economic Development

2. Planning Policy has no variation to report.

Development Management

3. The last forecast position identified £180k net saving. Since then there has been a further saving of £41k. This is partly due to additional Planning Fee income of £24k received in the last quarter due to a number of major applications received in February and March. Also, there has been an underspend of £22k in the last quarter in respect of Planning Consultants and Counsels fees due to fewer public enquiries. This saving is partly offset by minor variations of £5k, resulting in a total final outturn saving of £221k.

Cleansing Services

4. A £58k saving was previously identified. There has since been a reduction in this saving of £7k resulting in an outturn saving of £51k. The variation in the last quarter is due to the following variations: (£21k) additional recycling credit income confirmed by West Sussex County Council in the last quarter as a result of higher prices achieved for recyclates; £11k additional cost of recruitment advertising following a restructure of the service; £10k shortfall in Garden Waste income due to increased turnover of customers; and a £7k further pressure as a result of a number of minor variations.

Parking Services

5. The service was forecasting a saving of £69k. Since then a pressure of £27k has occurred due to emergency gritting car parks due to bad weather conditions, resulting in a final outturn saving of £42k.

Landscapes & Leisure

6. The last reported forecast position was an anticipated year-end saving totalling £45k. There has since been a further £19k saving, resulting in an outturn saving of £64k. This is partly due to the non-completion of work in respect of conservation cutting due to unsuitable ground conditions (£10k) and an underspend for Civil repairs for Outdoor Facilities (£9k) due to a change in funding for a project which had been previously identified as being funded from the civil repairs budget.

Policy and Performance

7. The last forecast position identified a salary saving of £5k. This figure has increased by a further £17k, largely due to the salary costs of the Wellbeing Service being covered in totality by WSCC Public Health grant funding, removing the need for a contribution by MSDC. An additional £8k underspend has been accrued through minor variations across a number of budget areas. This is largely attributable to changes to the Business Unit resulting from the corporate restructure and the subsequent merging of teams and budgets. These final quarter savings totalling £25k result in a final outturn saving of £30k.

Community Services

8. A saving of £24k has been accrued through minor variations across a number of budget areas. This is largely attributable to changes to the Business Unit resulting from the corporate restructure and the subsequent merging of teams and budgets.

Corporate Estates and Facilities

9. The last reported forecast position was an anticipated year-end pressure of £205k. The final quarter is showing a reduction in this pressure by £175k due to feasibility costs totalling £101k for land development being lower than previously reported as a result of being re-classified as capital expenditure. A saving of £33k for rental income has also been achieved together with a reduction in borrowing costs totalling £41k resulting in a final outturn pressure of £30k.

Finance Accountancy

10. Since the last reported position there has been a saving of £7k. There have been a number of minor variations as a result of lower than budgeted costs relating to salaries, Consultants and software licences.

Finance Corporate

11. Since the last reported position there has been a saving of £7k as a result of minor variations.

Revenues & Benefit

12. The last reported year-end forecast was a £100k pressure. An additional saving of £17k has been identified in the last quarter, partly due to a reduced number of transactions in respect of bank charges (£14k) and also due to a number of minor variations across the service (£3k), resulting in an outturn pressure of £83k. A further pressure of £75k was identified since Adur District Council left the Census Partnership on 30 September 2017, as a result of the loss of economies of scale through partnership working. However, it has been possible to meet this cost from existing Revenues and Benefits reserves.

Customer Services and Communications

13. Since the last reported position there has been a pressure of £5k as a result of minor variations

ICT

14. Since the last reported position there has been a pressure of £5k as a result of minor variations.

Human Resources & Payroll

15. The last reported year-end forecast was a £42k pressure. Since then there has been a saving of £16k on salaries as a result of reduced hours and a saving of £1k on minor variations resulting in a final outturn pressure of £25k.

Legal Services

16. Since the last reported position there has been a further saving of £28k. £27k relates to additional legal fees income generated by the continuing increase in work in relation to Planning Obligations and ensuring compliance with the requirements of the Habitats Regulations, £1k is due to minor variations, resulting in a final outturn saving of £48k.

Democratic Services

17. No variation.

Land Charges

18. Since the last reported position there has been a saving of £10k. This relates to £6k additional income as a result of the temporarily increased activity in the property market at the end of 2017/18 and £4k due to minor variations, resulting in a final outturn saving of £26k.

Planning & Building Control Support

19. Since the last reported position there has been a saving of £4k due to minor variations.

Environmental Health

20. The last reported year-end forecast was an £8k pressure. Since then a saving of £39k has occurred, resulting in a final outturn saving of £31k. The additional saving is partly due to additional Licencing Income received in the last quarter (£20k) and the sum of other minor variations below £10k (£19k).

Building Control

21. The last reported forecast outturn position was a saving of £74k. Since then a pressure of £27k has occurred, resulting in a final outturn saving of £47k. This is due to a downturn in Building Control income in the last quarter, requiring the part reversal of the previously reported additional income by £22k, as well as a number of minor variations below £10k, resulting in a further £5k pressure. The poor weather in the final quarter affected activity in the market and therefore income. Levels of activity have now returned to the levels found in the first nine months of 2017/18 and therefore income forecasts for 2018/19 remain sound.

Strategic Core

22. The last reported position was a pressure of £72k. Since then there has been a further pressure of £18k of which £10k relates to Consultants and £8k relates to subscriptions and minor variations.

Benefits

23. No variation. (Refer Appendix B of this report).

Balance Unallocated

24. The budget remaining for balance unallocated of £12k was previously reported as a saving, leaving no further variation to report.

Benefits Outturn 2017/2018				
	2017/18 Original Budget	2017/18 Outturn	Variation from Budget	
Non HRA rent rebates				
	£	£	£	
<i>gross expenditure</i>	186,000	159,976	(26,024)	
net expenditure at standard subsidy	0	0	0	
effect of reduced subsidy	16,000	19,802	3,802	
effect of overpayments	(14,000)	(18,797)	(4,797)	
Total Rent Rebates	2,000	1,005	(995)	
Rent Allowances				
	£	£	£	
<i>gross expenditure</i>	33,318,000	32,685,371	(632,629)	
net expenditure at standard subsidy	0	0	0	
effect of reduced subsidy	744,000	877,456	133,456	
effect of overpayments	(853,000)	(1,207,898)	(354,898)	
Total Rent Allowances	(109,000)	(330,442)	(221,442)	1
Discretionary Local Scheme				
Council Tax Benefit	0	0	0	
Rent Allowances	12,000	24,659	12,659	
Subsidy 75%	(9,000)	(18,494)	(9,494)	
Total Discretionary scheme	3,000	6,165	3,165	
Total Support	(104,000)	(323,272)	(219,272)	
Less: LA Error Subsidy	(86,000)	(80,629)	5,371	
Add : Adjustment to 16/17	0	(4,742)	(4,742)	
DHP Subsidy - effect of Overpayments		1,921	1,921	
Less: Funding to / (from) Benefits Equalisation Reserve	71,000	287,722	216,722	2
Cost to MSDC	(119,000)	(119,000)	0	

Reasons for variation:				
<p>(1) The budgeted effect of Rent Allowances allows for the collection of overpayments from benefits recipients as well as being able to claim a percentage in subsidy from Central Government. The budget was based on activity in 2012/13 with an allowance for an anticipated decrease in collection rates, resulting from the gradual transition to Local Housing Allowance, whereby the Housing benefit recipient changed from Landlord to Tenant. However, to date there has been no evidence of collection rates decreasing and there is therefore a significant surplus to budget relating to the collection of Rent Allowance overpayments.</p>				
<p>(2) The benefits equalisation reserve is made up from prior year's surplus' and was set up to reduce the variances on the revenue budget caused by fluctuations in Benefits subsidy volumes. An adjustment is made to/(from) the reserve to bring the outturn position back to the required budget. An amount of £287,722 has been paid to the equalisation reserve, compared to the £71,000 budgeted contribution from the reserve, a favourable variation of £216,722. This is the result of favourable Rent Allowance overpayment collection rates.</p>				

Use of Specific Reserve in 2017/18					
Description	Balance at 01/04/2017 £'000	Contributions In Year £'000	Utilised In Year £'000	Balance at 31/03/2018 £'000	Notes
Housing					
Recyclable loan fund	(47)	0	10	(37)	1
Repossession and Eviction Prevention fund	(19)	0	0	(19)	2
Empty homes - works in default	(16)	0	0	(16)	3
CPO Fund for Empty Homes	(50)	0	0	(50)	4
County court desk	(37)	0	0	(37)	5
Community Housing Reserve	(47)	0	47	0	6
Self Build and Custom House building*	(21)	(30)	0	(51)	7
Preventing Homelessness Grant	0	(29)	14	(14)	8
Overhauling Statutory Homelessness data	0	(9)	0	(9)	9
Flexible Homelessness Support SR	0	(193)	38	(155)	10
Temporary Accommodation reserve*	0	(4,000)	0	(4,000)	11
Rough Sleepers Partnership Outreach*	0	(21)	0	(21)	12
Planning Policy & Economic Development					
SANG Project	(52)	0	13	(38)	13
Specialist Advice studies - Gatwick	(25)	0	0	(25)	14
Neighbourhood Planning Non Frontrunners	(129)	0	0	(129)	15
Local Development Framework Reserve (Studies and EIP costs)	(375)	0	185	(189)	16
Economic Development	(3)	0	0	(3)	17
SAMM Fees	(318)	(972)	0	(1,290)	18
Martlets Relocation	0	(125)	0	(125)	19
Planning Performance Agreement	0	(14)	0	(14)	20
Burgess Hill Growth	(159)	(500)	157	(502)	21
Development Management					
Development Management Temporary Staff	(58)	0	57	(1)	22
Brownfield Register*	(15)	(5)	0	(20)	23
Cleansing Services					
Recycling Quality Project	(19)	0	4	(15)	24
Waste TEEP Assessment	(34)	0	0	(34)	25
Communal Recycling Quality	0	(38)	2	(36)	26
Waste and Recycling Projects	0	(83)	0	(83)	27
A23 Highway Cleansing	0	(40)	19	(21)	28
Parking Services					
Road Space Audit East Grinstead	(70)	0	40	(30)	29
CPE Investment Fund	(25)	(24)	25	(24)	30
Lanscapes and Leisure					
Invest to Save -Pavilions	(38)	0	34	(5)	31
Outstanding Insurance Claims	(2)	0	0	(2)	32
Leisure Reserve	(615)	(572)	637	(550)	33
Policy & Performance					
CCTV Fund	(70)	0	0	(70)	34
Community Safety - Funding for All*	(50)	(50)	0	(100)	35
Performance and Partnerships staffing	(22)	0	0	(22)	36
Community Services					
Capital Grants	(17)	0	0	(17)	37
Economic & Community Development Fund	(54)	(220)	73	(201)	38

Use of Specific Reserve in 2017/18					
Description	Balance at 01/04/2017 £'000	Contributions In Year £'000	Utilised In Year £'000	Balance at 31/03/2018 £'000	Notes
Corporate Estates and Facilities					
Asset management*	(115)	(100)	115	(100)	39
Planned Asset maintenance Specific Reserve	(200)	0	99	(101)	40
Asset Maintenance and Landscapes	(8)	0	0	(8)	41
WSCC Watercourse delegated function	(17)	0	0	(17)	42
Property Consultants	(14)	0	0	(14)	43
Orchards Repairs and Renewals	0	(900)	830	(70)	44
Orchards Improvement Reserve*	0	(5,000)	0	(5,000)	45
Finance Accountancy					
FMS to move server costs	(2)	0	0	(2)	46
Icon Upgrade costs	(9)	(5)	10	(4)	47
Finance Corporate					
Insurance Reserve	(61)	0	0	(61)	48
JE and VR Reserve*	(192)	(200)	280	(113)	49
Audit Costs	(16)	0	0	(16)	50
Apprenticeship Fund	(3)	0	3	0	51
VAT Consultant	(2)	0	2	0	52
Land and Property Reserve*	(1,044)	(4,000)	671	(4,372)	53
CenSus Revenues & Benefits					
Localising Council Tax support admin	(129)	0	0	(129)	54
NDR pre95 Credits	(70)	0	0	(70)	55
Admin subsidy	(120)	0	97	(23)	56
CenSus Consultancy	(54)	0	29	(25)	57
CenSus ICT					
Inspire hosted software solution	(7)	0	0	(7)	58
Census ICT	(76)	0	0	(76)	59
ICT PSN related work	(7)	0	0	(7)	60
ICT reserve	(5)	(600)	396	(209)	61
ICT - Replacement GIS Software	(4)	0	0	(4)	62
Business Digitalisation	(40)	0	10	(29)	63
Human Resources & Payroll					
Employee Benefits	(3)	(7)	9	(2)	64
Corporate Training	(1)	0	0	(1)	65
Democratic Services					
District Elections	(134)	(43)	32	(145)	66
Civic Events	(2)	0	0	(2)	67
Individual Electoral Registration Grant	0	(33)	4	(29)	68
Land Charges					
Land Charges Development *	(15)	0	15	0	69
Temporary staff for land searches	(2)	0	0	(2)	70
Planning & Building Control Support					
Validation Officer Temporary staff	(25)	0	0	(25)	71
Environmental Health					
Environmental Health staffing	0	(50)	50	0	72
Corporate Funds					
Benefits Equalisation	(687)	(288)	0	(975)	73
Rate Retention Scheme Equalisation	(1,925)	(1,610)	2,528	(1,007)	74
Benefits & Council tax support scheme equalisation	(100)	0	0	(100)	75
Total Specific Reserves	(7,476)	(19,760)	6,535	(20,701)	

Figures in this table are subject to roundings to nearest £'000

*Subject to approval by Council as set out in recommendations of this report

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1. This reserve was created to augment the existing Housing Rent in Advance scheme, and be used in the form of a recyclable loan fund for eligible households. In 2017/18, £9,863 has been utilised leaving a balance of £37,037.
2. This reserve was created from additional funding from the Department for Communities and Local Government towards a Repossessions Prevention Fund to provide small interest free loans to families or other measures to prevent homelessness as agreed in a Budget management report to Cabinet on the 6th July 2009. There has been no call on this reserve in 2017/18, so the balance remains at £18,873.
3. £20,000 approved at Cabinet 11th April 2011 for empty homes funding. £4,170 was utilised in 2013/14 leaving a balance of £15,830 to be spent in future years. There has been no call on this reserve in 2017/18.
4. This CPO Fund for Empty Homes was approved by Council 27th February 2013 to be funded from New Homes Bonus monies. To date this reserve has not been utilised.
5. Approved at Cabinet 6th June 11 in Outturn Report 2011/12, to fund additional resources to prevent homelessness in the future through defending court proceedings. There was no call on the reserve during 2017/18.
6. Reserve created at Outturn 2016/17 to hold two grant payments totalling £46,806 received from the Department of Communities and Local Government in respect of Community Housing Fund, to be used to contribute to a Sussex Community led Housing Hub. This Reserve has been fully utilised in 2017/18 on rough sleeper outreach services.
7. This reserve was created to hold grants totalling £20,850 received from the Department for Communities and Local Government in respect of Self build and custom house building, A further £30,000 was approved at Outturn 2017/18 (refer paragraph 15 of the main report). These monies will be used for custom build development work to be undertaken by Housing Services. To date this reserve has not been utilised.
8. Reserve created to hold Preventing Homelessness New Burdens grants received from the Department for Communities and Local Government. This grant, totalling £28,675, will be received annually for a three year period and will be used to meet the cost of a temporary administration post as reported in the Budget Management Report to Cabinet 19th February 2018. In 2017/18 £14,466 was utilised on preventing homelessness costs leaving a balance of £14,209.
9. Reserve created to hold £9,202 received from the Department for Communities and Local Government for new burdens in respect of Overhauling Statutory Homelessness Data Grant Determination. This grant will be used to meet the costs of IT equipment to enable mobile working within the team as reported in the Budget Management Report to Cabinet 19th February 2018. To date this reserve has not been utilised.
10. In April 2017, we received £192,927 from the Department of Communities and Local Government in respect of Flexible Homelessness Support Grant. This is the first year of a two- year allocation. MSDC is due to receive a further £221,981 in 2018/19. The government has confirmed that the grant allocation will replace the current £60 Temporary Accommodation Management Fee from 1st April 2017. The cost to the Council of the loss of the management fee is not yet confirmed. However, this grant allocation is expected to compensate local authorities for this loss and support homelessness services, and is held in a Flexible Homelessness Support Specific Reserve for this purpose, as reported in the Budget Management Report to Cabinet 10th July 2017. In 2017/18 £37,554 was utilised on temporary accommodation management fee leaving a balance of £155,373.
11. Refer paragraph 30-32 of the main report.
12. Refer paragraph 17 of the main report.
13. Reserve created in 2013/14 to meet the cost of creating and enhancing a Suitable Alternative Natural Green space (SANG). £13,376 was utilised in 2017/18 on SANG implementation costs leaving a balance of £38,479.
14. Reserve created in 2013/14 to commission specialist advice studies in respect of noise and other environmental impacts to allow MSDC to provide an informed contribution to any consultation relating to the possible expansion of Gatwick airport. There has been no call on this reserve in 2017/18.
15. The reserve shows the remaining balance of a grant received for Neighbourhood Planning. There has been no call on this reserve in 2017/18
16. The reserve shows the remaining balance of £374,609 at the start of the year. This Reserve is to help meet the costs of the District Plan and Community Infrastructure Levy examinations. In 2017/18 £185,459 was utilised leaving a balance of £189,151.
17. This reserve is available for economic development initiatives. There has been no call on this reserve in 2017/18.

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18. This represents contributions collected from developers in respect of the Strategic Access Management and Monitoring tariff (SAMM) which is required to fund migration projects to be delivered by the Conservators of Ashdown Forest. In 2017/18, £734,696 was transferred to this reserve from the funds earmarked for the 'SAMM in perpetuity' within General Reserve as reported in the Budget Management Report to Cabinet 19th February 2018. A further £237,095 has been transferred to this Reserve at Outturn 2017/18 increasing the balance available to £1,289,610. The balance on this reserve is due to be transferred to Wealden District Council, as part of the Joint SAMM Strategy and the pooled funding of the shared service w.e.f 1st April 2018.
19. In July 2017, we received the sum of £125,000 from New River Retail Ltd as a contribution to any associated costs relating to the closure of Martlets Hall to support the town revitalisation project. This is the first of two amounts due of a total £250,000 contribution. The Martlets Relocation Specific Reserve was created to hold these sums, as reported in the Budget Management Report to Cabinet 5th September 2017. To date this reserve has not been utilised.
20. In December, we received a fee of £14,176 in relation to a Planning Performance Agreement with a developer to facilitate delivery of a strategic housing site. Planning Performance Agreements are supported by the Government to promote an improved and more efficient service, and is considered to be good practice in supporting delivery of housing. The Planning Performance Agreement Specific Reserve was created to hold the sum, as reported in the Budget Management Report to Cabinet 19th February 2018. To date this reserve has not been utilised.
21. This Reserve was created to help meet the costs of planning /legal consultants as part of the Burgess Hill housing and employment growth work. A contribution of £500,000 was approved in the Corporate Plan and Budget 2017/18 to Council 1st March 2017. £156,767 was utilised in 2017/18 leaving a balance of £501,759.
22. This reserve was created at Outturn 2014/15 is to cover the cost of temporary staff for a two year period which is required to meet the rising number of planning applications. The balance in this Reserve at the start of the year was £57,914. £57,125 was utilised in 2017/18 leaving a balance of £790.
23. This Reserve, totalling £14,645, was created at Outturn 2016/17 to hold grant received from the Department of Communities and Local Government in respect of New Burdens funding for the Brownfield Land Register and Permission In Principle (PIP) LA. A further £5,485 was approved at Outturn 2017/18 (refer paragraph 16 of the main report). This is to be used towards the cost of producing the register. To date this reserve has not been utilised
24. The Recycling Quality Project Specific Reserve balance at the start of 2017/18 was £19,311. £3,845 has been utilised in 2017/18, leaving a balance of £15,466.
25. Reserve created in 2016/17 to meet the full cost of the TEEP assessment of £50,000. The balance in this Reserve at the start of the year was £34,025. There was no call on the reserve during 2017/18.
26. This Reserve, totalling £37,930, is to fund a project to improve communal recycling quality and to fund a pilot project with the British Heart Foundation to increase recycling of textiles and small goods as set out in the Budget Management Report to Cabinet 19th February 18. This will be utilised in 2018/19.
27. The Waste and Recycling Projects Specific Reserve of £83,403 is to fund future Waste and Recycling projects identified in the 2018/19 Service Plan as set out in the Budget Management Report to Cabinet 19th February 18. This will be utilised in 2018/19.
28. As detailed in the Budget Management Report to Cabinet 10th July 17, £40,000 of the 2017/18 Revenue Underspend was used to create an A23 Highway Cleansing Reserve to cover the requirement for a deep cleanse (litter-picking) of the A23. In 2017/18 £19,147 was utilised leaving a balance of £20,853.
29. This Reserve totalling £70,000, was created at Outturn 2016/17 to cover the cost of the Road Space Audits delayed until 2017/18. In 2017/18 £40,000 was utilised leaving a balance of £30,000.
30. This Reserve totalling £25,126, was created at Outturn 2016/17 as 30% of the Civil Parking Enforcement (CPE) Surplus can now be retained by MSDC on the condition that it is re-invested in the Service. In 2017/18 a further £23,513 was received relating to the current year's surplus. £25,126 was utilised leaving a balance of £23,513.
31. This reserve was originally set up for the improvement works to pavilions as set out in the Proposal for in-year investment projects report to Cabinet 16th October 12. In 2017/18 £33,711 was utilised on these improvements including a heating upgrade leaving a balance of £4,527.
32. This reserve was created following the contract award for the management of the Leisure centres to Freedom/GLL to cover a few outstanding insurance claims which have not yet been settled by our insurers. There was no call on the reserve during 2017/18.

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33. The Leisure Reserve was created to enable investment in the Council's Leisure Centres. In 2017/18 a budgeted contribution of £300,000 was transferred to this reserve. In addition, as detailed in the Budget Management Report to Cabinet 10th July 17, £22,000 of the 2017/18 Revenue Underspend was used to top up the Leisure Reserve which had previously been utilised in 2016/17 to fund latent defects works at Kings Centre. A further £250,000 contribution was also approved at Council on 31 January 2018, to support enhancement of the Triangle leisure pool with new attractions (£150,000) as well as to create car parking spaces at the Dolphin Leisure Centre (£100,000). During the year, £636,976 has been utilised as a contribution towards further leisure improvements at the Triangle Leisure Centre. Further details are contained in the Leisure Centre Investment Report to Council 31/01/18. The remaining balance is £550,000.
34. Reserve created to part-fund the upgrade of the existing CCTV system with additional contributions to be sought from partners. There was no call on the reserve during 2017/18.
35. The Community Safety - Funding for All Reserve was created at Outturn 2016/17 to meet any future reductions in Mid Sussex Partnership funding. There was no call on the reserve during 2017/18. A request to add a further £50,000 to this specific reserve is detailed Table 1 note 1 of this report.
36. This Reserve was created due to a Revenue Underspend at Outturn 2016/17 to be used in 2017/18 for temporary staffing and equipment in Policy and Performance Business Unit. There was no call on the reserve during 2017/18.
37. This reserve represents the Capital grant which was approved by the Cabinet Grants Panel on 11th February 2009 for Ansty Village Hall, but not yet paid over. There was no call on the reserve during 2017/18.
38. The Reserve was set up to help meet the cost of Economic and Community Development related activities. The balance in this Reserve at the start of the year was £53,750. A contribution of £220,000 was approved in the Corporate Plan and Budget 2017/18 to Council 1st March 2017. £73,088 has been utilised in 2017/18 on Community and Economic grants, leaving a balance of £220,662.
39. This reserve is to cover the cost of work needed to enable the Council to make best use of its assets through disposals. This reserve has been fully utilised in the year. A request to add a further £100,000 to this specific reserve is detailed Table 2 note 2 of this report.
40. Reserve created to fund planned asset maintenance works that were not able to be completed during the current year. The balance in this Reserve at the start of the year was £199,970. £98,865 was utilised in 2017/18 to support spending over budget leaving a balance of £101,105.
41. Reserve created to fund the cost of purchasing and implementing the new property, asset maintenance and landscapes system. There was no call on the reserve during 2017/18.
42. This represents £25,000 received from WSCC for the watercourse delegated function which was earmarked for trash screens at Copthorne Golf Course. In 2014/15 £7,662 was utilised leaving a balance of £17,338. In 2017/18 there has been no further utilisation of this Reserve.
43. Approved to help meet the future cost of Property Consultants. There has been no call on this reserve during 2017/18.
44. In 2017/18 a budgeted contribution of £900,000 was transferred to this reserve to meet expenses that remain the landlord's responsibility and for future investment in the centre. During the year £830,000 has been used to meet the shortfall in rent against gross budget as a result of voids and tenant incentives, as reported in Budget Management reports to Cabinet on 5 September 2017 and 20 November 17. This leaves a balance of £70,000.
45. Refer paragraph 33-35 of the main report.
46. Reserve created to fund the consultancy costs of moving FMS over to the new server. In 2014/15, £3,984 has been utilised leaving a balance of £2,016. There has been no call on this reserve in 2017/18.
47. Reserve created to fund the bi-annual Icon upgrade costs of approximately £9,000. In 2015/16, 2016/17 and 2017/18 £4,500 represented the annual budgeted contribution. There was a call on this Reserve this year to cover the cost of a £10,000 upgrade in October 2017. The balance in this Reserve at year-end is £3,500.
48. The insurance reserve is to be held for non- planned MSDC liability settlements. There has been no call on this reserve in 2017/18.
49. Reserve created to offset planned redundancy and job evaluation costs. £279,876 has been utilised to finance termination benefits in 2017/18. In addition, Table 2 note 1 of this report recommends an additional £200,000 to be earmarked from the 2017/18 revenue underspend / General Reserve, resulting in a year-end balance of £112,564.

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50. Reserve created to offset unbudgeted costs which may arise due to the uncertainty of the total cost of External Audit services. In 2014/15, £24,083 has been utilised leaving a balance of £15,917. There has been no call on this reserve in 2017/18.
51. This represents funding for 2 apprentices in 2016/17. In 2016/17, £18,357 has been utilised leaving a balance of £2,643. This Reserve has been fully utilised in 2017/18.
52. The Reserve was created at Outturn 2016/17 is to cover fees relating to the Royal Mail Group Litigation Order not paid in 2016/17 due to delays in the work being carried out. This Reserve has been fully utilised in 2017/18.
53. £2,000,000 was approved as part of the Corporate Plan and Budget Report 2016/17. The Land and Property Reserve was created to enable land and property investments to generate a revenue stream. The balance on this Reserve at the start of the year was £1,043,604. In 2017/18, £671,256 was utilised in total. Of this total, £179,314 was used for the land adjacent to Heath Road car park (£140,000) and extension of Heath Road car park (£39,314) as reported in Budget Management 10 July 17. £252,000 relates to 29 Paddockhall Road land acquisition as reported in the April to September Budget management report which went to Cabinet on the 20 November 2017 and £165,500, for Flat 23 St Wilfrids Way land acquisition as reported in the April to December Budget management report which went to Cabinet on the 19 February 2018. A further £74,442 was utilised on 31 Victoria Gardens roof repairs also reported in to Members on 19 February 2018. The balance on this Reserve at the end of 2017/18 is £372,348. A request to add a further £4m to this specific reserve is detailed para. 29 of this report, increasing the year-end balance to £4.372m
54. This reserve was set up to meet the additional administration costs in the transition to a Council Tax Support Scheme as reported to Cabinet on 9th July 2013. During 2017/18, there has been no call on this reserve, leaving a balance of £129,199 to be spent in future years.
55. Earmarked amount of NNDR credits transferred from General Reserve to Specific Reserve as a contingency sum to cover possible future repayments. There had been no changes to this contingency in 2017/18.
56. This reserve was created from additional Administration Subsidy grant received in 2009/10 for future caseload pressures occurring the next year. During the year £97,387 has been utilised. Of this total, £22,000 was for MSDC consultancy work in respect of Subsidy Data Cleansing and £75,387 was to fund the Census deficit. The balance at the end of the year stands at £22,550.
57. Reserve created to help fund the specialist advice needed on the departure of Adur District Council from the Revenues and Benefits part of the CenSus Partnership, as well as advice needed to deal with future economic, social and technological change. The balance at the start of the year is £54,118 and during the year £29,400 has been utilised, leaving a balance of £24,718.
58. Reserve created in 2013/14 from grant received from DEFRA for local authorities to comply with a European directive to make spatial (GIS) data available. The reserve will meet the costs of purchasing a hosted software solution to fulfil our obligations. There has been no call on this reserve in 2017/18
59. This reserve is required to fund costs of CenSus ICT projects which can straddle over different financial years. There has been no call on this reserve during 2017/18.
60. Reserve created to fund the on-going Public Service Network (PSN) costs which are an essential requirement for creating the statutory secure government computer network. There was no call on the reserve during 2017/18.
61. Reserve created to enable future development in ICT and related customer service software. A contribution of £600,000 was approved in the Corporate Plan and Budget 2017/18 to Council 1st March 2017. During the year £391,770 was utilised on revenue projects including £140,278 on new FMS system, £85,876, on XCD and Vector costs. £3,800 was used to finance the Capital Programme. A balance of £209,226 remains at year end.
62. This Reserve was set up to fund a fully hosted web-based service. In 2017/18, there has been no call on this reserve.
63. This Reserve is to help support small businesses to use digital technologies. £10,265 has been utilised during 2017/18 on Open 4 Business leaving a balance of £29,470.
64. The utilisation in 2017/18 totalling £8,760 is to fund professional qualification subscriptions. Contributions made to this reserve in year represent the annual budgeted sum of £6,000, and an additional amount of £1,162 which represents the difference between the average interest rates and the interest rate charged on personal loans being transferred to this reserve as a result of the 2017/18 final accounts exercise.
65. This reserve is to meet necessary training requirements over and above the Corporate Training budget. There was no call on the reserve during 2017/18.

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66. This reserve represents the annual contribution made from revenue to meet the future costs of District Elections. During the year the Reserve was topped up by the annual budgeted sum of £42,879. £31,719 has been utilised during 2017/18 leaving a balance of £144,862.
67. This reserve is earmarked to offset additional costs for the Chairman's civic events. There was no call on the reserve during 2017/18.
68. This reserve holds the non-ring fenced grants received from the Cabinet Office to cover the cost of the move to Individual Electoral Registration (IER). In 2017/18, £32,549 was received from the Cabinet Office to cover costs associated with the ongoing transition to IER as reported in Budget Management Cabinet 20th November 17. £3,744 was utilised in 2017/18 leaving a balance of £28,805 at year end.
69. This reserve was created to hold a grant which was received by MSDC from the Department for Communities and Local Government to support Local Authorities following legislative changes revoking statutory Personal Search fees within Land Charges. As this is no longer required this amount has been transferred to General Reserve. Refer Recommendation 8 (viii) of the main report.
70. This reserve was created to cover the increased cost of a temporary Local Land Charges Assistant required due to increased volume of searches. There was no call on the reserve during 2017/18, but this Reserve will be utilised in 2018/19.
71. This reserve is to cover the cost of a temporary Validation Officer required to cover the increased workload in the Planning and Building Control Support Team. There was no call on the reserve during 2017/18.
72. A contribution of £50,000 was approved in the Corporate Plan and Budget 2017/18 to Council 1st March 2017, to cover the cost of additional staffing identified late in the budget process 2017/18. This has been fully utilised in 2017/18, and provision has been built into the base budget as part of 18/19 Budget process.
73. This reserve is available to smooth out any variations year on year, in the Benefits outturn position, reducing the impact on the Council of any possible adverse effects after the final Benefits claim for the year is audited. This reserve increased by £287,722 in 2017/18 being £216,722 greater than the budgeted contribution of £71,000, as a result of the favourable Rent Allowance overpayment collection (refer Appendix B of this report for more detail).
74. This reserve is available to smooth out any variations year on year as a result of the actual RRS being less than the budgeted figure for 2017/18. In 2017/18 contributions totalled £1,609,788. £200,000 relates to the budgeted 2017/18 Corporate Plan contribution. £1,370,217 relates to DCLG grants such as the NNDR1 Section 31 Payment on Account, Small Business Rate Relief, and Empty Property Relief. The balance of £60,429 is the NNDR3 S31 grant accrual adjustment for 2017/18. £2,527,999 has been utilised in 2017/18. £43,150 of this relates to levy adjustment for S31 grants on the NNDR1, £1,098,373 is the NNDR3 levy accrual 2017/18 and the balance of £1,386,476 is the transfer to match the 2017/18 NNDR income budget as detailed in the 2017/18 Corporate Plan.
75. This reserve is available to smooth out any variations year on year as a result of the actual Council Tax Support scheme income being less than the budgeted figure for 2017/18. In 2017/18 there has been no call on this reserve.

Appendix C

Use of General Reserve in 2017/18					
Description	Balance at 01/04/2017 £'000	Contributions In Year £'000 y635	Utilised In Year £'000 y636	Balance at 31/03/2018 £'000	Notes
Unallocated Balance:	(12,546)				
DCLG – grant payments previously reported	0	(5)	0		1
Local Authority Property Fund (LAPF) dividends **	0	(30)	0		2
DCLG –Other grants received in year**	0	(33)	1		3
Windfall income previously reported	0	(16)			4
Transfers (from) /to Specific Reserves**	0	(15)	13,250		5
Interest received in 2017/18**	0	(345)	1		6
Other minor transfers		(1)	15		7
New Homes Bonus	0	(4,408)			8
Annual contribution to General Reserve for MCR	0	(561)	0		9
Capital Financing	0	(40)	665		10
Underspend 2017/18	0	(6)	0		11
Total Unallocated Balance	(12,546)	(5,459)	13,932	(4,073)	
Historic Building Loans	(24)	0	0	(24)	12
Commutated Sums – Cemetery Maint.	(1)	0	0	(1)	
Commutated Sums – Open Spaces Maint.	(2,196)	0	0	(2,196)	
Commutated Sums – Culverts Maint	(101)	0	0	(101)	
SAMM in perpetuity	(735)	0	735	0	13
SANG in perpetuity	(352)	(106)	0	(458)	14
Total General Reserve	(15,955)	(5,565)	14,666	(6,854)	

*Figures are subject to roundings to nearest £'000

**Subject to approval by Council as set out in recommendations of this report

Notes:

1. Non-ring fenced DCLG grants transferred to General Reserve. As set out in Budget Management Report to Cabinet 10th July 2017, £4,818 relates to the New Homes Bonus Returned Funding Grant
2. Refer paragraph 26 of the main report.
3. Use of General Reserve to meet small variances relating to Council tax support grant and Housing Benefit Admin grant which were slightly less than budgeted for financing purposes. Refer paragraph 18 and 19 of the main report for contributions requested to go to General Reserve.
4. Windfall income to General Reserve totalling £15,510. £5,030 is prior year income from Environment Agency as set out in Budget Management Report to Cabinet 20 November 2017. £10,480 relates to the South Downs National Park Authority 2016/17 final account income as detailed in Budget Management Report to Cabinet 19 February 2018.
5. £15,229 grant which was received by MSDC from the Department for Communities and Local Government to support Local Authorities following legislative changes revoking statutory Personal Search fees within Land Charges. This was held in the Land Charges Development Specific Reserve but is no longer required and has been transferred to General Reserve (refer note 69 Specific Reserves Table). The Leisure Specific Reserve was created to enable investment in the Council's Leisure Centres. A £250,000 contribution from General Reserve to this Specific Reserve was approved at Council on 31 January 2018, to support both the enhancement of the Triangle leisure pool with new attractions (£150,000) as well as to create car parking spaces at the Dolphin Leisure Centre (£100,000). (refer note 33 Specific Reserves). A further £13m has been moved to Specific Reserve as detailed in para 29-35 of this report.
6. Total interest received in 2017/18 of £345,561, and £1,162 was transferred to the Employee Benefits Specific Reserve (refer note 64 above).

Appendix C

7. Small adjustment for reduced interest on PWLB borrowing together with accounting adjustment to clear revenue as part of year-end closedown, which has no impact on Outturn.
8. £4,408,084 New Homes Bonus monies have been received in 2017/18. This forms part of General Revenue Reserves.
9. This is the annual contribution budgeted to be paid to General Reserve for Major Capital Renewals (MCR).
10. Being the amount utilised to finance the capital programme and a £40,000 budgeted payment to General Reserve from Cleansing Budget for the Garden Waste expansion capital scheme.
11. Refer Recommendation 8 (vi) c of this report.
12. Relates to transfer to/from General reserve relating to part repayment of Historic building loans.
13. Earmarked reserve to help future costs SAMM. In 2017/18, £734,696 has been transferred to Specific Reserve as detailed in the budget Management Report to Cabinet 19 February 2018 and as approved by Council on 28 February 2018.
14. Earmarked reserve to help meet costs of SANG. In 2017/18, £105,870 has been added to this reserve.

Appendix D

Capital Programme Outturn 2017/18						
Scheme Description	2017/18 Original Budget £'000	2017/18 Revised Budget £'000	2017/18 Outturn £'000	Variance on Revised Budget £'000	Category	Notes
Housing						
Affordable Housing	500	0	0	0		
Total Housing	500	0	0	0		
Cleansing Services						
Expansion of Green waste service	40	40	37	(3)	A	
Total Cleansing Services	40	40	37	(3)		
Parking Services						
Extension to Heath Road Car Park Haywards Heath	0	40	39	(1)	A	
Total Cleansing Services	0	40	39	(1)		
Leisure Partnership						
New Facilities at the Triangle Leisure Centre	0	0	637	637	D	1
Total Leisure Partnership	0	0	637	637		
Corporate Estates & Facilities						
Space Planning & Office Moves	0	0	6	6	C	
Finches Field Community Building Pavilion & Car Park	473	666	27	(639)	A	2
Drainage capital works	75	116	37	(79)	A	3
Window Replacements, Oaklands	80	0	0	0		
Oaklands external works	0	0	5	5	C	
Coos Lane, Handcross Playground Improvements	0	0	4	4	C	
Pavilion Way, East Grinstead Playground Improvements	0	0	1	1	C	
Bolnore Pavilion Driveway works		132	120	(12)	B	4
Roof Light Replacements, Oaklands	55	135	57	(78)	A	5
Council Chamber Modernisation	300	30	0	(30)	A	6
Photovoltaic (PV) panels, Oaklands	62	26	28	2	C	
Replacement of reception desk. Rationalisation and extension of personal alarm system, Oaklands	15	35	35	0		
Renewal of sanitaryware & internal upgrade - Adastra Park PCs, Hassocks	25	14	14	0		
New disabled WC and access - Ashurst Wood Pavilion, HH	25	32	30	(2)	B	
New changing cabin, Fairfield Recreation ground	43	64	65	1	C	
Replace lighting columns with LED-District Car Parks	15	0	0	0		
New multi-play unit - Fry Crescent Playground, Bhill	35	35	35	0		
Beech Hurst play area train replacement		10	10	0		
Resurfacing of Victoria Park Tennis Courts		38	0	(38)	A	7
31 Victoria Garden, Burgess Hill roof works		74	74	0		
Victoria Park Skate park improvements		126	126	0		
Replacement refuse and recycling depot		0	(8)	(8)	B	
Land adjacent to Heath Road Car Park Haywards Heath		140	140	0		
Replacement of windows and shutters at Clair Park Pavilion, Haywards Heath		29	27	(2)	B	
Resurfacing of Dale Avenue Car Park, Hassocks		26	0	(26)	A	8
Resurfacing of Gower Road Car Park, Haywards Heath		15	15	0		
Resurfacing of Franklyn Road Car Park, Haywards Heath		31	31	0		
Bedelands Farm - improvement to paths		80	8	(72)	A	9
Worlds End Recreation Ground refurbishment		290	0	(290)	A	10
29 Paddockhall Road Land Acquisition		252	252	0		
Repair/ resurfacing Clair Hall Car Park		47	48	1	C	
Flat 23 St. Wilfrid's Way, The Orchards, HH		165	166	1	C	
Hurst Farm Development costs		200	125	(75)	A	11
Upgrade Council Chamber toilets & Reception area, Oaklands	81	0	0	0		
Woodside Pavilion Bolnore Village		0	(2)	(2)	B	
Resurfacing of Lindfield Common Car Park		14	0	(14)	A	12
Mount Noddy Pavilion – extension and alterations		250	0	(250)	A	13
New Auditorium floor - Clair Hall, Haywards Heath	25	0	0	0		
Resurface Orchards Car Park, Haywards Heath	50	0	0	0		
Total Corporate Estates and Facilities	1,359	3,072	1,476	(1,596)		

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Capital Programme Outturn 2017/18						
Scheme Description	2017/18 Original Budget £'000	2017/18 Revised Budget £'000	2017/18 Outturn £'000	Variance on Revised Budget £'000	Category	Notes
ICT & CenSus						
PC replacement programme	25	25	25	0		
Census ICT - Implement Redhat Linux	0	12	11	(1)	B	
Census Strategy -Disaster Recovery	0	3	0	(3)	B	
Protective Monitoring software		20	0	(20)	A	14
Switch Replacements	60	60	0	(60)	A	15
Storage Area Network (SAN) Replacement	65	65	0	(65)	A	16
New Remote Access	10	10	4	(6)	A	
Virtual Infrastructure upgrade	20	20	0	(20)	A	17
Relocation of IDOX Uniform software to Oaklands	68		0	0		
Total ICT & CenSus	248	215	40	(175)		
Land Charges						
Modernisation of corporate records	37	51	42	(9)	A	
Total Land Charges	37	51	42	(9)		
Environmental Health						
Disabled Facility Grants	600	984	714	(270)	A	18
Total Environmental Health	600	984	714	(270)		
Total Programme	2,784	4,402	2,985	(1,417)		
Non-Programmed Capital						
Crawley Down Community Centre Improvements	0	0	7	7	D	19
Cuckfield Cricket Club Pavilion Refurbishment	0	0	9	9	D	20
St Swithun's Parish Church Wall - EGTC	0	0	1	1	D	21
Cuckfield PC - Heritage Street Lights	0	0	3	3	D	22
WSCC America Lane HH Pedestrian Accessibility	0	0	89	89	D	23
Beech Hurst Gardens Link Path	0	0	5	5	D	24
Electric Vehicle Chargers Upgrade	0	0	18	18	D	25
Lindfield Rural Allotment	0	0	24	24	D	26
Cuckfield LTC - Resurface Tennis Courts	0	0	4	4	D	27
Burgess Hill TC Greens Circle Arts Trail	0	0	71	71	D	28
Walstead Cemetery Lindfield Rural PC	0	0	8	8	D	29
EGTC Defibrillator at East Court	0	0	1	1	D	30
Hurstpierpoint Cricket Club Art Wicket	0	0	9	9	D	31
Jubilee Community Centre Changing Places Disability toilet	0	0	10	10	D	32
Scaynes Hill Millennium Centre water heater	0	0	3	3	D	33
Improve access to Green Circle Burgess Hill	0	0	11	11	D	34
Bus Shelter Outside Beech Hurst - HHTC	0	0	4	4	D	35
Footway Lights Lewes Rd HH - HHTC	0	0	9	9	D	36
Kings ST PCs Enhance Public Realm - EGTC	0	0	3	3	D	37
Copthorne Sports & Comm Ass - Pitch Drain	0	0	26	26	D	38
St Lawrence School Swimming Pool Enclosure	0	0	20	20	D	39
Garden Improvements at The Yews HH	0	0	10	10	D	40
Wivelsfield Rd HH Pedestrian Cross WSCC	0	0	37	37	D	41
Burgess Hill Burial Ground Footpath-BHTC	0	0	8	8	D	42
Hassocks PC - goal posts Adastra Park	0	0	1	1	D	43
Streetlights Butlers Green -Lucastes HHTC	0	0	10	10	D	44
Hurstpierpoint Bowling Club - Pavilion Extension	0	0	62	62	D	45
Chequer Mead Community Centre building improvements	0	0	16	16	D	46
Lindfield Football Club changing facilities	0	0	10	10	D	47
Lindfield Cricket Club - acoustic quilts	0	0	3	3	D	48
Total Non-Programmed Capital	0	0	492	492		
Grand Total	2,784	4,402	3,477	(925)		

Notes:

1. New facilities at the Triangle Leisure Centre, financed from the Leisure Improvements Fund Specific reserve, approved in a report to Cabinet 11th July 2016, with a further update report to Council on 31 January 2018.
2. Works for Finches field project are due to commence in April and the project is due to be completed in 2018/19. The budget therefore needs to be slipped to 2018/19.
3. Some projects are complete but time pressure and added complexities in planned works have resulted in slippage to 18/19.
4. Bolnore Pavilion Driveway works are completed under budget resulting in a saving of £11,936.
5. Roof Light Replacements, Oaklands works are ordered and phase 1 is complete within current financial year. Remainder of budget to be slipped to 18/19 for phase 2 of the project.
6. Following the results of the feasibility study the Council Chamber Modernisation project is on hold pending a wider scheme. The budget therefore needs to be slipped to 2018/19.
7. Resurfacing of Victoria Park Tennis Courts project works are due to start in April 2018. The budget will be slipped to 2018/19.
8. Resurfacing of Dale Avenue Car Park, Hassocks project due to be completed at the beginning of April. Therefore the budget will be slipped to 2018/19.
9. Bedelands Farm - improvement to paths have started. The Railway path works are completed, and the Bedelands Farm access/path improvements are at the consultation stage. Construction to take place in year 18/19. The remainder of the budget therefore needs to be slipped to 2018/19.
10. Worlds End Recreation Ground refurbishment. The play improvements are out for consultation. This will need to slip to 2018/19
11. Hurst Farm Development costs. Costs are on-going so the remainder of the budget will need to be slipped to 2018/19.
12. Resurfacing of Lindfield Common Car Park. Works to be completed in 2018/19 as a result of delays due to bad weather. Therefore the project has been slipped to 2018/19
13. Mount Noddy Pavilion – extension and alterations. Project currently at design stage with works due to be completed in 2018/19. The budget has therefore been slipped to 2018/19.
14. Protective Monitoring software project will be completed next year, as this needed to synchronise with the Census IS project. The high level design has recently been agreed and signed off which now enables the Councils to go their separate routes and allows this project to progress next year. The budget therefore needs to be slipped to 2018/19.
15. This project needs to amalgamate with the Edge Switches Capital Bid project for this year. After research it was decided the Core and Edge switches will need to be replaced together to ensure future proofing and compatibility. Therefore the Switch Replacements project will be completed next year and the budget needs to be slipped to 2018/19.
16. Storage Area Network (SAN) Replacement project will be completed next year, as this was part of the IS project and is now ready to go out to G-Cloud framework. The budget therefore needs to be slipped to 2018/19.
17. Virtual Infrastructure upgrade project will be completed next year as this is part of the IS project to facilitate the migration of servers to the MSDC cloud environment. Now the high level design has been signed off it can move forward. The budget therefore needs to be slipped to 2018/19.
18. The original budget for DFGs was £600k for 2017/18. However, increased funding through the Better Care Fund which is passported onto MSDC from West Sussex County Council together with £100,000 slippage to 2018/19 resulted in a revised budget of £984,000 as reported to Cabinet meetings on 10 July 2017, 5 September 2017 and 19 February 2018. Any unspent funds will be slipped to 2018/19 to meet the cost of renovation works approved in 2017/18 for which the works will not be completed until 2018/19.
19. Payment of Community Building contributions (P35/759 £7,048) S106 monies to Crawley Down Community Centre for improvements to kitchen, ladies toilets and meeting rooms, as agreed by the Cabinet Grants Panel 30th October 2017 (refer MIS 44 1st November 2017).
20. Payment of Formal Sport contribution (P35/688 £9,233) S106 monies to Cuckfield Cricket Club towards pavilion refurbishments, as agreed by the Cabinet Grants Panel on 12th September 2013 (refer MIS 37 18th September 2013).

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21. Payment of Local Community Infrastructure contributions (P35/633b £647 & P35/667 £333) S106 monies to East Grinstead Town Council towards St Swithun's Parish Church wall, as agreed under delegated authority by the Cabinet Member for Planning on 16th August 2017 (refer MIS 34 23rd August 2017).
22. Payment of Local Community Infrastructure contribution (P35/688 £2,772) S106 monies to Cuckfield Parish Council towards Heritage Street Lights, as agreed under delegated authority by the Cabinet Member for Planning in February 2015 (refer MIS 08 25th February 2015).
23. Payment of Sustainable Transport TAD contributions (P35/512 £19,663, P35/562b £16,110, PL13-000162 £10,200, P35/494 £609 & P35/542 £42,529) S106 monies to West Sussex County Council for America Lane Pedestrian Accessibility, as agreed under delegated authority by the Cabinet Member for Planning on 7th March 2017 (refer MIS 10 8th March 2017).
24. Payment of Local Community Infrastructure contribution (P35/669 £1,398) and Miscellaneous contribution (PL12-000279 £4,000) S106 monies for Beech Hurst Gardens link path, as agreed under delegated authority by the Cabinet Member for Service Delivery on 15th March 2017 (refer MIS 11a 17th March 2017).
25. Payment of Sustainable Transport TAD contributions (P35/670 £82, P35/579 £5,317, P35/625a £1,689, P35/558a £537, P35/505 £4,500, P35/542 £5,787) S106 monies for Electric Vehicle chargers, as agreed under delegated authority by the Cabinet Member for Resources and Economic Development 7th February 2017 (Refer MIS 6 8th February 2017).
26. Payment of Local Community Infrastructure contributions (P35/594 £16,330 & P35/594 £7,444) S106 monies to Lindfield Rural Parish Council towards the costs of allotments at Scaynes Hill, as agreed under delegated authority by the Cabinet Member for Planning in September 2016 & 27th March 2017 (refer MIS 38a 23rd September 2016 & MIS 13 29th March 2017).
27. Payment of Formal Sport contribution (P35/708 £4,000) S106 monies to Cuckfield Lawn Tennis Club to resurface tennis courts as agreed by the Cabinet Grants Panel on the 15th February 2017 (refer MIS 07 15th February 2017).
28. Payment of Public Art contributions (P35/687 £3,449, P35/625a £3,861, P35/716 £29,957, P35/703 £2,163, P35/491 £17,710, P35/614 £3,080, P35/604b £1,540, P35/622 £1,640, P35/618b £1,870 & P35/619b £1,200) and Miscellaneous contribution (P35/491 £4,246) S106 monies to Burgess Hill Town Council for the Green Circle Arts Trail, as agreed by the Cabinet Grants Panel on the 12th October 2016 (refer MIS 42 14th October 2016).
29. Payment of Local Community Infrastructure contribution (P35/594 £8,040) S106 monies to Lindfield Rural Parish Council to improve pedestrian and disabled access to the Remembrance Garden at Walstead Burial Ground, as agreed under delegated authority by the Cabinet Member for Planning on the 27th March 2017 (refer MIS 13 29th March 2017).
30. Payment of Local Community Infrastructure contribution (P35/632b £1,356) S106 monies to East Grinstead Town Council towards a defibrillator at East Court, as agreed under delegated authority by the Cabinet Member for Planning on the 16th May 2017 (refer MIS 20 17th May 2017).
31. Payment of Formal Sport contributions (PL12-000366 £7,144 & P35/544 £2,006) S106 monies to Hurstpierpoint Cricket Club towards an artificial wicket, as agreed by the Cabinet Grants Panel on 5th June 2017 (refer MIS 23 5th June 2017).
32. Payment of Community Building contributions (P35/581 £3,997, P35/588 £5,760 & P35/617 £243) S106 monies to Jubilee Community Centre towards the cost of a Changing Places disability toilet, as agreed by the Cabinet Grants Panel on 12th October 2016 (refer MIS 42 14th October 2016).
33. Payment of Community Building contribution (PL3-000199 £3,000) S106 monies to Scaynes Hill Millennium Village Centre towards a water heater, as agreed by the Cabinet Grants Panel on 5th June 2017 (refer MIS 23 5th June 2017).
34. Payment of Local Community Infrastructure contribution (P35/716 £10,950) S106 monies to improve access to the Green Circle, as agreed under delegated authority by the Cabinet Member for Planning on 16th May 2017 (refer MIS 20 17th May 2017).
35. Payment of Local Community Infrastructure contribution (PL12-000511 £3,501 & P35/669 £986) S106 monies to Haywards Heath Town Council to replace bus shelter at Beech Hurst, as agreed under delegated authority by the Cabinet Member for Planning on 12th April 2017 (refer MIS 16 19th April 2017).
36. Payment of Local Community Infrastructure contribution (P35/641 £8,580) S106 monies to Haywards Heath Town Council for footway lights on Lewes Road, Haywards Heath, as agreed under delegated authority by the Cabinet Member for Planning on 22nd June 2017 (refer MIS 26 28th June 2017).

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37. Payment of Local Community Infrastructure contributions (P35/632b £348 & P35/633b £2,182) S016 monies to East Grinstead Town Council to enhance the public realm at Kings Street Public Conveniences, as agreed under delegated authority by the Cabinet Member for Planning on 16th May 2017 (refer MIS 20 17th May 2017).
38. Payment of Formal Sport contribution (P35/728 £26,096) S106 monies to Copthorne Sports and Community Association for pitch drainage at King George's Field, as agreed by the Cabinet Grants Panel on 12th October 2016 (refer MIS 42 14th October 2016).
39. Payment of Local Community Infrastructure contribution (P35/778 £20,000) S106 monies to St Lawrence School towards a swimming pool enclosure, as agreed by the Cabinet Grants Panel on 7th June 2016 (refer MIS 23 8th June 2016).
40. Payment of Community Building contribution (PL12-001035 £9,721) S106 monies to The Yews (Haywards Heath) Community Partnership towards garden improvements, as agreed by the Cabinet Grants Panel on 5th June 2017 (refer MIS 23 5th June 2017).
41. Payment of Sustainable Transport (TAD) contributions (P35/669b/c £12,330, P35/600 £7,619, P35/611b £8,124 & P35/648b £8,800) S106 monies to West Sussex County Council for the Wivelsfield Road, Haywards Heath pedestrian crossing, as agreed by the Cabinet Member for Planning on 25th September 2017 (refer MIS 39 27th September 2017).
42. Payment of Local Community Infrastructure contribution (P35/491 £8,495) S106 monies to Burgess Hill Town Council to install a footpath at the Burgess Hill Burial Ground, as agreed by the Cabinet Member for Planning on 12th April 2017 (refer MIS 16 19th April 2017).
43. Payment of Formal Sport contribution (P35/638b £1,374) S106 monies to Hassocks Parish Council towards goal posts in Adastra Park, as agreed by the Cabinet Member for Community on 23rd May 2017 (refer MIS 22 31st May 2017).
44. Payment of Local Community Infrastructure contributions (P35/641 £6,869 & P35/562b £2,892) S106 monies to Haywards Heath Town Council towards street lights between Butlers Green Road and Lucastes Avenue, as agreed by the Cabinet Member for Planning on 15th June 2017 (refer MIS 25 21st June 2017).
45. Payment of Formal Sport contributions (P35/778 £40,752, P35/344 £4,087, P35/555b £4,050, P35/544 £4,940, P35/450 £2,162 & P35/523a £5,724) S106 monies to Hurstpierpoint Bowling Club towards a pavilion extension, as agreed by the Cabinet Grants Panel on 12th January 2016 (refer MIS 03 20th January 2016).
46. Payment of Community Building contributions (P35/623b £3,937, P35/652b £9,731, P35/680 £2,456) S106 monies to Chequer Mead Community Arts Centre Building improvements, as agreed by the Cabinet Member for Resources on 30th June 2017 and the Cabinet Grants Panel 5th June 2017 (refer MIS 27 5th July 2017 & MIS 23 5th June 2017).
47. Payment of Formal Sport contribution (P35/662 £9,812) S106 monies to Lindfield Football Club towards improvements to changing facilities, as agreed by the Cabinet Grants Panel on 30th October 2017 (refer MIS 44 1st November 2017).
48. Payment of Formal Sport contribution (P35/662 £2,860) S106 monies to Lindfield Cricket Club towards acoustic quilts for cricket nets, as agreed by the Cabinet Grants Panel on 18th April 2017 (refer MIS 16 19th April 2017).